

“Review of Running Room staff working atNAGPUR DIVISION”

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SYNOPSIS OF THE STUDY

Study No	WSCR/Elect/NGP/02/19-20
Name of the study	Review of Running Room staff working at 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 Suggestions	01
Sanction strength -	07
No. of Men studied	05
No. of vacancies	02
No. of Posts identified surplus	00
Financial Implications	Nil

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a successful conclusion to this study and whose productive suggestion enhanced the enthusiasm of the team.

The team is very thankful to Shri K Dhivakar CCCOR/NGP, Shri S S Sayam CCCOR/ AMLA and Shri M Venkateswarulu, CCCOR/BPQ and other staff, who ever possibly made the availability of documents concerned & directed the team to its positive approach.

AUTHORITY AND TERM OF REFERENCE

The work-study on "Review of Running Room staff working 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/02 / 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 SUGGESTIONS

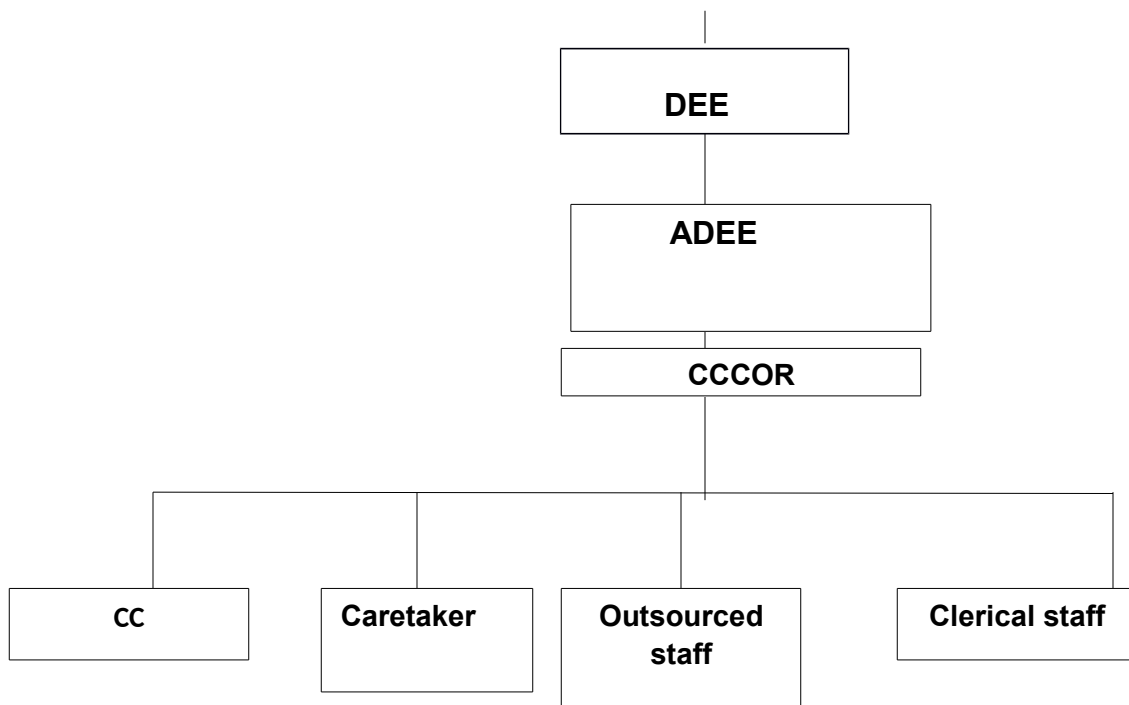
Suggestion: It can be seen that there are 02 vacancies in caretaker category, which may be filled for the smooth functioning of the Running Rooms.

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ORGANISATIONAL STRUCTURE

The organizational structure of Running Room staff in NGP division is as shown below: -

Sr.DEE(TRO) / NGP



CHAPTER – I

INTRODUCTION

1.0 Running Room/ Electrical(TRO) Department/Nagpur Division:

- 1.1** The work study of Running Rooms of Electrical (TRO) Deptt. of Nagpur division has been undertaken in view of inclusion in Annual Work Study programme for the year 2019-20.

At present housekeeping, cooking, preparation and serving of meals, cleaning of bathrooms/toilets and premises, washing/cleaning and supply of linen, maintenance of garden, providing magazines / newspapers etc. of all Running Room in Nagpur Division have been outsourced.. Work study team has prepared the study report considering the fact of outsourcing of all the running rooms. Vide Railway Board's D.O. L. No. E(MPP)2006/1/89, dated 04.10.2006 regarding Catering staff, cooks, bearers "to be taken over by IRCTC or activity to be outsourced."

