

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH
OF
PARCEL PORTERS OF COMMERCIAL DEPARTMENT
OVER
SECUNDERABAD DIVISION

*** **

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अनुक्रमणिका - I N D E X

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A C K N O W L E D G E M E N T

The Work study team is thankful to Sr.DCM, DCMs, ACMs and Supervisors of the division for their assistance and guidance during the course of work study.

METHODOLOGY

The Work Study team has applied the following techniques for completion of the Work Study.

1. Collection of workload particulars.
2. Interaction with Staff and Officers of the Division
3. Practical Observation of the pattern of working.
4. Critical examination of the existing system of working and
5. Assessment of manpower requirement.

S Y N O P S I S

SUBJECT: Review of staff strength of Parcel Porters of commercial Department over SC Division.

AUTHORITY: Annual programme of Work studies / 2019-20

STUDY No: WSSCR-18/2019-20

REFERENCE FILE NO: No.G.276/2/WSSCR-18/2019-20

AREA OF ACTIVITY: Commercial department over SC Division

- Central planning organization has taken up Work study on the above subject.
- The observations of Work Study Team on Parcel Porter activity in Commercial department over SC Division are as follows:

HYB station:

- Average non-leased outward/inward parcel traffic per day=61 tons=610 quintals
- Against the sanctions of 34 posts, 28 Parcel Porters are working in this Parcel Office/HYB.
- Average cost of staff per day (A)= $28\text{men} \times 43816$ (mean pay per month)/30 days =Rs40895/-
- Average Cost of truck contract per day(B) =Rs.65,81,616(rate for 02 yrs)/730 days=Rs.9016/-
- Average Total cost of parcel porter activity per day at HYB station=(A+B)=(40895+9016)= Rs 49911/- per day
- Average earnings of non-leased parcel traffic per day = Rs 414 lakh (Total earnings in a year)/365 days =1.13 lakh rupees
- Percentage expenditure towards handling of non-leased parcel traffic of the earnings = $(49911/113000) \times 100 = 44.17\%$

SC station (parcel handling outsourced):

- Average outward/inward parcel traffic per day=144 tons=1440 quintal
- Parcel porter activity is out sourced at SC station and 38 men are utilized per day.
- Average earnings of non-leased parcel traffic per day is 4,28,000 rupees(4.28 lakh)
- cost of contract of parcel porter activity including mechanized movement of parcels per year= Rs 2,74,36,982.32
- Average cost of parcel porter activity per day =(27436982/365) = Rs. 75169.81/- per day
- Percentage expenditure towards handling of non-leased parcel traffic of the earnings = $(75169.81/428000) \times 100 = 17.56\%$

▪ Comparison of cost of parcel porter activity at HYB station and at SC station :

S.No.	Description	HYB station	SC station
1	Number of Parcel Porters working in the Parcel Office	28 (Railway staff)	38 (outsourced staff)
2	Average cost of parcel porter activity per day	1. Average cost of staff per day = 28×43816 (mean pay per month) / 30 = Rs 40895/- 2. Average Cost of mechanized movement of parcels per day = 6581616 (rate for 02 yrs) / 730 = Rs. 9016 3. Total cost of parcel porter activity per day (40895+9016) = Rs. 49911/- per day	1. cost of contract of parcel porter activity including mechanized movement of parcels per year = Rs. 2,74,36,982.32 2. Average cost of parcel porter activity per day = $(27436982/365)$ = Rs 75169.81 per day
3	Average earnings of non-leased parcel traffic per day	1. Total earnings per year = 414 lakhs 2. Average earnings per day = $414/365$ = Rs 1.13 lakhs per day	1. Total earnings per year = 1562 lakhs 2. Average earnings per day = $1562/365$ = Rs 4.28 lakhs per day
4	Percentage expenditure towards handling of non-leased parcel traffic of the earnings	$(49911/113000) \times 100 =$ 44.17%	$(75169.81/428000) \times 100 =$ 17.56%

➤ By comparing the cost of parcel porter activity at HYB station and at SC station, it is evident that the cost of parcel porter's activity at SC station is only 17.56% of earnings of non-leased parcel traffic. Whereas the cost of parcel porter's activity at HYB station is 44.17% of earnings of non-leased parcel traffic. Hence it is recommended to outsource the parcel porter activity at HYB station.

