

**CENTRAL RAILWAY**

**Review of staff**

**at**

**Crew Lobbies**

**in Pune Division**

## **OFFICERS & INSPECTORS**

**Officers**  
**Shri Anil Talreja**  
**Secretary to AGM**

**Inspectors**  
**Shri Pradeep Kalal**  
**WSI-I/BB**

## **CO-ORDINATING INSPECTORS**

**Supervisors/Inspectors**

**Shri Naresh R. Raut, CCOR, PA**  
**Shri P. V. Mali SLI, PA**

## SYNOPSIS OF THE STUDY

Study Number	:- WSCR/Mech./PA/01/19-20
Name of Study	: - Review of staff at Crew Lobbies in Pune Division.
Approved by	:- AGM
Department	:- Mechanical
Division	:- PA
Date of Commencement	:- 16.05.2019
Date of Completion	:- 20.06.2019
Date of Submission	:-24.06.2019
No. of Recommendations	:- Nil
No. of Suggestions	:- 01
Sanctioned Strength (Gr. C+D)	:- N. A.
No. of Lobby studied.	:- 05 Lobbies
No. of vacancies. (Gr. C+D)	:- N. A.
No. of posts identified surplus (Gr. C+D)	:- Nil
Financial Implication (Tentative)	:- Nil

## INDEX

S	CONTENTS	PAGE NO.
1	ACKNOWLEDGEMENT, TERMS OF REFERENCE, AUTHORITY AND METHODOLOGY	5
2	SUMMARY OF RECOMMENDATIONS AND SUGGESTIONS	6
3	CHAPTER – I INTRODUCTION	7
4	CHAPTER – II EXISTING SCENARIO	8
5	CHAPTER – III CRITICAL ANALYSIS, RECOMMENDATIONS & SUGGESTIONS	15
6	CHAPTER – IV FINANCIAL IMPLICATIONS	18

### **ACKNOWLEDGEMENT**

The work-study team takes this opportunity to express hearty thanks to Shri Vijay Singh Dadas Sr. DME, Shri Zuel Machanzie, DME (O), Shri N. D. Khopade, CLI/HQ/PA, Shri Naresh R. Raut, CCOR/PA and Shri P. V. Mali, SLI/PA for the valuable guidance provided by them for successful completion of study.

The work study team also likes to thanks all CCOR, LI, Crew Lobby Staff of PA, GPR and MRJ for the guidance rendered to the work study team for completion of the study. The work-study team is also thankful to other staff of all lobbies that rendered guidance to the team in conducting the study.

### **AUTHORITY AND TERM OF REFERENCE**

The work-study of “Review of staff at Crew Lobbies in Pune Division” has been included in work-study Program 2019-20 with No. G.250/WSCR/Mech./PA/01/19-20.

The term of reference for the given work-study is “Review of Redundant of staff at Crew Lobbies in Pune Division.”

### **BASE FOR STUDY**

1. Automation, out source of various activities in Combined Crew Lobbies.
2. The use of Railway Manpower has been reduced due to lobby activities outsourced.
3. This Work Study report intends to identify the use of Railway Manpower even after lobby activities have been outsourced.

### **METHODOLOGY**

1. Identification of activities of Crew Lobbies Outsourced/Redundant/Non Operative posts due to change in working pattern and technical advancement.
2. Identification of Surplus staffs due to Outsourcing.
3. Right Sizing of existing manpower, in view of above identified areas of reduction in workload.

## SUMMARY OF RECOMDATIONS & SUGGESTIONS

Sl	RECOMDATIONS AND SUGGESTIONS	Page No.
1.	<b>Recommendation</b> – Nil	17
2.	<b>Suggestion</b> – It is suggested that all the divisions may follow the pattern of Pune Division and explore the possibility of replicating the same on their respective divisions. Which enhance the availability of highly skilled running staff for train operation which otherwise is being utilised for stationary job.	17

Indian Railway is [fourth-largest railway network in the world](#) by size with 13.08 lakhs of employees. Mechanical Department is one of the major departments of Indian Railways.

