



SOUTH EASTERN RAILWAY

REQUIREMENT OF MOTOR VEHICLE DRIVERS IN OPERATING AND S&T DEPTT. AFTER OUTSOURCING OF MANPOWER FOR THE ACTIVITY IN ADRA DIVISION.



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STUDY NO. EFF/911

SYNOPSIS

1.	Name of the work study	The study has been taken up in view of Rly Bd's letter on the issue of revised entitlement of staff cars over Indian Rlys.
2.	Terms of reference	To review the staff strength of Motor Vehicle Drivers in the Divisional Hd.Qrs after engaging cars from outsource agencies along with drivers.
3.	Aim	To review the requirement of staff strength of Motor Vehicle Drivers in the present scenario.
4.	Projected manpower re-deployment/ surrender.	03 Posts.
5.	Anticipated/projected savings	` . 17 lakhs per annum (approx)
6.	No of recommendations made	One
7.	Critical analysis & observations	Railway Board vide their letter No E(G)2007 AL4/6 Pt. dt. 30.09.2008 (Annex-II) illustrated that except DRM & ADRM of a Division all other vehicle will be taken on hire. As such, there shall not be requirement of any additional MV drivers in the near future.
8.	Brief note on recommendations	<u>Recommendation – I</u> : Observing Board's guideline, this Railway has also adopted the policy of hiring vehicles instead of purchasing vehicles for its use. The numbers of MV Drivers and the number of Rly. As the existing vehicles are condemned and processed for outsourcing is in progress. 02 Posts from Optg wing and 01 from S&T may be Surrendered out right.
9.	Department concerned	All.

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CHAPTER – I

1.0. INTRODUCTION

IREM Vol-II lays down the rules for the use of Staff cars in Indian Railways. The journeys regarded to be performed on duty are as under:-

- (a) Journeys between an officer's residence and the Railway station /aerodrome or between office and Railway station / aerodrome when proceeding on or returning from a tour whether at Headquarters or at out station.
- (b) Journeys to attend ceremonies, receptions in an official capacity and official lunch given to distinguished visitors. When courtesy invitations are received and official etiquette requires the acceptance of such invitations, the use of staff car for such journeys may be authorized at the discretion of the General Manager.
- (c) Journeys between an officer's residence and office when performed for official purposes outside normal office hours including Sundays and holidays.
- (d) To maintain a uniformity over all the railways-
For the purposes of booking a staff car on duty from officer's office to residence and vice versa, a time gap of not less than one hour from opening and closing of office should be specified
Journeys in official cases (subject to availability) between office and residence may treated as duty journeys
- (e) Staff cars can also be used for non-duty purposes subject to the condition that :-
Duty journeys will have preference over non-duty journeys; The use of staff cars will not be permissible for private pleasure trips and for journeys to places of public amusement, entertainment etc. Necessary charges to be recovered for such journeys from each of the officers separately.
- (f) A log book showing the movements of the vehicle in respect of all journeys to be maintained.

Due to the increase in OTA rates and other allowances, and the increasing cost of fuel and vehicle maintenance and bring about economy in the expenditures, Railway Board, have fixed the entitlement of staff cars in zonal Rlys restricted to GM & AGM with one standby vehicle for zonal headquarters and DRM & ADRM in a division. All the other vehicles will be taken on hire.

In future, there shall only be two staff cars (along with official drivers) in ADA division for use of DRM & ADRM. The rest available Govt. motor vehicles and their accompanying (official) drivers are to be eliminated in a phased manner.

The present study has been taken up basing upon the current guidelines of Rly. Bd. on this issue.

CHAPTER – II

2.0 STAFF STRENGTH

2.1 Cadre position of Motor Vehicle Driver /Cleaner in Departments:

Signal & Telecom

Sl	Category	Scale	GP	S/S	O/R	Vac
1	Jeep Driver Gr. I	5200-20200	2800	3	1	2
2	Jeep Driver Gr. II	5200-20200	2400	1	0	1
3	MT/Truck	5200-20200	1900	0	1	-1
Total				4	2	2

2.2

Operating

Sl	Category	Scale	GP	S/S	O/R	Vac
1	Sr.Tech	9300-34800	4200	1	1	0
2	Jeep/MTD Gr. I	5200-20200	2800	3	2	1
3	Jeep/MTD Gr. II	5200-20200	2400	0	2	-2
Total				4	5	-1

2.3

Works & P Way

Sl	Category	Scale	GP	S/S	O/R	Vac
1	Driver (Sr. Tech)	9300-34800	4200	2	1	1
2	Driver-I	5200-20200	2800	1	5	-4
3	Driver-II	5200-20200	2400	0	0	0
4	Driver-III	5200-20200	1900	0	0	0
Total				3	6	-3

