

आभार **ACKNOWLEDGEMENT**

The Central Planning Organization takes this opportunity to express hearty thanks to the officials and staff of all Departments over Vijayawada Division for their valuable guidance and co-operation in completion of the report.

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विधि **METHODOLOGY**

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

1. Collection of the details of work Load.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Assessment of manpower requirement for the existing work Load by practical observation of it.

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रूपरेखा / SYNOPSIS

No.G.276/2/WSSCR-23/19-20

Date: 16.03.2020

- **SUBJECT:** Review of staff strength of Staff car Drivers of Divisional office over Vijayawada Division.
- **AUTHORITY:** Lr No.G.276/2/ WSSCR-23/2019-20
- **STUDY No:** WSSCR-23/2019-20
- As per the programme of Work Studies 2019-20, the Planning Cell has conducted a Work Study on the above subject and assessed the requirement of Staff car Drivers of Divisional office over Vijayawada Division.
- Work study team Collected data of government vehicles utilising in various departments of Divisional office over Vijayawada Division and calculated the no. of shifts required as per the requirement of departmental usage.
- The work study team considered the following during work study to arrive the requirement of Staff Car Drivers:
 - a. Vide item no. 41 of Railway Board DO letter no. E(MPP)2006/1/89 dated 04.10.2006, it is stated that categories of Vehicle drivers and Vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
 - b. Vide RB's letter no.2002/AC-II/1/10 dated 24.05.06 (RBA no.25/2006), it is stated that the codal life of staff cars including Jeeps is 7 years and light & Heavy vehicles is 10 years.
 - c. As per Railway Board letter no. E (G) 2007 AL 4/6 dt 30.09.2008 (Serial circular no. 134/2008) under subject entitlement of staff car drivers decided that except the following officers staff cars, all others shall be taken on hire.
 - Secretary /Railway Board, all members of RB and above,
 - Gm and AGM with one stand by vehicle for Zonal Railway head quarters,
 - DRM and ADRM
 - Officers equalent status as the General Manager.
 - d. Vehicles which are completed codal life i.e. 7 years for cars/Jeeps and 10 years for light & heavy vehicles, would be in BS-I or BS-II of Indian Emission standards. Recently Indian Government implemented BS-VI standards (April 2020). It is very difficult to meet the latest emission standards for over aged vehicles.
- **Assessment of Staff Car Drivers:**
 - General Branch:**
 - There are 2 Government Vehicles in General Administration Department and both are completed their codal life. As per the railway Board letter no. E (G) 2007 AL 4/6 dt 30.09.2008 (Serial circular no. 134/2008), except DRM and ADRM remaining officers may hire the vehicles. Hence it is recommended to outsource/replace the both vehicles.
 - As the DRM and ADRM need to work beyond office hours and sometimes need to proceed to the Accident / Unusual spots and surprise inspections even at night time when ever required. Hence existing 6 posts of staff car drivers are justified.

S&T Department:

- In S&T department, it is observed that one vehicle available and it is completed codal life. Hence it may be condemned duly outsourcing the vehicles and the resultant posts may be surrendered. On roll Staff Car Drivers to be re-deployed suitably.

Engineering Department:

- In Engineering department, There are two vehicles available and both vehicles completed codal life. Hence the activity may be outsourced and the resultant post may be surrendered duly re deploy the on roll suitably.

Mechanical Department:

- In Mechanical department, it is noted that 2 cars and 7 Lorries are available. Both cars completed codal life and 5 lorries out of 7 completed codal life. Total sanctioned strength of staff car drivers is 9 for 9 vehicles, i.e. one staff car driver for each vehicle.
- Hence it is recommended to outsource the activity (for cars) and resultant 2 posts may be surrendered duly re deploying the on roll staff suitably.

I. For Cars:

- Both vehicles completed codal life.
- Hence it is recommended to condemn the both vehicles and outsource the activity.
- Surrender 2 posts of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car divers after outsourcing the activity will be NIL

II. For Lorries:

- Lorries are being utilised for the purpose of transporting of stores materials, wheels and bogies. This is an important activity which should be done regularly without any delay. The delay in this process will affect adversely on performance of Loco shed & Depots.
- 7 staff car drivers are being utilised for 7 Lorries, i.e. one staff car driver for each lorry.
- Lorry no. AP 16 AH 7893/ASHOK LEALAND of 2003 make completed its codal life which is being utilised for Mobile ART. As the activity (ART) is related to safety and emergency, the vehicle should be in good working condition. Hence it is recommended to replace the vehicle with new one for Mobile ART and keep one post of staff car driver.
- Only Two Lorries out of remaining 6 have not completed codal life.
- Hence it s recommended to condemn the over aged Lorries and outsource the activity.
- It is requested to Branch Officer to look into the matter whether it is feasible to outsource or not duly considering the local conditions and requirements. If it opined to replace the Lorries, kindly intimate to this office for necessary review of the work study.
- Requirement of staff car drivers is 2 (One driver required for each lorry)+1 for mobile ART = **3**
- LR& RG 25% of 3 staff = 0.75 say **1**
- Total requirement of Staff Car Drivers = 3+1 = **4**
- Staff excess to the requirement = **9-4 = 5**

Electrical Department:

- From the above, it is noted that one vehicles (Chevrolet Tavera) completed codal life and one Lorry not completed codal life. There are 3 sanctioned posts of staff car drivers available for 2 vehicles.
- Requirement of Staff Car Drivers:

I. For Cars:

- The existing vehicle completed codal life.
- Hence it is recommended to condemn the vehicle and outsource the activity.
- Surrender one post of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car divers after outsourcing the activity will be NIL

II. For Lorries:

- Lorry no. AP 16 TP 6420/TATA of 2010 make has not completed its codal life.
- One post of staff car driver is required for operation of this Lorry.
- Total requirement of Staff Car Drivers = 1
- Staff excess to the requirement after outsourcing the activity = $2-1 = 1$

Safety Department:

- In Safety department there is no vehicle available, but one sanctioned post of staff car driver is available with incumbent. Hence it is recommended to surrender the post of staff car driver duly re deploy the incumbent suitably.

