

ON
REVIEW OF MISC Gr. 'C' & 'D' AND MINISTERIAL
STAFF WORKING
IN OPERATING DEPARTMENT
OVER
LUCKNOW DIVISION
2020-21

WORK STUDY TEAM

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DATE OF COMMENCEMENT: 14/09/2020
DATE OF COMPLETION : 16/09/2020

No. 16-CP/17/WS/2020-21

Central Planning Cell,
Northern Railway,
Headquarters Office,
Baroda House, New Delhi.

EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office with a view to identify redundant/unproductive/obsolete activities of Group 'C' & 'D' i.e. typist staff, vehicle driver staff, trolley man staff, Khallasi and ministerial staff of Operating department and to suggest ways and means to improve manpower productivity over Lucknow Division.

STAFF POSITION

The total sanctioned and on roll strength of Misc. Group 'C' & 'D' and ministerial staff of Operating department staff working over LKO Division is as under:-

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	64	48	16
2	Typist staff	03	01	02
3	Vehicle Driver	05	02	03
4	Trolley man	08	-	08
5	Khallasi	17	10	07
Total		97	61	36

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

Gr. 'C' = 22 posts

Gr. 'D' = 14 posts

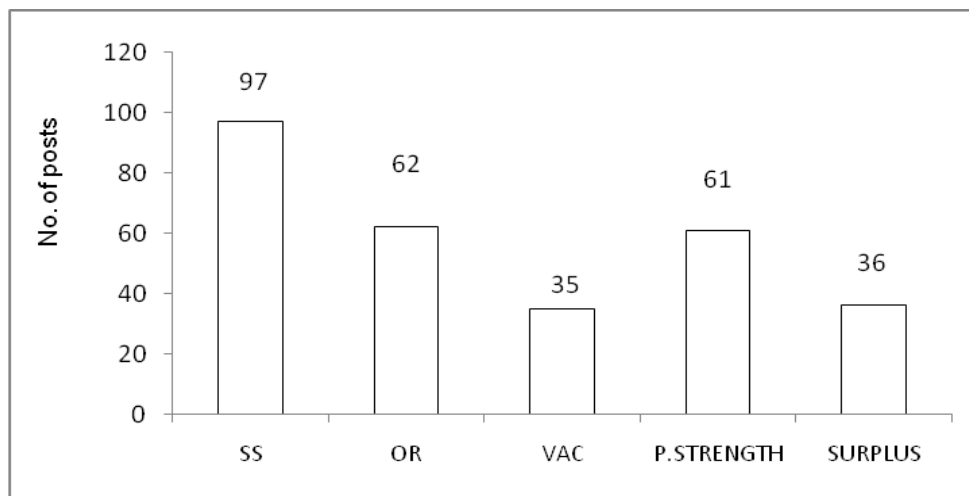
Total = 36 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹ 132.92 lakh per annum.

Capital saving = Nil

Total = ₹ 132.92 lakh per annum



I N D E X

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SYNOPSIS

Indian Railway is one of the largest and busiest rail network in the world and an important mode of public transportation in the country. Today, Indian Railway ranks among the top five National railway systems in terms of size and scale and is poised to emerge a world class railway system. Indian Railway has been performing a valuable social role in passenger and freight sector by providing affordable means of relatively safe and efficient transportation for millions of passenger daily.

Railway operation encompasses all the activities connected with the running of all types of trains. However, Operating department in particular has its role in producing a service called Transportation. In this activity, Operating department harnesses the efforts of all the departments of the Railways and optimizes usage of operational assets viz. track, signals fixed installations and rolling stock.

Indian Railway has successfully adopted the changing needs of travel and transport and observed the advancement in railway technology to meet with the requirement of moving large volume of passengers and freight traffic. The efficient, safe, fast and reliable operation needs multiple aspect colour light signaling, panel interlocking, SSI, Automatic block signaling system, block proving by axle counter etc. Great emphasize has been laid for enhancing safety of signaling system through provision of track circuiting at stations. The panel interlocking is one of the prime safety measures, which enables safe, secure and reliable train operation at stations.

