



WORK STUDY REPORT
ON
REVIEW OF KHALLASI (MULTI PURPOSED) STAFF
WORKING IN ENGINEERING (WORKS)
UNDER SSE/W/LKO, BSB, SLN, RBL & PRG
OF
LUCKNOW DIVISION
2019-20
WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAJEEV YADAV	CWSI	MEMBER

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GUIDANCE BY

Sh. ASHOK KUMAR AGARWAL
SWSO

No. 16-CP/18/WS/19-20

Central Planning Cell
Northern Railway;
Headquarters Office,
New Delhi.

EXECUTIVE SUMMARY

This study was allotted to the Central Planning Cell, HQ Office, with a view to identify redundant/unproductive activities in the working of Khallasi (Multipurpose) staff working in Engineering (Works) department under SSE/W/LKO,BSB,SLN & PRG of Lucknow division. The improved methods of working have also been suggested with a view to eliminate the wasteful expenditure of the railways.

STAFF POSITION

The total sanctioned and on roll strength of maintenance staff under SSE/SE(W) mentioned above is as under: -

S.N.	Category	SSE/W/Unit	S/S	O/R	Var.
1	Khallasi Multipurpose	SSE/LKO	30	15	15
2		SSE/BSB	19	11	08
3		SSE/SLN	25	10	15
4		SSE/PRG	18	08	10
5		SSE/RBL	21	12	09
			113	56	57

No. of posts identified as surplus and recommended for surrender: -

Group 'C' = Nil posts

Group 'D' = 57 posts

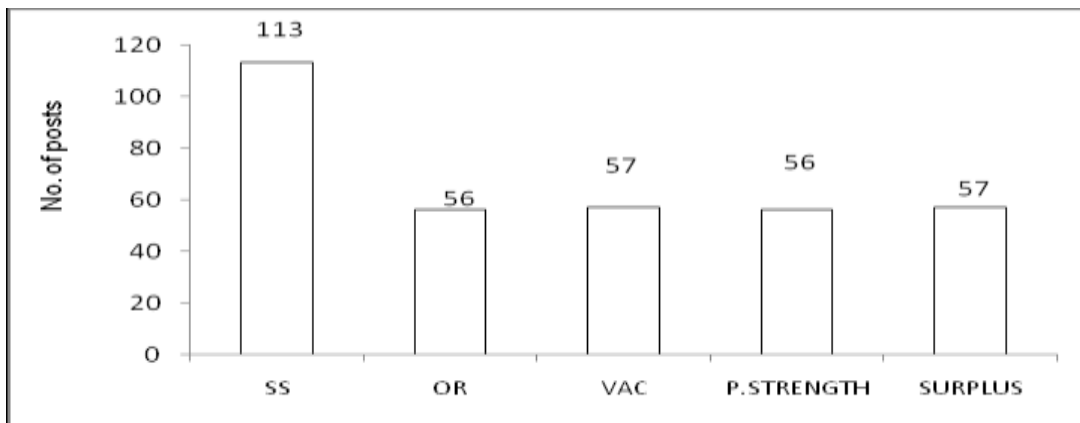
Total = 57 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ■286.89 lacs per annum

Capital savings = Nil

Total savings = ■286.89 lacs per annum



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SYNOPSIS

Indian Railways is the cheapest mode of transport in the country. It is biggest organization of government with huge manpower engaged in its safe working. Several departments are functioning as a team to keep the wheels moving and achieve the goal by transporting passengers and freight from one place to another. The Civil Engineering department plays twin role in providing public utility services. The P.Way department provides good quality of track fitness. On the other hand the works department provides maintenance the infrastructure like residential and service buildings, water supply system, rest houses and public amenities to rail users.

In Railways, the process of absorption of modernization has been started and still in progress in every sphere of system. These technological upgradations have shown considerable improvement in the efficiency and manpower productivity in Railways.

In view of technological developments in every sphere of railway working, the Engg. Works department has also adopted the pattern of working by multiskilling in trades, closing down of redundant activities and outsourcing of major works to contractors. The departmental labour is attending minor/petty repair work, which shows reduced workload. Although the Engineering department (Works side) has executed construction work, wooden/steel work on contractual basis, yet the manpower is being engaged in excess.

