

WORK STUDY TO REVIEW THE STAFF
STRENGTH OF
GOOD SHEDS OVER
TVC DIVISION

SOUTHERN RAILWAY

PLANNING BRANCH

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STAFF STRENGTH OF
GOODS SHEDS OVER
TVC DIVISION

STUDIED BY

WORK STUDY TEAM
OF
PLANNING BRANCH

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(ii)

AUTHORITY

Annual study programme approved by SDGM for the year 2018-19.

(iii)

TERMS OF REFERENCE

To review the staff strength of Goods sheds over Thiruvananthapuram Division.

(iv)

METHODOLOGY

- 1) Data from field units & Office.
- 2) Observation of present day activities at the Stations/Goods sheds.
- 3) Interaction with supervisors and other staff.
- 4) Based on yard stick and need basis.

(v)

SUMMARY OF RECOMMENDATIONS**RECOMMENDATIONS**

S. NO	GOOD SHED	DESIGNATION	NO.OF POSTS
1	QLN	CCC-I	2
2	QLN	CCC	1
3	KTYM	CCC	1
4	KLMR	CCC	1
5	AWY	CCC	1
6	AFK	CCC	1
7	TCR	CCC	1
TOTAL			8

CHAPTER – I**1.0 INTRODUCTION**

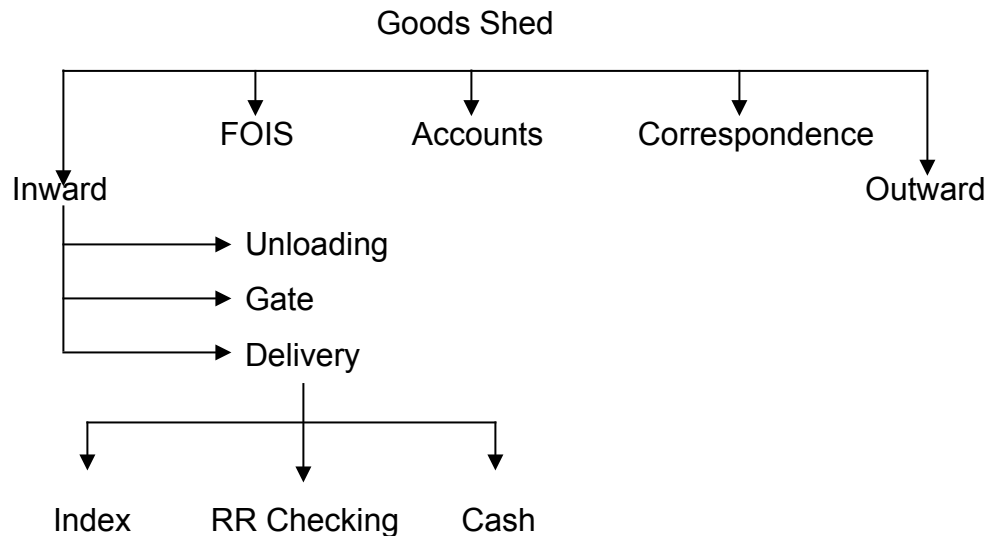
- 1.1 The carriage of animals or goods by trains solely or mainly intended for such purposes is called goods traffic. The carriage of such items in passenger trains or departmental ballast (material) trains is not coming under goods traffic. The share of Railways in freight traffic has dwindled from 80% in 1950-51 to below 40% now. However, still railways are the preferred bulk freight carrier for commodities like coal, iron ore, food grains, cement, POL products etc. The fuel efficiency of Railways is at least 5 times better compared to road traffic.
- 1.2 Indian Railways carries a huge variety of goods such as mineral ores, fertilizers, iron & steel, petrochemicals, agricultural products, etc. 70% of revenue comes from freight services. Freight is a profit making business segment of Indian Railways and is the backbone of railway revenues. The freight earning plays an important role i.e. about 60% of total earnings in Indian Railways. However, in Southern Railway which is a passenger oriented railway, the freight earning constitutes around 40% of the total earnings. But, recently it is seen that the market share of Indian Railways has been consistently shrinking and railways is losing out to road. Freight is the backbone of Indian Railways that contributes more than 66 percent of earnings, even subsidizing the losses in passenger operations.

CHAPTER – II**2.0 PRESENT SCENARIO**

- 2.1 The target for originating freight loading for IR during 2017-18, 34.500 MT. But the actual is 29.467 which is less by 14.59% compared to board's target and less by 8.91% compared to previous year's performance of 32.350 MT.
- 2.2 The gradual elimination of C smalls traffic and wagon loads, the diversion of the POL traffic through pipe lines, heavy haul road vehicles, lack of offering in return direction etc. are some negative factors affecting the freight growth of Railways.
- 2.3 However, the increasing cost of fuel, the pressure on land, environmental concerns etc. are likely to increase the freight share of Railways since it is having many advantages in these areas. There is a growing awareness that the unbridled cross subsidization of passenger traffic with freight earnings is an impending factor for growth in freight traffic and suicidal for Railways' growth itself.
- 2.4 The whole system of booking of freight is simplified with reduction in number of classes to a total of 16 and abolition of To pay system for bookings. FOIS, CMS, TMS, etc. are also much helpful for freight operations. The provision of outdoor/yard SMs separately of freight loading stations helps to reduce delays and improve operating indices.
- 2.5 **Job Profile of Goods Shed Staff working in each Goods Sheds:-** As per commercial Manual the DUTIES AND RESPONSIBILITIES of Goods shed Staff like;
- i) Commercial Supervisor (**CSR**),
 - ii) Chief Commercial Clerk (**CCC**)
 - iii) Sr. Commercial Clerk (**Sr CC**),
 - (iv) Commercial Clerk (**CC**) and
 - (v) Goods shed Porter (**GSP**) are detailed below.