➤ **Requirement of Vehicle Drivers after outsourcing the activity:**

S No	Office	No. of Vehicles available		No. of Vehicles to be condemned		San	Act	Staff required		Excess	
		Car	Lorry	Car	Lorry			Car	Lorry	Car	Lorry
1	General Admin	2	0	2	0	6	6	6	0	0	0
2	S&T	1	0	1	0	3	1	0	0	3	0
3	Engineering	2	0	2	0	6	5	0	0	6	0
4	Mechanical	2	7	2	5	9	10	0	4	2	3
5	Electrical	1	1	1	0	3	1	0	1	2	0
6	Safety	0	0	0	0	1	1	0	0	1	0
	Total	8	8	8	5	28	24	6	5	14	3

➤ **Remarks of Work Study Team:**

- There are 28 sanctioned posts of Vehicle Drivers with 24 on roll staff and 4 vacant posts.
- As per the SAVE position, there are 4 vacant posts available. But as per bio data of Staff Car Drivers it is observed one staff will retire in the month of May-20 and one staff will retire in the month of June-20.
- Five departments having departmental vehicles and remaining departments not having government vehicles.
- Out of 16 government vehicles 13 vehicles completed their codal life and need to be condemned duly outsource/replace the vehicles.
- Requirement of Staff Car Drivers is worked out to 11.
- There are 28 sanctioned posts of Staff Car Drivers and requirement is 11. Hence there will be excess of 17 staff Car Drivers.

- **During interaction with the staff & officers of BZA division, it has come to know that all officers are interested in hiring of vehicles in place of over aged vehicles.**
 - Vide item no. 41 of Railway Board DO letter no. E(MPP)2006/1/89 dated 04.10.2006, it is stated that categories of **Vehicle drivers and Vehicle maintenance staff to be taken as diminishing category and activity to be outsourced**
 - Vehicles which are completed codal life i.e. 7 years for cars/Jeeps and 10 years for light & heavy vehicles would be in BS-I or BS-II of Indian Emission standards. Recently Indian Government implemented BS-VI standards (April 2020). It is very difficult to meet the latest emission standards for over aged vehicles.
- In view of the above the Work Study team recommended the following.
- Recommendation I:** It is recommended to surrender **4** vacant posts of Staff Car Drivers immediately.
- Recommendation II:** It is recommended to surrender **10** posts staff car drivers (utilising in cars) after completion of condemnation and hiring process.
- Recommendation III:** It is recommended to surrender **3** posts staff car drivers (utilising in Lorries) after completion of condemnation and hiring process.
- **NOTE I:** If any Branch Officer in the opinion of continuing the government vehicles even after completion of codal life, kindly intimated to this office for further review of the work study.

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CHAPTER - I**1.0 प्रस्तावना INTRODUCTION:**

- 1.1 रेलों की भूमिका/RAILWAY'S ROLE:** Indian Railways holds the status of being a premier transport service provider to the Nation. It is entrusted with the responsibility of carrying the bulk of freight and passenger traffic across the length and breadth of the country, serving national interests with a social centric objective in spite of the demanding task of remaining financially viable. The organization has been successful in lending impetus to the Nation's economic and industrial progress on the strength of the sustained approach towards technology up-gradation of infrastructure
- 1.2 संचालनव्यय में वृद्धि INCREASING OPERATING EXPENSES:** The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure.
- 1.3 रिपोर्ट की परिकल्पना / GENESIS OF THE REPORT:** Keeping the above objects in mind the Central Planning Organization under the control of SDGM conducted Work study on "Review of staff strength of Staff car Drives of Divisional office over Vijayawada Division".

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CHAPTER - II**2.0 EXISTING SCENARIO:**

- 2.1** Vehicles are procured as staff car as a transportation of officers for official; purpose. Vehicles are provided as staff car, Ambulance, Inspection vehicle, Tool van, Accident Relief Van, Staff Transportation Vehicle, Emergency vehicle at Divisional level. These vehicles are procured on Revenue / Construction account. Vehicles are also procured on replacement account of existing staff car. Apart from procurement, vehicles are provided by hiring them on replacement account of existing vehicles which have outlived their codal life. Railway Board issues guidelines from time to time regarding procurement, replacement and hiring of vehicles. Motor Vehicle Drivers are nominated for driving, Maintaining, up keeping of Railway vehicles. For hired vehicles private drivers are hired as per the conditions of hiring of vehicles on various accounts.
- 2.2** Staff car drivers of Divisional office over Vijayawada Division are under administrative control of Sr.DME/BZA. Staff car Drivers are being utilised in General Branch, Sr.DSTE office, Sr.DEN/Co-ord office, Sr.DEE/M office, Sr.DSO office, S&T/ Construction office, Sr.DME/office, Diesel Loco Shed, ADME/WD office, & CDO office.
- 2.3** **SAVE position of Staff car drivers of Divisional office over Vijayawada Division as on 22.01.2020:**

S no	Department	san	Act	Vac
1.	General Admin	6	6	0
2.	S&T	3	1	2
3.	Engineering	6	5	1
4.	Mechanical (Sr.DME office)	2	3	-1
5.	Mechanical (DSL/BZA)	2	2	0
6.	Mechanical (ADME/WD/BZA)	3	3	0
7.	Mechanical (CDO/BZA)	2	2	0
8.	Electrical	3	1	2
9.	Safety	1	1	0
	Total	28	24	4