Keeping above in view, SDGM/NR assigned this work study to Central Planning Cell, HQ Office with a view to optimize utilization of manpower. After review of existing workload in SSE/W/ units LKO division, the team identified 57 posts of khallasi (Multipurpose) staff as surplus and recommended for surrender. After implementation of all the recommendations made in the report, a net recurring annual saving to the tune of Rs. 286.89 lacs per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

SUMMARY OF RECOMMENDATIONS					
S.No.	Recommendations			Ref.Para No.	Accepting/ Implementing authority
1	It is proposed that 57 posts of Khallasi multipurpose staff are identified as surplus and recommended for surrender.			2.8	ADRM/Admin/LKO SR.DEN/C/LKO SR.DPO/LKO
	S.No.	Works units	Category	Gr. Rs.	No of posts identified surplus
	1	LKO	Khallasi Mulitipurpose	5200- 20222- 1800	15
	2	RBL			09
	3	PRG			10
	4	SLN			15
	5	BSB			08
	Total				57

ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Amit Shrivastava, ADRM/Admin./LKO, Shri S.K.Singh, Sr.DEN/C/LKO, Sh. M.B.Singh, Sr.DPO/LKO and other functionaries for giving their valuable guidance and extending their full cooperation in providing relevant data/information during the conduct of the study.

1.0 INTRODUCTION

- 1.1 Indian railway provides transportation services at a desired level of safety to its users. Being a public utility service it also provides various passenger amenities like drinking water, waiting rooms, clean platform environment within railway premises
- 1.2 It is the Civil Engineering department, which maintains track fitness and maintenance of infrastructures. But as this study is related to (works) side of engineering department, it is necessary to say that entire maintenance (works) of service/residential buildings, bridges, foot over bridges, water system, approach roads etc. is supervised by Sr. Section Engineer (Works) in his jurisdiction.
- 1.3 In works department, a huge manpower has been engaged to meet with the day to day maintenance activities, with heavy amount incurred by railways to meet out their high wages. It is true that Engg. Department is highly expenditure orientated so more attention is required towards its economical approach of men and materials.
- 1.4 The modernization and technological up-gradation in railway system has brought a lot of change in policies, the maintenance work is being outsourced by Engineering (works) department. All the major works are being outsourced. This has resulted in improved quality of maintenance and reduction in workload of works department. Keeping in view above, SDGM/NR assigned the work study to Central Planning Cell HQ Office with a view to review the works maintenance staff in relation to existing workload.

1.5 TERMS OF REFERENCE

The work study has been conducted under the following terms of references: -

1. To review staff strength vis-à-vis existing workload.
2. To identify redundant/unproductive/obsolete activities with a view to eliminate wasteful expenditure.
3. To suggest ways and means to improve the efficiency and productivity of the system.

1.6 METHODOLOGY ADOPTED

The work study is based on the following method study and work measurement techniques: -

1. Data collection and its critical analysis.
2. Physical observations, spot-checks of various activities done by maintenance staff, analytical estimation, and application of yardstick in vogue, if any.
3. Held discussions at various levels.

2.0 BRIEF DESCRIPTION, STAFF POSITION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF AND RECOMMENDATIONS.

2.1 BRIEF DESCRIPTION

Lucknow station is very important being capital of Uttar Pradesh. It is connected with every city of India by rail link. The total Km of (BG) track over LKO division is 1460 kms. The Section layout of Lucknow Division is as under:-

- i) LKO-FD-BSB
- ii) LKO-SLN-BSB
- iii) LKO-RBL-BSB
- iv) LKO-UCR-PFM-JNH-BSB
- v) LKO-ON-UCR
- vi) FD-SLN-PFM(Excluding ALD)

Lucknow Division of Northern Railway interchanges traffic with NER, NCR & ECR.

2.2 ORGANIZATIONAL SET UP

Sr.DEN/Coordination is the administrative head of Engg. Department over LKO Division. There are total 14 sub sectional offices of Works branch under control of DEN-I, Sr.DEN-II, Sr.DEN-III, Sr.DEN-IV, SR.DEN-V and DEN/T. This work study was conducted to review Khallasi multipurpose staff of Engineering Department over LKO division.

