



CENTRAL RAILWAY

WORK STUDY CELL
NAGPUR

Work study report on

Review of
Running Room staff of Mechanical Department
in Solapur Division

CENTRAL RAILWAY

STUDY NO.

WSCR/MECH/SUR/ 03/2019-20

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SYNOPSIS OF THE STUDY

Study Number	:WSCR/ S&T/SUR/03/19-20
Name of Study	: Review of Running Room staff at Solapur Division
Approved by	:AGM
Department	:Mechanical
Division	:SUR
Date of Commencement	: 28/11/2019
Date of Completion	: 28/02/2020
Date of Submission	: 04/03/2020
No. of Recommendations	:01
Sanctioned strength	: 14
Men on Roll	: 14
Vacancy	: 00
No. of posts identified surplus	: 14
Financial implications	: Rs. Rs.84,94,584/-

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SUMMARY OF RECOMMENDATIONS

Sr	Description	Para ref.
1.	<u>RECOMMENDATION:</u> On the basis of above observations and critical analysis, the following recommendations are made: All the above said 14 posts(02 Janitors, 08 Cooks and 04 Bearers) may be surrendered and the Running Rooms be maintained on the basis of Contractual System. Existing supervision of Running Room carried out by Chief Crew Controller may be continued.	3.3

ACKNOWLEDGEMENT

The work-study team expresses its deep gratitude to Shri N A Deshmukh, Sr. DME / SUR and Shri Umesh Bhadule, CCCOR/ SUR whose valuable guidance provided a successful conclusion to this study and whose productive suggestion enhanced the enthusiasm of the team.

The team is very thankful to other staff, who ever possibly made the availability of documents concerned & directed the team to its positive approach.

AUTHORITY AND TERM OF REFERENCE

The work-study on “Review of Running Room staff at Solapur division” is a study proposed by AGM/C.Rly. the same has been included in Annual work study programme for the year 2019-20 with Study No WSCR./MECH/ SUR/03 / 19 – 20.

The terms of reference for given work-study is to review and assess judicious requirement of Running Room staff over SUR division corresponding to existing workload.

BASIS OF STUDY

In the present context, almost all Running Rooms over Indian Railways are outsourced and under supervision of CCCORs/ CLIs. Any other staff from Railways may be outsourced to achieve economy.

METHODOLOGY

The work-study team has adopted the following technique for completion of the study.

The following methodology has been adopted for conducting the study:

- (i) Collection of relevant data,
- (ii) Examination of records,
- (iii) Direct observations regarding working of staff,
- (iv) Interaction with officers and staff and
- (v) Critical Analysis.

CHAPTER – I
INTRODUCTION

1.0 Running Room/ Mechanical Department/Solapur Division:

1.1 The work study of Running Rooms of Mechanical Department of Solapur division has been undertaken in view of outsourcing of complete management of Running rooms.

At present housekeeping, cooking, preparation and serving of meals, cleaning of bathrooms/toilets and premises, washing/cleaning and supply of linen, maintenance of garden, providing magazines / newspapers etc. of all Running Room in Solapur Division have been outsourced . Work study team has prepared the study report considering the fact of outsourcing of all the running rooms. Vide Railway Board's D.O. L. No. E(MPP)2006/1/89, dated 04.10.2006 regarding Catering staff, cooks, bearers "to be taken over by IRCTC or activity to be outsourced."

1.2 Running Rooms in Solapur Division under Sr.DME:

The following 06 Running Rooms in Solapur division is functioning under the administrative control of Sr.DME/SUR:

- 1- SUR
- 2- DD
- 3- KWV
- 4- LUR
- 5- WADI
- 6- PB

1.3 Activity of Running Rooms: -

After working on train, the crew and Guard takes rest at Running Rooms and takes lunch / dinner. Now-a-days running rooms are well equipped for a comfortable stay with all facilities for sleeping, dining, bathing, recreation etc.