2.6 DUTIES OF GOODS SHED OPERATION STAFF IN GOODS SHEDS:-

The following activities are taking place at Goods Shed as given below in the chart:



WORKING HOURS:-

The staffs are either working in 2 or 3 shifts in 6.00 to 14.00 – I shift, 14.00 to 22.00 – II shift, 22.00 to 06.00 – III shift and in general shift and avail weekly rest as per roster.

DUTY LIST OF STAFF & HOURS OF DUTY:-

The duties of commercial clerks handling Goods are common and Duties of Commercial Supervisor (**CSR**) / Chief Commercial Clerks (**CCC**) / Sr. Commercial Clerks(**SCC**) / Commercial Clerks(**CC**) & Goods Shed Porter(**GSP**):-

BOOKING OF GOODS TRAFFIC: -

Traffic that moves in wagons by goods trains is called Goods Traffic. There are separate rates for charging this traffic and these are lower than the rates applicable to the same commodity if booked as parcels. Traffic booked in one lot by a customer is called a **consignment**. The person, who books it, is called the **consignor** and the person to whom it is booked is called the **consignee**.

2.7 The following are some of the important goods sheds/ sidings in TVC Division.

Good Sheds:

1.	Aluva	-	AWY
2.	Angamali	-	AFK
3.	Alappuzha	-	ALLP
4.	Nagercoil	-	NCJ
5.	Quilon	-	QLN
6.	Kalamasery	-	KLMR
7.	Cochin Harbar Terminus	-	CHTS
8.	Chalakkudi	-	CKI
9.	Ollur	-	OLR
10.	Trichur	-	TCR
11.	Kottayam	-	KTYM
12.	Tiruvalla	-	TRVL

SIDINGS:

1.	Quilon	-	QLNS
2.	Kazhakuttam	-	FKZS
3.	Kalamaserry	-	FCKS
4.	Angamali	-	AFCS
5.	Chingavanam	-	CGVS
6.	Karnagapally	-	KFCS
7.	Kochi	-	BKRI
8.	Irimpanam	-	BPCL
9.	Irimpanam	-	FACT
10.	Mulagunnathukavu	-	MGKS
11.	Mavellikara	-	MVKF
12.	Vallarpadam	-	VPDP

2.8 Staff sanctions

Separate group C staff (Commercial) are sanctioned as per Annexure I at the following points only.

Staff Deployment in Commercial Department at Good Sheds over TVC

Division: (As per S.A.V.E statement given by o/o DPO/TVC division dated 13.06.2018)

GOODSHEDS	CCC-I in Rs.4600/-			CCC in Rs.4200/-			Sr.CC in Rs.2800/-			CC in Rs.2000/-			Total		
	S	A	V	S	A	V	S	A	V	S	A	V	S	A	V
Nagercoil	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
Quilon	4	2	2	2	1	1	0	0	0	0	0	0	6	3	3
Kalamachery	1	1	0	3	2	1	0	0	0	0	0	0	4	3	1
Alwaye	1	1	0	2	1	1	0	0	0	0	0	0	3	2	1
Angamali	1	2	-1	2	1	1	0	0	0	0	0	0	3	3	0
Ollur	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
Trissur	1	1	0	2	0	2	0	0	0	0	0	0	3	1	2
Kottayam	1	1	0	2	1	1	0	0	0	0	0	0	3	2	1
Cochin HTS	1	1	0	2	2	0	0	0	0	0	0	0	3	3	0
TOTAL	10	9	1	17	10	7	0	0	0	0	0	0	27	19	8

NOTE:

2.8.1. There is no separate staff strength for good sheds at ALLP, CKI & ERM.

2.8.2. Staff strength at various sidings over TVC division is not taken into account, since the staff salary and other expenses are charged to those siding owners.

2.9 There is no Group D staff available in sanctioned list given by O/O DPO/TVC.

- 2.10 The commercial duties of other points are looked after by readjustment from nearest points, deputation of LRCC on the days of goods dealing etc. At some stations, the SMR is looking after the commercial duties connected with goods also.
- 2.11 Though the Goods traffic is considered as a Commercial Branch activity, the operating activities are cardinal for speed, efficiency and safety.
- 2.12 Placement in position, attaching, detaching, Marshalling etc. are to be carried out in time for successful goods operation. In fact, some registers connected with goods traffic like vehicle register, control message register, hand book (Rough book), vehicle guidance (CV), placement advice, seal broken register etc. are kept in SS/SMR office and maintained by SS/SM/ASM. Coupling, uncoupling, hand shunting, Point operations (setting, locking etc), signaling, door closing etc. is done by non-SM operating staff like Points man, Porter, SCP etc. The Train Clerk wherever available keeps and maintains operating registers connected with freight as well as passenger.
- 2.13 Commercial duties connected with Goods sheds outward.**
Registration, transmission of messages, collection of fee thereof, refund if any etc. for wagon demand etc. Preparation of Rly receipt with correct charges, and other particulars collected from F.Note. Verification of weight, number of bags, total weight etc. and weighment facilities are available.
- 2.14 Preparation of side cards, seal cards and ensuring correct closure, sealing etc. Checking the packing condition, provision of gunny bags, leakage if any etc. Collection, accounting and remittance of cash to BSR/SS/Bank directly. Maintenance of various registers connected with booking. Preparation and submission of periodical returns, FOIS data feeding & collection. Communication with SS/SM/ASM, RPF, Booking consigners, control etc. Calculation and collection of other charges like demurrage, wharfage, cancellation fee etc.
- 2.15 Outward**
Delivery to the correct consignee on verification of their RR.