Mechanical Department Pune mainly having two wings one is C&W and second one is Operation.

The Operation Wing is look after the Crew Management Activities.

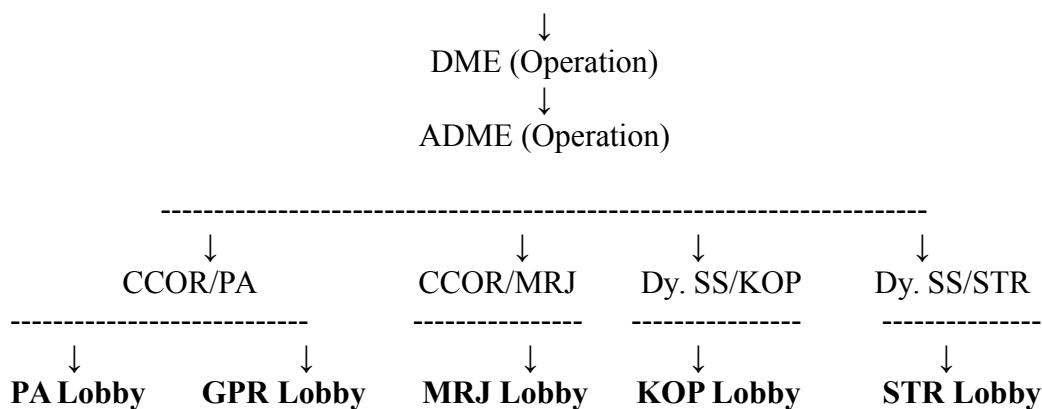
Crew Management is being managed by DEM (O) PA which covers entire management of loco crew and activities of combined crew lobbies.

**Functions of Combined Crew Lobby includes:**

1. Management of Booking of Running Staff/ Crew of Freight and Passenger trains.
2. Training, Refresher, pre-promotional courses and PME for Running Staffs are the regular activities being carried out, thus required skilled management to run the Freight and Passenger trains smoothly.
3. Management of Leave/Rests of Running Staff.

**Organisation of Mechanical Department**

- The Mechanical Department is headed by Member (Mechanical) at Railway Board. In each of the zones the Department is headed by a Chief Mechanical Engineer who reports to the General Manager of the Railway. The office of the Member (Mechanical) of the Railway Board guides the CME on technical matters and policy. At the divisional level, Sr. Divisional Mechanical Engineers are responsible for implementation of the policies framed by Railway Board and Zonal Railways.
- Initially all Loco crew was managed mechanical department. After introduction of electric traction now is being managed by either mechanical or electrical operation, depends on electrification of division.
- As per as Crew/Loco Management is concerned DME (Operation) Pune is reports to PCEE/CR office CSMT.
- There are five combined crew lobbies in Pune division viz PA, GPR, MRJ, KOP, STR i.e. Pune, Ghorpuri, Miraj, Kolhapur and Satara respectively.

**Mechanical Department Solapur Division Organizational Setup****PUNE DIVISION AT A GLANCE**

1	Route	PUNE- LONAVALA	Double line Electrified	65.00 KMS
		PUNE-DAUND	Double linen on-electrified	68.50 KMS
		DAUND -BARAMATI	Single line	41.68 KMS
		PUNE-MIRAJ	Single line	281.11KMS
		MIRAJ-KOLHAPUR	Single line	47.10 KMS
		<b>Total</b>		<b>503.39 KMS</b>
2	STATE JURISIDICATION	MAHARASHTRA - Four districts i.e. Pune, Satara, Sangli, Kolhapur		
3	Class and Numbers of Stations	A1 Class	01Nos.	
		A Class	02Nos	
		B Class	01 Nos	
		C Class	14Nos	
		D Class	10Nos	
		E Class	31Nos	
		F Class	12Nos	
		<b>Total</b>	<b>71Nos</b>	
4	GOODS TRAFFIC (TERMINALSWITH SUBSTANTIAL VOLUME)	<b>IN-WARD</b>	<b>OUT-WARD</b>	
		Cement at Pune, Khadki, Loni& Sasvad.	POL from Loni	
		POL at MRJ, Bhilvadi	Sugar from GRMT, SLI, KRD, BRMT, Satara, Miraj, Lonand.	
		Fertilizerat Miraj, Sasvad, Sangli, Satara.	Motor vehicles from CCH.	



