

दक्षिण मध्य रेलवे  
**SOUTH CENTRAL RAILWAY**  
**WORK STUDY REPORT**  
ON  
**REVIEW OF STAFF STRENGTH**  
OF  
**AC COACH ATTENDANTS OF ELECTRICAL GENERAL SERVICES DEPARTMENT**  
OVER  
**SECUNDERABAD DIVISION**  
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मार्गदर्शक

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**SECUNDERABAD**

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## अनुक्रमणिका - I N D E X

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## **ACKNOWLEDGEMENT**

The Central Planning Organization takes this opportunity to express hearty thanks to Officials and Inspectors of Electrical General Services Department and Personal Department of SC Division for their valuable guidance and co-operation in extending their support by giving necessary information/statistical data.

## **METHODOLOGY**

The Work Study department has applied the following techniques for completion of the Work Study.

1. Collection of the details of sanctioned staff strength and workload particulars.
2. Interaction with Branch Officers and Staff.
3. Critical examination of existed workload.
4. Assessment of manpower requirement.

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## **SYNOPSIS**

**G.276/2/ WSSCR-10/2020-21**

- ❖ **SUBJECT: REVIEW OF STAFF STRENGTH OF AC COACH ATTENDANT IN ELECTRICAL GENERAL SERVICES DEPARTMENT OVER SC Divn.**
- ❖ **AUTHORITY: SDGM/Planning/SC**
- ❖ **STUDY REFERENCE File No: Lr. No.G.276/2/ WSSCR-10/2020-21.**
- ❖ **AREA OF ACTIVITY: Electrical General Services Department of SC Division.**

As per the Annual Work Study Programme 2020-21, the Central Planning Cell of South Central Railway has taken up Work study on the "Review of staff strength of AC Coach Attendants in Electrical General Services Department over SC Division" with a purpose to identify surplus staff.

### **I. REMARKS OF WORK STUDY TEAM:**

The maintenance activities wherein high sophisticated professionalism is involved has been outsourced/maintained by OEMs. It is also evident that the non-core activities are being outsourced in almost all the departments. **Redundant activity is identified in every department, One such activity which has become redundant in Electrical General Services is bed roll distribution activity by AC coach attendant in AC Coaches.**

### **II. SAVE POSITION :**

<b>SAVE position of ACCA</b>			
	<b>San</b>	<b>Act</b>	<b>Vac</b>
ACCA.I	4	0	4
ACCA.II	88	65	23
ACCA.III	0	12	-12
<b>Total</b>	<b>92</b>	<b>77</b>	<b>15</b>

### **III. REQUIREMENT OF AC COACH ATTENDANT ON NEED BASIS:**

**Since the activity of AC coach attendant(Bed roll) is handed to over to Mechanical Department and further outsourced, the AC coach attendant has become redundant. There is no requirement of Departmental AC coach attendant(ACCA).**

**IV. RECOMMENDATIONS:** It is recommended to surrender **92** redundant posts ( **15** vacant posts immediately and remaining **77** posts after redeployment ) of ACCAs in AC wing of Electrical General Services Department from book of sanctions.

**V. EFFECTIVE SAVINGS:** On implementation of the recommendations brought out in the Work-study report an annual savings of **Rs. 268 lakhs** can be achieved