In the Operating Department the staff is divided into two main categories viz. safety and non safety category. The study is confined to non safety category which includes Ministerial staff, vehicle driver, trolley man and Khallasi staff.

Keeping in view of above, SDGM/NR has allotted this work study to Central Planning Cell, HQ Office, to review misc. Gr 'C' & 'D' and ministerial staff working in Operating department over Lucknow Division to eliminate wasteful expenditure. In this review 36 posts of misc. Gr 'C' & 'D' and ministerial staff have been identified as surplus. After implementation of all the recommendations made in the report in toto, the railway administration will achieve a net recurring annual saving to the tune of ₹ 132.92 lacs per annum will be achieved

SUMMARY OF RECOMMENDATIONS

Rec. No	Recommendations	Refer para No.	Accepting/ implementing authority.																																																
1	<p>It is proposed that 36 posts of different category staff identified as surplus from Traffic department over LKO division be surrendered.</p> <table> <tr> <th>S.No.</th><th>Category</th><th>Grade Rs.</th><th>No. of post identified at surplus</th></tr> <tr> <td>1</td><td>COS</td><td>4600</td><td>02</td></tr> <tr> <td>2</td><td>OS</td><td>4200</td><td>04</td></tr> <tr> <td>3</td><td>Hd. Typist</td><td>2800</td><td>01</td></tr> <tr> <td>4</td><td>Vehicle Driver</td><td>2400</td><td>02</td></tr> <tr> <td>5</td><td>Sr. Typist</td><td>2400</td><td>01</td></tr> <tr> <td>6</td><td>Jr. Clerk</td><td>1900</td><td>10</td></tr> <tr> <td>7</td><td>Vehicle Driver</td><td>1900</td><td>01</td></tr> <tr> <td>8</td><td>Trolley man</td><td>1900</td><td>01</td></tr> <tr> <td>9</td><td>Trolley man</td><td>1800</td><td>07</td></tr> <tr> <td>10</td><td>Khallasi</td><td>1800</td><td>07</td></tr> <tr> <td colspan="3">Total</td><td>36</td></tr> </table>	S.No.	Category	Grade Rs.	No. of post identified at surplus	1	COS	4600	02	2	OS	4200	04	3	Hd. Typist	2800	01	4	Vehicle Driver	2400	02	5	Sr. Typist	2400	01	6	Jr. Clerk	1900	10	7	Vehicle Driver	1900	01	8	Trolley man	1900	01	9	Trolley man	1800	07	10	Khallasi	1800	07	Total			36	2.5.4(B)	ADRM/Admin./ LKO Sr.DOM/LKO Sr.DPO/LKO
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ACKNOWLEDGEMENT

The work study team is highly grateful to Smt. Veena Verma, ADRM/Admin./LKO, Sh. Ajit Sinha, Sr.DOM/LKO and Sh. M.B. Singh, Sr.DPO/LKO and other functionaries for giving their valuable guidance and extending full cooperation in providing requisite data/information during the conduct of study.

1.0.0 INTRODUCTION

1.1.0 The main objective of the operating department in the Indian Railways is to ensure maximum utilization of line capacity as well as maximum through put with the available resources/assets. All these objectives can be achieved by upgrading the technology in signal and telecommunication, standard of interlocking, strengthening of track and bridges, modernization of rolling stock, replacement of overaged assets etc. To get these objectives, right sizing of staff strength, increase the manpower productivity and economy in expenditure are in the line

1.2.0 While maintenance departments are responsible for making the assets available to the Operating department in proper fettle, it is the responsibility of the latter to make most optimum utilization thereof. Operating department is, therefore, responsible for the productivity of the system. This is measured in terms of operating indices like ton kilometers and passenger kilometers.