Ensuring the condition of the load before unloading reweighment of prescribed percentage of wagons, collections of seal card/side card etc.

Ensuring the closure of all doors after unloading.

FOIS data feeding & recovering.

Issue of outward passes if needed.

Advise to RPF for seal broken wagons.

Maintenance of Freight related Registers.

Periodical returns. Continuous communication with SMR/SM/ASM, Control, nearby Junctions/terminal points/ divisions.

Calculation, collection and remittance of undercharges, DC, WC etc. either to BSR or SS/SM or directly alongwith CR Note.

2.16 Freight Operations Information Systems Mission – FOIS:-

FOIS is an On-line Real-Time system based on absolute current State of Art Technology and efficient Communication system. In the month of January 2011, TMS terminals have been provided in almost all the Goods Sheds/Sidings of Indian Railways and Railway Receipts are being generated at the TMS locations. The issue of manual Railway Receipts could be completely eliminated in the Railways with **FOIS**, wherein, there are two major applications namely Rake Management System (**RMS**) & Terminal Management System (**TMS**).

2.17 RMS primarily deals with operational formalities namely tasks to be completed from the arrival of the rake in the yard to dispatch as load/empty in terms of individual wagons. The placement of the wagons is fed as per the placement memo issued by the DYM and the release etc. is dealt in this system. The TMS application covers the entire functions of commercial activities both inward and outward traffic, placement of wagons, verification of wagon nos., placement time, release time of the wagons and other delivery formalities starting from the registration of wagon demand by railway customers till closure of book of delivery.

2.18 **FOIS** is a management tool to optimize utilization of costly assets and resources by improving the distribution of Rakes/Wagons & Locos, and also scheduling and Routing Traffic in an optimized cost effective manner, gives a transparent system of continuous Cargo visibility and an up-to date business environment to the

Customers with just in time inventory' and Global tracking of consignments in trains and wagons. Accurate statistics regarding loading / unloading earnings and freight will be promptly available. Manual process/maintenance of registers dispensed. **FOIS helps in advance planning of Goods Shed Operations/handling movements and allocation duties of Staff concerned.**

2.19 Goods Clerks:

After 2003 restructuring orders, the categories of booking clerk, goods clerk and parcel clerks were brought under the single nomenclature of commercial clerk.

CC	-	Grade Pay Rs.2000
Sr.CC	-	Grade Pay Rs.2400
CCC	-	Grade Pay Rs.4200
CCC-I	-	Grade Pay Rs.4600

2.20 So they can be used at Booking Offices or Parcel Offices or Goods sheds according to necessity. This will avoid unnecessary idling of staff due to monofunctional separation of duties.

2.21 SRR-ERS Section:

The entire section is on D/L and line capacity utilization is 102% between SRR-ERN.

2.21.1 ALUVA (AWY):

This station is about 19km from Ernakulum. The average number of inward rakes is 9 per month and number of wagons dealt is around 21/month. 40% of the rakes are half rakes.

There is no outward traffic except the occasional rebooking. The inward items are mainly cement and fertilizers. There are separate Commercial Clerks for Booking Office, Parcel Office and ECRCs for PRS in addition to three sanctioned posts for Goods works. The station is having a supervisory SMR also. The goods earnings are on account of wharfage and demurrage mainly.

2.21.2 Angamali (AFK):

Angamali is situated at 29km from Ernakulum Junction. This station is having both outward and inward traffic. The average number of inward rakes is around 7 rakes/month and that of the outward wagons is around 5 wagons/month. There are three sanctioned posts for Goods only. The station is having a Supervisory SS.

2.21.3 **CHALAKKUDI:**

This station is about 45 km away from Ernakulum and 69 kms from Shoranur Junction. The average number of wagons per month is about 40 for outward traffic and 10 rakes in an average for inward traffic. This station is having a supervisory SMR. There is no separate sanction for Goods shed staff and SMR is managing the goods working with the occasional help from a CC. The main commodities are cement, Deoiled cake, rice bran etc in addition to food grains of FCI.

2.21.4 **KALAMASSERY (KLMR):**

Kalamasseri is about 13 kms from Ernakulum Jn. (North side). Cement and Iron are the main inward commodities.

The average number of outward wagons per month is a little over 250. The average number of outward rakes per month is less than 12. The average earnings is 6, 94,000/day. The station is managed by a supervisory station manager and there are four sanctioned posts of CCs for goods dealings.

2.21.5 **OLLUR (OLR):**

This is an intermediate station next to Thrissur and 39.51 km south to Shoranur. The average number of wagons/month is 20 and the average No of inward rakes is 7 per month. One CCC is sanctioned for goods dealings.

2.21.6 **THRISSUR (TCR):**

Thrissur is an important non-junction station in TVC division with a earnings of about 7, 84,000 per month. The average number of wagons is around 70 per month and the inward rakes are around 2 per month. The main commodity is cement. The sanctioned strength of CCs for Goods dealing is three and the Goods shed working hours is 6-22 hours.

