



WORK STUDY REPORT
ON
REVIEW OF RUNNING ROOM STAFF
WORKING AT R.ROOM/BSB UNDER CONTROL OF
MECHANICAL (O&F) DEPARTMENT
OF LUCKNOW DIVISION
2019-20

WORK STUDY TEAM

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

DATE OF COMMENCEMENT	:	09.05.2019
DATE OF COMPLETION	:	15.05.2019

GUIDANCE
BY
SH. ASHOK KUMAR AGARWAL
SWSO

NO.16-CP/11/WS/2019-20

CENTRAL PLANNING CELL
NORTHERN RAILWAY
BARODA HOUSE
NEW DELHI.

EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office to identify redundant/unproductive activities and to suggest improved methods of working due closure of most of the activities in the Running Room/BSB of LKO Division under the control of Mechanical(O&F) Department.

STAFF POSITION

The sanctioned and on roll strength of Running Rooms staff controlled by Mechanical(O&F) Department is detailed below:-

S.No.	Category	Grade Rs.	S/S	O/R	Variation
1	R.R.Cook-II	5200-20200-2400	09	01	08
2	R.R.Cook-III	5200-20200-1900	12	01	11
3	R.R.Asstt Cook	5200-20200-1800	03	-	03
3	RRB	5200-20200-1800	20	21	+01
	Total		44	23	21

No. of posts identified surplus and recommended for surrender.

Group 'C' = 24 posts

Group 'D' = 20 posts

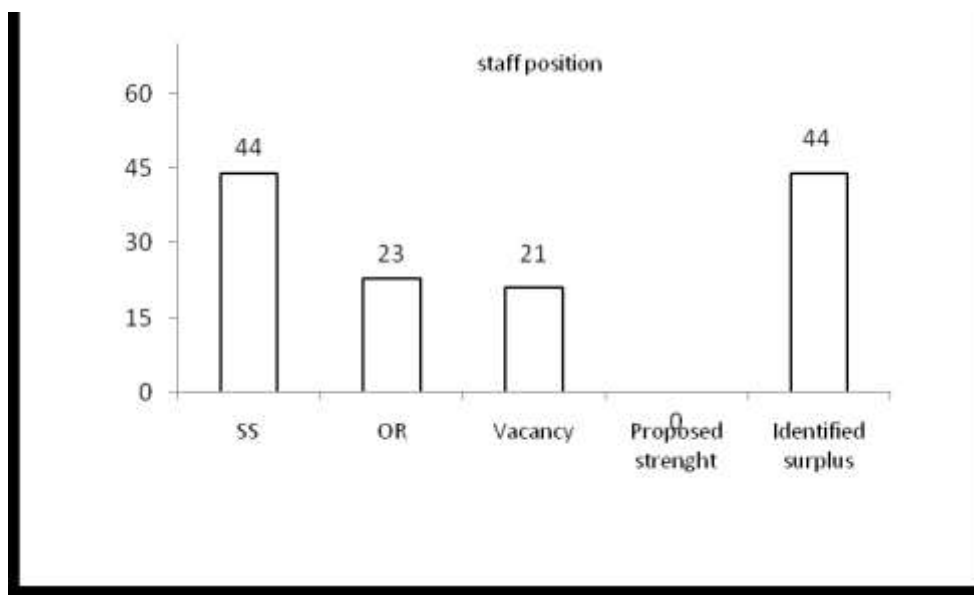
Total = 44 Posts

FINANCIAL IMPLICATIONS

Anticipated recurring saving = ■ 247.24 lacs per annum

Capital Saving = Nil

Total recurring saving = ■ 247.24 lacs per annum.



INDEX

SN	Chapter No	Contents	Pages	
			From	To
1	-	Synopsis	4	-
2	-	Summary of recommendations	5	-
3	-	Acknowledgement	6	-
4	I	Introduction	7	-
5	II	Brief description, staff position, critical analysis, requirement of staff and recommendations	8	10
6	III	Financial Implications	11	12
7	-	Work study report detailed chart	13	-
8	-	List of annexures	14	-

SYNOPSIS

Indian Railways is a unique example of unity in diversity in which more than ten departments are working towards achieving a single goal of carrying freight and passenger trains at the optimum level of safety, security, reliability and punctuality. To cope with the increasing volume of traffic, it has become imperative to adopt improved working techniques to enhance the efficiency and economy. With the introduction of advanced technology, the working pattern has also been changed and some activities have become redundant. The elimination of such redundant activities from the system has improved the system to the desired level.