1.2.0 Keeping in view of above, SDGM/NR has assigned a work study to review misc. Gr 'C' & 'D' and ministerial staff working in Operating department over Lucknow Division to Central Planning Cell, HQ Office with a view to eliminate wasteful expenditure and to ensure optimum utilization of manpower and assets

1.3.0 TERMS OF REFERENCE:

The following terms of reference have been adopted to conduct the study:-

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

1.4.0 METHODOLOGY ADOPTED

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

1. Data collection and its critical analysis
2. Sample check, personal spot observations, activity sampling, analytical estimation and application of yardstick in vogue, if any.
- 3 Held discussions at various levels.

- 2.0.0 BRIEF DESCRIPTION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF AND OBSERVATIONS.
- 2.1.0 Movement of human beings is an important economic and social need. Large majority of rail users judge the efficiency of railway system on the basis of an occasional journey performed by them. Passenger train operation, therefore, assumes a very great importance in the system of things for the railways.
- 2.2.0 In the Operating Department the staff is divided into two main cadre viz. safety and non safety. The staff entrusted in the working of train operation like Traffic Inspectors, station masters, Guards, Shunting master, Points man etc. falls in safety cadre and other categories like Ministerial staff , Khallasi staff, trolley man etc. falls in the non safety cadre. The study is confined to non safety category which includes Ministerial staff, vehicle driver, trolley man and Khallasi staff.
- 2.1.1 Due to modernization and system development in every sphere of railway working, some departmental activities has been contracted out, resulting with a sizeable workload has been reduced considerably over Lucknow Division.

2.5.0 CRITICAL ANALYSIS

2.5.1 Khallasi staff, trolley man, Vehicle driver etc. are in diminishing cadre and falls in the non safety cadre and has been declared redundant by the Railway Board and as per directives issued by GM/NR Letter no. 807-E/surrender of posts/, MPP*2017 dt/ 08/02/2017.

2.5.2 Vide Rly Board letter No. E(MPP)2018/1/1 RBE No. 48/2020 dt 02/07/2020, new creation of post has been freezed except in safety category and advised to surrender the 50% vacancy of non safety cadre.

2.5.3 04 outsourced vehicles are being used in operating department. The vehicles on contractual basis include the vehicle, driver, fuel and maintenance which are provided by the contractor and are economical.

2.5.3 STAFF POSITION

The total sanctioned and on roll strength of Group 'C' & 'D' and ministerial staff of Operating department staff working over LKO Division is as under:-

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	64	48	16
2	Typist staff	03	01	02
3	Vehicle Driver	05	02	03
4	Trolley man	08	-	08
5	Khallasi	17	10	07
Total		97	61	36

The above table reveals that the total sanctioned strength of Group 'C' & 'D' and ministerial staff working over LKO Division is 97 with on roll strength 61 and 36 posts are lying vacant.

2.5.4. REQUIREMENT OF STAFF AND RECOMMENDATIONS

(i) Ministerial staff

The total sanctioned strength of ministerial staff working over LKO Division is 64 with on roll strength 48 and 16 posts are lying vacant. This staff is deployed in offices to carry out establishment matter, correspondence work etc. The ministerial staff falls in non safety category also. There is no intake of Ministerial staff and the posts are lying vacant since long and thus these posts may be surrendered.

RECOMMENDATION NO.1

It is proposed that 16 posts of ministerial staff in different grades are identified as surplus and recommended for surrender.

COS Gr. ₹ 9300-34800-4600 =02 posts.

OS Gr. ₹ 9300-34800-4200 =04 posts.

Jr. Clerk Gr. ₹ 5200-20200-1900 =10 posts.

Total =16

(ii) Typist staff

The sanctioned strength of typist staff is 03 and on roll is 01 with 02 vacant posts. The typing work on type writer by typists has become outdated. Now a days, the typing work has been replaced by computers which are being carried out by the ministerial/clerical staff themselves and the typist staff is engaged in other establishment work. The typist cadre has been declared as diminishing cadre. Thus the team proposes 01 on roll staff for utilization in other establishment works of the department.