▪SAVE position of Parcel porters in SC Division:

SL No.	Name of the station	Sanctioned	Available	Vacancies
1	Secunderabad	9	14	-5
2	Sanath Nagar	2	2	0
3	Hyderabad	34	28	6
4	Vikarabad	1	2	-1
5	Parli Vaijnath	2	1	1
6	Tandur	1	1	0
7	Kazipet	7	6	1
8	Warangal	6	3	3
9	Khammam	2	1	1
10	Badrachalam Road	1	0	1
11	Ramagundam	1	2	-1
12	Manchiryal	1	1	0
13	Lingampalli	3	3	0
14	Peddapalli	1	0	1
15	Sirpur Kagaznagar	1	1	0
16	Bidar	1	0	1
Total		73	65	8

▪SUMMARY OF OUTWARD/INWARD (NON-LEASED TRAFFIC) PARCELS/PACKAGES IN SC DIVISION PER YEAR (2018-19):

S. No.	station	A=Outward/year (WT. in QTLS)	B=Inward/year (WT. in QTLS)	C=(A+B) Total/year (WT. in QTLS)	C/365=Average per day(WT. in QTLS)
1	SC	294210	229910	524120	1435.95
2	SNAG	Closed for loading/unloading of parcels			
3	HYB	102240	170280	272520	746.63
4	VKB	1170	3180	4350	11.92
5	PRLI	10330	5900	16230	44.47
6	TDU	Negligible			
7	KZJ	9310	15020	24330	66.66
8	WL	7660	11000	18660	51.12
9	KMT	8580	9000	17580	48.16
10	BDCR	3190	2890	6080	16.89
11	RDM	3250	2900	6150	16.85
12	MCI	3840	3040	6880	18.85
13	LPI	Closed for loading/unloading of parcels			
14	PDPL	Closed for loading/unloading of parcels			
15	SKZR	6400	3670	10070	27.59
16	BIDR	8610	10920	19530	53.51
17	MABD	3130	990	4120	11.29
18	UGDR	2170	2260	4430	12.14
	Total	464090	470960	935050	2562.03

**MANPOWER REQUIREMENT OF PARCEL PORTERS IN SC DIVISION AS
PER YARDSICK:**

S. No.	station	Average Weight per day (in QTLS)	Required men per day	RG&LR29 % (RG-16.5%, LR-12.5%)
1	SC	1435.95	Nil (Activity outsourced)	-
2	SNAG	Closed for loading/unloading of parcels	-	-
3	HYB	746.63	(746.63/32)=23.33 say 24	7
4	VKB	11.92	(11.92/32)=0.37 say 1	1
5	TDU	Negligible	1	
6	PRLI	44.47	(44.47/32)= 1.39 say 1	1
7	KZJ	66.66	(66.66/32)= 2.08 say 2	1
8	WL	51.12	(51.12/32)= 1.59 say 2	
9	KMT	48.16	(48.16/32)= 1.50 say 2	1
10	BDCR	16.89	(16.89/32)= 0.53 say 1	
11	MABD	11.29	(11.29/32)= 0.35 say 1	
12	RDM	16.85	(16.85/32)= 0.53 say 1	1
13	MCI	18.85	(18.85/32)= 0.59 say 1	
14	SKZR	27.59	(27.59/32)= 0.86 say 1	
15	LPI	Closed for loading/unloading of parcels	-	-
16	PDPL	Closed for loading/unloading of parcels	-	-
17	BIDR	53.51	(53.51/32)= 1.67 say 2	1
18	UGDR	12.14	(12.14/32)= 0.38 say 1	
			Total=41	13

- Yardstick for calculation of manpower requirement in parcel porter's activity:
One Parcel Porter is required to handle 32 Quintals per shift
- At SC station, as the activity is outsourced, no manpower is required
- At other stations, total requirement of Parcel Porters as per the yardstick= 41
- Add RG&LR29%(RG-16.5%,LR-12.5%)=13
- Total staff required = 41+13=54
- Excess staff=73-54=19

Recommendation1: it is recommended to surrender 19 posts of parcel porters(Including sanctions of SC Station and 08 vacant posts over Division) which are excess to the requirement in Commercial Department over SC Division.

Recommendation2: it is recommended to surrender 31 posts of parcel porters after outsourcing of parcel porter activity at HYB station.