Running Rooms play a vital role for providing adequate and comfortable rest to loco pilots, guards and other running staff to enable them to get refreshed so as to work trains smoothly and efficiently.

Keeping in view of above, SDGM/NR directed Central Planning Cell HQ to conduct a review of BSB Running Room staff controlled by Mechanical(O&F) Department with a view to optimize the manpower due to advancements/modernization.

Finally, the team is of the opinion that if the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of ■ 247.24 lacs per annum is likely to be achieved after surrendering of 44 posts identified as surplus.

SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority															
1	<p>It is proposed that 44 posts (24 posts of RRC and 20 posts of RRB) R. Room staff are identified as surplus and recommended for surrender.</p> <table><tr><td>R. R. Cook-II</td><td>GP ■ 2400</td><td>09</td></tr><tr><td>R. R. Cook-III</td><td>GP■ 1900</td><td>12</td></tr><tr><td>R.R. AssttCook</td><td>GP ■ 1800</td><td>03</td></tr><tr><td>R.R. Bearer</td><td>GP ■ 1800</td><td>20</td></tr><tr><td>Total</td><td></td><td>44</td></tr></table>	R. R. Cook-II	GP ■ 2400	09	R. R. Cook-III	GP■ 1900	12	R.R. AssttCook	GP ■ 1800	03	R.R. Bearer	GP ■ 1800	20	Total		44	2.2.4	ADRM/Admin/LKO Sr. DME/O&F/LKO Sr. DPO/LKO
R. R. Cook-II	GP ■ 2400	09																
R. R. Cook-III	GP■ 1900	12																
R.R. AssttCook	GP ■ 1800	03																
R.R. Bearer	GP ■ 1800	20																
Total		44																

ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Amit Shrivastava,ADRM/Admin./LKO, Shri Vipul Singh, Sr. DME/O&F/LKO, Shri M.B.Singh, Sr. DPO/C/LKO, Sh. Praveen Kumar Bhalla, CPI/MPP/LKO and other functionaries for giving valuable guidance and extending their full co-operation for providing requisite data/information during the conduct of study.

1.0 INTRODUCTION

Varanasi station is very important station of LKO division. It is connected with almost 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)

Varanasi station of Northern Railway interchanges traffic with NER & ECR.

1.2 The movement of coaching and goods traffic is controlled by the operating department and employees of different departments contribute directly/indirectly in the train operation. The running room's staff is involved indirectly in train operations by extending rest facilities to the loco pilots, guards and other running staff.

1.3 As a matter of fact, time bound train operation is essential to bring efficiency in the working system. Loco pilots and guards can work in train operations smoothly only if they have comfortable rest in running rooms. So adequate facilities are required in running rooms.

1.4 Keeping in view of above, SDGM/NR directed to conduct the "Review of Running Rooms staff working at R.Room, BSB under control of Mechanical(O&F) Department of LKO Division" to eliminate wasteful expenditure and to optimize utilization of assets and manpower. It was also emphasized that unproductive/obsolete activities be eliminated to increase productivity.

1.5 TERMS OF REFERENCE

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

- i) To review staff strength vis-à-vis workload.
- ii) To suggest ways and means to identify redundant/unproductive activities to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve the system economically in view of modernization and systems development.

1.6 METHODOLOGY ADOPTED

The following method study and work measurement techniques were adopted to conduct the study: -

- i) Data collection and its critical analysis.
- ii) Work sampling, analytical estimation, spot observations, physical checks and yardstick in vogue, if any, to assess the performance of staff.
- iii) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, REQUIREMENT OF STAFF, RECOMMENDATIONS & OBSERVATIONS

2.1.0 The train crews and guards are booked to work mail/Express/passenger/goods train and DMU trains as per their links framed by Sr.DME/O&F and Sr. DOM respectively and supervised by Sr. Crew Controller. To provide comfort to the incoming crews/guards, the running rooms facilities are provide at Running Room, Varanasi which are under the control of Mechanical(O&F) of LKO Division.