2.4

Mechanical

Sl	Category	Scale	GP	S/S	O/R	Vac
1	Driver (MCM)	9300-34800	4200	3	1	2
2	Driver-I	5200-20200	2800	2	1	1
3	Driver-II	5200-20200	2400	1	2	-1
4	Driver-III	5200-20200	1900	0	1	-1
Total				6	5	1

2.5

TOTAL

Sl	Category	Scale	GP	S/S	O/R	Vac
1	Driver (MCM)	9300-34800	4200	6	3	3
2	Driver-I	5200-20200	2800	9	9	0
3	Driver-II	5200-20200	2400	2	4	-2
4	Driver-III	5200-20200	1900	0	2	-2
Total				17	18	-1

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING :

- 3.1 In operating department there are two Rly Vehicle no. WB 20H/5034 (Tata Sumo) used by Sr.DOM and JH 09B/2277 (Toyota Qualis) for the use of ARM/BKSC. Both the car have completed their codal life and may be condemned. In the mean time all the other vehicle for the use of Crew & Guard transport, emergency use by the control office and other officer are operated on hire basis. Similarly in S&T department two numbers of Rly Vehicle (Tata Mobile) of year 2000 & 2001 were under operation and are used by Sr. Scale Officers & Assitant Gr officers and staff during need. Both the cars have exceed their codal life period long back. Hired vehicle are used by Sr. DSTE.
- 3.2 Official cars were allowed to high ranked officials since long, for conducting tours in official capacity.
- 3.3 With the increasing manpower costs, fuel price & maintenance charges, it has become imperative on the part of the administration to outsource the non-core activities to those agencies specialized in such activities that can perform efficiently and at a lower cost.
- 3.4 In cases of breakdown, these agencies have the infrastructure and means to provide alternate arrangements at short notice.
- 3.5 Railway Board had instructed about entitlement of staff car in zonal level is for GM and AGM with one standby vehicle. The other entire Railway owned vehicles of different departments are utilized as pooled car.
- 3.6 The Government vehicles that were available prior to the issue of this order shall be under use and on being condemned, an alternate vehicle shall be taken on hire basis as per the exigency.
- 3.7 The Motor vehicle drivers in the Hd.Qrs are rostered for duty from 8 to 18 hours – 6 days a week. Working beyond this period, the MV driver shall be eligible for OT.
- 3.8 It is seen that daily routine working of MV drivers makes them eligible for OT on a day to day basis.
- 3.9 In view of Bd's extant policy guidelines on the matter of staff car entitlements, there shall no longer be any further requirement of staff car vehicles and motor vehicle drivers in the near future.

CHAPTER – IV

4.0 CRITICAL ANALYSIS & RECOMMENDATIONS :

4.1 The motor vehicles & motor vehicle drivers in ADRA Division are operated from concerned department basis however their seniority and pool are maintained commonly by Personnel Department.

Presently the motor vehicles needed by the departments for various requirements are in the process of out sourcing. The existing Railway owned vehicles are averaged and condemned. The operating department and S&T department has processed for outsourcing of cars.

4.2 Railway Board vide their letter No E(G)2007 AL4/6 Pt. dt. 30.09.2008 (Annex-II) have instructed that in the Zonal Level, only GM & AGM are entitled to use staff cars. All other vehicles will be taken on hire. As such, there shall not be requirement of any additional MV drivers in the near future. Against the sanctioned strength of MV drivers 02 posts from Operating department and 1 from S&T can be surrendered..

4.3 The routine working of MV drivers as per the present duty roster makes them eligible for OT on a daily basis. With a view to minimize OT, Rly. Bd. vide their letter No. PC-V/2008/A/O/3(OTA) dt. 17.02.2010 (Annex-III) have instructed to “*Conduct a fresh job analysis of the duties of Motor Car Drivers who are presently classified as ‘Continuous’ to determine their actual period of working requiring sustained attention.*”

Recommendation – I : Observing Board’s guideline, this Railway has also adopted the policy of hiring vehicles instead of purchasing vehicles for its use. The numbers of MV Drivers and the number of Rly. As the existing vehicles are condemned and processed for outsourcing is in progress. 02 Posts from Optg wing and 01 from S&T may be surrendered out right.

CHAPTER-VI

5.0 FINANCIAL EVALUATION:

In reference to the recommendations made for surrender of **03** posts, the total detailed financial savings per annum is as below:

SURRENDER OF 03 POSTS								
Srl No.	Desgn	Scale of pay	No. of posts	GP	Mean Pay (19900+63200/2) (Level-2)	DA @ 11 %	Monthly cost per staff	Total cost per month
1	MV Driver	5200-20200	03	1900	41,500	4,565	46,065	1,38,195
TOTAL			03	1900	41,500	4,565	46,065	1,38,195

The total savings due to surrenders = **Rs.138195x12 = Rs. 16,58,940/-** per annum.

say Rupees 17 lakhs per annum (approx)

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