

आभार ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to the officials and staff of Medical Department of Central Railway Hospital for their valuable guidance and co-operation in completion of the report.

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रूपरेखा / SYNOPSIS

No.G.276/2/WSSCR-16/19-20
31.10.19

Date:

- **SUBJECT:** Review of staff strength of Staff car Drives of CRH/LGD
- **AUTHORITY:** Lr No.G.276/2/ WSSCR-16/2019-20
- **STUDY No:** WSSCR-16/2019-20
- 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 Drives of CRH/LGD.
- Work study team Collected data of government vehicles utilising in CRH/LGD and calculated the no. of shifts required as per the requirement of usage.
- The work study team considered the following during work study to arrive the requirement of Staff Car Drivers:
 - a. 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 the light vehicle is 10 years (Folio no.).
 - b. 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(Folio no.).
 - 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 equal lent status as the Genaral Manager.
- **Observations of Work Study Team:**
 - There are six vehicles available at CRH/LGD. Out of which vehicle no. AP 10 U 9575 (Tempo Traveller) is condemned vide DS. no. No.081514010 dated 07.06.2019.
 - Official vehicle of MD/CRH/LGD with vehicle no. AP 10 AB 8927 (QUALIS) completed it's codal life needs to be condemned and a new vehicle may be hired.
 - Official vehicle of PCMD/SCR/SC with vehicle no. AP 10 AJ 6096 (TAVERA) completed it's codal life needs to be condemned and a new vehicle may be hired.
 - Vehicle which is transferred from Poly Clinic/Kazipet with vehicle no. AP 36 V 9455 (TATA SUMO) not in running condition and needs to be condemned.
 - Rescue Ambulance as recommendation of high level committee on Disaster Management Implementation with vehicle no. TS 10 UA 2718 Tempo Traveller is needs to be kept ready with good running

condition with Driver at all times. Sometimes it is being used for demo purpose at Training centres.

- Regular Ambulance for carrying patients to hospitals / Referral hospitals in Hyderabad / Secunderabad area with vehicle no. TS 10 UB 8529 (Tempo Traveller) being utilised round the clock for carrying patients

➤ **Requirement of Vehicle Drivers:**

- One Vehicle Driver is required to be kept ready for Rescue Ambulance as recommendation of high level committee on Disaster Management Implementation (To attend train/LC accident spot to rescue the passengers) for round the clock like ART/MRV staff.
- Three Vehicle Drivers are required to work in three shifts for regular Ambulance.
- One Vehicle Driver is required to work on official vehicle of MD/CRH/LGD.
- One Vehicle Driver is required to work on official vehicle of CMD/SCR/SC.
- Total Vehicle Drivers required = 6
- Rest giver for 6 Vehicle Drivers = 1
- Leave Reserve for 6 Vehicle drivers = 1
- Total requirement of Vehicle Drivers for CRH/LGD including LR & RG = 6+1+1 = 8

➤ **Summary of requirement of Staff Car Drivers at CRH/LGD:**

S No	Officer using the vehicle	Vehicle No	Completed life	To be Condemned	Requirement of Staff
1	MD/CRH	AP 10 AB 8927 QUALIS	16 years	Yes	0
2	PCMD/SCR/SC	AP 10 AJ 6096 TAVERA	13 years	Yes	0
3	MD/CRH/LGD	TS 10 UA 2718 Tempo Traveller	4 years	No	1 (Rescue Ambulance)
4	MD/CRH/LGD	TS 10 UB 8529 Tempo Traveller	1 year	No	3 (Regular Ambulance)
5	MD/CRH/LGD	AP 36 V 9455 TATA SUMO	15 years	Yes	0
Total					4
LR/RG					2
Grand Total					6

➤ **Remarks of Work Study Team:**

- There are 10 sanctioned posts of Vehicle Drivers with 8 on roll staff and 2 vacant posts. Since 8 vehicle Drivers are required at CRH/LGD, the vacant posts of Vehicle Drivers may be surrendered.
- Official vehicles of PCMD/SCR/SC and MD/CRH/LGD which are completed their codal life to be condemned and the resultant 2 posts may be surrendered.