2.3 STAFF POSITION

The team collected the staff position of Khallasi multipurpose staff working in SSE/SE/Works Units LKO,RBL,SLN,PRG & BSB of LKO Division for the conduct of the review, which is placed as Annexure-I in the report. The summarized position of staff of these units is given as under:-

Table-I

S.No.	Works unit	Khallasi(Multitpurpose)		
		S/S	O/R	Vacancy
1	LKO	30	15	15
2	RBL	21	12	09
3	SLN	25	10	15
4	PRG	18	08	10
5	BSB	19	11	08
Total		113	56	57

The above table reveals that the sanctioned strength of khallasi(Multipurpose) staff in the above works units is 113 while 56 are on roll with 57 vacant posts under different SSE/SE (Works) units.

2.4 ACTIVITIES PERFORMED BY KHALLASI MULTIPURPOSE STAFF (WORKS)

The khallasi multipurpose staff work under control of SSE/SE (Works) and carry out the following activities under their jurisdiction.

1. The khallasi multipurpose staff is provided in Engg.(Works) to assist the artisan staff i.e. Mason, fitter, Black Smith, carpenter and painter.
2. The khallasi multipurpose staff also assists in the working which is deputed by the SSE/SE works.

2.5 CRITICAL ANALYSIS

- 2.5.1 Since manpower is the biggest component of the expenditure of Indian Railways, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.
- 2.5.2 The study is confined to provide the actual requirement of khallasi multipurpose staff in view of existing workload. In Engineering Deptt.(Works side) the major works are outsourced. Similarly road construction, replacement of wooden/iron doors and windows is being carried out by contractors. Certain annual maintenance and repairs like white washing and painting of staff quarters/service buildings, remodeling of quarters etc. are carried out under zonal contract.
- 2.5.3 The one of biggest advantage of outsourcing is cost savings. The lower cost of labour provided by outsourcing is very economical to the system. In the Engineering (works) department the khallsi multipurpose staff is a big force. This staff is deployed to assist the artisan staff. This staff falls in unskilled and non safety category. The departmental labour cost much higher than the contractual labour. There are 57 posts of khallasi multipurpose staff in different works unit of Luncknow division are lying vacant since long. The intake of khallasi multipurpose staff is not allowed being non safety category. The labour contract already exists in the Zonal contract of Engg. department for day to day requirement unskilled staff. So vacant 57 posts of Khallasi multipurpose staff are identified as surplus.

2.6.0 REQUIREMENT OF KHALLASI MULTIPURPOSE AND RECOMMENDATIONS

2.6.1 The Khallasi multipurpose staff is unskilled and falls in the non safety category. The activities of this unskilled staff may be outsourced through a labour contract. The safety is not infringed by the outsourcing the activities of Khallasi multipurpose. Rightsizing of the Railways has been the refrain in recent times particularly since it has a direct bearing on the profitability of the Railways and operating ratio. This will be cost saving too the Railways.

SUMMARY OF EXISTING AND PROPOSED KHALLSI MULTIPURPOSE STAFF

S.No.	Works units	S/S	O/R	Proposed requirement	Posts identified surplus
1	LKO	30	15	15	15
2	RBL	21	12	12	09
3	SLN	25	10	10	15
4	PRG	18	08	08	10
5	BSB	19	11	11	08
Total		113	56	56	57

RECOMMENDATION NO.1

It is proposed that 57 posts of Khallasi multipurpose staff from the Different works units are identified as surplus and recommended for surrender.

	Works unit	Category	GP Rs.	No. of posts identified surplus as
S.No.				
1	LKO	Khallasi multipurpose	5200-20200-1800	15
2	RBL			09
3	SLN			15
4	PRG			10
5	BSB			08
Total				57

3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on Engineering (Works) Khallasi multipurpose staff working under SSE/SE/Works units LKO,RBL,SLN,PRG & BSB of LKO division is as under:-

(Figures in Rs.)

