

“Review of staff working at Crew Lobbies at NAGPUR DIVISION”

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SYNOPSIS OF THE STUDY

Study No	WSCR/Elect/NGP/01/19-20
Name of the study	Review of staff working in Crew Lobbies over Nagpur Division
Proposed	AGM/ C Rly
Department	Electrical
Date of Commencement	10/06/2019
Date of Completion	27/06/2019
Date of Submission	28/06/2019
No. of Observations and suggestions	04
Sanction strength -	87
No. of Men studied	60
No. of vacancies	27
No. of Posts identified surplus	00
Financial Implications	Nil

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AUTHORITY AND TERM OF REFERENCE

The work-study on "Review of staff working in Crew Lobbies at Nagpur Division" is a study proposed by AGM/C.Rly. the same has been included in Annual work study programme for the year 2019-20 with Study No WSCR./Elect/ NGP/01 / 19 – 20.

The terms of reference for given work-study is to review and assess judicious requirement of redundant non operative posts over NGP division corresponding to existing workload.

METHODOLOGY

The work-study team has adopted the following technique for completion of the study.

- Verification of Data provided by Electrical Branch in detail with reference to quantum of work load.
- Discussion of details with Supervisor / Staff.
- Critical analysis of the data collected.
- Making recommendations for need base staff in the present context.
- Working out financial implication involved in saving as a result of surplus staff.

SUMMARY OF OBSERVATIONS AND SUGGESTIONS

Observation ; Out of 18 sanctioned strength, there are 05 vacancies, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

Observation ; Out of 11 sanctioned strength, there are 05 vacancies, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

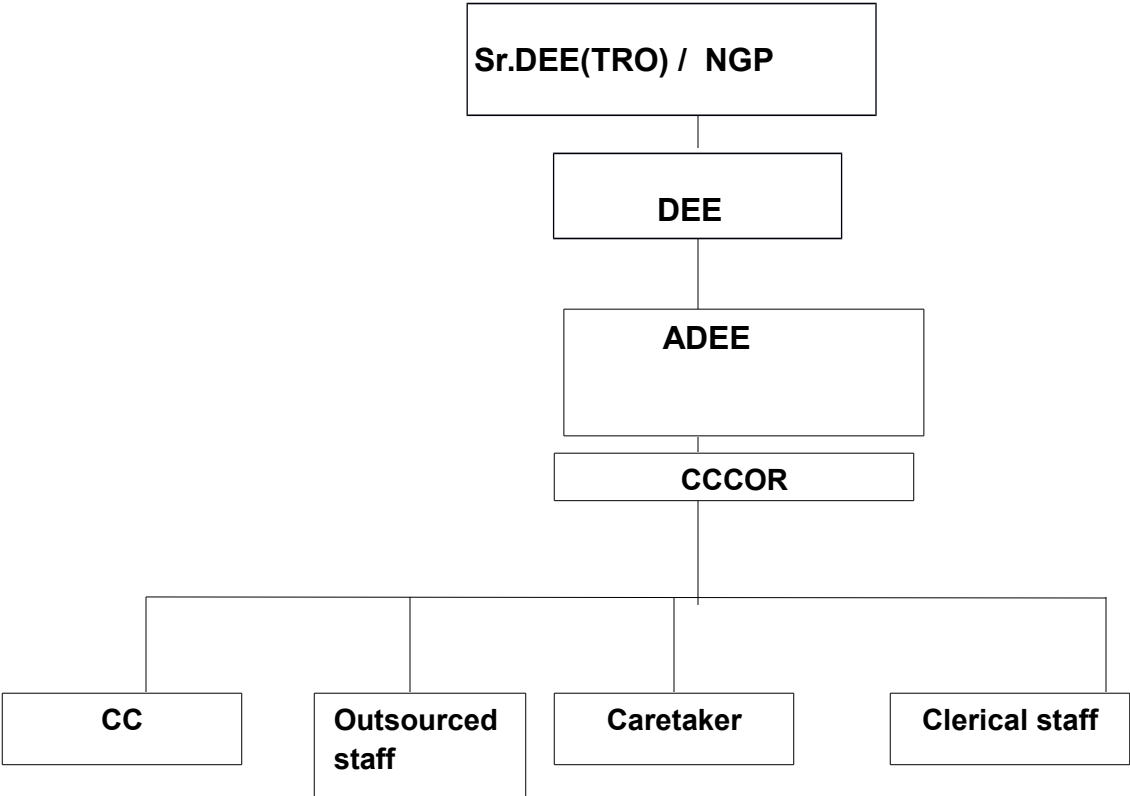
Suggestion: in the crew rest room at BPQ there is no electronic display of coaching trains. A display board in the rest room would be more helpful for the crew,

Observation ; Out of 06 sanctioned strength, there is 01 vacancy, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

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ORGANISATIONAL STRUCTURE

The organizational structure of Sr.DEE(TRO) Organization in NGP division is as shown below: -



CHAPTER-I

1.0 INTRODUCTION:

Combined Crew & Guard Lobby at Nagpur is situated at Nagpur station, attached to Platform No.1. At Lobby, Crew & Guard are booked for duty. Running staff i.e. Loco Pilots and Guards are directly involved with the movement of trains / rolling stock.