5	PASSENGER TRAFFIC	AVERAGE DAILY PASSENGER DEALT			
		SUBURBAN		NON-SUBURBAN	
		97777		110740	
		NUMBER OF COACHING TRAINS			
		Regular	Mai/l Express	Passenger	EMU
		Originating Trains	26	22	20
		Terminating	26	21	20
		Passing Through	32	02	-
		Total	84	45	40

**Sanctioned Strength of Mechanical Loco Running Department Pune Division as on 01/06/2019.**

Sr.	Designation	Pay Level	S/S	MoR	Vacancy
1.	Loco Running Staff				
2.	Loco Pilot Mai//Exp	Level 6	71	50	21
3.	Motorman	Level 6	36	27	09
4.	Loco Pilot Passenger	Level 6	17	13	04
5.	DEMU operator	Level 6	11	0	11
6.	LP Goods	Level 6	115	142	-27
7.	Sr. Shunter	Level 6	48	20	28
8.	Shunter	Level 4	48	34	14
9.	Sr. ALP	Level 4	16 7	09	158
10.	ALP	50% departmental	Level 2	21	32
		50% RRB	Level 2	21	151
		Total	55 5	478	77
	<b>Others</b>				
11.	Loco Inspector	Level 7	32	32	0
12.	PCOR (Selection, screening)	Level 6	12	5	7
13.	CCOR (Selection, screening)	Level 6	22	16	6
14.	CCOR (Re-engaged)	Level 6	0	2	-2
15.	TLC, (Selection, screening)	Level 6	5	4	1
		Total	71	59	12
		<b>Grant Total</b>	62 6	537	89
	<b>Running Room Category</b>				
16.	Janitor	Level 5	2	2	0
17.	Care Taker	Level 2	3	1	2
18.	Khalasi	Level 1	9	0	9

**Activities Performed:** Following activities are performed at Combined Crew Lobby\_

- ❖ Management of staff booking as per availability of staff and traffic.
- ❖ Data entries work pertaining to crew signing 'ON' and crew signing 'OFF' (i.e. LPs, Shunters, ALP, Motorman and Guards) at lobbies and feeding interlink data pertaining to crew such as bio-data, train ordering information etc.

- ❖ Maintenances of all related registers, files, circulars such as safety circulars, caution orders, breath analysis test, operation
- ❖ Duty Call to crew for Crew

#### **PA (Pune) Lobby**

- Booking of PA HQ crew as per running order issued by CCCOR (D)/PA
- As per PC message by On Duty Crew Controller (Control Office) and as per Dy. Good Message.
- As per running order of Guards.
- As per running order of Motorman.
- Also as per Mail/Express, passenger train schedule, give call to outstation crew of Solapur division & Miraj depot in Pune/GPR Running Room. Data entry operator should serve the call after ensuring actual running times of trains well within time.
- Filling all data of CMS with remarks.

#### **GPR (Ghorpuri) Lobby**

- Booking of PA HQ & Outstation goods crew as per train notice (TN) issued by Dy. Goods/CYM (GIT) yard and as per PC message of on duty crew controller (control office)
- Filling all data of CMS with remarks.


#### **MRJ (Miraj) Lobby**

- As per running order by CCCOR (D) MRJ and SS/MRJ.
- AS per Mail/Express, Passenger train schedule, give call to outstation crew of Solapur div, Hubali Div & PA Depot in Miraj Running Room. Data entry operator should serve the call after ensuring actual running time of trains.
- Booking of HQ & Outstation goods crew as per train notice (TN) by Dy. Goods/CYM, MRJ

#### **KOP (Kolhapur) & STR (Satara) Lobby**

- Filling all data of CMS with remarks.

