

**CENTRAL RAILWAY**  
**WORK STUDY REPORT ON**  
**“REVIEW OF RUNNING ROOM STAFF over**  
**BHUSAWAL DIVISION”**



**WORK STUDY CELL**  
**CENTRAL RAILWAY**  
**BHUSAWAL DIVISION**

# **CENTRAL RAILWAY**

## **WORK STUDY REPORT ON “REVIEW OF RUNNING ROOM STAFF OVER BHUSAWAL DIVISION”**

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Bhusawal Division

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## SYNOPSIS

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01	Study Number	WSCR/ELECT/ BSL/2/19-20.
02	Study Name	Review of Running Room staff over Bhusawal division.
03	Department	Electrical / TRO
04	Division	Bhusawal
05	Approved by	AGM (C.R)
06	Date of commencement	29/05/2019
07	Date of completion	28/06/2019
08	Date of Submission	28/06/2019
09	No. of Men Studied	SS-78, MOR- 66, VAC-12
10	No. of Recommendation	02
11	No. of posts Proposed for Surrender	68
12	Financial Implication	In phase manner, after outsourcing the activities of Running Room leading to huge savings.

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## **ACKNOWLEDGEMENT**

The Work Study team takes this opportunity to express heartily thanks to Mr. Saurabh Goyal, ADEE (TRO) /BSL, Mr. K. M. Singh CLI(Tech)/ BSL and Mr. Morandan Singh Chief O.S. for their valuable guidance rendered to the study team for easy completion of the study.

## **AUTHORITY & TERMS OF REFERENCE**

With the approval of AGM(C.R), "Work Study on Review of Running Room staff over Bhusawal division" has been included in the "Annual Work Study Programme" for the year 2019-20 with study no : WSCR/ELECT/BSL/2/2019-20.

The terms of reference for the study are to assess the staff requirement vis-à-vis present workload.

## **METHODOLOGY**

1. Collection of data in details with reference to nature and quantum of workload of each of the running room staff.
2. Assessment of need based requirement of the staff.
3. Discussion of details with coordinating officer / supervisors.
4. Making recommendations for need based requirement of staff and other innovations in present context.
5. Working out financial implication involved in saving as a result of surrender of surplus staff.

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# Summary of Recommendations

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The recommendations are as follows:

<u>Phase 1</u>	After outsourcing of NGN Running Room activities, 23 posts will be surplus and can be surrendered against outsourcing.
<u>Phase 2</u>	After outsourcing of BSL Running Room activities, 45 posts will be surplus and can be surrendered against outsourcing.

After outsourcing the activities of running rooms at NGN and BSL, total 68 posts will be surplus and can be surrendered.

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# CHAPTER NO: 01                      INTRODUCTION

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## 1.1 OBJECTIVE OF RUNNING ROOM :

To provide clean and quiet resting place for loco crew and guard along with necessary messing, boarding and recreational facilities round the clock, Railway Board has issued guidelines to Zonal Railways for implementation.

### **RAILWAY BOARD GUIDE LINES AS PER BOARD'S LETTER NO. 2001/M (L)/467/2 DATED -10.11.03**

1. Running room should be classified on the basis of number of users per day:
  - i. Category "A" – 51 users,
  - ii. Category "B" – between 21-50 users and
  - iii. Category "C" – up to 20 users.
2. Basic amenities like:
  - i. Proper hygiene, adequate toilet facilities and clear drinking water.
  - ii. Proper ventilation and lighting
  - iii. Desert cooler
  - iv. Reading room with magazine and newspaper
  - v. Cooking facilities to meet the needs of running staff
3. A norm of not more than two beds per room/cubicle should be adopted.
4. Where ever necessary boundary walls/fencing should be provided.
5. Standby power supply arrangement may be provided.
6. Mosquito nets/mosquito repellent etc. should be provided.
7. Railway and DOT phones should be provided.
8. Cooking utensils should be of stainless steel type.
9. Lockers should be provided to the running staff for keeping their personal belongings/valuables.
10. **First aid box and firefighting** equipment should be provided.
11. Good quality linens should be provided.

A Report has been issued by Railway Board with a title "High Power Committee to Review the Duty Hours of Running and Other Safety Related categories of Staff" on August, 2013. Points pertaining to running room facilities are reproduced below for ready reference :

