

## आभार **ACKNOWLEDGEMENT**

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

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## रूपरेखा / SYNOPSIS

**No.G.276/2/WSSCR-15/19-20**

**Date: 31.10.19**

- **SUBJECT:** Review of staff strength of Staff car Drives over Railnilayam/SC
- **AUTHORITY:** Lr No.G.276/2/ WSSCR-15/2019-20
- **STUDY No:** WSSCR-15/2019-20
- 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 over Railnilayam/SC.
- Work study team Collected data of government vehicles utilising in various departments of Railnilayam 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 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.
  - 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.
    - 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.
- From the Bio data of staff car drivers it is noted that **two** Staff car Drivers of GM office will retire during the course of work study. Further **two** Staff car Drivers of GM office and **one** Staff Car Driver of PCE office will retire in the year 2020.
- **Requirement of Vehicle Drivers:**

There are 6 Government Vehicles in GM's office, Out of which Vehicle no. AP 10 AG 2455 (MARURTI ESTEEM) not in working condition and also completed its codal life. Hence it is to be condemned duly outsource/replace the vehicle as per extent rules/requirement of GM office. As the officers working in GM's office need to work beyond office hours, each vehicle requires to be utilised in 2 shifts, even some times required to work in three shifts as a part of protocol duty. Work study team considered the requirement of shifts for each vehicle is **Two**.

  - No.of Vehicles in use = 5
  - No. of shifts required =  $5 \times 2 = 10$
  - No.of Staff Car Drivers required = 10
  - Rest giver = 2 (One rest giver to be given for every 6 shift).
  - Leave reserve 12.5% ( $10 \times 12.5\%$ ) = 1.25 say 2
  - Total requirement of Staff Car Drivers =  $10 + 2 + 2 = 14$

➤ **Observations of Work Study Team:**

i. The following no. of vehicles are being utilised in Railnilayam in different departments.

- GM's office - 6 vehicles
- PCE's office - 2 vehicles
- PCPCO's office - 1 vehicle
- PCOM's office - 1 vehicle
- ZRTI/MLY - 1 vehicle

Total Vehicles = **11**

ii. 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.

iii. There six vehicles completed their codal life, the details are as follows:

S No	Number	Model	Year manufacturing of	Completed life
1.	AP 10 AB 4384	TOYOTA QUALIS	2003	GM office
2.	AP 10 AL 8721	CHEVROLET TAVERA	2007	GM office
3.	AP 10 AG 2455	MARURTI ESTEEM	2005	GM office
4.	AP02 K 3872	QUALIS	2004	PCE's office
5.	AP10AG 2547	QUALIS	2003	PCE office
6.	4861	Ambassador	2007	PCPO office

➤ **Requirement of Vehicle Drivers:**

S No	Office	No.of Vehicles available	No.of Vehicles completed codal life	No.of Vehicles not completed codal life	San	Act	Staff required	Excess
1	GM office	6	3	3 (considered to be replaced with govt. vehicle as protocol duty involved)	14	10	14	0
2	PCE office	2	2	0	6	4	0	6
3	PCPO office	1	1	0	1	1	0	1
4	PCOM office	1	0	1	3	2	2	1
5	ZRTI/MLY	1	0	1	2	1	1	1
6	CCM office	0	0	0	1	0	0	1
	<b>Total</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>27</b>	<b>18</b>	<b>17</b>	<b>10</b>

➤ **Remarks of Work Study Team:**

- There are 27 sanctioned posts of Vehicle Drivers with 18 on roll staff and 9 vacant posts.
- There are 11 government vehicles available with 5 departments and remaining departments not having government vehicles.
- Out of 11 government vehicles 6 vehicles completed their codal life and need to be condemned duly outsource/replace the vehicles.
- In PCE's office there are four on roll Staff Car Drivers available for two vehicles. As both the vehicles completed their codal life, the activity may be outsourced and the on roll staff to be re deployed against the vacancy in GM's office.
- Requirement of Staff Car Drivers is worked out to 17 as per required shifts.
- As per the SAVE position as on date 01.07.2019, there are 9 vacant posts available. But as per bio data of Staff Car Drivers it is observed one staff retired in the month of September and one staff retired in the month of October of 2019. Hence as on date vacant posts will be 11.
- As there are 27 sanctioned posts of Staff Car Drivers and requirement is 17 and there will be excess of 10 staff Car Drivers. Hence it is recommended to surrender 10 vacant posts.

