



अपर महाप्रबंधक का कार्यालय

दक्षिण पूर्व रेलवे

11, गार्डन रीच रोड, कोलकाता

**Office of the
Addl. General Manager
South Eastern Railway,**
11, Garden Reach Road, Kolkata-43
Dated : 01 - 01 - 2020.

No. EFF/896/1/१२

To
The Sr. DEE (OP),
South Eastern Railway,
KHARAGPUR

Sub : Review of Staff Strength utilized for Running Rooms in the
Electrical wing of KGP division.

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The study on the review of Staff Strength utilized for Running Rooms in the
Electrical wing of KGP division has been taken up as one of the studies during the
current financial year. It has been recommended in the report to surrender 7 'vacant'
posts of Cook/Bearer/Masalchi.

A copy of the report is forwarded for kind perusal and offering your views on the
recommendations.

Encl : Study report.

(Amarendranath Mishra)
Dy. Secy. to A.G.M.

Copy to: PCEE/GRC, for kind information please.
Sr.DPO/KGP for kind information.

etc
11/01/2020



SOUTH EASTERN RAILWAY

Review of Staff Strength utilized for Running Rooms in the Electrical Wing of KGP Division



**EFFICIENCY CELL,
(PLANNING & WORK STUDY),
GARDEN REACH, KOLKATA – 700 043**

STUDY NO. EFF/896/1.

SYNOPSIS

1.	Name of the work study	Review of Staff Strength utilized for Running Rooms in the Electrical wing of KGP division.
2.	Terms of reference	Outsourcing of activities in the Running Rooms.
3.	Aim	To analyze the present requirement of staff after evaluating the various activities that have been outsourced/ become redundant.
4.	Projected manpower surrender.	7 'vacant' posts.
5	Anticipated/projected savings per annum	Rs. 22 lakhs (approx)
6.	No of recommendations	One.
7.	Critical analysis & observations	The preparation & serving of subsidized Meals/ Food for Running Staff resting in the Running Rooms have been outsourced. The men-on-roll to be utilized as being presently done for overall supervision of the Running Rooms.
8.	Brief note on recommendations	<u>Rec-I</u> : The 7 vacant posts of Cook/ Bearer/ Masalchi to be surrendered outright.
9.	Department/s concerned	Electrical.

ACKNOWLEDGEMENT

Work Study Cell expresses its deep gratitude to the officials in the Sr.DEE's Office /KGP including the various units therein & Sr. DPO's Office/ KGP who have rendered their valuable guidance and co-operation in completion of the report.

C O N T E N T S

Chapter	Description	Page No.
I	Introduction	1
II	Staff strength	2
III	Existing system of working	3
IV	Critical analysis & Recommendations	4
V	Financial Evaluation	5

CHAPTER – I

1.0 INTRODUCTION

The Running staff viz, Loco Pilots, Guards & Motormen are the frontline staff for train movement. The Running Rooms were established in order to ensure that crew rest is proper & adequate. Sufficient facilities are provided for the comfort of running staff. Various committees also drew attention of Railways on the subject to create the right kind of environment for the running staff to take rest at outstation. CAMTECH has prepared a Report on “Running Room Facilities” to make improvement in the facilities and amenities at Running Rooms basing on the existing provisions laid down by Railway Board/ Zonal Railways.

The object is to provide clean and quiet resting place for loco crew and guards along with necessary messing, boarding and recreational facilities round the clock.

There are Running Rooms in KGP division situated at Kharagpur, Andul, Haldia, Mecheda, Panskura & Nimpura

There is a compelling need to adopt a concerted Manpower Management strategy for sustainable growth of Indian Railways. Vide their letter No. 2018/SP/MPS/1 dt.09.05.2018, Rly Board has formulated an action plan for manpower management wherein it was suggested by Railway Board to outsource maintenance and messing of Running Rooms.

As a result, the maintenance of all the Running Rooms and preparation & serving of subsidized meals/ food for the Running staff has been outsourced in KGP division.