1. Implementation of Railway Board's Instructions on upkeep and maintenance of the Running Rooms (Railway Board's letter no.2001/M (L)/467/2 dated 10.11.2003), **in particular the provision of two beds per room.**
2. The provision of adequate accommodation in all Running Rooms so that there is not even a single case of a loco pilot/ assistant loco pilot/ guard **waiting for bed after arriving** in the running room.
3. Creation of a separate plan head for safety works including the works for running room facilities and provision of adequate funds under this plan head. Until the creation of the aforesaid plan head, works pertaining to running room facilities should be permitted to be proposed under "Traffic facility" plan head with adequate provision of funds.
4. Increase the powers of General Managers for sanctioning works related to running rooms so that the proposals need not be sent to Board for approval unless the value is very high.
5. The institution of running room standing committee should be revived to lend a helping hand in solving the problems being faced by the running staff.
6. Regular monitoring and the compliance of the complaints made in the **complaint register of running rooms** must be ensured.
7. All running rooms should be provided with **air conditioning** in due course beginning with running rooms located in humid/ coastal areas, with **100% power back up** arrangements. A phase wise programme may be drawn and within 5 years, all running rooms on IR be provided with air conditioning facilities. Also, **new running rooms** may be sanctioned **with air conditioning facilities** only.
8. The location for new running rooms should be decided taking into consideration the **noise pollution and air pollution**. The proximity of running room to the booking lobby should also be ensured to the extent possible.
9. Proper **well lit pathways** should be provided from Crew lobbies to running rooms.
10. Provision of various facilities in running rooms as per the guidelines issued by boards from time to time. **Shoe polishing kit and ironing facility** should also be provided in all running rooms, in addition to what has already been prescribed.



11. Ministry of Railways **letter no.2001/M (L)/467/2 dated 10-11-2003** inter-alia provides categorization of the running rooms based on number of beds and facilities as per this categorization. The committee agrees with the categorization and provision of facilities as per this categorization along with the additional facilities recommended above.
12. **Ration based system** should be done away with at the earliest.
13. Only the **fully subsidized meals** should be served to the running staff as is the practice in civil aviation sector. Also, the catering contract should specifically lay down the condition of preparing one or two extra dishes for running staff on demand as per his requirement/ choice, on a token payment. For this purpose, adequate provision of staff, specially the cooking staff, should be made in the contract.
14. For catering contract in the running rooms for the supply of pre cooked meals at subsidized rates, the quality standard should be clearly defined in consultation with a professional/ hotel management/ catering institute. The standard should not be lower than that prescribed for **AC 2- tier passengers in Rajdhani trains**.
15. Estimated rates should be specified for catering contracts which should be workable and comparable with the meal rates of AC 2 tier passengers in Rajdhani trains. Also, to ensure the viability of the quoted rates. It should be clearly stipulated in the tender conditions that the tenderer quoting below the estimates rates would be disqualified.
16. To maintain the financial viability which, in turn, will ensure consistence in quality, the accepted rate should be **updated every 6 months on the basis of consumer price index**.
17. The selection of the service provider should be on the basis of two packet system with pre-qualification bid ensuring his professional capability based on past experience and should financial capacity.
18. Strict penal clauses should be inbuilt in the contract to ensure that there is no compromise on quality during the execution of contract.
19. A **bimonthly feedback system** should be introduced. Under this system, the staff can be asked to give feedback on a 5 or 10 point scale and the contract should be terminated by giving only one chance to the contractor for improving the quality, if the feedback is not satisfactory. The feedback forms and their collection boxes should be **kept in the lobby** instead of running rooms to ensure fair and frank

feedback.

20. Wherever it is not feasible for the Zonal Railways to outsource the catering contract due to location or size of the running room, the North Eastern Railway model of providing the catering facilities through local management committee may be considered for adoption.
21. The administration control of running rooms should be with the same authority which controls the majority of running staff on the division/ area.
22. In metropolitan cities, a beginning may be made by providing 3 or 4 star hotel accommodations to the running staff for resting at outstation. However, initially it may be tried out for running staff working mail/ express/ passenger trains as they work to a link which the arrival and departure timings are known in advance quite accurately. Thus, planning for the accommodation for their stay can be done easily.

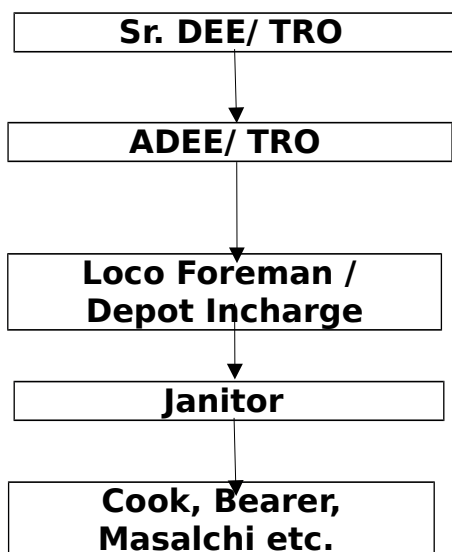
## CHAPTER NO: 02

### EXISTING SCENARIO

#### **2.1 Organization Set-up of the Running Room Staff:**

In Bhusawal Division, Running room staff comes under administrative control of Sr. DEE (TRO). The administrative flow chard for Running room staff is as follows :

#### **Divisional Organization structure of Running Room Staff:**



#### **2.2 Electrical Traction Operation Department:-**

Objectives / duties of Running Room Staff:

Objectives/ duties of running room staff is already discussed in para 1.1 of Chapter 1.