1.0 INTRODUCTION:

1.1 GENESIS OF THE REPORT:

- 1.2 Indian Railways is a premier transport service provider to the nation and is entrusted with the responsibility of carrying bulk of the freight and passenger traffic across the country at economical rates. The Indian Railways operates through 16 Zones with 72 Divisions to serve the above objective.
- 1.3 Manpower is the biggest component of the expenditure of Indian Railways and rightsizing of manpower is one of the effective ways to increase operational efficiency and to make the system financially viable.
- 1.4 The present scenario of Indian Railways require quantum change bold vision and ability to look beyond day to day operation towards making IR's ready to adopt next generation technologies, systems and processes.
- 1.5 In view of major technological changes taking place in the Indian Railway system, it is imperative to identify the activities that have become redundant and re-deploy/surrender of the staff that become surplus. RITES in its report had recommended the concept of zero-based budgeting in manpower planning at least once in five years as in such budgeting.
- 1.6 *The Managers in the organization have to justify presence of every employee.* In each Zonal Railway, Work Study Teams undertake work studies from time to time to identify such activities and suggest efficient methods of operation to affect manpower savings.
- 1.7 In today's fast changing technological era, many of the industries/corporate houses/hospitals etc., to keep their expenditure under control, are outsourcing the non-core activities.
- 1.8 It was evident and prudent that the raising cost should be curbed at all cost. Hence, the railways are on the lookout for various methods to achieve the same.
- 1.9 One such method was reducing staff in non-core activities and redeploying them in various core activities. The non-core activities could be handed over to various out agencies which is more economical. The idea behind outsourcing these non-core activities through an outside agency is that the organization can concentrate on core activities and the outsourced activity can be efficiently carried out at lower cost thereby saving revenue to the organization.

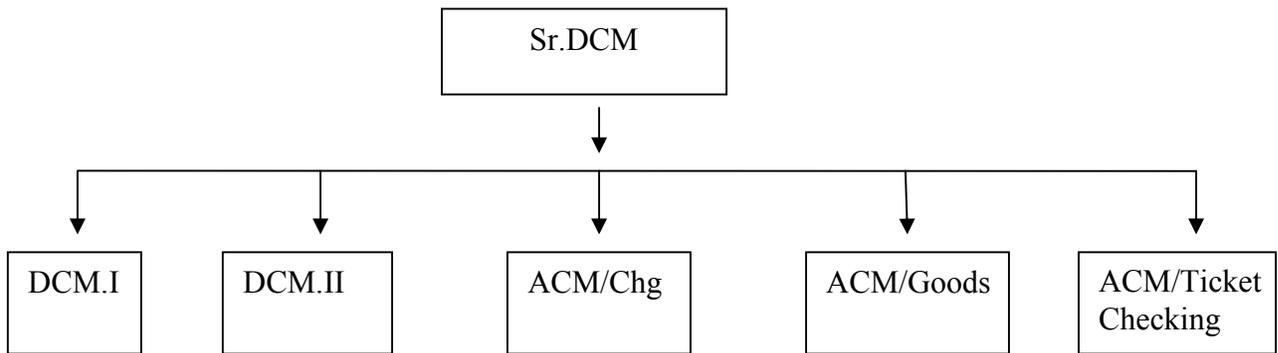
- 1.10 In view of the above, as per the Annual programme of Work studies, the Central Planning Organization conducted Work Study on "Review of Staff Strength of Parcel Porters in Commercial Department over Secunderabad Division. Parcel Porters are utilized for loading and unloading of parcels, luggage. The present study is concentrated on the results of better utilization of manpower and leasing activities to outside agencies and thereby resulting in reduction of workload on departmental staff (commercial).
- 1.11 The sanctioned strength of parcel porters in SC Division is 73 posts dealing with non-passenger interface activities viz., Parcel, Luggage, Transshipment in non-Leased.

2.0 EXISTING SCENARIO:

2.1 The Commercial Department of the Railway is the most visible department, and is usually called the earning and marketing department, the others being spending departments.

2.2 This is because the railway revenues are entirely made up of the earnings from sale of tickets and transportation of goods, luggage and parcels which are booked and delivered by the Commercial Department.