2.4 Bio data of staff car drivers:

S No	Name of Employee	Desg	DOB	DOA	DOR
1.	N Sambasiva Rao	MCM	26.10.66	24.07.86	30.10.26
2.	K Bhaskara Rao	MCM	05.02.61	01.01.84	28.02.21
3.	Aslam Javed	Tech.I	24.05.66	05.05.86	31.05.26
4.	D Madhu Babu	Tech.II	16.07.74	08.08.05	31.07.34
5.	K Naga Raju	Tech.III	15.08.80	22.08.13	31.08.40
6.	R Francis	Tech.III	09.09.81	29.04.08	30.09.41
7.	S K saleem Saheb	Tech.II	24.05.76	06.06.08	31.05.36
8.	B Murali Krishna	Tech.III	24.08.87	12.09.13	31.07.47
9.	T Veeraswamy	Tech.III	20.06.74	24.03.08	30.06.34
10.	Sk .Pandu Saheb	Tech.III	02.08.73	09.06.08	31.08.33
11.	M Shankara rao	Tech.III	30.08.86	28.05.16	31.08.46
12.	Ch. Vinay Kumar	Tech.III	19.10.83	17.05.16	31.10.43
13.	T Raja Vara Prasad	MCM	15.06.60	30.04.86	30.06.20
14.	B Nityand Singh	Tech.III	02.06.64	26.04.12	30.06.24

15.	N Jeevan Kumar	Tech.III	10.08.91	30.01.17	31.08.51
16.	U Subba Rao	Tech.I	15.06.71	24.03.93	30.06.31
17.	V V Ramanaiah	Tech.III	15.12.80	22.06.16	31.12.40
18.	V Saraiah	Tech.II	24.04.65	20.03.01	30.04.25
19.	A Vijay Kumar	Tech.III	05.06.81	20.02.14	30.06.41
20.	S veera Babu	Tech.III	07.02.92	23.05.13	28.02.52
21.	K Ramesh	Tech.II	01.06.79	30.08.07	31.05.39
22.	P Peddi Kasi Krishna	Tech.III	10.08.89	28.06.13	31.08.49
23.	L Salman Raju	Tech.III	20.01.88	01.05.15	31.01.48
24.	G Abraham	Tech.II	01.05.60	12.06.78	31.05.20

2.5 Details of **Departmental** Vehicles of General Branch :

SNo	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BQ 3943	TOYOTA INNOVA	2009	11 years	DRM
2	AP 16 BK 3055	CHEVROLET TAVERA	2008	12 years	ADRM/I

2.5.1 Details of **Outsourced** Vehicles of General Administration Organisation:

S No	Office utilising
1	ADRM/OP

2.5.2 **SAVE** position of staff car drivers of General Administration Organisation:

Department	san	Act	Vac
General Admin	6	6	0

2.6 Details of **Departmental** Vehicles of S&T Organisation:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 04 P 3200	BOLERO	2008	12 Years	Utilising for emergency purpose & inspection purpose.

2.6.1 Details of **Outsourced** Vehicles of S&T Organisation:

S No	Office utilising
1	Sr.DSTE/BZA
2	DSTE/M/BZA & DSTE/SW/BZA
3	ADSTE/Tele/BZA
4	ADSTE/NLR,OGL & RJY

2.6.2 **SAVE** position of staff car drivers of S&T Department:

Department	san	Act	Vac
S&T Department	3	1	2

2.7 Details of Departmental Vehicles of Engineering Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BC 6196	CHEVROLET TAVERA	2007	13 Years	Emergency vehicle utilized by all engineering officers.
2	AP 16 BK 7535	CHEVROLET TAVERA	2008	12 Years	Sr.DEN/ Central

2.7.1 Details of Outsourced Vehicles of Engineering Department:

S No	Office utilising
1	Sr.DEN/Co-ord
2	Sr.DEN/North
3	DEN/East
4	DEN/Bridges
5	ADEN/Lines
6	ADEN/Buildings

2.7.2 SAVE position of staff car drivers of Engineering Department:

Department	san	Act	Vac
Engineering Department	6	5	1

2.8 Details of Departmental Vehicles of Mechanical Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BQ 3942	TOYOTA INNOVA	2009	11 Years	Sr.DME/BZA
2	AP 16 AF 3518	TATA SUMO	2001	19 Years	DME/DSL/BZA
3	AP 16 AH 7893	ASHOK LEALAND	2003	17 Years	DME/DSL/BZA
4	AP 16 TB 9937	TATA TURBO	2009	11 Years	DME/DSL/BZA
5	AP 16 TT 8354	ASHOK LEALAND	2002	18 Years	ADME/WD/BZA
6	AP 16 TG 0162	TATA LORRY	2012	8 Years	ADME/WD/BZA
7	AP 16 BL 2602	CRANE LORRY	2008	12 Years	ADME/WD/BZA
8	AP 16 TX 5816	TATA	2008	12 Years	ADME/WD/BZA
9	AP 16 TG 0161	TATA LORRY	2012	8Years	CDO/BZA

2.8.1 Details of Outsourced Vehicles of Mechanical Department:

S No	Office utilising
1	CDO/BZA
2	ADME/WD/BZA

2.8.2 SAVE position of staff car drivers of Mechanical Department:

Department	san	Act	Vac
Mechanical Department	9	10	-1

2.9 Details of **Departmental** Vehicles of Electrical Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 TP 6420	TATA ACE LORRY	2010	10 Years	Sr.DEE/M
2	AP 16 BK 2467	CHEVROLET TAVERA	2009	11 Years	Sr.DEE/TRD

2.9.1 Details of **Outsourced** Vehicles of Electrical Department:

S No	Office utilising
1	Sr.DEE/TRSO/BZA
2	Sr.DEE/M/BZA
3	ADEE/TRD
4	ADEE/M/BZA
5	ADEE/M/BZA