Following three departments are involved in booking and working of Combined Lobby, Nagpur.

1) Electric(TRO):

Electric Crew i.e. Loco Pilot and Assistant Loco Pilot are booked for duty by Crew Lobby staff of Electric/TRO department, under the control of Sr. DEE(TRO)/Nagpur

2) Mechanical (Diesel):

Diesel Crew i.e. Loco Pilot(Dsl) and Assistant Loco Pilot(Dsl) are booked for duty by Crew Lobby staff of Mechanical(Diesel) under the control of Sr.DME/Nagpur

3) Operating:

Guards are booked for duty by the staff deputed at Guard Lobby under the control of Sr.DOM/Nagpur.

In addition to booking of crews, the activities of loading and unloading of Line-Boxes of Running staff, Issuing of CTR-tickets, Preparation of Roster, Dealing of establishment and service matters, Issue of Pass/PTOs, Issue of Pilot Pass etc. are also dealt by the staff working at Lobby.

1.1 Nagpur Crew Lobby(Elect) having the following strength of Running staff:

S. n	Category	SS	MoR	Vacancy
1.	Loco Pilot (Mail/Exp.)	221	197	24
2.	Loco Pilot (Pass.)	30	10	20
3.	Loco Pilot (Goods)	296	246	24
4.	Loco Pilot (Shunter) 1	53	29	6
5.	Loco Pilot (Shunter) 2	37	41	+4
6.	Sr,Assist Loco Pilot	419	293	126
7.	Assist Loco Pilot	82	132	60
Total		1138	948	190

1.2 Balharshah Crew Lobby(Elect) having the following strength of Running staff:

S.n	Category	SS	Mo R	Vacancy
1	Loco Pilot (Goods)	180	162	18
2	Loco Pilot (Shunter) 1	03	03	00
3	Loco Pilot (Shunter) 2	13	14	+1
4	Sr,Assist Loco Pilot	111	61	50
5	Assist Loco Pilot	69	117	+48
Total		376	357	19

1.3 Amla Crew Lobby(Elect) having the following strength of Running staff:

S.n	Category	SS	Mo R	Vacanc y
1	Loco Pilot (Mail/Exp.)	26	23	03
2	Loco Pilot (Goods)	129	115	14
3	Loco Pilot (Shunter)	09	04	05
4	Assist Loco Pilot	157	126	31
Total		321	26 8	53

CHAPTER-II

2.0 Present working

The work study team visited the Crew Lobby/Nagpur of Electric(TRO) department and observed the following facts:-

2.1 Existing Cadre Strength: The existing cadre strength of Electric **Crew Lobby/NGP** furnished by CCCOR/NGP as on 15/06/2019 is given below:-

2.1.1 Supervisory Staff:

Designation	Sanction	Actual	Vacancy
Ch. Crew Controller	2	1	1
Crew Controller	15	11	4
DI	1	1	0
	18	13	5

2.1.2 Ministerial Staff: (Personnel)

Designation	Sanction	Actual	Vacancy
Chief OS	3	3	0
Sr. Clerk	2	0	2
Jr. Clerk	0	1	+1
	5	4	1

2.1.3 Ministerial Staff: (Non Personnel)

Designation	Sanction	Actual	Vacancy
Chief OS	2	1	1
OS (OS-II/Hd. Clerk)	9	10	+1

Sr. Clerk	3	0	3
Jr. Clerk	0	2	+2
	14	13	1

2.1.4 Other Non-Running Staff:

Designation	Sanction	Actual	Vacancy
Call-Boy	0	1	+1
Box-Boy	0	1	+1
Sr. Care-Taker	0	1	+1
Jr. Care-Taker	1	1	0
Peon	2	1	1
	3	5	+2

2.2 Existing deployment of Staff with their workload:-

2.2.1 Supervisory Staff:-

S. n	Design .	Subjects deal
1.	CCC	Over all In-charge of Crew Lobby/Nagpir.
2.	CC	<p>Working in General shift for misc. work such as:</p> <p>(i) Supervision of CMS.</p> <p>(ii) Preparation of Duty-list of LPS, CC &CC(D).</p> <p>(iii) Inform to TLC regarding section abnormalities as reported by Loco Pilot.</p> <p>(iv) Maintaining LR (Learning Route) positions of Running staff and sending LR due staff for taking LR.</p> <p>(v) Monitoring of detention of trains at yard on Crew account,</p>