2.3 Organization Structure:



2.4 PARCEL BUSINESS:

- Parcel is another coaching business apart from Passenger business.
- Small commodities – households or of business purposes are carried in coaching stock, which is attached in passenger carrying trains, Mail/Exp. or Passenger.
- Consignments are loaded in SLRs, where Guard cabin is housed and in Parcel vans, popularly known as VPUs.
- When parcels are in plenty for a destination, special parcel trains are run like other coaching trains. Usually the parcels are loaded in SLRs in piece-meals or smalls, which are loaded and unloaded by Railways.
- However, parcels to be loaded in leased SLRs and VPUs are loaded and unloaded by the party, consigner/consignee or endorsee concerned.
- Unlike Freight (Goods) business, parcel business has not been smooth in Railways. It is not generating desired earnings, and hence losses are incurred keeping huge inputs required to run the business.
- Customers’ expectations are very high, to meet the present needs of parcel business, Railways has launched Parcel Management System (PMS) like FOIS; however, it is very encouraging.
- Though, special parcel trains and leased SLR/VPUs yield some good results, handling parcels is not similar to goods traffic; however, certain differences are there.

- As the loading of parcels is a non-core activity, there is wider scope for outsource this activity as it is being done in some railways.

2.5 Parcel business carried out through parcel offices located at stations. The main activities of the Parcel office can be classified as follows:

The activities of the parcel office are as follows:

1. Acceptance of parcels
 2. Booking of parcels
 3. Carriage of Parcels
 4. Delivery of parcels
 5. Transshipment
1. ACCEPTANCE OF PARCELS:
 - Verification of forwarding note
 - Weighment of the articles
 - Packing condition
 2. BOOKING OF PARCELS:
 - Routing, rating and segregation of parcels as per coaching tariff
 - Preparation of parcel way bill
 - Marking/Labeling
 - Entry in the ledger
 3. CARRIAGE:
 - Loading and parcel in to the concerned train
 - Unloading the received parcels
 4. DELIVERY:
 - Bringing the unloaded parcels from the platform to parcel office
 - Entry in the different ledgers.
 - Verification of Parcel way bill.
 - Collection of wharfage and other charges if any
 - Preparation of gate passes.
 - Delivery to the customer.
 5. TRANSHIPMENT OF PARCELS:
 - Transshipment of parcels from one train to other.
 - Transshipment of over carried parcels.

2.6 DUTIES OF A PARCEL PORTER: The following are the duties of a Parcel Porter:

- Weighment, marking and loading into push-trolleys for outward packages.
- Moving of outward packages to different platforms for loading into trains.
- Unloading of inward packages from trains and moving to parcel office.
- Re-weighment and stacking of inward packages.

- Marking of unloading date on inward packages.
 - Loading/unloading and sealing of SLRs/VPUs.
 - Assisting the supervisor in day to day work like sealing, attending to Parcel Supervisor handling cash and attending to stores procurement relating to the parcel office etc.,
- Parcel porter activity is outsourced at SC station and the same is being done by Railway staff at HYB station.
 - Vide Commercial Manual-II Para No. 2304. Loading and unloading by Contractors: The contracts for the handling of goods on behalf of the railways at the parcels offices, railway stations, dumps, transshipment and repacking points, can be awarded by the Headquarters/Divisional Offices.
 - Vide RB's Lr No. 2015-B-235 of dt, 21.04.16, Para No. VI (D) cost benefit analysis of outsourcing activity hitherto done departmentally to be carried out for all such jobs done over last 5 years. Staff to be totally withdrawn and redeployed for activities / works outsourced.
 - Need for outsourcing of non-core activities: Vide RB's Lr No.E(MPP) 2016/1/59 of dt. 10.01.2017, Para No. 6 more non-core activities which are not directly related with train operations and safety can be outsourced.

2.7 As per the above guidelines, parcel porter activity (handling of parcels) is outsourced at the major parcel earning station of SC division (SC station).

2.8 Summary of contract agreement of parcel porter's activity at SC station:

Mechanized movement of parcels along with loading & unloading activities and display of reservation charts at Secunderabad railway station to offer uninterrupted movement of the parcels through battery operated trucks at Parcel office of Secunderabad railway station

▪SCOPE OF WORK:

The activities of loading, unloading and shifting of parcels/ luggage booked by railways i.e non-leased parcels at Secunderabad Parcel office

It is the responsibility of contractor for Sealing of SLRs/VPs/Wagons after completion of loading. The contractor shall procure all the required material for sealing.

Display of Reservation Charts on display boards available on all platforms at Secunderabad station.