2.21.7 **MULAGUNNATHUKAVU (MGK):**

This is an intermediate station of 24 km south to Shoranur Jn. and 9 km north of Thrissur. This station is in D/line with a section line capacity utilization of 117%. No separate Goods clerk or booking clerk is available here and the duty SM are looking after both these activities with the help of an LRCC sent from TCR on the days of goods arrival. There is no supervisory SMR/SS at this station. The average number of wagons/month is about 55 wagons. The main commodity is food grains of FCI.

2.22 **ERNAKULAM CLUSTER**

Ernakulam Goods (ERG), Cochin Harbour Terminus (CHTS), Ernakulam (FACT), Ernakulam south (ERNS), BPCL and Vallapadam container depot taking off from Edappalli are coming under this cluster.

2.22.1 **ERG:**

The ERNS siding is at the Irumpanam yard. It consists of the operation of Kochin Refineries. The number of wagons/month is about 458 and the number of RRs from 55 per month (for outward traffic).

However in terms of weight, 24735 tonnes per month and the earnings are 3.22 crores per month. Motor spirit, superior kerosene oil, High speed diesel, furnace

oil, Aviation turbine fuel, Bitumen (Tar) etc are the products booked from here. Four CCs are working here at present.

2.22.2 BPCL/IPN

POL products like MS, HSA, SKO, naphtha etc are booked from here. The average earnings/month is 21.5 crores. This siding is also adjacent to IPN yard. 4 CCs are working here and is said to be working round the clock. On an average 3500 wagons are dealt with at this BPCL funded siding.

2.22.3 ERM Goods

This is the Goods shed attached to Ernakulum Marshalling Yard. The traffic in this Goods shed is very negligible. No outward traffic is available here. There is no separate sanctioned strength and whenever required staff will be deputed from CHTS.

2.23 Cochin Harbor Terminus (CHTS)

There is only one Goods shed line at CHTS now which is extended from Mattanchery. On average 140 wagons dealt per month and even this trend is going down. The port related traffic and container traffic is nominal only. Three Commercial Clerks are working here and out of this one staff utilized at VPDP.

2.23.1 Idappalli – Vallarpadam Goods.

One SM is sent for shunting, supervision of back loading etc. at the time of traffic days only to the terminal.

2.23.2 Ernakulum to Kayankulam section (Via KTYM).

Chingavanam (CGV), Kottayam, (KTYM), Mavelikkara, (MVLK), Piravam Road (PVRD) and Tiruvalla (TRVL) are stations coming in this section where there are goods dealings. Only at KTYM, separate CCs are allotted for Goods transactions. Three posts are sanctioned.

2.24. KOTTAYAM (KTYM)

Kottayam is 60 km. south of Ernakulum Junction and is an important station with inwards goods traffic. Main items are Cement, Fertilizers, Wheat and Deoiled

cakes. The average number of RRs was around 5. Average number of inward rakes/months is 7 rakes and Average number of wagons/month is 110. Goods shed working hours is from 6-22 hours. There is a supervisory SMR/SS here. There are three sanctioned posts of CCs for Commercial works connected with Goods traffic. The main commodities of traffic are Cement, Food grains private, Deoiled cake and fertilizers.

2.24.1 **CHINGAVANAM (CGV)**

Chingavanam is 8 Kms. south of Kottayam. There is no supervisory SMR/SS here at present. An average of 45 wagons is dealt with in a month at CGV. Separate booking clerk is available for Booking office and there is a clerk for goods dealing whose salary is covered under contract with FCI.

2.24.2 **MAVELIKKARA (MVLK)**

This station is 8 Kms. away at the north of Kayankulam Junction. There is no supervisory SMR/SS here. The Chengannur KYJ section on which MVLK is situated is on D/L. There is no outward traffic at this station and 10 wagons are dealt with on an average in a month. Main commodities are Food grains of FCI.

2.24.3 **PIRAVAM ROAD (PVRD)**

PVRD is 27 km. south of Ernakulum Junction with capacity utilization of 114%.

There is a supervisory SMR/SS at this station.

Main commodities are Coal, clinker from Ambasamudram.

There is one clerk for Goods transactions separately whose payments are borne by HNL. UTS are managed by duty SMs.

2.24.5 **THIRUVALLA – TRVL**

TRVL is 25 km. south of Kottayam and 30 km. north of Kayankulam, Junction on S/L with a line capacity utilization of 134%. Only inward traffic is available now. An average of 4 to 5 cement rakes of is dealt with in a month.

Average no. of wagons – 30 wagons/month. Main commodity – cement & wheat. 10 Commercial clerks, of which only 8 are available at present, are utilized combined for BO, PO and Goods Shed. There is a supervisory SMR/SS station.

2.25 ERNAKULAM – KAYANKULAM VIA ALEPPEY SECTION.

Alappuzha and Cheppad are the goods dealing stations in this section. ALLP is in S/L with line capacity utilization of 113% and 103% on the north and south sides of Alappuzha Kayankulam to Harippad are in double line now.

2.25.1 Alappuzha (ALLP).

ALLP is 57 south of Ernakulum. 7 km. away from Kayankulam Jn. (North & West). This station is under the charge of a supervisory SMR/SS. Only inward traffic is available now.

The sanction of commercial clerk combined for BO/PO/Goods is 11 and DySMR/C given additional charge during placements.

The average number of rakes	-	2.25 rakes
Average number of wagons	-	About 85
Train commodities (1/W) are	-	Wheat & Rice – FCI

2.25.2 Cheppad (CHPD)

CHPD is 22 km. away from Kayankulam Jn, on the northwest side with capacity utilization of 103%. There is neither supervisory SM nor separate clerk for goods dealing. There is no goods traffic in this siding from the past two years.