2.9.2 SAVE position of staff Car Drivers of Electrical Department:

Department	san	Act	Vac
Electrical Department	2	1	1

2.10 Details of **Departmental** Vehicles of Commercial Department: - Nil-

2.10.1 Details of **Outsourced** Vehicles of Commercial Department:

S No	Office utilising
1	Sr.DCM
2	DCM-I
3	DCM-II

2.11 Details of Departmental Vehicles of Safety Department: - NIL-

2.11.1 Details of **Outsourced** Vehicles of Safety Department:

S No	Office utilising
1	Sr.DSO

2.11.2 **SAVE** position of safety Department:

Department	san	Act	Vac
Safety Department	1	1	0

2.12 Details of Departmental Vehicles of Operating Department: - NIL-

2.12.1 Details of **Outsourced** Vehicles of Operating Department:

S No	Office utilising
1	Sr.DOM
2	Sr.DOM Office (AOMs)

2.13 Details of Departmental Vehicles of Stores Department: - NIL-

2.13.1 Details of **Outsourced** Vehicles of Stores Department:

S No	Office utilising
1	Sr.DMM

2.14 Details of Departmental Vehicles of Personnel Department: - NIL-

2.14.1 Details of **Outsourced** Vehicles of Personnel Department:

S No	Office utilising
1	Sr.DPO

2.15 Duties of Staff Car Drivers:

- Read and comply with the Motor vehicle Rules/Policies.
- Maintain a valid Driver's licence.
- Operate vehicles in accordance with the State and local regulations, Traffic laws and Ordinances.
- Use safe driving practices at all times.
- Ensure all safety devices including safety belts are available.
- Report unsafe vehicle conditions to the concerned officials.
- Maintain the exterior/interior of the vehicle clean and orderly manner.
- Lock the vehicle when not in use.
- Check oil and water levels regularly without fail.
- Park the vehicle at earmarked place in clean and presentable Condition up on completion of shift.
- Picking and dropping the officers from the residence to office and back.
- Picking and dropping the officers from residence to Airports/ stations and back.
- Taking officers to the accident spots.
- Taking officers for surprise/night inspections.
- As a part of protocol, Picking and dropping of Officials of Railway Board and Ministry of Railways from the Airport to Stay place and back to Airport and also picking & dropping from stay place to various offices and back to stay place as per the programme.

2.16 Vehicle fitness and Emission Check:

- The Transport Departments, by and large, depend on visual checks and limited road tests (for checking brakes) for inspecting the vehicles for fitness certification except for emissions which is checked using a smoke meter or Gas Analyzer. As per Central Motor Vehicle Rules (CMVR) all transport vehicles should carry a Fitness certificate which would be valid as given below:
 - New Transport Vehicles **Two Years**
 - Renewal of Certificate of fitness **One year**
- Non-Transport Vehicles i.e. Passenger Cars and Two-Wheelers are required to take the fitness test once at the time of initial registration and the same is valid for a period of 15 years.

Emission Check:

- Though the mandatory fitness test as mentioned above also necessitates the vehicle to be tested for emission compliance, all vehicles need to get emission check done once in every six months, at any of the Authorized Emission check Centre.
- The emission check of vehicles is mandatory for all categories of vehicles that are Two- Wheelers, Three-wheelers, Cars, Buses and Trucks. The State Transport Department has authorized private entrepreneurs to operate emission test centers and issue test certificates after necessary emission check.

- 1. For petrol vehicles the idle emission limits are as follows:
 - 4.5% by Vol. of Carbon Monoxide for Two & Three-Wheelers
 - 3.0% by Vol. Of Carbon Monoxide for Four-Wheelers
- 2. For Diesel Vehicles it is:
- 65 Hartidge Smoke Units (HSU) measured by Free Acceleration method.

2.17 History of Euro Standard Emission Norms or BS Norms in India

- The move was to get the booming Indian automobile market to focus on the gravity of the problem. Keeping in mind, India's love affair with the wheels, the central government decided to bring in a line of the vehicle with international standards titled 'India 2000'. The idea was to roll out stringent European emission standards (EURO I) and they were to be implemented in a phased manner.

BS I, II, III

- According to Society of Indian Automobile Manufacturers (SIAM), the first norms for mass emission standards were implemented between 1991 for petrol and 1992 for diesel vehicles.
- After SC ruling in the year 1999, Euro I equivalent emission standards BS-I was implemented in major cities and later extended across the country by 2000. Initially, vehicles that did not comply with the emission standards were scrapped.
- BS II was enforced in Delhi, Mumbai, Chennai, and Kolkata in the year 2003 and later adopted nationwide by 2005.
- To comply with the technology of the vehicles high Auto Fuel Policy (2002) was implemented in the year 2005 for production of high-grade fuel. Subsequently, BS III was introduced in 13 major cities of India and was rolled out across the nation by 2010.

Bharat IV

- The Bharat IV emission norms implemented on April 1, 2010 was the most stringent of all. This not only challenged vehicle makers from a technology viewpoint but also the refineries that produce higher fuel grade. First implemented in Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Ahmedabad, Pune, Surat, Kanpur, Lucknow, Agra and Solapur, these policies were adopted across the nation until April 1, 2017.

Bharat V

- This big switch was planned to be implemented in April 2020 across the nation. The government decided to skip BS- V and directly jump to BS-VI standards on Jan. 16. The shift to a fuel efficient BS-VI in the country is expected to be rolled out on April 1, 2020. Earlier it was assumed that the BS-V would be implemented in the year 2019 and BS-VI until 2023.