Mechanized parcel handling/movement of parcels i.e loading and unloading of packages /parcels, cash chests and motor cycles/scooters from SLR, Compartments/ VPs/ Wagons , trucks etc and shifting of parcels/ packages booked by Railway, un booked/booked departmental parcels, from booking/unloading/repacking /transshipment point to loading /delivery point and transshipment/ repacking shed/ point, by plying 14 Battery operated trucks having Pay load capacity of 2 tons each to be provided, operated and maintained by the

contractor (at parcel Office), sealing of SLRs/VPs/Wagons at Secunderabad Railway station.

▪ OPERATIONS:

Handling of Booked Parcels/luggage from the time of acceptance of parcel to dispatch by Trains to various destinations and unloading of parcels/luggage from trains to cartage to various sheds.

The cartage of parcels within the Railway premises for the activity of parcel handling to be carried out by the use of battery operated platform trucks with operators and sufficient manpower to undertake the total parcel handling activity duly maintaining the vehicles round the clock

DELIVERY OF PARCELS: It is the responsibility of the contractor to obtain proper acknowledgement on the prescribed copy of receipt when materials are delivered. In all cases where proper acknowledgement is not obtained from the contractor for the full quantity of materials delivered the transporter will be fully responsible for the value of such parcels not delivered either in part or full or in good condition. Such materials not delivered will be deemed to have been lost and recovery will be made from the contractor. The value of the recovery made will be the book/purchase rate of the parcels (whichever is higher) claimed by the Parcel Customer.

2.9 SAVE POSITION OF PARCEL PORTERS OF SC DIVISION:

SL No.	Name of the station	Sanctioned	Available	Vacancies
1	Secunderabad	9	14	-5
2	Sanath Nagar	2	2	0
3	Hyderabad	34	28	6
4	Vikarabad	1	2	-1
5	Parli Vaijnath	2	1	1
6	Tandur	1	1	0
7	Kazipet	7	6	1
8	Warangal	6	3	3
9	Khammam	2	1	1
10	Badrachalam Road	1	0	1
11	Ramagundam	1	2	-1
12	Manchiryal	1	1	0
13	Lingampalli	3	3	0
14	Peddapalli	1	0	1
15	Sirpur Kagaznagar	1	1	0
16	Bidar	1	0	1
Total		73	65	8

2.10 SUMMARY OF OUTWARD/INWARD (NON-LEASED TRAFFIC) PARCELS/PACKAGES IN SC DIVISION PER YEAR:

station	Outward/year (WT. in QTLS)	Inward/year (WT. in QTLS)	Total/year (WT. in QTLS)	Average per day(WT. in QTLS)
SC	294210	229910	524120	1435.95
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UGDR	2170	2260	4430	12.14
PRLI	10330	5900	16230	44.47
Total	464090	470960	935050	2562.03

3.0 CRITICAL EXAMINATION:

- 3.1 In an era of globalization, privatization and liberalization in economy, to maintain a healthy organization and to survive in the competitive environment, it is certain to outsource the non-core activities to specialized firm having professional experience and expertise in the relevant area so as to obtain better time management, better operating efficiency and consumer satisfaction.
- 3.2 With the implementation of the 7th Pay Commission recommendations, there will be serious financial impact on Indian Railways 'expenditure with a burden of Rs 32,000 Crore, as the 33 per cent of railways' expenditure goes into salaries and allowances, while over 18 per cent on pension of retired employees. In order to minimize the salary expenditure and to make the organization run on the profit, the railways like other organizations there is need to outsource the non-core activities.
- 3.3 The Managers in the organization have to justify presence of every employee. In each Zonal Railway, Work Study Teams/ Staff Inspection Units (SIUs) undertake studies from time to time to identify such activities and suggest efficient methods of operation to affect manpower savings.
- 3.4 Manpower is the biggest component of the expenditure of Indian Railways and rightsizing of manpower is one of the effective ways to increase operational efficiency and to make the system financially viable
- 3.5 Vide Commercial Manual-II Para No. 2304. Loading and unloading by Contractors: The contracts for the handling of goods on behalf of the railways at the goods/parcels sheds, railway stations, dumps, transshipment and repacking points, and on repacking goods | parcels trains, can be awarded by the Headquarters/Divisional Office.
- 3.6 Vide RB's Lr No. 2015-B-235 of dt, 21.04.16, Para No. VI (D) cost benefit analysis of outsourcing activity hitherto done departmentally to be carried out for all such jobs done over last 5 years. Staff to be totally withdrawn and redeployed for activities / works outsourced.
- 3.7 The Parcel Porters activity is a non-interface with the travelling public and its being non-core activity, can be out sourced.
- 3.8 15 stations in SC Division (SC, HYB, KZJ, KMT, WL, MABD, MCI, SKZR, RDM, BDCR, VKB, BIDR, UGDR, TDR& PRLI) are opened for non-leased Parcel Traffic.
 - Out of these 15 stations only two stations (SC, HYB) are major parcel earning stations. Total parcel earnings of remaining 13 stations are less than the total parcel earnings of these two stations (SC&HYB).
 - SC station is the major parcel earning station in SC division. The parcel earnings of SC station during the financial year 2018-19 is 1562 lakhs