The following methodology has been adopted for conducting the study:

- (i) Collection of relevant data,
- (ii) Examination of records,
- (iii) Direct observations regarding working of staff,
- (iv) Interaction with officers and staff and
- (v) Critical Analysis.

1.2 Running Rooms in Nagpur Division under Sr.DEE/TRO:

The following 6 Running Rooms in Nagpur division is functioning under the administrative control of Sr.DEE(TRO)/NGP:

- 1- NGP + WR under CCCOR/ NGP
- 2- BPQ + MJRI + GGS under CCCOR/ BPQ
- 3- AMLA under CCCOR/ AMLA

1.2. Running Room under CCCOR/NGP:

1

Running Room/NGP is situated near Guard Line Railway Quarters near Santra Market. The name of this running room is "Triveni" and has 5 rooms with a capacity of 36 beds and fully air-conditioned. The subsidized cost of coupon is Rs.3.32 per meal.

At present housekeeping, preparation and serving of meals, supply of newspaper/magazines cleaning, gardening etc. activities of Running Room/NGP iare

outsourced. Only a caretaker is posted from Railway staff for supervision of outsourced staff. One SLI/ NGP makes inspections of the Running Room as and when required.

There is a Running Room at Wardha outside PF.01, which is also fully outsourced and no Railway staff is posted at this RR. It has a capacity of 24 beds with 4 rooms. It is under the supervision of SLI/ NGP

1.2. Running Room under CCCOR/ BPQ:

2

Running Room/BPQ is situated around 100m away from main gate of BPQ Railway station. There are two running rooms in BPQ one “ Godavari” for SCR staff with a capacity of 120 beds and “Tapti” for CR and SECR staff with a capacity of 90 beds and fully air-conditioned. The subsidized cost of coupon is Rs.3.83 per meal.

At present housekeeping, preparation and serving of meals, supply of newspaper/magazines cleaning, gardening etc. activities of Running Room/NGP are outsourced. Only caretakers are posted from Railway staff for supervision of outsourced staff. One SLI/ BPQ makes inspections of the Running Room as and when required.

There are Running Rooms at Majri and Ghughus station , which are also fully outsourced and no Railway staff is posted at this RR. They has a capacity of 20 beds each. These RRs are under the supervision of SLI/BPQ

1.2.3 Running Room under CCCOR/AMLA:

Running Room/AMKA is situated 50m away from PF 01 and has 05 bedrooms with 48 beds and cooling system is provided with chillers connected to coolers which regulate the temperature as per requirement. The subsidized cost of coupon is Rs.3.32 per meal.

At present housekeeping, preparation and serving of meals, supply of newspaper/magazines cleaning, gardening etc. activities of Running Room/NGP are outsourced. Only a caretaker is posted from Railway staff for supervision of outsourced staff. One SLI/ NGP makes inspections of the Running Room as and when required.

1.3 Activity of Running Rooms: -

After working on train, the crew and Guard takes rest at Running Rooms and takes lunch / dinner. Now-a-days running rooms are well equipped for a comfortable stay with all facilities for sleeping, dining, bathing, recreation etc.

Earlier, all the running rooms were run departmentally and meals were prepared and served to crews/Guards on supply of grocery items to cook of concerned running room by them. Now, as per Railway Board's letter No.2006/M(L)/467/2 dated 31.03.2010, it has been changed to subsidized meal / standard food. Cooking and serving of meals and provision of subsidized meals to running staff on subsidized rates as prescribed by the competent authority is done round the clock by the contractor on demand by running staff. However, running staff can also avail the earlier system of giving grocery / food items for preparation of meals as per their choice.