3.	Other CCs	<p>Related to shift-CC, such as:</p> <p>(i) Monitoring of crew booking.</p> <p>(ii) Conducting Breath Analyzer Test of LPs & ALP at the time of Sign ON and Sign OFF. (Avg. 280 staff per shift).</p> <p>(iii) Advise CC(D) for Line-Box- movement of Loco Pilot with booked crew particulars for nominated trains/locos as per TO.</p> <p>(iv) Monitoring Running Room</p> <p>(N) Monitoring all activities of outsourced staff like CMS (data entry), walkie talkie distribution, tracks movement, sand filling in locos, cleanliness,, line box loading and unloading</p>
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2.2.1.2 Supervisory Staff at a glance:

Desig .	Sanc :	Actua l	Vac:	Deployment	Remarks
CCC	2	1	1	CCC General duty Others in sshifts	Vacant posts are managed by LP/ Sr.LP
CC	15	11	4		
DI	1	1	0		
Total	18	13	5	17	

2.2.2 Existing deployment of Ministerial staff:-

- **Office-In-charge:** Maintaining of D&A cases; Maintaining Quarter allotment Register; Maintaining records of transfer & posting of Running staff; Maintaining of all Circulars (Safety, general & technical); General correspondence of Child Education Allowance; Receive & Dispatch of DAK of Sr.DEE(TRO)'s office; Maintaining records of Charge-sheets given to staff; Maintaining of GRP cases and related enquiries; General correspondences.
- Stores matters. Dealing of T&P (Tools & Plant) items for running and non-running staff working under Sr.DEE(TRO)/NGP,

- Stores matters. Dealing of CS(Consumable) items for running and non-running staff working under Sr.DEE(TRO)/NGP,
- Preparation of daily roster; Preparation of Master Roll of Non-Running staff; Preparation of TA etc. ; Maintaining of Leave/Sick;
- Preparation of daily roster; Preparation of Master Roll of Running staff; Preparation of TA etc. ; Maintaining of Leave/Sick;
- Mileage & OT section: Manual checking of output printed data for any mistakes and certified the same thereafter sending it to DRM(P)-office mileage section.
- Pass & PTO of all staff (Running & Non-Running)
- Collection of blank CTR from Stores ; Sorting of CTR for (a) Mileage section, (b) OSS section, (c) Office copy. Maintaining of Office copy of CTR.

The personnel and non personnel staff are working together combined and presently they are handling a sanctioned strength of 1138 loco running staff and the present sanctioned strength of ministerial staff is justified in all 3 depots

CHAPTER-III

3.0 CRITICAL ANALYSIS & OBSERVATIONS :-

The critical analysis has been done based on the discussion held with Sr Crew Controllers and direct observations by the work study team in view of proper utilization of Loco Pilots & Assistant Loco Pilots deputed for non-running duties at Crew Lobbies NGP, BPQ and AMLA

PROPOSED REQUIREMENT OF STAFF:

The train booking at Nagpur CCCOR is around 60 goods trains and 100 coaching trains

3.1.1 Proposed Requirement of Supervisory Staff:-

(a)Chief Crew Controller NGP

Activities dealt with	Existing Deploy-ment	Proposed Require-ment
CCC as Overall In-charge for looking after over all supervisory works of Crew Booking Lobby/NGP.	No. of CC	
	01	01

Remarks: Existing deployment of 01 CCC as Overall In-charge is justified.

(b) Crew Controller (Shift):-

(i) Requirement of CC works in each shift with the following works:

Activities dealt with	Existing Deployment	Proposed Requirement
(i) Monitoring of crew booking.	No. of CC	
(ii) Conducting Breath Analyzer Test of LPs & ALP at the time of Sign ON and Sign OFF. (Avg. 200 staff per shift).	02 per shift	02 per shift
(iii) Advise DI for Line-Box- movement of Loco Pilot with booked crew particulars for nominated trains/locos as per TO.		
CC (indoor and outdoor) per shift	02	02
CC (misc work)	01	01
CC (Monitoring line box and RR)	01	01
CC in 03 shift	12	12
RG @ 16.7%	02	02
BR + RG	14	14
LR @ 20%	2.8	2.8
Total (BR+RG+LR)	16.8 Say 17	16.8 Say 17

The personnel and non personnel staff are working together combined and presently they are handling a sanctioned strength of 1138 loco running staff and the present sanctioned strength of ministerial staff is justified.