#### **2.3 Duty roster of Running Room staff:**

The Running Room staff work for 08 hours in a shift. The shifts are 08-16, 16-24 & 00-08. The Janitor of the Running Room manages the rest / leave of the existing staff as per convenience.

## **2.4 Duties of the Janitor:**

- i) Overall supervision of Running Room. To supervise house-keeping, linen activities etc.
- ii) To check the cleanliness activities as well as the availability of water/ food articles / gas cylinders etc.
- iii) To manage the duties / rest / leave of running room staff.
- iv) To record the complaints and make suitable compliances.
- v) To handle Official correspondence and imprest dealing.

## **2.5 Duties of the Cook :**

- i) To prepare food as per the material provided the Running Staff on time.
- ii) To ready meals i.e breakfast, lunch & dinner for the running staff in time.

## **2.6 Duties of Masalchi :**

- i) To help the cook in preparing meals.

## **2.7 Duties of Bearer :**

- i) To follow the instructions of the Janitor.
- ii) To serve food meals to the running staff.

## CHAPTER NO.03

### DEPOT WISE UTILIZATION OF THE STAFF

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#### **3.1 Bhusawal Division at a glance :**

3.1.1 Since the Running staff plays vital role in railway transportation, either in passenger traffic or freight traffic, so, it is the moral responsibility of Railway Administration to provide “A home away from home” to the tedious staff. Railway Administration is providing running rooms for rest, as per guidelines issued by Railway Board, from time to time. Running staff is provided with meals, beds, wash rooms, linen etc for day to day requirements.

3.1.2. In BSL Division, there are total 06 running rooms for the running staff at their crew changing points i.e IGP, MMR, NGN, BSL, KNW and BD.

#### **3.1.3. IGP Depot:**

Running room at IGP has been outsourced since more than last 10 years. Only 01 Head Janitor is working in general shift to look after the running room and complaints of running staff.

#### **3.1.3. MMR Depot:**

Scale check of the MMR Running Room:

Category	SS	MOR	VAC
Jr. Janitor	03	02	01
Sr. Cook	04	03	01
Jr. Cook	04	02	02
Astt. Cook	03	03	00
Bearer	13	11	02
Masalchi	03	02	01
	30	23	07

### 3.1.3. NGN Depot :

Scale check of the NGN Running Room :

Category	SS	MOR	VAC
Hd. Janitor	01	01	00
Sr. Janitor	01	01	00
Jr. Janitor	01	00	01
Sr. Cook	04	03	01
Jr. Cook	05	03	02
Astt. Cook	02	00	02
Bearer	13	12	01
Masalchi	01	01	00
Safaiwal	02	02	00
	30	23	07

### 3.1.3. BSL Depot :

Scale check of the BSL Running Room :

Category	SS	MOR	VAC
Sr. Cook	09	08	01
Jr. Cook	08	06	02
Astt. Cook	03	01	02
Bearer	28	28	00
Masalchi	02	02	00
	50	45	05

### 3.1.3. KNW Depot :

Running room at KNW has been outsourced since last 10 years.

### 3.1.3. BD Depot :

Running room at BD has been outsourced recently and the posts of Running Room staff has been surrendered.

## CHAPTER NO. 04 CRITICAL ANALYSIS

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4.1 During the course of work study, it revealed that after outsourcing the running room activities, it has resulted in a huge annual savings. Recently, MMR and BD running rooms has been outsourced. At MMR total money value saved annually is Rs 15 lakh excluding the meal subsidy of Rs 54.2 lakh per year and at BD Rs 7.5 lakh direct saving excluding meal subsidy of Rs96.6 lakh per year.

In view of the above, the Work study team suggests to outsource the activities of NGN and BSL Running Rooms also, leading to annual money savings.

### **Phase - 1 : Outsourcing of NGN Running room activities :**

The Sanctioned Strength of NGN Running Room is 28. If, the Running room activities are outsourced, then Railway Administration can keep 1 staff as a Supervisor in each shift. 02 more staff can be kept as LR+ RG. Total 05 staff will be required for the smooth working of NGN Running Room. After outsourcing, 23 posts out of 28 will be identified as surplus and can be surrendered.

### **Phase - 2 : Outsourcing of BSL Running room activities :**

The construction work of new running room at BSL is under progress. The Sanctioned Strength of BSL Running Room is 50. Similarly, if Running room activities at BSL are outsourced, then Railway Administration can keep 1 staff as a Supervisor in each shift. 02 more staff can be kept as LR+ RG. Total 05 staff will be required for the smooth working of BSL Running Room. After outsourcing, 45 posts out of 50 will be identified as surplus and can be surrendered.

In phase manner, total  $23 + 45 = 68$ , posts will be surrendered.

## Chapter No: 05

# FINANCIAL IMPLICATION

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As per the recommendations of the Work Study report, after outsourcing the activities of running rooms at NGN and BSL, total 68 posts will be surplus and can be surrendered.

The money value of the 68 posts will depend upon the actual surrendering of the respective posts at the time of surrendering.

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