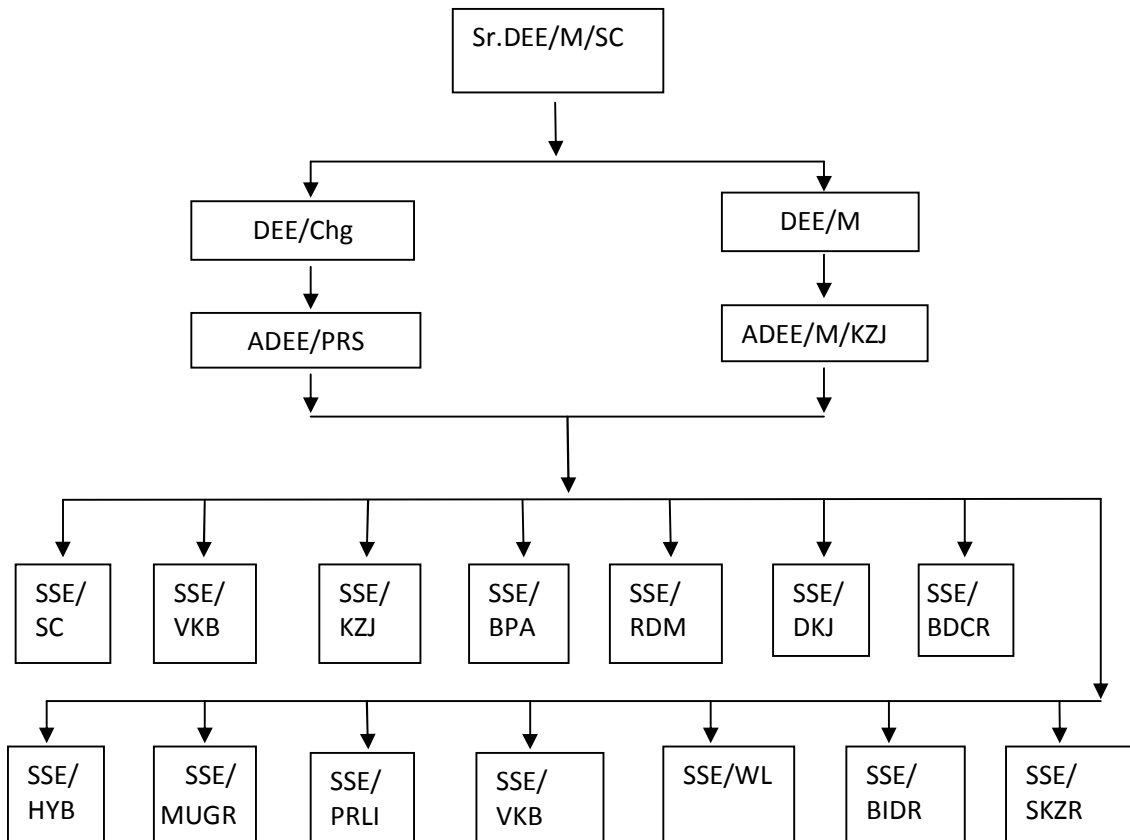
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**1.0 प्रस्तावना INTRODUCTION**

- 1.1 **RAILWAY'S ROLE:** Indian Railways is a premier transport service provider to the nation and is vested with the responsibility of carrying bulk of freight and passenger traffic across the country at economical rates. The Indian Railways operates through 16 Zones with 68 Divisions to serve the above objective.
- 1.2 **GENESIS OF THE REPORT:** It is evident that the Operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have to reduce the expenses from all corners. The major portion of expenses being staff expenses, all out efforts have to be made to contain the same.
- 1.3 With a view to right size the manpower, Railway Board have chosen a few select areas and are monitoring the manpower available in those activities on all divisions of Indian Railways. This includes the study of "*Electrical General Services*".
- 1.4 It is seen that the technological development in Electrical department of the Railway is going in leaps and bounds and day by day modernized equipment are pressed into service which are not only having technologically improved features but requires least or no maintenance or at the most maintenance consisting of replacing of a unit/module completely. In fact with modern equipment nothing more can be done, except replacement of a defective unit/module, thus considerably lessening the onerous task of repairing each and every portion of any circuit.
- 1.5 It is also pertinent that majority of non-core activities are activities are outsourced.
- 1.6 In view of the above, the Central Planning Organization conducted Work study of Electrical General Services (TL & AC) of Secunderabad Division over South Central Railway.
- 1.7 Secunderabad division is one of the important Divisions in which Electrical Department plays an important role in smooth running of trains and providing services. Its jurisdiction includes the following B.G Section with various Industrial sidings etc.
  - a) SC-HYB-WADI
  - b) SC-KZJ-DKJ-BDCR-MUGR
  - c) DKJ- KI
  - d) KZJ-BPQ
  - e) VKB-PARLI