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3.0 CRITICAL EXAMINATION

- 3.1** As per the programme of work studies 2019-20, the Work study Team has taken up the Work study on Staff Car Drivers of Divisional office of Vijayawada Division
- 3.2** Vehicles are procured as staff car as a transportation of officers for official purpose. Vehicles are provided as staff car, Ambulance, Inspection vehicle, Tool van, Accident Relief Van, Staff Transportation Vehicle, Emergency vehicle at Divisional level. These vehicles are procured on Revenue / Construction account. Vehicles are also procured on replacement account of existing staff car. Apart from procurement, vehicles are provided by hiring them on replacement account of existing vehicles which have outlived their codal life. Railway Board issues guidelines from time to time regarding procurement, replacement and hiring of vehicles. Motor Vehicle Drivers are nominated for driving, Maintaining, up keeping of Railway vehicles. For hired vehicles private drivers are hired as per the conditions of hiring of vehicles on various accounts.
- 3.3** Work study team Collected data of government vehicles utilising in various departments of Vijayawada Division and calculated the no. of shifts required as per the requirement of departmental usage.
- 3.4** It is known that officers of BZA division proposing hiring of vehicles in place of over aged vehicles.
- 3.5** The work study team considered the following during work study to arrive the requirement of Staff Car Drivers:
- a. Vide item no. 41 of Railway Board DO letter no. E(MPP)2006/1/89 dated 04.10.2006, it is stated that categories of Vehicle drivers and Vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.(F-).
 - b. Vide RB's letter no.2002/AC-II/1/10 dated 24.05.06 (RBA no.25/2006), it is stated that the codal life of staff cars including Jeeps is 7 years and light & Heavy vehicles is 10 years. (F-).
 - c. As per Railway Board letter no. E(G) 2007 AL 4/6 dt 30.09.2008 (Serial circular no. 134/2008) under subject entitlement of staff car drivers decided that except the following officers staff cars, all others shall be taken on hire. (F-).
 - Secretary /Railway Board, all members of RB and above,
 - GM and AGM with one stand by vehicle for Zonal railway head quarters,
 - DRM and ADRM
 - Officers equallent status as the General Manager.
 - d. Vehicles which are completed codal life i.e. 7 years for cars/Jeeps and 10 years for light & heavy vehicles would be in BS-I or BS-II of Indian Emission standards. Recently Indian Government implemented BS-VI standards (April 2020). It is very difficult to meet the latest emission standards for over aged vehicles.

3.6 Bio data of staff car drivers:

S No	Name of Employee	Desg	DOB	DOA	DOR
1.	G Abraham	Tech.II	01.05.60	12.06.78	31.05.20
2.	T Raja Vara Prasad	MCM	15.06.60	30.04.86	30.06.20
3.	K Bhaskara Rao	MCM	05.02.61	01.01.84	28.02.21
4.	B Nityand Singh	Tech.III	02.06.64	26.04.12	30.06.24
5.	V Saraiah	Tech.II	24.04.65	20.03.01	30.04.25
6.	Aslam Javed	Tech.I	24.05.66	05.05.86	31.05.26
7.	N Sambasiva Rao	MCM	26.10.66	24.07.86	30.10.26
8.	U Subba Rao	Tech.I	15.06.71	24.03.93	30.06.31
9.	Sk .Pandu Saheb	Tech.III	02.08.73	09.06.08	31.08.33
10.	T Veeraswamy	Tech.III	20.06.74	24.03.08	30.06.34
11.	D Madhu Babu	Tech.II	16.07.74	08.08.05	31.07.34
12.	S K saleem Saheb	Tech.II	24.05.76	06.06.08	31.05.36
13.	K Ramesh	Tech.II	01.06.79	30.08.07	31.05.39
14.	K Naga Raju	Tech.III	15.08.80	22.08.13	31.08.40
15.	V V Ramanaiah	Tech.III	15.12.80	22.06.16	31.12.40
16.	A Vijay Kumar	Tech.III	05.06.81	20.02.14	30.06.41
17.	R Francis	Tech.III	09.09.81	29.04.08	30.09.41
18.	Ch. Vinay Kumar	Tech.III	19.10.83	17.05.16	31.10.43
19.	M Shankara rao	Tech.III	30.08.86	28.05.16	31.08.46
20.	B Murali Krishna	Tech.III	24.08.87	12.09.13	31.07.47
21.	L Salman Raju	Tech.III	20.01.88	01.05.15	31.01.48
22.	P Peddi Kasi Krishna	Tech.III	10.08.89	28.06.13	31.08.49
23.	N Jeevan Kumar	Tech.III	10.08.91	30.01.17	31.08.51
24.	S Veera Babu	Tech.III	07.02.92	23.05.13	28.02.52

3.7 From the above table it is learnt that one Staff car Drivers of Mechanical Department will retire in the month of May-2020 and one Staff car Drivers of safety Department in the month of June-2020.

3.8 Details of **Departmental** Vehicles of General Administration Department:

SNo	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BQ 3943	TOYOTA INNOVA	2009	11 years	DRM
2	AP 16 BK 3055	CHEVROLET TAVERA	2008	12 years	ADRM/I

3.8.1 **SAVE** position of Staff Car Drivers of General Administration:

Department	san	Act	Vac
General Administration	6	6	0

3.8.2 Requirement of Vehicle Drivers:

- There are 2 Government Vehicles in General Administration Department and both are completed their codal life. As per the railway Board letter no. E (G) 2007 AL 4/6 dt 30.09.2008 (Serial circular no. 134/2008), except DRM and ADRM remaining officers may hire the vehicles. Hence it is recommended to outsource/replace the both vehicles.
- As the DRM and ADRM need to work beyond office hours and sometimes need to proceed to the Accident / Unusual spots and surprise inspections even at night time when ever required. Hence existing 6 posts of staff car drivers are justified.

