



**MANPOWER OPTIMIZATION  
OF  
CANTEEN AND  
&  
GENERAL ASSISTANT  
STAFF OF  
ZRTI, UDAIPUR**

**(G/HQ/WS/463/18/Optg./ZRTI/UDZ/2019-20)**

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**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

## EXECUTIVE SUMMARY

Sr. No.	<b>18</b>
Study No.	<b>G/HQ/WS/463/18/Optg./ZRTI/UDZ/2019-20</b>
Subject	<b>Manpower optimization of Canteen &amp; General Assistant staff of ZRTI Udaipur</b>
Area	Zonal Railway Training Institute, Udaipur
Department	Operating departments.
Terms of Reference	Assessment of Man Power requirement
Present Cadre (Revenue Posts)	<b>Sanctioned Cadre = 68 On Roll Staff = 39 Vacancies = 29</b>
Proposed Cadre (Revenue Posts)	<b>33</b>
Projected Surplus Man Power (Revenue Posts)	<b>35</b>
Total No. of Recommendations	<b>Two</b>
Financial Implication	<b>Rs. 190.26 Lac per annum</b>
Month of Circulation	<b>February, 2020</b>

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## **CHAPTER-1**

### **Introduction**

Indian Railway is the biggest transport organization in India and playing an important role in the development and economy of the country. Along with the Commercial activities, the Railways have to fulfill the social obligations also, especially in the time of natural calamity and towards the weaker sections of the society. For the healthy existence of such an important organization it is necessary to be financially viable, which can be achieved by ensuring optimum utilization of the resources i.e. Man, Material and Machinery.

In the past, some posts like Cook, Gardener were generated and that time these posts were very vital but after the introduction of new technology and adopting mechanized system, these posts have lost their values. **Presently, the scenario has been changed and Railways have adopted contract system in non-core activities. All sanitation, Cook, horticulture work & its maintenance which come under non-safety and non-core activities are included in zonal works and all types of construction works are being done on contract,** resulting in the workload of existing staff has been considerably reduced.

Productivity has acquired a new and broader meaning in the light of highly competitive economic environment, increasing educational levels, degradation of physical environment and increasing population, creating pressure on the limited available resources. To be relevant, the output dimension of the productivity equation needs to be stressed more than before, because improvement in the use of resources alone may not give the desired competitive advantage.

To find out the possibilities to achieve the goal as discussed above, this work-study was approved by SDGM.

## **CHAPTER-2**

### **ACKNOWLEDGEMENT**

#### **2.0 Coordinating Officials of the deptt. :-**

The work-study team is grateful to **Sh. Ajay Kumar Jain, SPO/ZRTI/UDZ**, for his kind co-operation, for collection of data, conducting observations and his valuable suggestions for completion of study.

The work-study team is also thankful to **Sh. Ajit Pratap Singh/Hostel Suptd. ZRTI, UDZ** and **Genitor** of ZRTI for his useful assistance rendered to the work-study team for the review of **General Assistant staff of ZRTI Udaipur**. The work-study team is also grateful to the staff working in the exchange that provided necessary information/records required for the study.

#### **2.1 Terms of Reference:-**

This study has been conducted under the following terms of reference:-

- i) To assess actual work load arising at ZRTI, UDZ.
- ii) To assess requirement of actual man power corresponding to the work load assessed.
- iii) To work out the actual performance of the ZRTI, UDZ

#### **2.2 Methodology Adopted:-**

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Deployment of existing staff, quantum of work load arising sanctioned cadre and actual man power on roll.
- iii) Discussion with Officers & subordinates at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.
- v) Arriving at the optimum requirement of manpower for the present workload.

**CHAPTER-3**  
**Cadre Position**

**3.0. Cadre position of multi department is as under.**

S. No.	Station	Deptt.	Designation	GP	SS	OR	Vac.
1.	Canteen staff ZRTI UDZ	Admn.	Manager	4200	1	0	1
			Counter Clerk	2000	1	0	1
			Cook	2000	1	0	1
			Canteen Asstt.	1800	1	0	1
			Canteen Asstt.	1800	1	1	0
Total (A)					5	1	4
2.	General Assistant Staff ZRTI UDZ	Admn.	Gen Asstt (Mukadam)	1800	2	1	1
			Gen Asstt (Caretaker)	1800	2	0	2
			Gen Asstt (Daftari)	1800	1	1	0
			Gen. Asstt (Peon/Mali)	1800	39	29	10
			Motor Cleaner	1800	1	0	1
			House keeping Asstt. (Safaiwala)	1800	11	4	7
			Bungalow Peon	1800	1	0	1
		Civil	Track Maintener	1800	2	2	0
		S&T	Asstt. (S&T)	1800	4	1	3
Total (B)					63	38	25
Grand Total (A+B)					68	39	29