RECOMMENDATION NO.2

It is proposed that 01 posts of Head Typist and 01 post of Sr. Typist total 02 posts are identified as surplus and recommended for surrender.

Head Typist Gr. ₹ 9300-34800-4200 =01 post.

Sr. Typist Gr. ₹ 5200-20200-2400 =01 post.

Total =02

(iii) Vehicle Driver staff

The sanctioned strength of Vehicle Driver staff is 05 and on roll are 02 with 03 vacant posts. The on roll vehicle driver staff is deployed to operate the departmental vehicle Tavera (UP-32 BG 2135) for Sr.DOM/LKO. Except Tavera 04 outsourced vehicles are being used by Operating department. The vehicles on contractual basis include the vehicle, driver, fuel and maintenance which are provided by the contractor. Thus the team proposes 02 staff for utilization on Tavera (UP-32 BG 2135).

RECOMMENDATION NO.3

Vehicle Driver Gr. ₹ 9300-34800 -2400 =02 posts.

Vehicle Driver Gr. ₹ 5200-20200 -2400 =01 post.

Total =03

(iv) Trolley man staff

The total sanctioned strength of Trolley man staff is 08 and all the 08 sanctioned posts are lying vacant since long. The trolley man staff was non technical and used to push the trolley of Divisional Operating Officers during inspections. But these days the inspection by trolley is not preferred due to heavy density traffic as it takes much time to clear the block section. These days only the joint inspections are preferred using the motor trolley. The Engineering Department provides the motor trolley whenever it is required and the same is operated by the motor trolley driver. Thus keeping the above facts in view, the team proposes all the 08 posts of Trolley man as surplus and recommended for surrender.

RECOMMENDATION NO.4

Trolley man Gr. ₹ 5200-20200-1900 =01 post.

Trolley man Gr. ₹ 5200-20200-1800 =07 post.

Total =08

(v) Khallasi staff

The Khallasi staffs are deployed in offices with officers and inspectors. The sanctioned strength of Khallasi staff is 17 and 10 are on roll with 07 vacant posts. The Khallasi staff is a diminishing category and falls in the non safety category also. Therefore, 07 vacant posts of Khallasi staff are identified as surplus and recommended for surrender.

RECOMMENDATION NO.5

It is proposed that 07 posts of Khallasi staff are identified as surplus and recommended for surrender as under.

Khallasi Gr. ₹ 5200-20200-1800 =07 posts.

2.5.4 SUMMARY OF EXISING AND PROPOSED AND SURPLUS STAFF

S.N.	Category	Grade (in ₹)	S/S	Proposed staff	Surplus staff
1	COS	9300-34800-4600	15	13	02
2	OS	9300-34800-4200	28	24	04
3	Sr. Clerk	5200-20200- 2800	11	11	0
4	Jr. Clerk	5200-20200- 1900	10	0	10
5	Hd. Typist	5200-20200- 2800	01	0	01
6	Sr. Typist	5200-20200- 2400	02	01	01
7	Vehicle driver	5200-20200- 2400	02	0	02
8	Vehicle driver	5200-20200- 1900	03	02	01
9	Trolley man	5200-20200- 1900	01	0	01
10	Trolley man	5200-20200- 1800	07	0	07
11	Khallasi multipurpose	5200-20200- 1800	17	10	07
Total			97	61	36

The above table reveals that the total sanctioned strength of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO Division is 97 and the bare requirement comes to 61. Hence, 36 posts of Group 'C' & 'D' and ministerial staff of Operating department staff are identified as surplus and recommended for surrender

3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO division is as under:-

S.N.	Category	Grade (in ₹)	S/S	Monthly value per post (in ₹)	Annual expenditure (in ₹)
1	COS	9300-34800-4600	15	60548	10898640
2	OS	9300-34800-4200	28	47736	16039296
3	Sr. Clerk	5200-20200- 2800	11	39371	5196972
4	Jr. Clerk	5200-20200- 1900	10	26852	3222240
5	Hd. Typist	5200-20200- 2800	01	39371	472452
6	Sr. Typist	5200-20200- 2400	02	34398	825552
7	Vehicle driver	5200-20200- 2400	02	34398	825552
8	Vehicle driver	5200-20200- 1900	03	26852	966672
9	Trolley man	5200-20200- 1900	01	26852	322224
10	Trolley man	5200-20200- 1800	07	24278	2039352
11	Khallasi MP	5200-20200- 1800	17	24278	4952712
Total			97		45761664

