



SOUTH EASTERN RAILWAY

REVIEW OF STAFF STRENGTH AT THE ELECTRIC LOCO TRAINING CENTER (ELTC)/TATA



**EFFICIENCY CELL,
GARDEN REACH, KOLKATA – 700 043.**

STUDY NO. EFF/923

SYNOPSIS

1.	Name of the work study	Review of the staff strength at the ELTC/TATA.
2.	Terms of reference	The study has been taken up to analyze the requirement of specific categories of staff in the present scenario.
3.	Aim	To identify those non-safety posts that are redundant and simultaneously vacant.
4.	Projected manpower surrender.	Surrender = 8 'vacant' posts.
5.	Anticipated/projected savings	Rs. 30.07 lakhs per annum (approx)
6.	No of recommendations	01(One)
7.	Critical analysis & observations	The post of Jr. Instructors could not be filled up since long due to no applications from eligible candidates. The posts of cooks and Masalchi have become redundant due to outsourcing of Messing activities. The on roll staff are looking after the linen and other mess activities and supervision.
8.	Brief note on recommendations	<u>Rec I</u> : The vacant posts of 4 Jr.Instructor, 2 Cooks & 2 Masalchi to be immediately surrendered.
9.	Department/s & Division/s concerned	Electrical/ CKP division.

C O N T E N T S

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CHAPTER – I

1.0. INTRODUCTION

Indian Railway spends around 57% of the total annual budget towards salary and pensionary benefits.

Electric Loco Training Center (ELTC)/Tata was established in the year 1964 and has become the oldest training center over SERly. The center was established for the purpose of Quality training of the Electric Loco Pilots of almost all the Zones of Indian Railways. The average trainee days are around 1.65 lakhs with capacity utilization exceeding 100%.

The courses are rendered to the Direct Recruited Trainee Electric ALP, Supervisory Initial course, Unskilled initial course, Intermediate Apprentice Mechanics & Refresher course. Conversion courses for Diesel LP to Electric LP is provided and Diesel ALP/Skilled Fitter to Electric ALP (ADC).

The promotional courses include Electric Loco Shunter to Electric Driver (DP), Electric ALP to ELS, Passenger LP Promotional course, Fitter Promotional course, Supervisors Promotional course. Recently, Disaster Management Training Course has started.

The ELTC is spread in an area of 15000 sq.m approx. There are 15 class rooms which can accommodate 25 trainees each.

The Institution is headed by a Principal /ELTC/Tata (Sr.Scale) under the administrative control of Sr.DEE(TRS)/Tata.

The study has been taken up considering the present scenario of working in the ELTC/Tata.

METHODOLOGY

The methodology for completing the study is as follows:

1. Collection details of staff strength at ELTC/Tata.
2. Interaction with concerning Principal and other officials.
3. Direct observation of the pattern of working.
4. Identifying the non-essential and non-safety vacant posts available without hampering the day to day working.

CHAPTER – II

2.0 STAFF STRENGTH

The Sanctioned, On-Roll and Vacancy position of the Elect. Loco Training Center as on 01.09.2019 is as under :-

Divisional Designation	Level (7 th PC)	G.P (6 th PC)	Sanction	O/R	VAC
Ch. O S	L-7	4600	1	2	-1
O S	L-6	4200	3	2	1
Sr. Clerk	L-5	2800	1	1	0
Jr. Clerk	L-2	1900	1	1	0
	Sub-Total		6	6	0
Ch. Instructor	L-7	4600	1	2	-1
Sr. Instructor (Maint)	L-7	4600	1	1	0
Sr. Instructor (Running)	L-7	4600	13	14	-1
Jr. Instructor (Maint)	L-6	4200	4	0	4
L. I.	L-7	4600	3	0	3
	Sub-Total		22	17	5
Stenographer	L-6	4200	1	1	0
	Sub-Total		1	1	0
Ch. Typist	L-6	4200	1	1	0
	Sub-Total		1	1	0
Sr. Cook	L-4	2400	2	1	1
Cook	L-2	1900	3	0	3
	Sub-Total		5	1	4
Tech- II (Fitter)	L-4	2400	2	1	1
	Sub-Total		2	1	1
GRAND TOTAL	GROUP-C		37	27	10
Asstt Cook	L-1	1800	0	1	-1
Masalchi	L-1	1800	5	3	2
Helper	L-1	1800	1	2	-1
	Sub-Total		6	6	0
Senior Kahar	L-1	1800	4	4	0
	Sub-Total		4	4	0
Peon	L-1	1800	2	2	0
	Sub-Total		2	2	0
Rg. Room Bearer	L-1	1800	5	2	3
	Sub-Total		5	2	3
TADK	L-1	1800	0	0	0
	Sub-Total		0	0	0
GRAND TOTAL	GROUP-D		17	14	3

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING

Electric Loco imparts Quality training to the Electric Loco Pilots of almost all the Zones of Indian Railways. The average trainee days are around 1.65 lakhs with capacity utilization exceeding 100%.

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