- HYB station is the second major parcel earning station in SC division. The parcel earnings of HYB station during the financial year 2018-19 is 414 lakhs
- Total Parcel earnings of SC, HYB stations during the financial year 2018-19 is 1,976 lakhs
- Total Parcel earnings of remaining 13 stations during the financial year 2018-19 is 142.63 lakhs which is very less when compared to the parcel earnings SC and HYB stations.
- So the work study team visited HYB and SC stations to examine the workload and man power requirement of parcel porters of commercial department in SC Division.

3.9 The observations of Work Study Team on Parcel Porter activity in Commercial department over SC Division are as follows:

▪ **HYB station:**

- Average non-leased outward/inward parcel traffic per day=61 tons=610 quintals
- Against the sanctions of 34 posts, 28 Parcel Porters are working in this Parcel Office/HYB.
- Average cost of staff per day (A)= $28\text{men} \times 43816(\text{mean pay per month})/30\text{ days} = \text{Rs}40895/-$
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- cost of contract of parcel porter activity including mechanized movement of parcels per year= Rs 2,74,36,982.32
- Average cost of parcel porter activity per day = $(27436982/365) = \text{Rs}. 75169.81/-$ per day
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3.10 Comparison of cost of parcel porter activity at HYB station and at SC station :

S.No.	Description	HYB station	SC station
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2	Average cost of parcel porter activity per day	<p>4. Average cost of staff per day = 28×43816 (mean pay per month) /30 = Rs40895/-</p> <p>5. Average Cost of mechanized movement of parcels per day = 6581616 (rate for 02 yrs)/730 = Rs.9016</p> <p>6. Total cost of parcel porter activity per day (40895+9016) = Rs.49911/- per day</p>	<p>3. cost of contract of parcel porter activity including mechanized movement of parcels per year= Rs. 2,74,36,982.32</p> <p>4. Average cost of parcel porter activity per day = $(27436982/365)$ = Rs75169.81 per day</p>
3	Average earnings of non-leased parcel traffic per day	<p>3. Total earnings per year=414 lakhs</p> <p>4. Average earnings per day= $414/365$ = Rs 1.13 lakhs per day</p>	<p>3. Total earnings per year=1562 lakhs</p> <p>4. Average earnings per day $1562/365$ = Rs 4.28 lakhs per day</p>
4	Percentage expenditure towards handling of non-leased parcel traffic of the earnings	$(49911/113000) \times 100 =$ 44.17%	$(75169.81/428000) \times 100 =$ 17.56%

➤ By comparing the cost of parcel porter activity at HYB station and at SC station, it is evident that the cost of parcel porter's activity at SC station is only 17.56% of earnings of non-leased parcel traffic. Whereas the cost of parcel porter's activity at HYB station is 44.17% of earnings of non-leased parcel traffic. Hence it is recommended to outsource the parcel porter activity at HYB station.

3.11 SAVE position of Parcel porters in SC Division:

SL No.	Name of the station	Sanctioned	Available	Vacancies
1	Secunderabad	9	14	-5
2	Sanath Nagar	2	2	0
3	Hyderabad	34	28	6
4	Vikarabad	1	2	-1
5	Parli Vaijnath	2	1	1
6	Tandur	1	1	0
7	Kazipet	7	6	1
8	Warangal	6	3	3
9	Khammam	2	1	1
10	Badrachalam Road	1	0	1
11	Ramagundam	1	2	-1
12	Manchiryal	1	1	0
13	Lingampalli	3	3	0
14	Peddapalli	1	0	1
15	Sirpur Kagaznagar	1	1	0
16	Bidar	1	0	1
Total		73	65	8