S.No.	Category	Grade Rs.	Montly value per post	S/S	Monthly expenditure	Annual expenditure
1	Khallasi Multipurpose	5200-20200-1800	41944	113	4739672.00	56876064.00
Total				113		56876064.00

The above table reveals that the annual expenditure being incurred on 113 sanctioned strength of Engineering (Works) Khallasi muldtipurpose staff working under SSE/W/Units LKO,RBL,SLN,PRG & BSB of LKO division is ■56876064.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of khallasi multipurpose staff working under SSE/SE/Works Units LKO,RBL,SLN,PRG & BSB of LKO division is as under:-

(Figures in Rs.)

S.No.	Category	Grade Rs.	Montly value per post	P/S	Monthly expenditure	Annual expenditure
1	Khallasi Multipurpose	5200-20200-1800	41944	56	2348864.00	28186368.00
Total				56		28186368.00

The above table reveals that total annual expenditure on 56 proposed posts of Engineering/Works Khallasi multipurpose staff working under SSE/SE/Works Units LKO,RBL,SLN,PRG & BSB of LKO division will be reduced to ■28186368.00 instead of ■56876064.00 and net recurring saving of ■28689696.00 per annum will be achieved.

4.0 ANTICIPATED RECURRING SAVINGS

SN	Category	Pay scale + Grade pay ■■	No. of posts	Monthly value per post ■■.	Total annual recurring saving■■.
1	Khallasi Multipurpose	5200-20200- 1800	57	41944	28689696.00
Total			57		28689696.00

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 57 posts

Total = 57 posts

Anticipated recurring saving = ■■ 286.89 lacs per annum

Capital saving = Nil

Total saving = ■■ 286.89 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department: - Engineering (Works)

Name of study: - Review khallasi Mutipurpose staff working under SSE/SE/works units LKO,RBL,SLN,PRG & BSB of LKO division.

Activity Centre: - Over Moradabad division.

S.No	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	
				Proposed requirement of staff	Representative workload
1	Assists the artisan staff in the maintenance and petty repairs of railway assets.	Deployed with artisan staff for the maintenance of service/ residential buildings, platform surface, water pumping stations, patch repair of roads, maintenance of level crossing gates, bridges and other misc. works under the jurisdiction of works depot.	The works depot wise staff strength is as under: - SS =113 OR =56 Vac.=57	The work study team identified 57 posts of khallasi multipurpose staff as surplus and recommended for surrender.	The workload of khallasi multipurpose staff will be reduced by the execution of labour contract .

LIST OF ANNEXURE

SN	Contents	Anex.No.
1	Statement showing staff position of SSE/SE(Works) units LKO,RBL,SLN,PRG & BSB of LKO division	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/18/WS/19-20 dt.18.06.2019.	II

Annexure-I

Staff position of Khallasi multipurpose staff working in SSE/SE/Works units
LKO,RBL,SLN,PRG & BSB of LKO division

S.No.	Works unit	Khallasi(Mulitpurpose)		
		S/S	O/R	Vacancy
1	LKO	30	15	15
2	RBL	21	12	09
3	SLN	25	10	15
4	PRG	18	08	10
5	BSB	19	11	08
Total		113	56	57

Salient features of the work study

Name of the Work study: Review of Khallasi multipurpose staff working in Engg. /works/SSE/units LKO, RBL,SLN,PRG & BSB of LKO division.

No. 16-CP/07/WS/19-20

The study is confined to provide the actual requirement of Khallasi multipurpose staff in view of the existing workload. In Engineering Deptt.(Works side) the major works are outsourced. Similarly road construction, replacement of wooden/iron doors and windows is being carried out by contractors. Certain annual maintenance and repairs like white washing and painting of staff quarters/service buildings, remodeling of quarters etc. are carried out under zonal contract.

The khallasi multipurpose staff is unskilled and falls in the non safety category. The departmental labour cost much higher than the contractual labour. The activities of helper khallasi staff is already outsourced in zonal contract of Engg. department for maintenance over LKO division for day to day requirement. So 57 vacant posts of khallasi multipurpose staff are identified as surplus.

1. (i)	Total sanctioned of Traffic Khallasi staff	=113
(ii)	On roll strength	=56
(iii)	Vacancy	=57
(iv)	Proposed strength	=56
(v)	Surplus	=57