3.9 Details of **Departmental** Vehicles of S & T Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 04 P 3200	BOLERO	2008	12 Years	Utilising for emergency purpose & inspection purpose.

3.9.1 **SAVE** position of Staff Car Drivers of S&T Department:

Department	san	Act	Vac
S&T Department	3	1	2

3.9.2 From the above, it is observed that the vehicle completed codal life. Hence it may be condemned duly outsourcing the vehicles and the resultant posts may be surrendered. On roll Staff Car Drivers to be re-deployed suitably.

3.9.3 No. of Staff Car Drivers required = **NIL**

3.9.4 Staff excess to the requirement after outsourcing the activity = **3**

3.10 Details of **Departmental** Vehicles in Engineering Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BC 6196	CHEVROLET TAVERA	2007	13 Years	Emergency Vechile utilized by all engineering officers.
2	AP 16 BK 7535	CHEVROLE T TAVERA	2008	12 Years	Sr.DEN/ Central

3.10.1 **SAVE** position of staff car drivers of Engineering Department:

Department	san	Act	Vac
Engineering Department	6	5	1

3.10.2 From the above, it is noted that the both vehicles completed codal life. Hence the activity may be outsourced and the resultant post may be surrendered duly re deploy the on roll suitably.

3.10.3 No. of Staff Car Drivers required = **NIL**

3.10.4 Staff excess to the requirement after outsourcing the activity = **6**

3.11 Details of **Departmental** Vehicles of Mechanical Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 BQ 3942	TOYOTA INNOVA	2009	11 Years	Sr.DME/BZA
2	AP 16 AF 3518	TATA SUMO	2001	19 Years	DME/DSL/BZA (Personal)
3	AP 16 AH 7893	ASHOK LEALAND	2003	17 Years	DME/DSL/BZA (Mobile ART)
4	AP 16 TB 9937	TATA TURBO	2009	11 Years	DME/DSL/BZA (Material transportation)

5	AP 16 TT 8354	ASHOK LEALAND	2002	18 Years	ADME/WD/BZA
6	AP 16 TG 0162	TATA LORRY	2012	8 Years	ADME/WD/BZA
7	AP 16 BL 2602	CRANE LORRY	2008	12 Years	ADME/WD/BZA
8	AP 16 TX 5816	TATA	2008	12 Years	ADME/WD/BZA
9	AP 16 TG 0161	TATA LORRY	2012	8Years	CDO/BZA

3.11.1 SAVE position of staff car drivers of Mechanical Department:

Department	san	Act	Vac
Mechanical Department	9	10	-1

3.11.2 From the above, it is noted that 2 cars and 7 Lorries are available with Mechanical Department. Both cars completed codal life and 5 Lorries out of 7 completed codal life. Total sanctioned strength of staff car drivers is 9 for 9 vehicles, i.e. one staff car driver for each vehicle.

3.11.3 No. of Staff Car Drivers Required:

I. For Cars:

- Both vehicles completed codal life.
- Hence it is recommended to condemn the both vehicles and outsource the activity.
- Surrender 2 posts of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car drivers after outsourcing the activity will be NIL

II. For Lorries:

- Lorries are being utilised for the purpose of transporting of stores materials, wheels and bogies. This is an important activity which should be done regularly without any delay. The delay in this process will affect adversely on performance of Loco shed & Depots.
- 7 staff car drivers are being utilised for 7 Lorries, i.e. one staff car driver for each lorry.
- Lorry no. AP 16 AH 7893/ASHOK LEALAND of 2003 make completed its codal life which is being utilised for Mobile ART. As the activity (ART) is related to safety and emergency, the vehicle should be in good working condition. Hence it is recommended to replace the vehicle with new one for Mobile ART and keep one post of staff car driver.
- Only Two Lorries out of remaining 6 have not completed codal life.
- Hence it s recommended to condemn the over aged Lorries and outsource the activity.
- It is requested to Branch Officer to look into the matter whether it is feasible to outsource or not duly considering the local conditions and requirements. If it opined to replace the Lorries, kindly intimate to this office for necessary review of the work study.

- Requirement of staff is 2 (One driver required for each lorry)+1 for mobile ART = **3**
- LR& RG 25% of 3 staff = 0.75 say **1**
- Total requirement of Staff Car Drivers = 3+1 = **4**

3.11.4 Staff excess to the requirement after outsourcing the activity = **9-4 = 5**

3.12 Details of Departmental Vehicles of Electrical Department:

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 16 TP 6420	TATA LORRY	2010	10 Years	Sr.DEE/M
2	AP 16 BK 2467	CHEVROLET TAVERA	2009	11 Years	Sr.DEE/TRD

3.12.1 SAVE position of staff Car Drivers of Electrical Department:

Department	san	Act	Vac
Electrical Department	3	1	2

3.12.2 From the above, it is noted that one vehicles (Chevrolet Tavera) completed codal life and one Lorry not completed codal life. There are 3 sanctioned posts of staff car drivers available for 2 vehicles. Requirement of Staff Car Drivers:

I. For Cars:

- The existing vehicle completed codal life.
- Hence it is recommended to condemn the vehicle and outsource the activity.
- Surrender one post of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car divers after outsourcing the activity will be NIL

II. For Lorries:

- Lorry no. AP 16 TP 6420/TATA of 2010 make has not completed its codal life.
- One post of staff car driver is required for operation of this Lorry.
- Total requirement of Staff Car Drivers = 1

3.12.3 Staff excess to the requirement after outsourcing the activity = **3-1 = 2**

3.13SAVE position of staff Car Drivers of Safety Department:

Department	san	Act	Vac
Safety Department	1	1	0

3.13.1 As per Sr.DSO office letter, it is stated that that the vehicle is condemned and the on roll staff car driver is relieved to Sr.DPO/BZA office.