2.1.1 The study is confined to review the staff working in Running Room of Varanasi under the control of Mechanical (O&F) of LKO Division.

2.2.0 STAFF POSITION

2.2.1 During the course of study, the team collected the staff position of running room, Varanasi and is placed as annexure no. I in the report.

S.No.	Category	S/S	O/R	Var.
1	RRC	21	02	19
2	Asstt. RRC	03	-	03
3	RRB	20	21	+01
	Total	44	23	21

The above table reveals that on roll strength is 23 against the sanctioned strength of 44 and 21 posts are lying vacant.

2.3.0 CRITICAL ANALYSIS

2.3.1 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.

2.3.2 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 Mechanical (O&F) department the RRC/RRB staff is deployed in the Running Room. The running room activities in the Running Room/BSB have been outsourced since October'2018.The RRC/RRB staff falls in unskilled and non safety category. The departmental man power cost much higher than the contractual labour. The intake of RRC/RRB staff is not done being non safety category. After outsourcing of running room activities there is no requirement of RRC/RRB staff.

2.3.4 During the course of study, the work study team visited Running Room, Varanasi and observed their maintenance standard and quality of service being provided by the contractor. The team observed that the satisfactory services are being provided by the contractor in the

Running Room, Varanasi. The running room activities at BSB have been outsourced in October '2018 and functioning satisfactorily.

2.4.0

DEPLOYMENT OF STAFF

2.4.1

During the course of study the team collected the actual deployment of RRC and RRB. The team observed that the staff is still engaged in Running Room, Varanasi while all the running rooms' activities have been outsourced at R.Room/BSB.

S.No.	Category	No. of staff	Activities	Remarks
1	RRB	01	With CLI/BSB	04 staff in each shift i.e. 04X3=12
		01	In subsidies meal store.	
		02	As out kitchen bearer.	
2	RRB	03	One in each shift in old running room as custodien.	03
3	RRB	04	Working in RDI.	04
4	RRC	01		01
5	Working as RG/LR			03
Total				23

2.4.0

REQUIREMENT OF STAFF AND RECOMMENDATIONS

The work study team visited Running Room, Varanasi controlled by the Mechanical (O&F) Department of LKO Division. The team observed the working of RRB and RRC categories. The running room activities at Running Room/BSB has already been out sourced since October'2018. The contractor provides manpower for cooking, out kitchen bearer, housekeeping work, supervisory work, washing of utensils, unarmed watchman and gardening work in the Running Room. No departmental staff is engaged in these activities. The RRC/RRB staff is being utilized in other activities and at different locations.

2.4.1

VARANASI RUNNING ROOM

This running room is supervised by the SSE/Loco/BSB. Previously there were two running rooms at BSB, one was called the BSB Coaching running room having 42 beds and 60 occupancy and second one was BSB loco colony running room having 28 beds with 35 occupancy. Now the new building has been constructed and handed over to Mechanical (O&F) in October, 2018. The new building has 51 rooms i.e. 44 bed rooms (02 beds in each room) and 07 rooms for other purpose. This running room provides services to the Crews and guards of NR, ECR

and NCR. The occupancy of the running rooms is 93 beds in 24 hours. Management of integrated new running room at BSB has already been outsourced since October'2018 for two years at a total contract value of Rs.2,33,10149.40 (Rs two crore , thirty three lacs, ten thousands one hundred forty nine and forty paisa only).The contractor is providing 43 manpower round the clock for cooking, out kitchen bearer, housekeeping work, supervisory work, washing of utensils, unarmed watchman and gardening work in the Running Room,Varanasi.

2.4.2 As all the activities of Running Room staff R.Room, Varanasi have been outsourced and thus there is no requirement of RRC and RRB staff so, all the 44 sanctioned posts of RRC/RRB are identified as surplus and recommended for surrender.