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

**Recommendation I:** It is recommended to surrender 10 vacant posts of Staff Car Drivers which are excess to the requirement from Railnilayam/SC

**Recommendation II:** It is recommended to transfer the four on roll staff of PCE office and one on roll staff of PCPO office to GM office against the vacancy after outsourcing the activity.

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**अध्याय -1**  
**CHAPTER - 1**

**1.0 EXISTING SCENARIO:**

**1.1** 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.

**1.2** Staff car drivers of Railnilyam are under administrative control of PCPO/SC. Staff car Drivers are being utilised in GM office, PCE office, PCPO office, PCOM office and ZRTI/MLY.

**1.3 SAVE position of Staff car drivers of Railnilyam as on 01.07.2019:**

S no	Category	GP/Level	san	Act	Vac
<b>GM Office</b>					
1	Driver(MCM)	4200/Level-6	3	4	-1
2	Driver(HS-I)	2800/Level-5	8	5	3
3	Driver(HS-II)	2400/Level-4	2	1	1
4	Driver(HS-I)	1900/Level-3	1	0	1
<b>Total</b>			<b>14</b>	<b>10</b>	<b>4</b>
<b>PCE office</b>					
1	Driver(MCM)	4200/Level-6	4	2	2
2	Driver(HS-I)	2800/Level-5	2	2	0
<b>Total</b>			<b>6</b>	<b>4</b>	<b>2</b>
<b>PCPO Office</b>					
1	Driver(HS-I)	2800/Level-5	1	1	0
<b>Total</b>			<b>1</b>	<b>1</b>	<b>0</b>
<b>PCOM Office</b>					
1	Driver(MCM)	4200/Level-6	0	1	-1
2	Driver(HS-I)	2800/Level-5	2	1	1
3	Driver(HS-I)	1900/Level-3	1	0	1
<b>Total</b>			<b>3</b>	<b>2</b>	<b>1</b>
<b>CCM Office</b>					
1	Driver(HS-I)	2800/Level-5	1	0	1
<b>Total</b>			<b>1</b>	<b>0</b>	<b>1</b>
<b>ZRTI/MLY</b>					
1	Driver(MCM)	4200/Level-6	1	1	0
2	Driver(HS-I)	2800/Level-5	1	0	1
<b>Total</b>			<b>2</b>	<b>1</b>	<b>1</b>
<b>Grand Total</b>			<b>27</b>	<b>18</b>	<b>9</b>

**1.4 Bio data of staff car drivers:**

S No	Name of Employee	Desg	DOB	DOA	DOR
1.	J Narasimha	SCD-I	08.09.59	21.09.84	30.09.19
2.	T Bhoji Raju	SCD-I	08.10.59	10.03.84	31.10.19
3.	Ch.Radha Krishna	SCD-I	01.01.60	21.08.81	31.01.20
4.	G Ratna Babu	MCM	01.06.60	11.01.82	31.05.20
5.	K Soma Narasaiah	SCD-I	23.08.60	12.09.86	31.08.20
6.	P Anjaiah	SCD-I	06.01.62	01.01.86	31.01.22
7.	B Sarweswara Rao	MCM	12.05.62	21.09.83	31.05.22
8.	S Krishna	MCM	11.08.62	07.01.82	31.08.22
9.	V Venkateswara Rao	SCD-I	27.01.64	19.08.93	31.01.24
10.	G Ramesh	MCM	28.04.64	17.10.85	30.04.24
11.	K R Babu	SCD-I	05.06.66	02.10.94	30.06.26
12.	E Vijay Kumar	SCD-I	13.04.70	13.08.96	30.04.30
13.	B Srinivasa rao	SCD-II	05.12.71	27.09.95	31.12.31
14.	M N Rao	SCD-I	13.08.72	07.11.94	31.08.32
15.	P Nagabhushanam	SCD-I	07.09.72	30.01.03	30.09.32
16.	N S N Subba Rayudu	MCM	01.06.74	09.08.95	30.06.34
17.	S S Panthulu	SCD-I	02.08.75	28.09.96	31.08.35
18.	C Siva Prasad	SCD-I	25.04.83	03.10.01	30.04.43

**1.5 Details of Departmental Vehicles of GM Office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 10 BG 8303	TOYOTA COROLLA ALTIS	2013	6 years	For official use
2	AP 10 AW 6309	TOYOTA INNOVA	2011	8 years	
3	AP 10 AZ 2171	MARUTI SX 4	2011	8 years	
4	AP 10 AB 4384	TOYOTA QUALIS	2003	16 years	
5	AP 10 AL 8721	CHEVROLET TAVERA	2007	12 years	
6	AP 10 AG 2455	MARURTI ESTEEM	2005	14 years	