## CHAPTER - 4

### Deployment of on Roll Staff

**4.0 Deployment of on roll staff is as under.**

S. N.	Units	Desg.	Duties of Staff
1.	Canteen Staff ZRTI UDZ	Cooks	Against the sanctioned cadre of 05 Canteen staff of ZRTI, only one is on roll. Due to shortage of staff at present canteen facility in the ZRTI is managed through Mess committee for the last one year. Alone staff of canteen on roll is being utilized in ZRTI for allied works as per need.

2.	General Assistant Staff ZRTI/UDZ	Gen. Asstt. (Gen. Adm)	<ol style="list-style-type: none"> <li>1) One Gen. Asstt. (Gen. Adm) is deployed in General Admn office under Ch. OS/ZRTI.</li> <li>2) One Gen. Asstt. (Gen. Adm) looks after the cleanness of Computer room, Mechanical room, Commercial room &amp; instructor room and serves drinking water to trainees/Staff.</li> <li>3) One Gen. Asstt. (Gen. Adm) performs duty with Principal and ATM's office.</li> <li>4) One Gen. Asstt. (Gen. Adm) performs duty with SPO/ZRTI and also do dusting and cleaning of Room No. 2 &amp; 4.</li> <li>5) One Gen. Asstt. (Gen. Adm) looks after the cleanliness and dusting of Ground floor class rooms.</li> <li>6) Four Gen. Asstt. (Gen. Adm) perform duty of dusting and cleaning of Administrative Block.</li> <li>7) Two Gen. Asstt. (Gen. Adm) perform duty under Sports in charge for duties like Cleanliness and dusting of Gym, Badminton Hall, Garden and arrangement of Sports items in split duty (06.00-10.00 and 16.00- 20.00)</li> <li>8) Five Gen. Asstt. (Horticulture) perform duty of plantation, trimming and watering under supervision of Instructor (Engg.)</li> <li>9) One Gen. Asstt. (Gen. Adm) performs duty under supervision of Stores in charge like loading/unloading &amp; upkeep of books &amp; other material.</li> <li>10) Ten Gen. Asstt. (Gen. Adm) perform duty under supervision of Hostel Superintendent. They also supervise the Housekeeping staff which is provided by the contractor in 8 Nos. of Hostels.</li> <li>11) One Gen. Asstt. (Gen. Adm) performs duty with Xerox machine/Printing work.</li> </ol>
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			<p>12) One Gen. Asstt. (Gen. Adm) looks after the cleanliness of class rooms and also serves drinking water to instructor and trainees in classes.</p> <p>13) One Gen. Asstt. (Gen. Adm) distributes muster sheets in class rooms and also conveys the messages to the instructor in class room.</p> <p>14) One Gen. Asstt. (Gen. Adm) performs duty as a night watchman (20.00 – 7.00).</p> <p>15) Out of 2 Trackman one Trackman looks after the Track maintenance work along with housekeeping activities of 3 classrooms and another Trackman has been utilized in Track maintenance work and Stores related work.</p> <p>16) Two Gen. Asstt. (Gen. Adm) are look after housekeeping related work in Examination Hall, Library, Conference Hall and Model Room.</p>
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## **CHAPTER-5**

### **Critical analysis**

#### **5.0**

Sanitation is an essential activity in a working/residential place. The working/residential place for human should be neat and clean which helps to keep the manpower healthy, fit and improve efficiency. Due to introduction of advance technology and adoption of modern techniques, a lot of mechanized/ sophisticated machines have been introduced in the sphere of cleaning i.e. jet cleaning, vacuum cleaner, electronic wiper etc. which not only improve the standard of cleaning but also affect the utilization of available manpower. ZRTI has a very vast area and it is not possible to clean this area manually. Mechanized cleaning is very essential to upkeep of the standard of the cleanliness. Therefore, it will be better if cleanliness and gardening activity is outsourced. It is also true that the establishment cost on government employee has increased tremendously. Consequently, the Railway has changed their policy and now it encourages contractual system in some departments where the safety is not directly involved i.e., cleaning, catering and vending etc. which not only improve the quality of work but also reduce the expenditure in terms of manpower productivity.

Housekeeping of Hostels is being done on contract basis in ZRTI/UDZ. It is need of the time that surface brooming, drain cleaning, Brooming/ cleaning of parks, roads, open area etc is also done on contract basis. This contractual work will not only reduce the workload of General Asstt. staff, but also economized the system. At Administrative Block area of ZRTI/UDZ the cleaning work is also being carried out by the departmental staff.