SUMMARY OF EXISTING AND PROPOSED REQUIREMENT OF RRC/RRB/RRM

S.No.	Running Room	S/S	O/R	Proposed strength	Identified surplus	Remarks
1	BSB	44	23	-	44	All the activities of running rooms are outsourced
Total		44	23	-	44	

The above table reveals that the sanctioned strength of RRC/RRB staff is 44 and there is no proposed requirement, hence 44 posts are identified as surplus and should be surrendered.

Recommendation No.1

It is proposed that 44 posts (24 posts of RRC and 20 posts of RRB) Running Room staff are identified as surplus due to outsourcing of running room activities and recommended for surrender.

R. R. Cook-II Grade	■ 5200-20200-2400	=09
R. R. Cook-III Grade	■ 5200-20200-1900	=12
R.R. Asstt. Cook Grade	■ 5200-20200-1800	=03
R.R. Bearer Grade	■ 5200-20200-1800	=20
Total		=44

3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on RRC/RRB staff working at Running Room/BSB of LKO Division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	S/S	Monthly expenditure	Annual expenditure
1	RRC-II	5200-20200-2400	59696	09	537264	6447168.00
2	RRC-III	5200-20200-1900	46536	12	558432	6701184.00
3	R.R. Asstt. Cook/RRB	5200-20200-1800	41944	23	964712	11576544.00
Total				44		24724896.00

The above table reveals that the annual expenditure being incurred on 44 sanctioned posts of RRC/RRB working at different Running Room/BSB of LKO Division is Rs. 24724896.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of RRC/RRB staff working at different Running Room/BSB of LKO Division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	P/S	Monthly expenditure	Annual expenditure
1	RRC	5200-20200-1900	59696			
2	RRC-III	5200-20200-1900	46536	-	-	-
3	R.R. Asstt. Cook/RRB	5200-20200-1800	41944	-	-	-
Total				-	-	-

The above table reveals that total annual expenditure on RRC/RRB staff will be reduced to zero instead of ■24724896.00 and net annual recurring saving will be ■24724896.00

3.3.0 ANTICIPATED RECURRING SAVINGS

S.No.	Category	Pay scale + Grade pay ■■	No. of posts	Rec. No	Monthly value per post ■■.	Total annual recurring saving ■■.
1	RRC-II	5200-20200- 2400	09	1	59696	6447168.00
2	RRC-III	5200-20200- 1900	12	1	46536	6701184.00
3	R.R. Asstt. Cook/RRB	5200-20200- 1800	23	1	41944	11576544.00
Total			44			24724896.00

No. of posts identified as surplus: -

Group 'C' = 21

Group 'D' = 23 posts

Total = 44 posts

Anticipate recurring saving =■■ 247.24 lacs per annum

Capital saving = Nil

Total saving = ■■ 247.24 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department: -Mechanical(O&F)

Name of study: - Review of BSB Running Room staff controlled by Mechanical(O&F)

Department of LKO Division.

Activity Centre: - Running room/BSB

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Representative workload
1	Running room/BSB of LKO Division controlled by Mechanical(O&F) Department provides rest to Crews, guards and other running staff.	The running room/BSB has been out sourced with entire activities.	SS=44 OR=23 Vac=21	The work study team recommended that 44 posts of RRC/RRB staff should be surrendered as all the running room activities at BSB have been outsourced.	All the running room activities have been outsourced in R.Room/BSB.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of RRC/RRB of running room/BSB of LKO Division controlled by Mechanical/O&F Department.	I
2	Letter of C.P.Cell to initiate the work study No.16-CP/27/18-19 dt.06/08/18renamed 16-CP/11/WS/19-20	II

Annexure-I

Statement of showing staff position of R.Room/BSB

S.No.	Category	Grade Rs.	S/S	O/R	Variation
1	R.R.Cook-II	5200-20200-2400	09	01	08
2	R.R.Cook-III	5200-20200-1900	12	01	11
3	R.R.Asstt Cook	5200-20200-1800	03	-	03
3	RRB	5200-20200-1800	20	21	+01
	Total		44	23	21