A study was conducted on the Electrical deptt (G) of KGP division (EFF/896) considering automation and outsourcing of activities. During finalization of study report, it was revealed that Running Room activities have been outsourced. Hence, a crash study was taken up on the issue.

The subjected crash study has been taken up as one of the studies in current financial year with a view to identify those posts which could be rendered surplus considering the activities that have been outsourced in Running Rooms. Considering the emergency working of crew, a skeletal staff strength has been retained so that the current working system is not hampered in case of failure in the contract.

CHAPTER – II

2.0 POSTS CONCERNING RUNNING ROOMS IN ELECT DEPTT - KGP DIVN

The sanctioned and on-roll staff strength allotted for Running Rooms over KGP division as on 31.10.2019 is as follows :-

Sl	Category RSM(OP)	Level	Sanctioned Strength	On roll	Vacancy
1	SR COOK	L-4	4	2	2
2	COOK	L-2	10	9	1
3	ASSTT COOK/ BEARER/MASALCHI	L-1	8	3	5
		L-1	10	10	0
	TOTAL		32	24	8

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING :

The duties of Running staff requires lots of hard work, stamina, alertness of mind, adaptability to follow difficult time schedules and also work in day & night, in heavy cold, hot & Rainy weather. For Railways' crew operating on long distance routes, overnight stays in various locations will be necessary. Furthermore, it can be stressful, as delays and hazards on the track are not uncommon. Running Rooms were established for these frontline train Loco Pilots, Guards & Motormen in order to ensure that crew rest is proper & adequate. Sufficient facilities are provided for the comfort of running staff.

The Running Rooms in KGP division are located at Kharagpur, Andul, Haldia, Mecheda, Panskura & Nimpura

The object is to provide clean and quiet resting place for loco crew and guards along with necessary messing, boarding and recreational facilities round the clock.

In view of Railway Board's extant recommendations, the maintenance and messing of all the Running Rooms have been outsourced.

The preparation and serving of the subsidized meals to the Running staff has been outsourced. The maintenance and housekeeping activities have also been outsourced.

Although, all the activities have been outsourced, round-the-clock supervision of all activities and proper maintenance of all the inventories are required to be maintained. A skeletal staff strength is required to be maintained so that there is no crisis in case of failure/ change in the contract.

The men-on-roll are presently looking after the supervision of all the activities relating to the Running Rooms viz., maintaining the inventory of linens, coordinating for repair of the equipments/facilities, taking telephonic calls for the necessities of the Running staff arriving at odd hours, locking and opening of the Running Rooms, etc.

These activities are undertaken by these officials round the clock so that the Running staff feel at home.

CHAPTER – IV

4.0 CRITICAL ANALYSIS AND RECOMENDATION

4.1 There are 6 Running Rooms over KGP division. Considering 3 shifts and LR/RG, the actual requirement shall be $6 \times 3 = 18 + 3 + 3 = 24$. There are available 24 men-on-roll which is sufficient. However, considering the hectic nature and the location of Running Room at KGP, one more official is required. Hence the total requirement for all the Running Rooms over KGP division shall be $24 + 1 = 25$ staff.

4.2 RECOMMENDATIONS

Recommendation – I : In view of outsourcing of activities, the 7 vacant posts of Cook / Bearer/Masalchi to be surrendered outright.

CHAPTER – V

5.0 FINANCIAL EVALUATION

In reference to the recommendations made in the study report the financial evaluation on the basis of surrender of 7 ‘vacant’ posts is as under:-

Sl	Desgn	No. of posts	Level	Pay (1 to 10)	Avg. Pay	DA @ 17%	Monthly cost per staff	Total cost per month
1	Sr. Cook	1	L-4	25500-33300	29400	4998	34398	34398
2	Cook	1	L-2	19900-26000	22950	3902	26852	26852
3	Asstt Cook/Bearer/Masalchi	5	L-1	18000-23500	20750	3528	24278	121390
TOTAL		7						182640

The annual savings due to surrender of 7 ‘vacant’ posts = Rs. 1,82,640 x12
= **Rs. 21,91,680/-**
Say **22 lakhs per annum**

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