2.26 KAYANKULAM – THIRUVANANTHAPURAM – NAGERCOIL SECTION

The following are the goods dealing section in this section.

1. Kayankulam JN (KYJ)
2. Karunagapalli (KPY)

3. Kollam Jn (QLN)
4. Kazhakuttam (KZK)
5. Kochuveli (KCVL)
6. Nagercoil (NCJ)

2.26.1 **KAYANKULAM JN.**

This station is 115 km. away Ernakulum Junction and 40 Km. north of Kollam Junction. The station is dealing with 11 wagons on an average / month and the main commodities are cement and fertilizers. The supervisory SMR/SS is in charge of the Station and one CGSR is assisting him to look after goods transactions.

2.26.2 **KARUNAGAPPALLI (KPY)**

KPY is situated 14 km. south of Kayankulam and 27 km north of Kollam Jn in D/line. Capacity utilization is 88%. FCI goods are dealt with at this station.

2.26.3 **KOLLAM Junction**

This is an important Junction station of TVC Division 156 km. away from Ernakulum Junction and 64 km from south of Thiruvananthapuram Central. The station is under the control of a supervisory SMR/SS. Sanctioned strength of Commercial staff is 6 including one for FCI siding (Actual 3). Outward traffic is negligible. The average number of inward rakes is 3 in a month. The total number of wagons dealt is around 80 per month. The goods shed is functioning in 2 shift generally.

2.26.4 **Kazhakuttam – KZK**

It is 57 km. south to Kollam Jn. and 13 km. north to Thiruvananthapuram central. This station is on the D/line and line capacity utilization is 88%. This is a non-supervisory SM managed station and the duty SMs is managing UTS activities. 70 wagons are dealt with here on an average in a month. 8 LC gates are there totally on either sides of this station.

2.26.5 **Kochuveli (KCVL)**

Kochuveli is a fast expanding train starting station just 6 km. ahead of Thiruvananthapuram and this good shed was closed.

2.26.6 **NAGERCOIL JUNCTION (NCJ)**

NCJ is 251 km. from ERS and 73 Kms. from Tirunelveli Junction on S/L. Line capacity utilization is 110%. This station is dealing with 7 rakes per month. The station is under the control of a supervisory SMR/SS. There is one CC post sanctioned for Goods shed work. This station is also in D/line and is under the control of a supervisory SMR. An average of 115 wagons are dealt with at this station. There is hardly any outward traffic.

2.27 There are some (Goods sidings) in TVC division which are belonging to non-railway parties like FCI, BPCL, IOC, FACT, HNL, NTPC etc. and the salary and maintenance and staff cost of these goods points are borne by them.

They are as follows:

- | | | |
|---------------------|---|-------------------|
| 1. Angamali | - | KSEB, SAIL |
| 2. Chingavanam | - | FCI |
| 3. Cheppad | - | NTPC |
| 4. ERNF | - | FACT |
| 5. ERNS | - | Cochin refineries |
| 6. BPCL | - | IPN/BPCL |
| 7. Kalamassery | - | FACT |
| 8. Karunagapalli | - | FCI |
| 9. Kazhakootam | - | FCI |
| 10. Mulagunnathkavu | - | FCI |
| 11. Mavelikkara | - | FCI |
| 12. Piravam Road | - | HNL |
| 13. Kollam | - | FCI |

For ERNF, ERNS and BPCL sidings the sanction is said to be for round the clock (3 each) and for the rest one each. At many of these stations they are utilized for BO/PO duties also.

SUMMARY:

Average No of rakes handled per month	Locations
More than 12 rakes per month	NIL
7 rakes to 12 rakes per month	AWY,CKI,KLMR,KTYM,NCJ,O LR
Less than 7 rakes per month	AFK,ALLP,CHTS,CHY,CGY,E RM,KYJ,QLN,TCR,TRVL

NOTE:

No traffic has been handled at CGY & CHY locations during April'17 to April'18.

WHARFAGE & DEMURRAGE DETAILS (for the year 2017-2018)

GOOD SHEDS			SIDINGS	
GOOD SHEDS	W.C	D.C	SIDING	W.C
TCR	NIL	15,43,950	MGKS	7,27,650
CGV	NIL	1,11,000	IPM	11,61,900
ALLP	NIL	4,71,300	BKRI	70,800
ERNF	NIL	5,14,307	QLN/FCI	9,69,300
NCJ	NIL	39,375	KPY/KFCS	1,03,650
QLN	NIL	6,99,100	AFCS	9,12,150
CKI	NIL	10,40,350	FCKS	28,800
TRVL	NIL	1,03,700	MVKF	9,57,270
AFK	78,600	12,04,650		
CHTS	4290	85,800		
KLMR	1,47,150	16,95,000		
KTYM	36,150	8,99,400		

CHAPTER – III

3.0 CRITICAL ANALYSIS

3.1 The performance of Goods transactions at a station /siding has got two distinct activities.

That is (i) operating and (ii) commercial. The operating part is related to reception / dispatch, placement, separation of loads, removal of empties, securing of vehicles, planning for movements and shunting.

Normally this part is supervised by SMR/SM of station / yard with the help of guard, loco pilot, TNC and other operating staff under the advice and notice from

control.

The commercial part start from registration of wagon demands, booking, loading / unloading, sealing, marking, delivery, refunds, maintenance of records, transmission of information, the collection and goes up to remittance of money etc. This part is normally done by Commercial clerks.

After the merger of Booking clerks, Parcel Clerks and goods Clerks into a single cadre of Commercial clerks, strict demarcation on the basis of the above activities is neither followed nor warranted.