3.13.2 No. of Staff Car Drivers required = **NIL**

3.13.3 Staff excess to the requirement = **1-0 = 1**

3.14 Total **Government** Vehicles utilising:

Lorries					
1.	AP 16 AH 7893	ASHOK LEALAND	DME/DSL/BZA (Mobile ART)	2003	17 Years
2.	AP 16 TB 9937	TATA TURBO	DME/DSL/BZA (Material transportation)	2009	11 Years
3.	AP 16 TT 8354	ASHOK LEALAND	ADME/WD/BZA	2002	18 Years
4.	AP 16 TG 0162	TATA LORRY	ADME/WD/BZA	2012	8 Years
5.	AP 16 BL 2602	CRANE LORRY	ADME/WD/BZA	2008	12 Years
6.	AP 16 TX 5816	TATA	ADME/WD/BZA	2008	12 Years
7.	AP 16 TG 0161	TATA LORRY	CDO/BZA	2012	8Years
8.	AP 16 TP 6420	TATA LORRY	Sr.DEE/M	2010	10 Years
Staff Cars					
1.	AP 16 BQ 3943	TOYOTA INNOVA	DRM	2009	11 years
2.	AP 16 BK 3055	CHEVROLET TAVERA	ADRM/I	2008	12 years
3.	AP 04 P 3200	BOLERO	S&T	2008	12 Years
4.	AP 16 BC 6196	CHEVROLET TAVERA	Emergency	2007	13 Years
5.	AP 16 BK 7535	CHEVROLET TAVERA	DEN/ Central	2008	12 Years
6.	AP 16 BQ 3942	TOYOTA INNOVA	Sr.DME/BZA	2009	11 Years
7.	AP 16 AF 3518	TATA SUMO	DME/DSL/BZA (Personal)	2001	19 Years
8.	AP 16 BK 2467	CHEVROLET TAVERA	Sr.DEE/TRD	2009	11 Years

3.15 Details of Vehicles **not completed codal life**:

S No	Vehicle No	Model	Department	Year of manufacture	Completed life
1.	AP 16 TG 0162	TATA LORRY	ADME/WD/BZA	2012	8 Years
2.	AP 16 TG 0161	TATA LORRY	CDO/BZA	2012	8Years
3.	AP 16 TP 6420	TATA LORRY	Sr.DEE/M	2010	10 th Year

3.16 Staff Utilising on staff cars:

SNo	Dept	Vehicle no	Model	Year	Service	No. of sanction-ed staff	No. staff required
1.	GA	AP 16 BQ 3943	TOYOTA INNOVA	2009	11 years	6	6
2.		AP 16 BK 3055	CHEVROLET TAVERA	2008	12 years		
3.	S&T	AP 04 P 3200	BOLERO	2008	12 Years	3	0
4.	Engg	AP 16 BC 6196	CHEVROLET TAVERA	2007	13 Years	5	0
5.		AP 16 BK 7535	CHEVROLET TAVERA	2008	12 Years		
6.	Mech	AP 16 BQ 3942	TOYOTA INNOVA	2009	11 Years	2	0
7.		AP 16 AF 3518	TATA SUMO	2001	19 Years		
8.	Elec	AP 16 BK 2467	CHEVROLET TAVERA	2009	11 Years	2	0
9.	Safety	NIL	-	-	-	1	0
10.	S&T/ Constr uction	NIL	-	-	-	1	0
Total						20	6

3.16.1 Staff utilising on Lorries:

SNo	Dept	Vehicle no	Model	Year	Service	No.of sanction-ed staff	No. staff required
1.	Mech	AP 16 AH 7893	ASHOK LEALAND	2003	17 Years	7	4
2.		AP 16 TB 9937	TATA TURBO	2009	11 Years		
3.		AP 16 TT 8354	ASHOK LEALAND	2002	18 Years		
4.		AP 16 TG 0162	TATA LORRY	2012	8 Years		
5.		AP 16 BL 2602	CRANE LORRY	2008	12 Years		
6.		AP 16 TX 5816	TATA	2008	12 Years		
7.		AP 16 TG 0161	TATA LORRY	2012	8Years		
8.	Elec	AP 16 TP 6420	TATA LORRY	2010	10 Years	1	1
Total						8	5

3.17 Assessment of Staff Car Drivers:

General Branch:

- There are 2 Government Vehicles in General Administration Department and both are completed their codal life. As per the railway Board letter no. E (G) 2007 AL 4/6 dt 30.09.2008 (Serial circular no. 134/2008), except DRM and ADRM remaining officers may hire the vehicles. Hence it is recommended to outsource/replace the both vehicles.
- As the DRM and ADRM need to work beyond office hours and sometimes need to proceed to the Accident / Unusual spots and surprise inspections even at night time when ever required. Hence existing 6 posts of staff car drivers are justified.

S&T Department:

- In S&T department, it is observed that one vehicle available and it is completed codal life. Hence it may be condemned duly outsourcing the vehicles and the resultant posts may be surrendered. On roll Staff Car Drivers to be re-deployed suitably.

Engineering Department:

- In Engineering department, There are two vehicles available and both vehicles completed codal life. Hence the activity may be outsourced and the resultant post may be surrendered duly re deploy the on roll suitably.

Mechanical Department:

- In Mechanical department, it is noted that 2 cars and 7 lorries are available. Both cars completed codal life and 5 lorries out of 7 completed codal life. Total sanctioned strength of staff car drivers is 9 for 9 vehicles, i.e. one staff car driver for each vehicle.
- Hence it is recommended to outsource the activity (for cars) and resultant 2 posts may be surrendered duly re deploying the on roll staff suitably.