**2.0 EXISTING SCENARIO:**

- 2.1 ORGANISATION:** An Electrical Engineer in Junior Administrative scale i.e. Senior Divisional Electrical Engineer is in-charge of all the Electrical assets on the Division and works under the administrative control of Divisional Railway Manager
- 2.2** The Electrical Engineer in-charge of the Division is responsible to the Chief Electrical Engineer for the efficient maintenance and upkeep of installations and maintains of all Electrical assets on the Division. He is assisted by DEE/Chg, DEE/M, ADEE-I, ADEE-II and further assisted by supervisory officials as follows:



**2.3. Jurisdiction(AC wing):** On Secunderabad Division under the General Services of Electrical Department there are 2 Units/ Depots, headed by respective SSEs/SEs:

1. SECUNDERABAD Depot.
2. HYDERABAD Depot

**2.4 SAVE position of ACCAs of Electrical General Services is furnished below:**

<b>Air-conditioning</b>			
ACCA.I	4	0	4
ACCA.II	88	65	23
ACCA.III	0	12	-12
<b>Total</b>	<b>92</b>	<b>77</b>	<b>15</b>

**2.5 Duties of AC Escorting Staff Before Departure:**

**I) Duties of Ac Coach Attendant:**

- a) To be present one hour before the schedule departure of the train.
- b) To collect and verify the bed rolls sufficient for the whole journey and make proper storage in the coach.
- c) To assist the AC coach mechanic before Commencement of the journey and enroute to take readings.
- d) To assist the AC coach mechanic in the rectification of minor faults in the AC coach equipment enroute.
- e) Keep doors closed during run & open at station when train is stopped.
- f) Collect the details of boarded passengers and boarding enroute from TTE , distribute the bed roll and blankets accordingly.
- g) Hand over the remaining unused linen and soiled linen to coaching depot in-charge on completion of journey.

**II) Duties of AC Coach Mechanic:**

- a) Should be available in the coach one hour before schedule departure of the train.
- b) Check logbook of the coach for any entry by the maintenance staff and act accordingly.
- c) Check the condition of V-belts in stable condition.
- d) Check OFF load battery voltage.
- e) Record all parameters of the equipment in the logbook.
- f) Check all the grills inside the coach. These should be in open condition.
- g) Check all lights, emergency lights, fans, night lamps, reading lamps & mobile charging sockets.
- h) Attend complaint of passengers, if any.
- i) Should do temporary connection in TL coach also, if required.

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**3.0 आलोचनात्मक विश्लेषण CRITICAL EXAMINATION:**

1. Electrical General Services Organization is mainly divided into two wings i.e. 1) Power maintenance and 2) Air Conditioning & Train Lighting.
2. Power maintenance wing basically performs the day-to-day Electrical Maintenance work of the Division. It also plays a proactive role by ensuring required power supply arrangements to various Railway establishments. Besides this it also looks after the operations and maintenance of various electrical installations including residential quarters (*maintenance + meter reading activity*), service buildings, PRS/UTS locations, stationary air conditioning units, pumps, lifts, LC gates, maintenance of high tension lines and underground cables for electrical distribution system etc.
3. TL & AC wing performs the activities of Train lighting maintenance, AC Coach maintenance at coaching depots. This wing also rectify the minor technical failures in AC & Non-AC coaches enroute.
4. It is seen that the technological development in Electrical department of the Railway is going in leaps and bounds and day by day modernized equipment are pressed into service which are not only having technologically improved features and also requires least or no maintenance or at the most maintenance consisting of replacing of a unit/module completely.
5. It may be pertinent to mention that the maintenance activities wherein high sophisticated professionalism is involved has been outsourced/maintained by OEMs. It is also evident that the non-core activities are being outsourced in almost all the departments. **Redundant activity is identified in every department, One such activity which has become redundant in Electrical General Services is AC bed roll activity by AC coach attendant.**

**3.1 Duties of AC Coach Attendant:**

- h) To be present one hour before the schedule departure of the train.
- i) To collect and verify the bed rolls sufficient for the whole journey and make proper storage in the coach.
- j) To assist the AC coach mechanic before Commencement of the journey and enroute to take readings.
- k) To assist the AC coach mechanic in the rectification of minor faults in the AC coach equipment enroute.
- l) Keep doors closed during run & open at station when train is stopped.
- m) Collect the details of boarded passengers and boarding enroute from TTE , distribute the bed roll and blankets accordingly.
- n) Hand over the remaining unused linen and soiled linen to coaching depot in-charge on completion of journey.