Keeping in view of all facts, work study team observed that the cleaning standard being maintained by the contractual labour is satisfactory. The contractual cleaning activities are cheaper than the cost of departmental staff. During the conduct of study, team observed that cleaning of Administrative building may be proposed for outsourcing in line with the ongoing contractual work of hostels, which will increase the man power productivity as well as economy to the system.

#### **a) Canteen staff**

S. N.	Design.	GP	SS	OR	Vac .	Observations	Prop o sed	Sur plus
1.	Manager	4200	1	0	1	There is one canteen situated in ZRTI campus to fulfill stationary, Tea, Snacks and some other day to day requirement of trainees. In the past this canteen was run by the Railway staff on no profit no loss basis, but at present only one canteen staff remains available and he is being utilized for office work. Keeping in view the need of trainees' one canteen is must in the campus area. At present canteen is	0	1
2.	Counter Clerk	2000	1	0	1		0	1
3.	Cook	2000	1	0	1		0	1
4.	Canteen Asstt.	1800	1	0	1		0	1
5.	Canteen Asstt.	1800	1	1	0		0	1

						being run by the mess committee. Therefore, it is suggested that this process may be continue. In future, possibility may be explored to outsource this canteen and <b><u>all 05 posts of cantten staff may be surrendered forthwith.</u></b>		
<b>Total</b>			<b>5</b>	<b>1</b>	<b>4</b>		<b>0</b>	<b>5</b>

**b) General Assistants Staff.**

S. N.	Design.	GP	SS	OR	Vac .	Observations	Prop o sed	Surp lus
1.	Gen Asstt (Mukadam)	1800	2	1	1	Out of 63 Sanctioned strength, there are only 38 staff are on roll to handle the existing different type of workload, Like sanitation, Gardening, office work, Stores related work and hostel Assisting work. ZRTI has very vast area and it is not possible to handle sanitation work and gardening work by the existing staff. A sufficient number of Safaiwala should be deployed to upkeep of the standard of cleanliness. During the work study it has been observed that sanitation activity in Hostels have already been outsourced and to upkeep the standard of cleanliness the possibility may be explored to outsource sanitation activity in Administrative block along with gardening work. <b>After outsourcing the sanitation and gardening activity only 33 staff (details are given below) will be sufficient to coupe up the existing workload.</b>  To provide drinking water facility to trainees as well as instructors one water cooler along with disposable glass may be provided in every block and then there will be no needs to provide one Assistant for facilitate drinking water to trainees or instructor.	2	0
2.	Gen Asstt (Caretaker)	1800	2	0	2		0	2
3.	Gen Asstt (Daftari)	1800	1	1	0		1	0
4.	Gen. Asstt (Peon/Mali)	1800	39	29	10		24	15
5.	Motor Cleaner	1800	1	0	1		1	0
6.	House keeping Asstt. (Safaiwala)	1800	11	4	7		0	11
7.	Bungalow Peon (TADK)	1800	1	0	1		1	0
8.	Track Maintener	1800	2	2	0		2	0
9.	Asstt. (S&T)	1800	4	1	3		2	2
<b>Total</b>			<b>63</b>	<b>38</b>	<b>25</b>		<b>33</b>	<b>30</b>

**5.1 After outsourcing of sanitation and gardening activity in ZRTI following 33 staff will be sufficient to coupe up the existing workload.**

- 1) 13 posts of General Assistant in General Administration section to perform duty in Ch. Os office, Principal, ATM and SPO office and some additional work like Xerox machine, Printing work, Sports activity, Dak distribution etc., would be sufficient to coupe up existing workload.
- 2) 06 posts will be sufficient to fulfill the requirement in model room, S&T and Track maintenance work.
- 3) One Assistant staff is sufficient to handle the existing stores related work.
- 4) One Assistant staff in each 8 hostel (one additional staff for hostel No. 2, Total 9 staff) is provided to perform duty under supervision of Hostel Superintendent for some miscellaneous activities in hostels.
- 5) One post of TADK for Principal/ZRTI.
- 6) 03 posts may be left for LR/RG.