**3.12 SUMMARY OF OUTWARD/INWARD (NON-LEASED TRAFFIC)
PARCELS/PACKAGES IN SC DIVISION PER YEAR (2018-19):**

S. No.	station	A=Outward/year (WT. in QTLS)	B=Inward/year (WT. in QTLS)	C=(A+B) Total/year (WT. in QTLS)	C/365=Average per day(WT. in QTLS)
1	SC	294210	229910	524120	1435.95
2	SNAG	Closed for loading/unloading of parcels			
3	HYB	102240	170280	272520	746.63
4	VKB	1170	3180	4350	11.92
5	PRLI	10330	5900	16230	44.47
6	TDU	Negligible			
7	KZJ	9310	15020	24330	66.66
8	WL	7660	11000	18660	51.12
9	KMT	8580	9000	17580	48.16
10	BDCR	3190	2890	6080	16.89
11	RDM	3250	2900	6150	16.85
12	MCI	3840	3040	6880	18.85
13	LPI	Closed for loading/unloading of parcels			
14	PDPL	Closed for loading/unloading of parcels			
15	SKZR	6400	3670	10070	27.59
16	BIDR	8610	10920	19530	53.51
17	MABD	3130	990	4120	11.29
18	UGDR	2170	2260	4430	12.14
	Total	464090	470960	935050	2562.03

**3.13 MANPOWER REQUIREMENT OF PARCEL PORTERS IN SC DIVISION
AS PER YARDSICK:**

S. No.	station	Average Weight per day (in QTLS)	Required men per day	RG&LR29 % (RG-16.5%, LR-12.5%)
1	SC	1435.95	Nil (Activity outsourced)	-
2	SNAG	Closed for loading/unloading of parcels	-	-
3	HYB	746.63	(746.63/32)=23.33 say 24	7
4	VKB	11.92	(11.92/32)=0.37 say 1	1
5	TDU	Negligible	1	
6	PRLI	44.47	(44.47/32)= 1.39 say 1	1
7	KZJ	66.66	(66.66/32)= 2.08 say 2	1
8	WL	51.12	(51.12/32)= 1.59 say 2	
9	KMT	48.16	(48.16/32)= 1.50 say 2	1
10	BDCR	16.89	(16.89/32)= 0.53 say 1	
11	MABD	11.29	(11.29/32)= 0.35 say 1	
12	RDM	16.85	(16.85/32)= 0.53 say 1	1
13	MCI	18.85	(18.85/32)= 0.59 say 1	
14	SKZR	27.59	(27.59/32)= 0.86 say 1	
15	LPI	Closed for loading/unloading of parcels	-	-
16	PDPL	Closed for loading/unloading of parcels	-	-
17	BIDR	53.51	(53.51/32)= 1.67 say 2	1
18	UGDR	12.14	(12.14/32)= 0.38 say 1	
			Total=41	13

- Yardstick for calculation of manpower requirement in parcel porter's activity:
One Parcel Porter is required to handle 32 Quintals per shift
- At SC station, as the activity is outsourced, no manpower is required
- At other stations, total requirement of Parcel Porters as per the yardstick= 41
- Add RG&LR29%(RG-16.5%,LR-12.5%)=13
- Total staff required = 41+13=54
- Excess staff=73-54=19

3.14 Recommendations:

Recommendation1: it is recommended to surrender 19 posts of parcel porters(Including sanctions of SC Station and 08 vacant posts over Division) which are excess to the requirement in Commercial Department over SC Division.

Recommendation2: it is recommended to surrender 31 posts of parcel porters after outsourcing of parcel porter activity at HYB station.

CHAPTER – 4

4.0 FINANCIAL REPERCUSSIONS:

- 4.1 If the recommendations are accepted, the recurring savings on surrender of the under mentioned Parcel Porters posts over SC division would be as follows:

Category	Scale		No. of posts	Mean Pay	DA @ 17 %	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
	From	To					
Parcel porters	18000	56900	50	37450	6366	2190800	26289600
TOTAL			50				2.63 crore

On implementation of the recommendations of Work-study report, an annual savings of **Rs. 2.63 crore** can be achieved

** ** *

RECOMMENDATIONS:

S. No.	Description	Para No.
01	It is recommended to surrender 19 posts of parcel porters(Including sanctions of SC Station and 08 vacant posts over Division) which are excess to the requirement in Commercial Department over SC Division.	3.14
02	It is recommended to surrender 31 posts of parcel porters after outsourcing of parcel porter activity at HYB station.	

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