### **3.2 Observations by work study team:**

1. Escorting staff of Electrical General services in AC coaches comprising of Technician and Helper. Deployment of AC coach technician is "one technician for every four AC coaches and additional one staff for below four coaches" as per Commercial circular no.29/1999 dated 13.09.1999.

Escorting staff are deployed such that all the staff are uniformly distributed within the available roster/link.

2 . Bed roll activity which was carried out by AC coach attendant is handed over to mechanical department vide CRSE Lr.noM.13/C&W/Cleanliness/215/linen/Vol.II dated 18.08.2016 and further outsourced.

Bed roll distribution contract is floated by grouping similar kind of trains into one based on the frequency , train kilometers & type of train viz rajadhani, duronto , express etc. "The scope of work" of the "bed roll distribution contract" includes all the activities which were carried out by ACCAs.

### **3.3 Analysis of Work study team**

As the 33 per cent of railways expenditure goes into salaries and allowances, while over 18 per cent on pension of retired employees. In order to minimize the salary expenditure and to make the organization run on the profit, the railways like other organizations there is need to right size the manpower.

Railway Board identified certain categories on which the Zonal Railways may conduct work-study and identify the categories which have become redundant due to the technological development and improved working practices and also to identify the non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower available in our country

Vide RB's Lr No. 2015-B-235 of dt, 21.04.16, Para No. VI (D) cost benefit analysis of outsourcing activity hitherto done departmentally to be carried out for all such jobs done over last 5 years. Staff to be totally withdrawn and redeployed for activities / works which are outsourced already.

Work study team has identified the category of AC coach attendant as redundant .

### **3.4 Comparative statement of SAVE position of AC Coach attendants of all Divisions in SCR**

SAVE POSITION OF ACCA			
	SAN	ACT	VAC
SC	92	<b>77</b>	15
BZA	2	<b>2</b>	0
GTL	0	<b>0</b>	0
HYB	14	<b>1</b>	13
GNT	0	<b>0</b>	0
NED	0	<b>0</b>	0

From the above statement , it is evident that no “on roll” staff of AC coach attendants are available in the Divisions except Secunderabad Division.

### **3.5 Requirement of AC coach attendant**

Since the activity of AC coach attendant(Bed roll) is handed to over to Mechanical Department and further outsourced, the AC coach attendant has become redundant. There is no requirement of Departmental AC coach attendant.

SAVE position of ACCA			
	San	Act	Vac
ACCA.I	4	0	4
ACCA.II	88	65	23
ACCA.III	0	12	-12
<b>Total</b>	<b>92</b>	<b>77</b>	<b>15</b>

### **3.6 Recommendations:**

It is recommended to surrender **92** redundant posts ( **15** vacant posts immediately and remaining **77** posts after redeployment ) of ACCAs in AC wing of Electrical General Services Department from book of sanctions.

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**4.0 आलोचनात्मक विश्लेषण FINANCIAL IMPLICATIONS:**

**4.1** If the recommendation is accepted, the recurring savings on surrender of the under mentioned posts in Electrical General Services over Secunderabad Division would be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	DA @ 17 %	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To					
1.	ACCA	18000	56900	<b>92</b>	(18000+23500)/2 =20750	3527	22,33,484	26801808

- On implementation of the recommendations brought out in the Work-study report an annual savings of **Rs. 268 lakhs** can be achieved.

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अध्याय-5  
**CHAPTER – 5**

संस्तुती **RECOMMENDATION**

<u>RECOMMENDATION</u>	Para No.
It is recommended to surrender <b>92</b> redundant posts ( <b>15</b> vacant posts immediately and remaining <b>77</b> posts after redeployment ) of ACCAs in AC wing of Electrical General Services Department from book of sanctions.	<b>3.6</b>

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