

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

WORK STUDY REPORT
ON
REVIEW OF STAFF CAR DRIVERS
OF
ALL DEPARTMENTS
OVER
HYDERABAD DIVISION
*** **

मार्गदर्शक

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अनुक्रमणिका - I N D E X

क्रम. सं S.No	विवरण Description	पृष्ठ सं Page No.	
		से FROM	तक TO
1	आभार Acknowledgement	3	--
2	विधि Methodology	4	
3	रूपरेखा_Synopsis	5	6
4	अध्याय-1 Chapter – 1. प्रस्तावना - Introduction	7	--
5	अध्याय-2 Chapter – 2 वर्तमान संगठनात्मक ढाँचा Existing Scenario	8	9
6	अध्याय -3 Chapter – 3 आलोचनात्मक विश्लेषण - Critical Examination	10	11
7	अध्याय-4 Chapter – 4 वित्तीय परिणाम - Financial Implications	12	--
8	अध्याय-5 Chapter – 5 संस्तुती - Recommendations	13	--

ACKNOWLEDGEMENT

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

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विधि

M E T H O D O L O G Y

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

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

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रूपरेखा SYNOPSIS

- Subject: Work study on Staff Car Drivers working in **HYB** Division
 - Authority: GM/SCR and SDGM/SCR
 - Study No: WSSCR-13/2019-20
 - Reference File No: G.276/2/WSSCR-13/2019-20.
 - Area of Activity: Hyderabad Division
 - The Central Planning cell of South Central Railway has taken up the Work study on the Staff Car Drivers working in **HYB** Division
- SAVE** position of Staff car drivers of HYB Division as on 03.07.2019:

Hyderabad Division					
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	3	3
3	Driver(HS-II)	2400/Level-4	3	1	2
4	Driver(HS-III)	1900/Level-2	1	0	1
Total			12	6	6

Bio-data of Staff Car Drivers:

Hyderabad Division					
S No	Name	Desg	DOB	DOA	DOR
1	K.Venkatesh Sailoo	MCM	20.10.1965	09.07.1985	31.10.2025
2	B.Mohan Rao	MCM	10.05.1960	03.02.1979	28.02.2039
3	K.Balaraj	Driver(HS-I)	09.05.1967	26.11.1987	31.05.2027
4	B.Shankar	Driver(HS-I)	10.06.1960	26.03.1981	30.06.2020
5	Krishna Rao	Driver(HS-I)	19.02.1961	28.09.1980	28.02.2021
6	B.Anjaiah	Driver(HS-II)	20.05.1961	01.01.1985	31.05.2021

Details of Departmental Vehicles:

Hyderabad Division				
S No	Officer/Office using the vehicle	Vehicle No	Date of procurement	Remarks
1	Sr.DEN/Co/HYB	AP10AA0108 Qualis	2004	Official vehicle of Sr.DEN/Co/HYB Div.
2	Sr.DEN/South/HYB	AP10AC1608 Qualis	2004	Official vehicle of Sr.DEN/South/HYB Div.
3	Sr.DSO/HYB	AP10AB3657 Qualis	2003	Official vehicle of Sr.DSO/HYB Div

Observations of Work Study Team:

There are 3 vehicles available in Hyderabad Division. All the 3 vehicles (AP10AA0108Qualis, AP10AC1608Qualis & AP10AB3657Qualis) completed its codal life.

Requirement of Vehicle Drivers:

- There are 3 Railway vehicles in Hyderabad Division for Officers transportation purpose
- Total vehicle drivers required=3
- Rest Giver for 3 vehicle Drivers=1
- Leave reserve for 3 vehicle Drivers=1
- Total requirement of vehicle drivers including RG&LR=3+1+1=5
- Excess staff=12-5=07

Recommendations:

- There are 3 Railway vehicles for officers' transportation purpose in Hyderabad Division.
- There are 12 sanctioned posts of Vehicle Drivers with 6 on roll staff in Hyderabad Division.
- It is recommended to surrender 7 sanctioned posts of Vehicle Drivers

Recommendation1: It is recommended to surrender 6 vacant posts immediately.

Recommendation2: Sri B.Shankar (Driver HS I) DOR is on 30.06.2020. Since present requirement of staff car drivers is 5 for 3 vehicles, 1 post is to be surrendered after his retirement. (ref. **3.5**)

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CHAPTER - 1

INTRODUCTION:

The Railways are the principal mode of transport of nation & have played a crucial role in the social, political and economic life of the country. Railways have successfully adapted to the changing needs of travel and transport. It has also absorbed advancement in the technology and kept itself in tune with the requirements of moving a large volume of Passengers and freight traffic. For successfully running the Railways, different activities are distributed among different departments.

Efficiency in terms of punctuality of trains is primary objectives of railways. Mobility of officers and staff is essential to achieve this objective. Railway has procured vehicles as staff car, staff transportation vehicle for this purpose.

Railway is an organization with social obligation to the nation. The organization is also to be viewed as financially viable, one to make the best use of its machinery and manpower to achieve maximum utility. Keeping this objective in view, the work study of "Need based requirement of Staff Car Drivers of Hyderabad Division" has been approved by SDGM. The work study team has collected the relevant data, discussed with concerned officials, critically examine the data and reviewed staff strength.

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CHAPTER - 2

2.0 EXISTING SCENARIO:

2.1 Staff car drivers of HYB Division is under administrative control of Branch Officers

2.2 **SAVE** position of Staff car drivers of HYB Division as on 03.07.2019:

Hyderabad Division					
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	3	3
3	Driver(HS-II)	2400/Level-4	3	1	2
4	Driver(HS-III)	1900/Level-2	1	0	1
Total			12	6	6

2.3 Bio-data of Staff Car Drivers:

Hyderabad Division					
S No	Name	Desg	DOB	DOA	DOR
1	K.Venkatesh Sailoo	MCM	20.10.1965	09.07.1985	31.10.2025
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2.4 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.