3.2 **The Yardstick:**

The existing yard stick is 40 invoices/shift of 8 hours of duty for Goods Clerks and 75 Quintals per shift for Goods Shed porter.

The term invoice is depending upon the same date, originating station and destination station and is distinct from Railway Receipt or Way Bill.

The yardstick is not very clear about the booking station duties and delivery point duties. So this aspect is to be settled first on a need base analysis not relying upon the yardstick alone.

3.3 The duties at the booking station are diverse and more time consuming than at the delivery station.

Sl. No	Activity	Booking station	Destination
1	Registration, collection of WDRF, refund etc.	Yes. Done here.	Not applicable
2	Cash collection	Freight charges collected here.	Collection of U/C, WC, DC is done here which is comparatively less
3	Weighing, counting bags,	Yes. Done here	Only Reweighing is being carried out

4	Seal cards	Marking & sealing is done here	Only collection of seal cards
	Entries in records	Cash remittance	Comparatively less cash remittance

- 3.4 From the above vital activities itself it can be seen that the booking station duties require more time. The study has evaluated the need for the manpower at the latter as 50% of the former.
- 3.5 Given the number of Way Bills, even the highest numbered station, Kollam do not qualify for more than 2 Goods Clerks. However since the duties are stretched over a period of 6 – 22 hours at many stations, the yardstick is to juxtaposed with the shift requirements. But operation of 2 shifts at a goods shed where a rake is dealt with arises only once in 3 days or less especially when the total invoices/day is far below 50, and regular two shift is highly impossible and wasteful. At such stations, it is better to operate the Goods Clerks in a roster of 9-13, 14-18 hours and they may be asked to overwork if needed on a case by case basis. They can be compensated with CR on following dates when there are no goods train's dealings. This is possible with the present day system through forecasts available through FOIS and other communications.
- 3.6 The first duty on arrival of Goods trains is the operating duties and this give some time to alert commercial staff. The provision of a supervisory SMR at such stations can bridge the gaps very easily without involving the duty SMs, who are engaged in operation of running trains. The few stations with goods traffic and no supervisory SS/SMR are expected to get such posts with the filling up of vacancies thereof. Since the SMs are trained in Commercial duties also, they can very well manage the situation.

So also, at many stations, the booking office / parcel office duties are clustered only in the morning and evening time. If the strict compartmentalization of activities is avoided, utilization of CCs for multifarious duties will be easy when a supervisory SM/SS is in overall command.

- 3.7 Some of the Goods sheds are keeping a supervisory CGSR post without a specific roster. At the same time, they are claiming weekly rest also. The need for maintaining a separate clerk for FOIS, Cash, accounting etc. is really paraphernalia.
- 3.8 As per the last restructuring orders, the number of supervisors for Commercial clerks is applicable to the combined strength of BO/PO/Goods shed. Even QLN or ERS/IPN combined area do not justify pure supervisory post for Goods exclusively.
- 3.9 The cash remittance is to be done by BSR or the combined supervisor or even by SMR/Commercial Dy SMR can do it. For many customers like FCI, BPCL, IOC etc., there is no need for issuing many way bills and the transactions is through e-mode or draft/cheque eliminating the need to handle cash.
- 3.10 The abolition of smalls, wagon loads, computerization, compulsory prepayment of freight, reduction in number of classes etc have reduced the work load of Goods shed clerks. The improved communication facilities like CUG phone, Auto phone, VHF sets, BSNL land line etc. have made the communication and forecast easier.
- 3.11 With regards to the Group D staff, all manual loading and unloading is done by private agencies and their activities are now confined to fixing the seal & side cards, sealing, collection of incoming cards etc only. So the study does not want to go into that area. Moreover, as per the Sr DPO/TVC, SAVE statement there is no sanctioned strength for Group-D staff in any of the good sheds over TVC division.
- 3.12 The salary of the private siding clerks is met by the non-railway parties under an agreement. So there is no need to curtail their strength so long as Railways is having the freedom to utilize them for BO/PO etc. duties also. It is perfectly right on the part of Railways to utilize so because the agreements are not perpetual and the Railways have the responsibility to meet their pensionary commitments.

As per the orders of FA&CAO, a station can maintain a commercial clerk only when the earnings/month is more than 1 lakh.

But the line capacity utilization, the number of LC gates and the shunting operations etc. may create a role conflict for SM and hence the utilization of a siding clerk for BO when there is no goods traffic is perfectly right. Moreover the activities connected with such sidings involve many other categories like SM, Pointsmen, Porters, Guard, Loco pilot, P.Way staff etc. also.

The SMs of such stations shall put roster on day-to-day basis, maintain the muster roll and utilize them in the best possible manner. The staff of goods shed cannot be the persons to decide their list of duties.

3.13 Then there are some stations where there is no private siding, but handle goods traffic once or twice in a week or so. Deputing LR CCs on goods dealing dates alone is a good idea. Till their arrival, the supervisory SMR can manage the affairs. The stations sanctioned with the post of an outdoor/additional SM can also be utilized for this purpose as well as for UTS/other duties.

3.14 With the above broad observation, the requirements of the following stations are assessed with the special requirements of each station.

3.14.1 **KOLLAM**

Category	Sanction	Actual	Vacancy	Excess
CCC-I	4	2	2	--
CCC	2	1	1	--
Sr.CC	0	0	--	--
Total	6	3	3	--

It is not clear whether the one CC for FCI siding is included in the above. Now, rake loading system and single RR system for FCI is followed. With 3 rakes / month for general traffic with about 80 wagons and 3 way bills, the maximum eligibility for Kollam is 1 commercial Clerk. Assuming one staff provided for FCI and one staff for goods shed based on the present traffic, leaving surplus of 4 staff.