Earlier, all the running rooms were run departmentally and meals were prepared and served to crews/Guards on supply of grocery items to cook of concerned running room by them. Now, as per Railway Board's letter No.2006/M(L)/467/2 dated 31.03.2010, it has been changed to subsidized meal / standard food. Cooking and serving of meals and provision of subsidized meals to running staff on subsidized rates as prescribed by the competent authority is done round the clock by the contractor on demand by running staff. However, running staff can also avail the earlier system of giving grocery / food items for preparation of meals as per their choice.

1.4 In view of outsourcing of complete management of running rooms as stated above, work study team has taken up the study and recommended for surrender of redundant and surplus posts like Janitor, Cook, Bearer.

CHAPTER – II

2.0 OBSERVATIONS:-

2.1 Cadre Strength:- The cadre strength of Running Rooms under Mechanical Deptt. of Solapur Division as per data collected is as under:

Sr.No	Designation	Level	G. P.	Sanction	Actual	Vacancy
1	Janitor	4	2400	02	02	00
2	Cook-I	4	2400	02	02	00
3	Cook-II	2	1900	04	04	00
4	Cook-III	1	1800	02	02	00
5	Bearer	1	1800	04	04	00
Total				14	14	00

2.2 Details of Occupancies of Running Rooms in Solapur division:-

Sr	Running Room	Total Bed Rooms	Total Beds	Meditation Room	Reading Room	Avg. Bed occupancy/day
1	SUR	06	44	01	01	82
2	DD	06	36	01	01	34
3	KWV	02	12	01	01	20
4	LUR	05	36	01	01	38
5	WD	11	88	01	01	168
6	PB	07	28	01	01	24

CHAPTER-III

3.0 CRITICAL ANALYSIS & RECOMMENDATIONS:

- 3.1** Vide Railway Board's D.O. L. No. E(MPP)2006/1/89, dated 04.10.2006 regarding Catering staff, cooks, bearers "to be taken over by IRCTC or activity to be outsourced."

In view of outsourcing of complete management of Running rooms as stated above, work study team has taken up the study and recommended for surrender of redundant and surplus posts like Cook, Bearer, Janitor.

It is found that management of Running Room executed on outsourcing basis is more economical than managed by Railway staff. Hence after implementation of outsourcing of complete activities of Running Room/SUR Division, the post of Cook, Bearer & Janitor will become redundant and no more required.

3.2 Summary of Existing and proposed staff for Running Rooms/ SUR Division

:

Sr.No.	Category	Sanction	Actual	Proposed	No. of surplus post to be Surrendered
1	Janitor	02	02	00	02
2	Cook-I	02	02	00	02
3	Cook-II	04	04	00	04
4	Cook-III	02	02	00	02
5	Bearer	04	04	00	04
	GRAND TOTAL	14	14	00	14

3.3 RECOMMENDATION:

On the basis of above observations and critical analysis, the following recommendations are made:

All the above said **14 posts(02 Janitors, 08 Cooks and 04 Bearers)** may be surrendered and the Running Rooms be maintained on the basis of Contractual System. Existing supervision of Running Room carried out by Chief Crew Controller may be continued.

CHAPTER-IV

4.0 FINANCIAL EVALUATION & RESULTS:-

Savings due to surrender of 14 identified surplus posts of Running Rooms/ SUR Division:-

Design.	Level (7th CPC)	G.P. (6th CPC)	Pay Structu re (7th CPC)	No. of Post to be surren dered	Mean pay of the level	Cost per Month per staff (Mean Basic pay+ D.A. @ 17%)	Total cost per month (in Rs.)	Total cost per year (in Rs.)
Janitor	Level-4	2400	25500- 81100	02	53300	62631	125262	1503144
Cook-I	Level-4	2400	25500- 81100	02	53300	62631	125262	1503144
Cook-II	Level-2	1900	19900- 63200	04	41550	48614	194456	2333472
Cook-III	Level-1	1800	18000- 56900	02	37450	43817	87634	1051608
Bearer	Level-1	1800	18000- 56900	04	37450	43817	175268	2103216
TOTAL				14				8494584

Thus, recurring savings to the tune of **Rs. 84,94,584/-** say **Rs. 85 lakh Per annum** can be achieved due to surrender of 14 posts of Janitor, Cook, Bearer of Running Room/ SUR Division from Mechanical Department of Solapur Division.

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