## **“Tender for Round the clock complete manning of Crew Lobby”**

-  First time of its own kind Pune division awarded Tender for **“Round the clock complete manning of Crew Management System & Data entry at combined Crew Booking lobbies at Pune, Ghorpuri & Miraj and Maintaining of Records at Chief Power Control Office/Pune”**

The details of Tender is as under

<b>Sl</b>	<b>Description</b>	<b>Remarks</b>
1.	Tender No.	PA-MECH-LOBBY-DATAENTRY dtd. 28.11.2018
2.	Item, Nature of Work	Work of Round the clock complete manning of Crew Management System & Data entry at Combined Crew Booking lobbies at Pune, Ghorpuri & Miraj and Maintaining of records at Chief Power Control Office/Pune for a period of two years.
3.	Mode of Tender Enquiry	Open E-tender
4.	Dt. of Publication of NIT Web	28.11.2018 News paper
5.	Types of bidding (Single/ two-bid system)	Two packet system.
6.	Last date of receipt of tender	19.12.2018
7.	Nos. of tenders received	One
8.	Nos. & names of parties qualified after technical evaluation.	6 7 M/s Genius Infotech, 1/1 A BIPLABI ANUKUL CHANDRA STREET ROOM NO 16A FIRST FLOOR, KOLKATA, West Bengal
9.	Nos. & names of parties not qualified after technical evaluation	Nil
10.	Whether contract awarded to lowest tenderer/ Evaluated L1	Contract awarded to Evaluated L1
11.	Contract No. & date	LOA No. : PA-MECH-LOBBY-DATA ENTRY dtd. 18.02.2019
12.	Name of Contractor	M/s Genius Infotech, 1/1A, Biplabi Anukul Chandra Street, Room No. 16A, 1st Floor, Electronic Centre, Kolkata-700072
13.	Value of Contract	Rs. 2,46,20,529.63 (Including GST)
14.	Scheduled date of completion	Two years from 26.02.2019 to 24.02.2021

The above tender work started functioning on and from 26.02.2019, since then the Loco Running Staff being utilised for lobby management is withdrawn and now working on open line. Thus, highly skilled staff is 100% utilised at proper place.

The depot wise monthly Sign 'ON' & 'OFF' details are as under:-

Pune Lobby – LP, ALP, M/Man etc

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	2539	5228	7767	2561	5208	7769
Mar-19	2863	5755	8618	2880	5674	8554
Apr-19	2719	5534	8325	2804	5520	8324
<b>Grant Total</b>		<b>8325 +8324</b>	<b>16649</b>			

Pune Lobby – Guards

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	1295	2075	3661	1381	2313	3694
Mar-19	1369	2292	3661	1387	2313	3694
Apr-19	1341	2237	3578	1344	2265	3609
<b>Grant Total</b>		<b>3578+3609</b>	<b>7187</b>			

Average per day Sign 'On/OFF' at PA lobby = Loco Crew 16649+ Guard 7187

794.53

30 days

GPR Lobby – LP, ALP etc

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	1060	742	1802	1113	770	1883
Mar-19	1138	855	1993	1236	894	2130
Apr-19	1096	663	1759	1118	697	1815
<b>Grant Total</b>		<b>1759+1815</b>	<b>3574</b>			

GPR Lobby – Guards

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	158	262	420	161	264	425
Mar-19	218	262	480	216	262	478
Apr-19	192	216	408	189	219	408
<b>Grant Total</b>		<b>408+408</b>	<b>816</b>			

Average per day Sign 'On/OFF' at GPR lobby = Loco Crew 3574+ Guard 816

146.33

30 days

MRJ Lobby – LP, ALP, DEMU etc

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	1601	1926	3527	1613	1958	3571
Mar-19	1784	2047	3831	1808	2056	3864
Apr-19	1793	1955	3748	1803	1983	3786
<b>Grant Total</b>		<b>3748+3786</b>	<b>7534</b>			

MRJ Lobby – Guards

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	396	729	1125	397	740	1137
Mar-19	431	822	1253	433	821	1254
Apr-19	419	747	1166	422	760	1182
<b>Grant Total</b>		<b>1166+1182</b>	<b>2348</b>			