I. For Cars:

- Both vehicles completed codal life.
- Hence it is recommended to condemn the both vehicles and outsource the activity.
- Surrender 2 posts of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car divers after outsourcing the activity will be **NIL**

II. For Lorries:

- Lorries are being utilised for the purpose of transporting of stores materials, wheels and bogies. This is an important activity which should be done regularly without any delay. The delay in this process will affect adversely on performance of Loco shed & Depots.
- 7 staff are being utilised for 7 Lorries, i.e. one staff car driver for each lorry.
- Lorry no. AP 16 AH 7893/ASHOK LEALAND of 2003 make completed its codal life which is being utilised for Mobile ART. As the activity (ART) is related to safety and emergency, the vehicle should be in good working condition. Hence it is recommended to replace the vehicle with new one for Mobile ART and keep one post of staff car driver.
- Only Two Lorries out of remaining 6 have not completed codal life.

- Hence it is recommended to condemn the over aged Lorries and outsource the activity.
- It is requested to Branch Officer to look into the matter whether it is feasible to outsource or not duly considering the local conditions and requirements. If it is opined to replace the Lorries, kindly intimate to this office for necessary review of the work study.
- Requirement of staff car drivers is 2 (One driver required for each lorry)+1 for mobile ART =3
- LR& RG 25% of 3 staff = 0.75 say 1
- Total requirement of Staff Car Drivers = 3+1 = 4
- Staff excess to the requirement = 9-4 = **5**

Electrical Department:

- In Electrical department, there are two vehicles available and both vehicles completed codal life. Out of two vehicles, one is car and one is lorry. 3 sanctioned posts of staff car drivers available for 2 vehicles.
- Requirement of Staff Car Drivers:

I. For Cars:

- The existing vehicles completed codal life.
- Hence it is recommended to condemn the vehicle and outsource the activity.
- Surrender one post of staff car driver after completion of condemnation/hiring process.
- Hence requirement of staff car drivers after outsourcing the activity will be NIL

II. For Lorries:

- Lorry no. AP 16 TP 6420/TATA of 2010 make not completed its codal life.
- One post of staff car driver is required operate the Lorry.

Safety Department:

- In Safety department there is no vehicle available, but one sanctioned post of staff car driver is available with incumbent. Hence it is recommended to surrender the post of staff car driver duly re deploy the incumbent suitably.

3.18 Requirement of Vehicle Drivers after outsourcing the activity:

S No	Office	No. of Vehicles available		No. of Vehicles to be condemned		San	Act	Staff required		Excess	
		Car	Lorry	Car	Lorry			Car	Lorry	Car	Lorry
1	General Admin	2	0	2	0	6	6	6	0	0	0
2	S&T	1	0	1	0	3	1	0	0	3	0
3	Engineering	2	0	2	0	6	5	0	0	6	0
4	Mechanical	2	7	2	5	9	10	0	4	2	3
5	Electrical	1	1	1	0	3	1	0	1	2	0
6	Safety	0	0	0	0	1	1	0	0	1	0
	Total	8	8	8	5	28	24	6	5	14	3

3.10 Remarks of Work Study Team:

- There are 28 sanctioned posts of Vehicle Drivers with 24 on roll staff and 4 vacant posts.
- As per the SAVE position, there are 4 vacant posts available. But as per bio data of Staff Car Drivers it is observed one staff will retire in the month of May-20 and one staff will retire in the month of June-20.
- Five departments having departmental vehicles and remaining departments not having government vehicles.
- Out of 16 government vehicles 13 vehicles completed their codal life and need to be condemned/replaced duly outsource/replace the vehicles.
- Requirement of Staff Car Drivers is worked out to 11.
- There are 28 sanctioned posts of Staff Car Drivers and requirement is 11. Hence there will be excess of 17 staff Car Drivers.
- **During interaction with the staff & officers of BZA division, it has come to know that all officers are interested in hiring of vehicles in place of over aged vehicles.**
- Vide item no. 41 of Railway Board DO letter no. E(MPP)2006/1/89 dated 04.10.2006, it is stated that categories of **Vehicle drivers and Vehicle maintenance staff to be taken as diminishing category and activity to be outsourced**
- Vehicles which are completed codal life i.e. 7 years for cars/Jeeps and 10 years for light & heavy vehicles would be in BS-I or BS-II of Indian Emission standards. Recently Indian Government implemented BS-VI standards (April 2020). It is very difficult to meet the latest emission standards for over aged vehicles.

3.11 In view of the above the Work Study team recommended the following.

Recommendation I: It is recommended to surrender **4** vacant posts of Staff Car Drivers immediately.

Recommendation II: It is recommended to surrender **10** posts staff car drivers (utilising for cars) after completion of condemnation and hiring process.

Recommendation III: It is recommended to surrender **3** posts staff car drivers (utilising for Lorries) after completion of condemnation and hiring process.

NOTE I: If any Branch Officer in the opinion of continuing the government vehicles even after completion of codal life, kindly intimated to this office for further review of the work study.

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अध्याय - IV
CHAPTER – IV

4.0 वित्तीय परिणाम FINANCIAL REPERCUSSIONS:

- 4.1** When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts over BZA division will be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 17%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To						
1	Staff car Drivers	18000	24200	17	21100	1800	3587	419679	5036148
TOTAL				17					5036148

- On implementation of the recommendations, annual savings of Rs. 50.36 Lakhs will be occurred.

* * * * *

संस्तुतियाँ/ **RECOMMENDATIONS**

Sl. No.	Description	Para No.
01	Recommendation I: It is recommended to surrender 4 vacant posts of Staff Car Drivers immediately.	3.11
02	Recommendation II: It is recommended to surrender 10 posts staff car drivers (utilising for cars) after completion of condemnation and hiring process.	
03	Recommendation III: It is recommended to surrender 3 posts staff car drivers (utilising for Lorries) after completion of condemnation and hiring process.	