CHAPTER – II

2.0 PRESENT WORKING:-

2.1 Cadre Strength:- The cadre strength of Running Rooms in Nagput Division under Electrical(TRO)) Deptt. and data collected is as under:

Sr.No	Designation	Level	G. P.	Sanction	Actual	Vacancy
1	Sr .Caretaker	4	2400	02	01	01
2	Jr. Caretaker	2	1900	05	04	01
Total				07	05	02

2.2 Doty list of Caretaker

- Should be punctual in attending duty and should inform lobby supervisor.
- Complete information regarding activities of Running room should be taken from relieving caretaker.
- Should take charge of all important keys.
- Should check DG ser and in case of any abnormality found should report immediately to electric department.
- Should fill in all columns of caretaker diary.
- Occupancy of running room should be counted and peak occupancy register to be filled in hourly basis.
- Availability of sufficient water to be ensured, and in case of deficiency, to be reported immediately to IOW office.
- Kitchen should be inspected carefully and should ensure that all vegetables are fresh.
- No outsider to be allowed for dining, taking parcel or taking rest in Running room.
- Should be polite with occupants and attend their problems, if any.
- If any occupant is suffering from any illness, should make arrangements for taking him to Railway hospital, and if Railway doctor is not available should make arrangements for Government Hospital.

- Cleanliness of Running room premises and toilets to be ensured.
- Lights and fans to be switched off if not in use.
- All columns of occupancy register to be filled in properly.
- Strict supervision to be done for outsourced staff
- All activities to be reported to lobby staff regularly.
- All rooms to be inspected regularly and in case of any complaint, to be reported to concerned department.
- CLI/RR or CCCOR to be informed in case of any inspection by any officer or supervisor.
- Should

Present deployment of caretaker staff at Running Rooms in Nagpur Division:-

<u>Station</u>	<u>Caretaler</u>	<u>Activity</u>
Nagpur	SS—01 MoR-01	Supervision of outsourced staff in general shift and as per duty list of caretaker
Amla	SS—02 MoR-01	Supervision of outsourced staff in general shift and as per duty list of caretaker
IBPQ	SS—04 MoR-03	Supervision of outsourced staff in two shifts and as per duty list of caretaker

2.3 Details Occupancies of Running Rooms in Nagpur division:-

S #	Runnin g Room	Total Beds	Meditatio n Room	Read- ing Room	Avg. Bed occupancy/day	Avg.Subsidizing meal/day
1	BPQ	210	01	01	150	200
2	NGP	36	01	01	30	50

3	AMLA	48	01	01	40	110

CHAPTER-III

3.0 CRITICAL ANALYSIS :

3.1 At present complete activities of Running Room like housekeeping, cooking, preparation and serving of meals, cleaning of bathrooms/toilets and premises, washing/cleaning and supply of linen, maintenance of garden, providing magazines / newspapers etc. of all the Running Rooms in Nagpur Division have been outsourced .

3.2 Vide Railway Board's D.O. L. No. E(MPP)2006/1/89, dated 04.10.2006 regarding Catering staff, cooks, bearers "to be taken over by IRCTC or activity to be outsourced."

It is found that management of Running Room executed on outsourcing basis is more economical than managed by Railway staff.

Requirement of Caretaker at Running Room/NGP:-

3.3

To monitor the day to day activities of Running room/BMY to be done by the contractor or his representatives, 01 Caretaker is posted in general shift for supervision of 5 rooms with 36 beds and regular supervision of SLI/ NGP is done,

hence the sanctioned strength of 01 caretaker is justified.

Running Room at Wardha is under the supervision of SLI/ NGP

3.4 Requirement of Caretaker at Running Room/BPQ:-

To monitor the day to day activities of two Running room/ to be done by the contractor or his representatives, the sanctioned strength is 04 caretakers as Running Rooms at BPQ are the largest in Central Railway with a capacity of 210 Beds and regular supervision of SLI/ BPQ is done, hence the sanctioned strength of 04 caretakers is justified

Running Rooms at Majri and Ghughus are under the supervision of SLI/ BPQ

Requirement of Caretaker at Running Room/AMLA:-

3.5

To monitor the day to day activities of Running room/AMLA to be done by the contractor or his representatives, the sanctioned strength is 02 Caretakers for 6 rooms with 48 beds and regular supervision of SLI/ NGP is done, hence the sanctioned strength of 02 caretakers is justified.

3.4 Summary of Existing and proposed staff for Running Room/BMY .

Sr.No.	Category	Sanction	Actual	Proposed	No. of surplus post to be Surrendered
1	Sr. Care Taker	02	01	02	00
2	Sr. Care Taker	05	04	04	00
	GRAND TOTAL	07	05	02	00

CHAPTER 4	Suggestion
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Suggestion:It can be seen that there are 02 vacancies in caretaker category, which may be filled for the smooth functioning of the Running Rooms.

CHAPTER 5	FINANCIAL IMPLICATION
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Since no posts are found surplus, the financial implications are nil