## **CHAPTER-6**

### **Recommendations and Suggestion**

#### **RECOMMENDATION NO. - 1**

Keeping in view the need of trainees, canteen is must in the campus and at present it is being run by the mess committee. It is suggested that this process may be continued. In future, possibility may be explored to outsource this cantten and **all 05 posts of cantten staff may be surrendered forthwith.**

#### **RECOMMENDATION NO. - 2**

After outsourcing Cleaniness and Gardening activity **only 33 posts will be sufficient to coupe up the existing workload. Therefore, 30 posts of various categories are surplus and may be surrendered forthwith.**

#### **Suggessations-**

1. Water coolers have already been provided in some classroom blocks as well as in hostels. Water cooler with disposable glasses should be provided in every block to facilitate drinking water for trainees as well as instructors, and then there will be no need to provide one Assistant to facilitate drinking water to trainees or instructor in each block.
2. During the study it has told that the codal life of solar water heater/tubes had expired in 2016. It has also told that about 80% tubes have been choked due to very high hardness of water. In such type of situations maintenance will not be economical so possibility may be explored to change the Solar water heater system.
3. One Gen. Asstt. (Gen. Adm) deployed for distributes muster sheets in class rooms and also convey the messages to the instructor in class room.

## **CHAPTER-7**

### **MINUTES OF MEETING HELD WITH PRINCIPAL, ZRTI/UDZ**


A work Study was conducted for optimization of man power in ZRTI/UDZ. In this work Study out of 68 posts, as many as 44 posts have been found as surplus. During the meeting with Principal/ZRTI, he expressed that minimum 33 posts would be required to couple up the existing work load.

Thus, Principal/ZRTI is agree to surrender only 35 posts ( included 05 posts of Canteen staff ) of multiple categories after outsourcing the Housekeeping and Horticulture activity in Administrative Block.

#### **Minutes of the meeting held in the chamber of Principal/ZRTI/UDZ**

A meeting was held in the chamber of Principal ZRTI UDZ with AWSO/HQ/NWR on 03.01.2020. All issues are discussed in detail; work study team recommended to surrender 44 posts of various categories including canteen staff.

1. Principal ZRTI/UDZ is agreed to surrender all 5 posts of canteen staff.
2. Work study team recommended to surrender 39 posts of various categories like Mukeddam, Care taker, Daftari, Motor cleaner, General Asstt. Staff & Track maintainer etc., after discussion it was added that 09 posts of General Asstt. (2 posts of Mukeddam, 1 post of Motor cleaner, 1 post of Track maintainer, 1 post of Asstt./S&T and 4 post of General Asstt.) would be required to couple up the existing workload in addition to 24 post as proposed for operation in work study report.
3. Thus, Principal/ZRTI is agree to surrender 30 post of multiple categories after outsourcing housekeeping work in Administrative block and horticulture activities.

  
(Raghuveer Singh)  
AWSO/HQ/NWR/JP

  
(C R Kumawat)  
Principal/ZRTI/UDZ

## **CHAPTER-8**

### **Summary of Recommendations**

**8.0.0**

<b>S.N.</b>	<b>Recommendations</b>	<b>Accepting/ Implement ing Authority</b>
<b>1</b>	<p><b><u>Recommendation No.1:-</u></b></p> <p>Keeping in view the need of trainees, canteen is must in the campus and at present it is being run by the mess committee. It is suggested that this process may be continued. In future, possibility may be explored to outsource this cantten and <b><u>all 05 posts of cantten staff are surplus and may be surrendered forthwith.</u></b></p>	<b>PCOM/JP DRM/AII &amp; Principal ZRTI/UDZ</b>
<b>2</b>	<p><b><u>Recommendation No.2:-</u></b></p> <p>After outsourcing Cleaning and Gardening activity <b><u>only 33 posts will be sufficient to coupe up the existing workload. Therefore, 35 posts of various categories are surplus and may be surrendered forthwith.</u></b></p>	

**CHAPTER-9**  
**FINANCIAL SAVINGS**

**9.0.0 Financial Savings: -**

With the proposal of surrender of 35 **posts** of **Group 'C'** the recurring savings per annum in money value amount to as given below:-

S. No.	Design.	GP	Pay Matrix	Mean pay of Pay Matrix	DA @ 17%	Total Money value	No. of posts	Total saving/ month	Total saving/ year
1	Manager	4200	35400-112400	73900	12563	86463	1	86463	1037556
2	Counter Clerk	2000	21700-69100	45400	7718	53118	1	53118	637416
3	Cook	2000	18000-56900	37450	6367	43817	1	43817	525798
4	Canteen Asst.	1800	18000-56900	37450	6367	43817	2	87633	1051596
5	General Asstts.	1800	18000-56900	37450	6367	43817	30	1314510	15774120
<b>Total</b>							<b>35</b>	<b>1585541</b>	<b>19026492</b>

**Total recurring savings per annum comes to approx. Rs. 190.26 Lac.**