The above table reveals that the annual expenditure being incurred on 97 sanctioned posts of Group 'C' & 'D' and ministerial staff of Operating department working over LKO division is ₹ 45761664

3.1.1 The annual expenditure as per 7th CPC on the proposed strength of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO division is as under:-

S.N.	Category	Grade (in ₹)	Prop. Strength	Monthly value per post (in ₹)	Annual expenditure (in ₹)
1	COS	9300-34800-4600	13	60548	9445488
2	OS	9300-34800-4200	24	47736	13747968
3	Sr. Clerk	5200-20200- 2800	11	39371	5196972
4	Jr. Clerk	5200-20200- 1900	0	26852	0
5	Hd. Typist	5200-20200- 2800	0	39371	0
6	Sr. Typist	5200-20200- 2400	01	34398	412776
7	Vehicle driver	5200-20200- 2400	0	34398	0
8	Vehicle driver	5200-20200- 1900	02	26852	644448
9	Trolley man	5200-20200- 1900	0	26852	0
10	Trolley man	5200-20200- 1800	0	24278	0
11	Khallasi	5200-20200- 1800	10	24278	2913360
Total			61		32361012

The above table reveals that the annual expenditure on the proposed 61 posts of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO division will be reduced to Rs. 32361012 instead of Rs. 45761664 and the net recurring saving will be Rs. 13400652 per year.

3.3.0 ANTICIPATED RECURRING SAVING

S.N.	Category	Grade (in ₹)	Refer Recom. No.	No. of posts identified as surplus	Monthly value per post	Annual expenditure (in ₹)
1	COS	9300-34800-4600		02	60548	1453152.00
2	OS	9300-34800-4200		04	47736	2291328.00
3	Head Typist	5200-20200-2800	2.5.16.	01	39371	472452.00
4	Sr. Typist/Vehicle driver	5200-20200-2400		03	34398	1238328.00
5	Jr. Clerk/Vehicle driver/Trolley man	5200-20200-1900		12	26852	3866688.00
6	Trolley man/Khallasi multipurpose	5200-20200-1800		14	24278	4078704.00
				36		13400652

No. of posts identified as surplus: -

Group 'C' = 22 posts

Group 'D' = 14 posts

Total = 36 posts

Anticipated recurring saving = ₹ 134.00 lakh per annum

Capital saving = Nil

Total saving = ₹ 134.00 lakh per annum

WORK STUDY REPORT DETAILED CHART

Department : - Operating
 Name of study : - Review of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO division.
 Activity centre : - Lucknow Division.

S.N.	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendations	Representative workload
1	Group 'C' & 'D' and ministerial staff of Operating department of LKO division is engaged in different activities. The work of some categories have become obsolete and the work of ministerial staff has been reduced due to computerization.	Due to obsolescence of some activities i.e. hiring of contractual vehicles, conversion of individual inspections to joint inspections and computerization in the offices has reduced the workload of Misc. Group 'C' & 'D' and ministerial staff of Operating department.	SS=97 OR=61 Vac=36	The work study team have identified 36 posts of Group 'C' & 'D' and ministerial staff of Operating department and recommended for surrender.	The workload has reduced technological upgradation in the system.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over LKO division.	I
2	Letter of C.P. cell to initiate the work study No. 16-CP/18/WS/20-21 dated 27/08/2020	II

Annexure No. I

The sanctioned and on roll strength of Group 'C' & 'D' and ministerial staff of Operating department staff working over LKO Division.

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	64	48	16
2	Typist staff	03	01	02
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