**1.5.1 SAVE Position of Staff Car Drivers:**

S No	Category	GP	San	Act	Vac
1	MCM	4200/L-6	3	4	-1
2	Gr-I	2800/L-5	8	5	3
3	Gr-II	2400/L-4	2	1	1
4	Gr-III	1900/L-3	1	0	1
	<b>Total</b>		<b>14</b>	<b>10</b>	<b>4</b>

**1.6 Details of Departmental Vehicles of PCE Office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP02K 3872	QUALIS	2004	16 years	Utilising for general movements of engineering department officers /protocol purpose at Railnilayam
2	AP10AG 2547	QUALIS	2003	17 years	

**1.6.1 Details of Outsourced Vehicles of PCE Office:**

S No	Office utilising
1	PCE/SC
2	CTE/SC
3	CGE/SC
4	CE/Works/SC
5	CE/P&D/SC
6	CE/TM
7	CE/TP
8	CE/Road Safety Works
9	CE/Bridge rehabilitaion
10	CE/Station Development

**1.7 Details of Departmental Vehicles of PCPO Office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	4861	Ambassador	2007	12 years	PCPO

**1.7.1 Details of Outsourced Vehicles of PCPO Office:**

S No	Office utilising
1	Utilising for general movements of Personnel department officers/protocol purpose at Railnilayam

**1.8 Details of Departmental Vehicles of PCOM Office:**

S No	Vehicle No	Model	Year of Manufacture	Codal life	Office utilising
1	AP09 CU 9869	Maruti Suzuki SX4	2013	6 years	PCOM

**18.1 Details of Outsourced Vehicles of PCOM Office:**

S No	Office utilising
1	CPTM
2	CTPM
3	CFTM
4	PCOM
5	DMRS
6	FOIS -2 VEHICLES

**1.9 Details of Departmental Vehicles of PCCM Office: -Nil-**

**1.9.1 Details of Outsourced Vehicles of PCCM Office:**

<b>S No</b>	<b>Office utilising</b>
1	PCCM
2	CCM/FS
3	CCM/PS

**1.10 Details of Departmental Vehicles of ZRTI/MLY:**

<b>S No</b>	<b>Vehicle No</b>	<b>Model</b>	<b>Year of Manufacture</b>	<b>Codal life</b>	<b>Office utilising</b>
1	AP09 Y 2259	SWARAZ MAZDA	2013	6 years	General Movement for trainees

**1.10.1 Details of Outsourced Vehicles of ZRTI/MLY:**

<b>S No</b>	<b>Office utilising</b>
1	Principal/ZRTI

**1.11 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) 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.

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## **2.0 CRITICAL EXAMINATION**

- 2.1** As per the directives of GM/SCR and SDGM/SCR, the Work study Team approached the Officers of various departments of Railnilayam in order to conduct Work study on Staff Car Drivers working at Railnilayam.
- 2.2** 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.
- 2.3** Work study team Collected data of government vehicles utilising in various departments of Railnilayam and calculated the no. of shifts required as per the requirement of departmental usage.
- 2.4** 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.
  - 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.
    - 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.

## **2.5 Bio data of staff car drivers:**

<b>S No</b>	<b>Name of Employee</b>	<b>Desg</b>	<b>DOB</b>	<b>DOA</b>	<b>DOR</b>	<b>Office</b>
1.	J Narasimha	SCD-I	08.09.59	21.09.84	30.09.19	GM
2.	T Bhoji Raju	SCD-I	08.10.59	10.03.84	31.10.19	GM
3.	Ch.Radha Krishna	SCD-I	01.01.60	21.08.81	31.01.20	PCE
4.	G Ratna Babu	MCM	01.06.60	11.01.82	31.05.20	GM
5.	K Soma Narasaiah	SCD-I	23.08.60	12.09.86	31.08.20	GM