Average per day Sign ‘On/OFF’ at MRJ lobby = Loco Crew 7534+ Guard 2348  
 -----  
 30 days = 329.4

STR Lobby – LP, ALP, M/Man etc

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	0	446	446	0	446	446
Mar-19	0	512	512	0	552	552
Apr-19	0	519	519	0	560	560
<b>Grant Total</b>		<b>519+560</b>	<b>1079</b>			

STR Lobby – Guards

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	0	182	182	0	183	183
Mar-19	0	205	205	0	219	219
Apr-19	0	193	193	0	199	199
<b>Grant Total</b>		<b>193+199</b>	<b>392</b>			

Average per day Sign ‘On/OFF’ at STR lobby = Loco Crew 1079+ Guard 392  
 -----  
 30 days = 48.96

KOP Lobby – LP, ALP, M/Man etc

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	6	802	808	6	784	790
Mar-19	0	871	871	0	853	853
Apr-19	3	804	807	3	769	772
<b>Grant Total</b>		<b>807+772</b>	<b>1579</b>			

KOP Lobby – Guards

Months	SIGN ON			SIGN OFF		
	Hq Crew	Out station Crew	Total	Hq Crew	Out station Crew	Total
Feb-19	0	391	391	0	366	366
Mar-19	0	428	428	0	401	401
Apr-19	0	385	385	0	361	361
<b>Grant Total</b>		<b>385+361</b>	<b>746</b>			

Average per day Sign ‘On/OFF’ at KOP lobby = Loco Crew 1579+ Guard 746

-----

30 days

= 77.5

**Critical Analysis:**

The aim of Work Study was Review Staff Working at Crew Lobbies in Pune Division.

Work Study team during the course of work study visited Sr. DME Office Pune, all combined crew lobbies situated at Pune Station, Ghorpuri Yard, Kohlapur Station, Miraj Station and Satara Station.

**Lobby-wise observations are as under:-**

<b>PUNE Lobby - SS</b>	<b>MOR</b>	<b>Vac</b>	
LPM	55	39	16
LPP	17	11	06
M/Man	36	27	09
LPG	64	70	+6 * LPG position is combined for PA & GPR lobby
LPS	79	58	21 * LPS position is combined for PA & GPR lobby.
ALP	131	133	+2 * ALP position is combined for PA & GPR lobby.

The Combined Crew Lobby is located on Pune platform No. 1, Mumbai end and caters to the signing on and off activities of crew, shunters and motormen and all other office related work of loco running staff of PA head quarters.

Average **790/day** crew i.e. LP and Guard of Mail/Express, Passenger, Motormen from various depots like Pune, GPR, SUR, DD, MRJ Sign On/ sign OFF at PA Lobby.

For managing crew lobby, as per contract, contractor has posted 04 staff per shift.

In addition to this two CCOR is also posted in Pune lobby who worked as Out Door CCOR and Indoor CCOR. In absence of regular CCOR (Drafted) services of LP/ALP is being utilised.

In addition to above one Guard is also being occasionally utilised for preparation of detail of guard.

Shri Naresh R. Raut, CCCOR is over all in-charge of PA and Ghorpuri Lobby, CCCOR office Pune has following office work for which 04 ministerial staff is posted at Pune Lobby.

- 1) Overall management of office, its correspondence, ministerial staff
- 2) All running staff order, PME, PRD, Training, Periodical rest,
- 3) Details of LPM, M/Man, ALP CCOR etc
- 4) RTI, Grievances, DAR, PCDO, Safety circulars/Bulletin,
- 5) Personal Store of running staff, all dead stock, and its correspondence
- 6) Imprest, contract related correspondence, procurement,
- 7) Pass/PTO of PA lobby staff
- 8) Personnel dealing of all staff such as paysheet, PF, ECC, movable/immovable property application,
- 9) Proper Maintenance of all office records.

---

### **GHORPURI Lobby -**

The lobby is located in Diesel Loco shed premises.

Average **150/Day** crew of Goods Train from various depots like Pune, GPR, DD, MRJ & LNL Sign ON/OFF at GPR lobby.