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

1.1 In view of above the following Recommendation is made

- **Recommendation I**: It is recommended to surrender 2 vacant posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda.
- **Recommendation II**: It is recommended to surrender 2 live posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda after outsourcing the vehicles which are completed their codal life.

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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 Central Railway Hospital /Lallaguda are under administrative control of MD/CRH/LGD.
- 2.3** **SAVE position of Staff car drivers of Central Hospital/LGD as on 02.07.2019:**

S no	Category	GP/Level	san	Act	Vac
1	Driver(MCM)	4200/Level-6	2	2	0
2	Driver(HS-I)	2800/Level-5	6	0	6
3	Driver(HS-II)	2400/Level-4	2	6	-4
4	Driver(HS-III)	1900/Level-2	0	0	0
Total			10	8	2

2.4 Bio-data of Staff Car Drivers:

S No	Name	Desg	DOB	DOA	DOR
1	M Nageswara Rao	MCM	09.04.1982	26.05.2006	30.04.2042
2	Manoj Kumar Meena	MCM	24.05.1981	20.09.2008	31.05.2041
3	B Balaram	Driver.Gr.II	15.08.1981	18.10.2004	31.08.2041
4	Raghu Veerla	Driver.Gr.II	06.03.1982	02.07.2010	31.03.2042
5	Ch. Srikanth	Driver.Gr.II	23.03.1986	07.07.2010	31.03.2046
6	D Kumar	Driver.Gr.II	21.12.1983	14.03.2005	31.12.2043
7	P Radha Krishna	Driver.Gr.II	19.08.1984	20.02.2008	31.08.2044
8	C Narsing RAO	Driver.Gr.II	19.11.1985	11.06.2004	30.11.2045

2.5 Duties of Staff Car Drivers:

- 1) Read and comply with the Motor vehicle Rules/Policies.
- 2) Maintain a valid Driver's licence.
- 3) Operate vehicles in accordance with the State and local regulations, Traffic laws and Ordinances.
- 4) Use safe driving practices at all times.
- 5) Ensure all safety devices including safety belts are available.
- 6) Report unsafe vehicle conditions to the concerned officials.
- 7) Maintain the exterior/interior of the vehicle clean and orderly manner.
- 8) Lock the vehicle when not in use.
- 9) Check oil and water levels regularly without fail.
- 10) Park the vehicle at earmarked place in clean and presentable Condition upon completion of shift.
- 11) Picking and dropping the officers from the residence to office and back.
- 12) Picking and dropping the officers from residence to Airports/stations and back.
- 13) Taking officers to the accident spots.
- 14) Taking officers for surprise/night inspections.
- 15) **Ambulance Driver duties:**
 - Moving the patients from CRH/LGD to referral hospitals and vice versa as and when required.
 - To pick up the patients from Railway station who are coming by train from outstation on prior information.
 - To pick up the patients of Railway staff and their family members either on duty or off duty from any other locations in the twin cities whenever required.
 - To pick up the injured passengers while entraining or detraining the train.
 - To attend train accident/LC accident spot to rescue the passengers (Rescue Ambulance recommended by High Power Committee).

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3.0 CRITICAL EXAMINATION

- 3.1** As per the directives of GM/SCR and SDGM/SCR, the Work study Team approached Medical Director/LGD in order to conduct Work study on Staff Car Drivers working at Central Hospital/LGD.
- 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 Transportaion 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 CRH/LGD and calculated the no. of shifts required as per the requirement of usage.
- 3.3.1** The work study team considered the following during work study to arrive the requirement of Staff Car Drivers:
- a. 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 the light vehicle is **10** years (Folio no.).
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 - 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 equal lent status as the General Manager.