When the goods shed working extends beyond 18 hours, two people are required at the Goods shed and theoretically the availability general goods and FCI goods simultaneously beyond 18 hours is very rare and hence the siding clerk can be used for general goods whenever required.

On a good number of days (up to 10) there are no general goods and hence granting rest/leave without a RG is possible with the present day facilities for forecast. So also the FCI goods are available only for about 10 days and hence granting CR/C-off within the same fortnight is not at all a problem. Three posts are already vacant and surrender of these three posts will create no problem.

Recommendation No.1

Two posts of CCC-I and one post of CCC, presently sanctioned to Goods shed of QLN is found excess to requirement and may be surrendered and credited to vacancy bank. (3 posts)

3.14.2 KOTTAYAM:

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	1	0	--
CCC	2	1	1	--
Sr.CC	0	0	--	--
Total	3	2	1	--

The average number of rakes of kottayam is 7 per month and the number of wagons is about 110. The Railway receipts are about 4 per month. There is no outward traffic. So, more than two commercial clerks are not warranted at KTYM.

The operation of a second good clerk for duties beyond 18 hours on need base only which will be at the maximum of ten days. So the spare days of second clerk are more than enough to meet RG/LR needs. Moreover, the Chief Goods Clerk himself is having 10-12 days idling days which can also be used for granting CR/Coff within the same period. So the excess one post can be surrendered easily.

Recommendation No. 2:

One post of CCC at KTYM can be surrendered and credited to vacancy bank.

(1 post)

3.14.3 KALAMASSERY:

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	1	0	--
CCC	3	2	1	--
Sr.CC	0	0	--	--
Total	4	3	1	--

There are four sanctioned posts of commercial Clerks at Kalamassery at which one post is vacant. One Clerk can be accounted for FACT siding. For other goods traffic, one goods clerk is sufficient.

However considering the RG/LR needs and other needs for unloading beyond 18 hours; one more CC may be allowed. The number of RRs issued and received justifies one CC only since it is far below the yard stick. One CCC post is already vacant.

Recommendation No. 3:

One post of CCC of Kalamassery is found excess to requirement and they may be surrendered and credited to vacancy bank. **(1 post)**

3.14.4 **ALUVA:**

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	1	0	--
CCC	2	1	1	--
Sr.CC	0	0	--	--
Total	3	2	1	--

There are three posts of Commercial Clerks sanctioned exclusively for goods for Aluva. The average number of rakes pm is about 9 out of which a 50% is half rakes. No night working is in vogue here. So a maximum of 2 clerks is sufficient to meet the requirements of AWY.

There need not be two persons every day and such utilization shall be need based. No separate RG/LR is also required since there is good number of days where there is no goods traffic. CR/Coff can be easily cleared in the same period since both the goods clerks have no duties at least on 8-10 days per month.

The supervisory SMR/SS is also there for emergency dealings. There is no need for separate supervisory CGSR.

Recommendation No. 4:

One post of CCC is found excess to requirement of AWY and it can be surrendered and credited to vacancy bank. (1 post)

3.14.5 **ANGAMALI:**

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	2	0	-1
CCC	2	1	1	--
Sr.CC	0	0	--	--
Total	3	3	1	-1

Angamali has got 3 sanctioned posts of CCs for goods sheds alone of which one CCC post is vacant. The average number of rakes, wagons, way bills etc justify only one clerical post for goods shed. However, keeping one extra post for LR/RG for good shed and siding requiring two staff and leaving one post is vacant.

Recommendation No. 5:

One post of CCC of Angamali may be surrendered and credited to vacancy bank.

(1 post)

3.14.6 **ERNAKULAM GOODS (ERMG):**

There is no sanctioned post of Commercial Clerks for ERG. The traffic of ERM (G) is negligible. It is only a dozen of rakes during the past one year. At the maximum, one LRCC shall be deputed by CCI/ERS as done in the case of Vallar padam Container terminal and there is no need of any goods clerk at ERG (M).

3.14.7 **Cochin harbor Terminus:**

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	1	0	--
CCC	2	2	0	--
Sr.CC	0	0	--	--
Total	3	3	--	--

The average number of rakes is only less than 7 pm and the number of wagons is less than 150. The number of way bills is also less than 10 and these factors justify just one goods clerk here. There are three sanctioned posts. One staff is utilized in VPDP.

However such utilization shall not be regular but only need based decided by SMR. The granting of CR/C-OFF within same period is also possible given the number non-goods dealings days in a month. However since this is a goods shed without the support of a station or station masters and serves the port and container traffic, two persons may be provided.

However, the second clerk may be provided with an IUTS also to corner some coaching traffic given the number of idling days. There is no need of any additional provision for RG/LR and supervisor.

3.14.8 **Thrissur:**

Category	Sanction	Actual	Vacancy	Excess
CCC-I	1	1	0	--
CCC	2	0	2	--
Sr.CC	0	0	--	--
Total	3	1	2	--

Though some traffic of OLLUR has shifted to Thrissur, the average number of rakes is below 7 per month and the number of wagons around 80 which justify only one goods clerk. However, considering the occasional demands of OLLUR as well as the RG/LR requirements and working beyond 18 hours two commercial clerks may be allowed at Thrissur. TCR is a station where additional SM / outdoor SM are allowed as per pinpointing and this also will be helpful for goods working.