Remarks: Existing sanctioned strength of 18 staff is justified

Observation ; Out of 18 sanctioned strength, there are 05 vacancies, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

3.1.2 (a)Chief Crew Controller BPQ

The train booking at CCCOR/ BPQ is around 50 goods, 50 coaching and 20 sectional trains

3.1.3 Ministerial Staff: (Personnel)

Designation	Sanction	Actual	Vacancy
OS-II	1	2	+1
Sr. Clerk	1	0	1
Jr. Clerk	1	0	1
	3	2	1

3.1.4 Ministerial Staff: (Non Personnel)

Designation	Sanction	Actual	Vacancy
Chief OS	1	0	1
OS -II	1	1	0
Sr. Clerk	2	0	2
Jr. Clerk	2	2	0
	6	3	3

Activities dealt with	Existing Deployment	Proposed Requirement
CCC as Overall In-charge for looking after over all supervisory works of Crew Booking Lobby/BPQ.	No. of CC	
	01	01

Remarks: Existing deployment of 01 CCC as Overall In-charge is justified.

(b) Crew Controller (Shift):-

(i) Requirement of CC works in each shift with the following works:

Activities dealt with	Existing Deployment	Proposed Requirement
(i) Monitoring of crew booking.	No. of CC	
(ii) Conducting Breath Analyzer Test of LPs & ALP at the time of Sign ON and Sign OFF. (Avg. 200 staff per shift).	02 per shift	02 per shift
(iii) Advise DI for Line-Box- movement of Loco Pilot with booked crew particulars for nominated trains/locos as per TO.		
CC (indoor and outdoor) per shift	02	02
CC in 03 shift	06	06
CC Monitoring line box and RR per day	01	01
CC in general shift per day	01	01
RG @ 16.7%	1.33	1.33
BR + RG	9.33	9.33
LR @ 20%	1.86	1.86
Total (BR+RG+LR)	11.19 Say 11	11.19 Say 11

Remarks: Existing sanctioned strength of 11+1CCCOR staff is justified

The personnel and non personnel staff are working together combined and presently they are handling a sanctioned strength of 376 loco running staff and the present sanctioned strength of ministerial staff is justified.

Observation ; Out of 11 sanctioned strength, there are 05 vacancies, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

Suggestion: in the crew rest room at BPQ there is no electronic display of coaching trains. A display board in the rest room would be more helpful for the crew,

3.1.4 (a)Chief Crew Controller AMLA

The train booking at CCCOR/ AMLA is around 60 goods, 11 coachingl trains

3.1.5 Ministerial Staff: (Personnel)

Designation	Sanction	Actual	Vacancy
Chief OS	1	1	0
OS-II	3	1	2
Sr.Clerk	1	0	1
Jr. Clerk	1	0	1
Total	6	2	4

3.1.6 Ministerial Staff: (Non Personnel)

Designation	Sanction	Actual	Vacancy
Chief OS	1	0	1
OS -II	3	2	1
Sr. Clerk	2	0	2
Jr. Clerk	3	1	2
	9	3	6

Activities dealt with	Existing Deployment	Proposed Requirement
CCC as Overall In-charge for looking after over all supervisory works of Crew Booking Lobby/BPQ.	No. of CC	
	01	01

Remarks: Existing deployment of 01 CCC as Overall In-charge is justified.

(b) Crew Controller (Shift):-

(i)Requirement of CC works in each shift with the following works:

Activities dealt with	Existing Deployment	Proposed Requirement
(i) Monitoring of crew booking.	No. of CC	
(ii) Conducting Breath Analyzer Test of LPs & ALP at the time of Sign ON and Sign OFF. (Avg. 200 staff per shift).	01 per shift	01 per shift
(iii) Advise DI for Line-Box- movement of Loco Pilot with booked crew particulars for nominated trains/locos as per TO.		
CC in 03 shift	03	03
CC Monitoring line box and RR per day	01	01
RG @ 16.7%	0.67	10.67
BR + RG	4.67	4.67
LR @ 20%	0.93	0.93
Total (BR+RG+LR)	5.6 Say 6	5.6 Say 6

The personnel and non personnel staff are working together combined and presently they are handling a sanctioned strength of 321 loco running staff and the present sanctioned strength of ministerial staff is justified.

Remarks: Existing sanctioned strength of 06+1CCCOR staff is justified

Observation ; Out of 06 sanctioned strength, there is 01 vacancy, hence the work is adjusted with the help of other running staff, which may lead to OT. Hence the existing vacancies may be filled to curtail OT

sCHAPTER - IV

4.0 Financial implications

Nil

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