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2.5 Out sourced Vehicles are being used for the following Officers/ Offices:

1. DRM/HYB
2. ADRM/O/HYB
3. ADRM/I/HYB
4. Sr.DFM/HYB
5. Sr.DCM/HYB
6. Sr.DEN/HYB
7. DEN/N/HYB
8. Sr.DME/HYB
9. Sr.DMM/HYB
- 10.Sr.DOM/HYB
- 11.Sr. DSTE/HYB
- 12.ADSTE/NORTH
- 13.ADSTE/SOUTH
- 14.DSTE/SIGNAL

3.0 CRITICAL EXAMINATION

3.1 As per the directives of GM/SCR and SDGM/SCR, the Work study Team approached Branch Officers of **HYB** Division in order to conduct Work study on Staff Car Drivers working in **HYB** Division.

3.2 Details of Departmental Vehicles:

Hyderabad Division				
S No	Officer/Office using the vehicle	Vehicle No	Year of procurement	Remarks
1	Sr.DEN/Co/HYB	AP10AA0108 Qualis	2004	Official vehicle of Sr.DEN/Co/HYB Div.
2	Sr.DEN/South/HYB	AP10AC1608 Qualis	2004	Official vehicle of Sr.DEN/South/HYB Div.
3	Sr.DSO/HYB	AP10AB3657 Qualis	2003	Official vehicle of Sr.DSO/HYB Div

3.3 Expenditures towards repairs of Departmental vehicles:

Hyderabad Division			
S No	Officer/Office using the vehicle	Vehicle No	Year of procurement
1	Sr.DEN/Co/HYB	AP10AA0108 Qualis	2004
FY:	Date	Expenditure towards repairs (Rs.)	
18-	12.07.2018	9,850	
19	29.12.2018	9,930	
	Total	19,780	
2	Sr.DEN/South/HYB	AP10AC1608 Qualis	2004
	Date	Expenditure towards repairs (Rs.)	
FY:	16.04.2018	9,840	
18-	02.01.2019	8,000	
19			
	Total	17840	
3	Sr.DSO/HYB	AP10AB3657 Qualis	2003
	Date	Expenditure towards repairs (Rs.)	
FY:	June,2018	9,725	
18-	Nov,2018	5,460	
19	Dec,2018	9,650	
	Total	24,835	

Total Expenditure towards repairs of 3 vehicles per year=**Rs.62, 455/-**

Average Expenditure towards repairs of one departmental vehicle per year in Hyderabad Division= (19,780+ 17,840+ 24,835) / 3= Rs.20, 818/-

3.4 Observations of Work Study Team:

There are three vehicles available in Hyderabad Division. All the three vehicles (AP10AA0108Qualis, AP10AC1608Qualis& AP10AB3657Qualis) completed its codal life.

3.5 Requirement of Vehicle Drivers:

- There are Three Railway vehicles in Hyderabad Division for Officers transportation purpose.
- Total vehicle drivers required=3
- Rest Giver for 3 vehicles Drivers=1
- Leave reserve for 3 vehicle Drivers=1
- Total requirement of vehicle drivers including RG&LR=3+1+1=5

3.6 Cost of Staff Car Drivers (5 on roll staff) in HYB Division:

Sl. No	Cate gory	Scale		No of po sts	Mean Pay	DA 17%	Emolumen ts P.M (in Rs.)	Total Emolumen ts P.A (in Rs.)
		From	To					
1	MCM	35400	112400	2	73900	12563	172926	2075112
2	HS I	29200	92300	3	60750	10327	213231	2558772
3	HS II	25500	81100	1	53300	9061	62361	62361
TOTAL				6	TOTAL			46,96,245

3.7 Savings by Outsourcing of vehicles:

- (a) Cost of 6 staff towards salary per year=Rs. 46,96,245 /-
(b) Cost of 3 vehicles per year (3X475000/10) =Rs. 1, 42,500/-
(c) Cost of repairs for 3 vehicles per year= Rs. 62,455/- (ref. **3.3**)
(d) Cost of fuel for 3 vehicles per year (50km per day per vehicle) =
(3X50X365/15X77)=Rs.2, 81,050/- (∴ litre for 15 km, Rs77/-per litre)
(e) Total cost (a+b+c+d) =Rs. 5182250/-
(f) Cost of 3 Out sourcing vehicles per year= (3X1200000/2)
=Rs. 18, 00000/-
(g) Savings per year by out sourcing of 3 vehicles= (e-f) =Rs. 33, 82,250/-

4.0 वित्तीय परिणाम FINANCIAL IMPLICATIONS:

Sl. No	Category	Scale		No. of posts	Mean Pay	DA 17%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To					
1	HSI	29200	92300	4	60750	10327	284308	3411696
2	HSII	25500	81100	2	53300	9061	124722	1496664
3	HSIII	19900	63200	1	41550	7063	48613	254268
				7	Total			5162628

On implementing the recommendations, the financial savings would be to the Rupees **51.63 lakh** per annum

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5.0 Recommendations:

- There are 3 Railway vehicles for officers' transportation purpose in Hyderabad Division.
- There are 12 sanctioned posts of Vehicle Drivers with 6 on roll staff in Hyderabad Division.
- It is recommended to surrender 7 sanctioned posts of Vehicle Drivers

Recommendation1: It is recommended to surrender 6 vacant posts immediately.

Recommendation2: Sri B. Shankar (Driver HS I) DOR is on 30.06.2020. Since present requirement of staff car drivers is 5 for 3 vehicles, 1 post is to be surrendered after his retirement. (ref. **3.5**)

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