6.	P Anjaiah	SCD-I	06.01.62	01.01.86	31.01.22	GM
7.	B Sarweswara Rao	MCM	12.05.62	21.09.83	31.05.22	PCOM
8.	S Krishna	MCM	11.08.62	07.01.82	31.08.22	GM
9.	V Venkateswara Rao	SCD-I	27.01.64	19.08.93	31.01.24	PCE
10.	G Ramesh	MCM	28.04.64	17.10.85	30.04.24	PCE
11.	K R Babu	SCD-I	05.06.66	02.10.94	30.06.26	PCOM
12.	E Vijay Kumar	SCD-I	13.04.70	13.08.96	30.04.30	GM
13.	B Srinivasa rao	SCD-II	05.12.71	27.09.95	31.12.31	GM
14.	M N Rao	SCD-I	13.08.72	07.11.94	31.08.32	PCE
15.	P Nagabhushanam	SCD-I	07.09.72	30.01.03	30.09.32	GM
16.	N S N Subba Rayudu	MCM	01.06.74	09.08.95	30.06.34	ZRTI
17.	S S Panthulu	SCD-I	02.08.75	28.09.96	31.08.35	PCPO
18.	C Siva Prasad	SCD-I	25.04.83	03.10.01	30.04.43	GM

**2.6** From the above table it is learnt that **two** Staff car Drivers of GM office will retire during the course of work study. Further **two** Staff car Drivers of GM office and **one** Staff Car Driver of PCE office will retire in the year 2020.

## **2.7 Details of Departmental Vehicles of GM office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP 10 BG 8303	TOYOTA COROLLA ALTIS	2013	6 years	For official use
2	AP 10 AW 6309	TOYOTA INNOVA	2011	8 years	
3	AP 10 AZ 2171	MARUTI SX 4	2011	8 years	
4	AP 10 AB 4384	TOYOTA QUALIS	2003	16 years	
5	AP 10 AL 8721	CHEVROLET TAVERA	2007	12 years	
6	AP 10 AG 2455	MARURTI ESTEEM	2005	14years	

**2.7.1** From the above table, it is observed that one vehicle no. AP 10 AB 4384 (TOYOTA QUALIS), AP 10 AL 8721 (CHEVROLET TAVERA) and AP 10 AG 2455 (MARURTI ESTEEM) are completed their codal life. Hence they may be condemned duly outsourcing/replacing the vehicles. Out of the above Vehicles AP 10 AG 2455 (MARURTI ESTEEM) not in working condition.

### **2.7.2 Requirement of Vehicle Drivers:**

There are 6 Government Vehicles in GM's office, Out of which Vehicle no. AP 10 AG 2455 (MARURTI ESTEEM) not in working condition and also completed its codal life. Hence it is to be condemned duly outsource/replace the vehicle. As the officers working in GM's office need to work beyond office hours, each vehicle requires to be utilised in 2 shifts, even some times required to work in three shifts as a part of protocol duty. Work study team considered the requirement of shifts for each vehicle is TWO.

- No. of shifts required =  $5 \times 2 = 10$

- No.of Staff Car Drivers required = 10
- Rest giver = 2 (One rest giver to be given for every 6 shift).
- Leave reserve 12.5% (10x12.5%) = 1.25 say 2
- Total requirement of Staff Car Drivers = 10+2+2 = 14

**2.7.3 Staff car drivers working in GM's office:**

S No	Name of Employee	Desg
1	S Krishna	MCM
2	G Ratna Babu	MCM
3	J Narasimha	SCD-I
4	T Bhoji Raju	SCD-I
5	K Soma Narasaiah	SCD-I
6	P Anjaiah	SCD-I
7	E Vijay Kumar	SCD-I
8	P Nagabhushanam	SCD-I
9	C Siva Prasad	SCD-I
10	B Srinivasa rao	SCD-II

**2.8 Details of Departmental Vehicles of PCE office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP02 K 3872	QUALIS	2004	15 years	Utilising for general movements of engineering department officers /protocol purpose at Railnilayam
2	AP10AG 2547	QUALIS	2003	15 years	

**2.8.1** From the above table, it is observed that both vehicles are completed their codal life. Hence they may be condemned duly outsourcing the vehicles and the resultant posts may be surrendered and on roll 4 Staff Car Drivers to be transferred to GM's office.

**2.9 Details of Departmental Vehicles in PCPO's office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	4861	Ambassador	2007	12 years	PCPO

**2.9.1** From the above table, it is noted that the vehicle is completed it's codal life. Hence the activity may be outsourced.

**2.9.2** The resultant post may be surrendered and on roll staff car driver to be re deployed suitably.

**2.10 Details of Departmental Vehicles of PCOM Office:**

S No	Vehicle No	Model	Year of Manufacture	Completed life	Office utilising
1	AP09CU9869	Maruti Suzuki SX4	2013	6 years	PCOM

**2.10.1** There are three sanctioned staff car drivers with 2 on roll staff available in PCOM's office. Two staff car drivers are required to work on the vehicle in two shifts. Hence the vacant post may be surrendered.