3.4 Details of Departmental Vehicles:

S No	Officer using the vehicle	Vehicle No	Date of procurement	Completed life	Remarks
1	MD/CRH	AP 10 AB 8927 QUALIS	05.09.2003	16 years	Official vehicle of MD/ CRH/LGD
2	PCMD/SCR/	AP 10 AJ	25.09.2006	13 years	Official vehicle of

	SC	6096 TAVERA			PCMD/ SCR/SC
3	MD/CRH/ LGD	TS 10 UA 2718 Tempo Traveller	10.04.2015	4 years	Rescue Ambulance as recommendation of high level committee on Disaster Management Implementation.
4	MD/CRH/ LGD	TS 10 UB 8529 Tempo Traveller	24.12.2018	1 year	Regular Ambulance for carrying patients to hospitals / Referral hospitals in Hyderabad / Secunderabad area
5	MD/CRH/ LGD	AP 36 V 9455 TATA SUMO	13.02.2004	15 years	Procured for the use of Poly Clinic / Kazipet and in terms of PCMD/SC's letter no.Md.8/1/KZJ / AMB dated 08.02.2018 the said vehicle was transferred to CRH/LGD on 14.02.2018. Vehicle not in running condition, proposal for condemnation is being initiated.

3.5 Observations of Work Study Team:

- There are six vehicles available at CRH/LGD. Out of which vehicle no. AP 10 U 9575 (Tempo Traveller) is condemned vide DS. no. No.081514010 dated 07.06.2019.
- Official vehicle of MD/CRH/LGD with vehicle no. AP 10 AB 8927 (QUALIS) completed it's codal life needs to be condemned and a new vehicle may be hired.
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- Vehicle which is transferred from Poly Clinic/Kazipet with vehicle no. AP 36 V 9455 (TATA SUMO) not in running condition and also completed it's codal life. Hence it is needed to be condemned.
- Rescue Ambulance as recommendation of high level committee on Disaster Management Implementation with vehicle no. TS 10 UA 2718

Tempo Traveller is needs to be kept ready with good running condition with Driver at all times. Sometimes it is being used for demo purpose at Training centres.

- Regular Ambulance for carrying patients to hospitals / Referral hospitals in Hyderabad / Secunderabad area with vehicle no. TS 10 UB 8529 (Tempo Traveller) being utilised round the clock for carrying patients.

3.6 Requirement of Vehicle Drivers:

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	Grand Total				6

3.8 Remarks of Work Study Team:

- There are 10 sanctioned posts of Vehicle Drivers with 8 on roll staff and 2 vacant posts. Since 8 vehicle Drivers are required at CRH/LGD, the vacant posts of Vehicle Drivers may be surrendered.
- Official vehicles of PCMD/SCR/SC and MD/CRH/LGD which are completed their codal life to be condemned and the resultant 2 posts may be surrendered.

3.9 In view of above the following Recommendation is made

- **Recommendation I**: It is recommended to surrender 2 vacant posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda.
- **Recommendation II**: It is recommended to surrender 2 live posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda after outsourcing the vehicles which are completed their codal life.

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4.0 वित्तीय परिणाम FINANCIAL REPERCUSSIONS:

4.1 When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts at Central Railway hospital will be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 17%	Emolu ments P.M (in Rs.)	Total Emolument s P.A (in Rs.)
		From	To						
1	Vehicle Drivers	18000	56900	4	37450	1800	6366	175264	2103168
TOTAL				4					2103168

❖ On implementation of the recommendations, annual savings of Rs. 21.03 Lakhs will be accrued.

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संस्तुतियाँ/ **RECOMMENDATIONS**

Sl. No.	Description	Para No.
01	<u>Recommendation I:</u> It is recommended to surrender 2 vacant posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda.	3.9
02	<u>Recommendation II:</u> It is recommended to surrender 2 live posts from sanctions of vehicle Drivers at Central Railway Hospital, Lallaguda after outsourcing the vehicles which are completed their codal life	