The above work is managed by 02 contractor's employees/shift in addition to this absence of regular CCOR one ALP/LP is being utilised as CCOR in each shift.

The GPR depot staff is as under:-

	SS	MOR	Vac	
LPG	64	70	+6	
LPS	79	58	21	Combined for PA & GPR Lobby
ALP	131	133	+2	Combined for PA & GPR Lobby

All other office related work of loco crew staff is being managed by CCCOR office Pune.

---

### **MIRAJ**

	SS	MOR	Vac
LPM	16	13	03
LPP	11	13	+2
LPG	26	48	+22
LPS	07	10	+3
ALP	53	46	13

The lobby is located on platform No.1, towards Pune end and caters to the signing on and off activity of Pune, Hubli and Sholapur division crew and all other related office work for MRJ head quarter loco running staff.

Average **330/Day** crew of Mail/Express, Passenger & Goods from various depots Like GPR, SUR, MRJ & UBL Sign 'ON/OFF' at MRJ Lobby.

For signing on and off activity of coaching crew 3 contractor's employees/shift are posted.

In addition to this two CCOR/Medically De-categorised running staff is also posted in Pune lobby as Out Door CCOR and Indoor CCOR.

Shri K. R. Kamble, CCCOR is overall in-charge of MRJ lobby, apart from above crew booking work, CCCOR office also gathers following office work for which 03 ministerial staff is posted at Pune Lobby.

- 1) Overall management of office, its correspondence, ministerial staff
- 2) All running staff order, PME, PRD, Training, Periodical rest,
- 3) Details of LPM, M/Man, ALP CCOR etc
- 4) RTI, Grievances, DAR, PCDO, Safety circulars/Bulletin,
- 5) Personal Store of running staff, all dead stock, and its correspondence
- 6) Imprest, contract related correspondence, procurement,



- 7) Pass/PTO of PA lobby staff
  - 8) Personnel dealing of all staff such as pay sheet, PF, ECC, movable/immovable property application,
  - 9) Proper Maintenance of all office records etc.
- 

**SATARA & KOLHAPUR** - Both these crew booking lobbies are under control of Station Manager and located at on duty Dy. SS office being minor crew booking area. Average **50/day** and **80/day** crew of Mail/Express, Passenger Sign ON/OFF at STR and KOP depot respectively. One contractor staff/Shift is working on CMS.

---

### **Summary of Critical Analysis:**

Pune division as awarded tender for “Work of Round the clock complete manning of Crew Management System & Data entry at Combined Crew Booking lobbies at Pune, Ghorpuri & Miraj and Maintaining of records at Chief Power Control Office/Pune for a period of two years” and working of CMS work at STR and KOP and now no loco crew is performing duty at any of the crew lobby for crew booking. This has resulted in saving of man hours and money value of highly skilled/paid running staff.

### **Pune Lobby -**

It is observed that mean value of Loco Pilot (ML6) is Rs. 96070/- and total 04 nos of running staff are utilised for crew management **per shift** at Pune Lobby. Hence the total cost workout to Rs.384280/- per shift and for three shifts it works out to Rs.1152840/- whereas the monthly cost of outsourcing this activity is Rs.270648/-. Now these crew staff spared for working on open line.

The above contract at Pune Division is running successfully from February 2019 till date.

Thus, it can be seen from the above, that by Outsourcing Crew Management work at Combined Crew Lobbies of PA division, the running staff spared from lobby work can be utilized for train operations.

**Recommendation:** Even though ‘No’ posts are identified as surplus but outsourcing of the above mentioned activity will improve overall availability of running staff for train operations.

**Suggestion:** Since the above contract at Pune Division is running successfully from February 2019 till date, it is suggested that all the division may follow the pattern of Pune Division and explore the possibility of replicating the same on their respective divisions. Which enhance the availability of highly skilled running staff for train operation which otherwise is being utilised for stationary job.

Since no surplus posts are identified 'No' financial implications.

END OF STUDY

It can be inferred that there would be per month saving of Rs. 882192/- (76.52%).