Recommendation No. 6:

One vacant post of CCC in the goods shed at TCR may be surrendered and credited to vacancy bank.

(1 post)

3.15 **Other Goods dealing stations:**

The posts of ERNF, ERNS, BPCL and also at MGK, PVRD, CGV, KZK, and KPY are funded by various agencies like FCI and they shall be maintained as such. The provision of supervisory SMR/SS and additional outdoor SMs as agreed in the pinpointing list dated 28.02.2013 may be continued as such. The Goods Clerk post at NCJ may be maintained as such. Posting of medically decategorized SMs with the Aye-3 medical standard as outdoor SMs at points like TRVL, OLR, CKI,

etc will be much more useful than having separate goods clerks who can handle only commercial part of the goods transactions.

- 3.16 The loading/unloading works of all the goods dealing stations are done by contract labour and the system cannot be changed easily. The working of goods sheds beyond the availability of labour hours is not at all required. A few SNP persons idling may be posted to goods dealing stations for the duties of marking, sealing, cleaning etc.

RECOMMENDATIONS:

(The following posts are lying vacant for more than five years)

S. NO	GOOD SHED	DESIGNATION	NO.OF POSTS
1	QLN	CCC-I	2
2	QLN	CCC	1
3	KTYM	CCC	1
4	KLMR	CCC	1
5	AWY	CCC	1
6	AFK	CCC	1
7	TCR	CCC	1
TOTAL			8

NOTE: 1. During discussion with ACM/TVC (Coordinating officer of the study) on 12.12.2018, he stated that all the above vacant posts in various locations will be redeployed to various sidings (list has been attached), where there is no sanctioned posts, but actually staff has been working. A separate letter has been given by ACM/TVC in this regard.

2. one more copy of letter received from ACM/TVC addressed to Sr DPO/TVC dated 7.1.19 stating redeployment of surplus posts at good sheds to some sidings so that the claiming of staff cost can be justified and also the siding work can be undertaken properly.

However, during AGM'S meeting held on 11.4.14, with all DRM's and PHOD's it was decided that whenever surplus posts are identified by the work study cell, Divisions should not resort to redeployment and should surrender the identified posts. If at all redeployment/ re-pinpointing of posts are required, the same should be done before commencement of the work study. (Copy of the minutes in this regard has been attached)

So, the planning branch recommends surrender of EIGHT posts identified in various locations and the division may surrender the said posts and the money value be credited to the vacancy bank.

CHAPTER – IV

4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS:

The remarks from the coordinating officer dated 1.4.19 is received on 03.04.19 is reproduced below:

The recommendation of planning branch, to surrender 8 posts of Group C commercial staff at Trivandrum Division is not agreed to. The staff who are posted to good sheds, are presently utilized in Booking offices, when there is no placement in the Goods shed, as in the case of NCJ,QLN,KZK,PVRD,MVLK,CGV and HAD. This is in spite of the requirement of a minimum of 2 staff at most Good

sheds, which are having their working hours from 06.00 Hrs to 22.00 Hrs, as per HOER regulations.

Presently even staff whose cost is met by the customers in sidings, like CGV (public sector FCI) are required to work in Booking office at KTYM, when there is no goods traffic. When the Division is thus judiciously utilizing the staff, further surrender of posts in Goods sheds could result in the interruption of smooth and efficient discharge of Commercial functions, therein.

PLANNING BRANCH REMARKS:

In commercial department booking office, goods sheds and ticket checking staff are having separate book of sanction namely separate sanction, actual and vacancy and excess position for each cadre. Utilizing staff from goods sheds to booking office for emergency purpose is temporary phenomenon. Wherever demand raises in booking office the administration may take necessary steps either to fill the vacancy posts or creation of posts. So, the recommendation made by the planning branch for surrender of 8 posts is pertaining to Goods sheds which is having separate set of sanction and it should not be clubbed with the booking office.

Moreover, the planning branch already gave suggestion that wherever there is no regular traffic; instead of maintaining two shifts it can be made as General shift to cater the need. It is also possible to utilize the staff of sidings in booking office, when there is no traffic and the siding agreement also do not restrict about the clause of utilization of man power.

Planning Branch Remarks: Not Agreed To.

CHAPTER – V

5.0 FINANCIAL SAVINGS

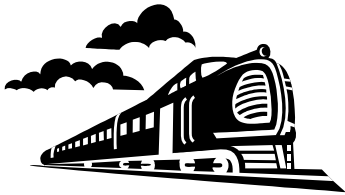
If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

Sl. No	Office	Designation	Pay band	No of posts	Mean Pay (Rs.)	Annual Financial savings (Rs.)
1	QLN	CCC-I	4600	1	93650	11,23,800
2	QLN	CCC	4200	2	73900	17,73,600

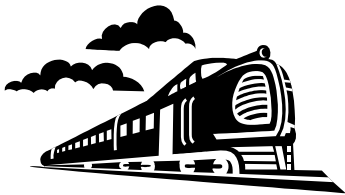
3	KTYM	CCC	4200	1	73900	8,86,800
4	KLMR	CCC	4200	1	73900	8,86,800
5	AWY	CCC	4200	1	73900	8,86,800
6	AFK	CCC	4200	1	73900	8,86,800
7	TCR	CCC	4200	1	73900	8,86,800
Total				8		73,31,400



WORK STUDY TO REVIEW THE STAFF
STRENGTH OF
GOOD SHEDS OVER
TVC DIVISION



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