**2.11 Details of Departmental Vehicles of ZRTI/MLY:**

<b>S No</b>	<b>Vehicle No</b>	<b>Model</b>	<b>Year of Manufacture</b>	<b>Completed life</b>	<b>Office utilising</b>
1	AP09 Y 2259	SWARAZ MAZDA	2013	6 years	General Movement for trainees

**2.11.1** This vehicle is being utilised to move the trainees to different places during course of training.

**2.11.2** There are two sanctioned staff car drivers with one on roll staff available in ZRTI/MLY. One staff car driver is sufficient to work on the vehicle in one shift. Hence the vacant post may be surrendered.

**2.12 Observations of Work Study Team:**

i. The following no. of vehicles are being utilised in Railnilayam in different departments.

- GM's office - 6 vehicles
- PCE's office - 2 vehicles
- PCPCO's office - 1 vehicle
- PCOM's office - 1 vehicle
- ZRTI/MLY - 1 vehicle
- Total vehicles = **11**

ii. 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.

iii. There six vehicles completed their codal life, the details are as follows:

<b>S No</b>	<b>Number</b>	<b>Model</b>	<b>Year of manufacturing</b>	<b>Completed life</b>
7.	AP 10 AB 4384	TOYOTA QUALIS	2003	GM office
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10.	AP02 K 3872	QUALIS	2004	PCE's office
11.	AP10AG 2547	QUALIS	2003	PCE office
12.	4861	Ambassador	2007	PCPO office

### 2.13 Requirement of Vehicle Drivers:

S No	Office	No.of Vehicles available	No.of Vehicles to be condemned	San	Act	Staff required	Excess
1	GM's office	6	3	14	10	14	0
2	PCE's office	2	2	6	4	0	6
3	PCPO's office	1	1	1	1	0	1
4	PCOM's office	1	0	3	2	2	1
5	ZRTI/MLY	1	0	2	1	1	1
6	CCM's office	0	0	1	0	0	1
	<b>Total</b>	<b>11</b>	<b>6</b>	<b>27</b>	<b>18</b>	<b>17</b>	<b>10</b>

### 2.14 Remarks of Work Study Team:

- There are 27 sanctioned posts of Vehicle Drivers with 18 on roll staff and 9 vacant posts.
- There are 11 government vehicles available with 5 departments and remaining departments not having government vehicles.
- Out of 11 government vehicles 6 vehicles completed their codal life and need to be condemned duly outsource/replace the vehicles.
- In PCE's office there are four on roll Staff Car Drivers available for two vehicles. As both the vehicles completed their codal life, the activity may be outsourced and the on roll staff to be re deployed against the vacancy in GM's office.
- Requirement of Staff Car Drivers is worked out to 17 as per required shifts.
- As per the SAVE position as on date 01.07.2019, there are 9 vacant posts available. But as per bio data of Staff Car Drivers it is observed one staff retired in the month of September and one staff retired in the month of October of 2019. Hence as on date vacant posts will be 11.
- As there are 27 sanctioned posts of Staff Car Drivers and requirement is 17 and there will be excess of 10 staff Car Drivers. Hence it is recommended to surrender 10 vacant posts.

**2.15** In the view of the above the Work Study team recommended the following.

**Recommendation I:** It is recommended to surrender 10 vacant posts of Staff Car Drivers which are excess to the requirement from Railnilayam/SC

**Recommendation II:** It is recommended to transfer the four on roll staff of PCE office and one on roll staff of PCPO office to GM office against the vacancy after outsourcing the activity.

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**अध्याय - 3**  
**CHAPTER – 3**

**3.0 वित्तीय परिणाम FINANCIAL REPERCUSSIONS:**

3.1 When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts at Railnilayam, Secunderabad 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	Staff car Drivers	18000	56900	10	37450	1800	6366	438160	5257920
<b>TOTAL</b>				<b>10</b>					<b>5257920</b>

❖ On implementation of the recommendations, annual savings of Rs. 52.57 Lakhs will be occurred.

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**अध्याय - 4**  
**CHAPTER -4**

**संस्तुतियाँ/ RECOMMENDATIONS**

<b>Sl. No.</b>	<b>Description</b>	<b>Para No.</b>
<b>01</b>	<b>Recommendation I:</b> It is recommended to surrender 10 vacant posts of Staff Car Drivers which are excess to the requirement from Railnilayam/SC	<b>2.15</b>
<b>02</b>	<b>Recommendation II:</b> It is recommended to transfer the four on roll staff of PCE office and one on roll staff of PCPO office to GM office against the vacancy after outsourcing the activity.	