



WORK STUDY REPORT  
ON  
REVIEW OF  
CABIN MAN AND TYPIST STAFF WORKING  
IN OPERATING DEPARTMENT  
OVER  
FIROZPUR DIVISION  
2020-21

WORK STUDY TEAM

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DATE OF COMMENCEMENT: 07/12/2020  
DATE OF COMPLETION : 15/12/2020

No. 16-CP/23/WS/20-21

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 due to introduction of technological up-gradation in the working of signaling system and to suggest ways and means to improve manpower productivity over Firozpur Division.

### STAFF POSITION

The total sanctioned and on roll strength of Cabin man and Typist staff working over FZR Division is as under:-

S.N.	Category	GP	S/S	O/R	Var.
1	Cabin man	2400	24	05	19
2	Typist	2800	01	-	01
3	Typist	2400	01	-	01
Total			26	05	21

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

Gr. 'C' = 21 posts

Gr. 'D' = NIL posts

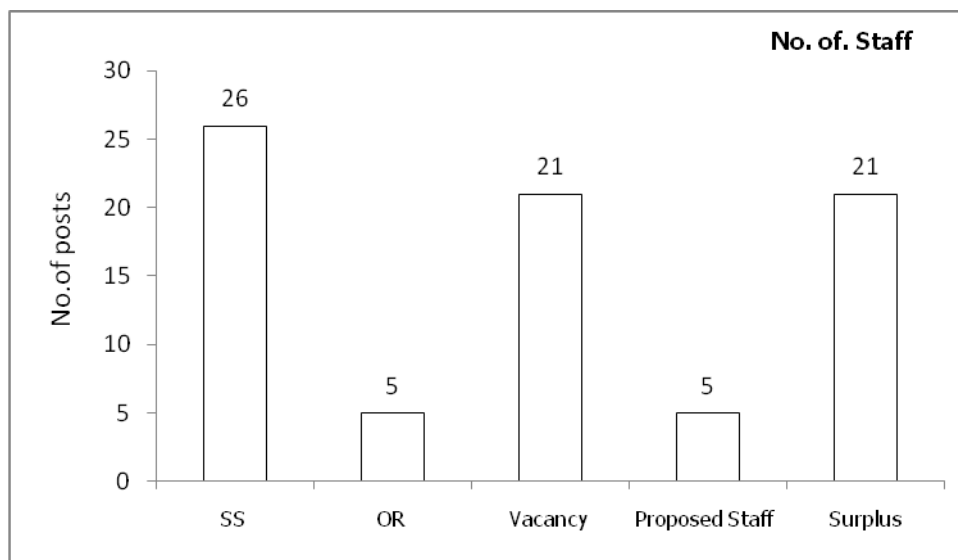
Total = 21 posts

### FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 87.27 lacs per annum.

Capital saving = Nil

Total = ₹ 87.27 lacs 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.

Indian Railway has successfully adopted to 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. The Firozpur division has 152 block stations and 03 IBH. Out of 152 block stations of FZR division, 102 stations have been equipped with panel interlocking by replacing the obsolete mechanical interlocking system.

Keeping in view of above, SDGM/NR has allotted this work study to Central Planning Cell, HQ Office, to Review Cabin man and Typist working in Operating department over FZR Division to eliminate wasteful expenditure as a result of modernization after installation of PI/RRI at 102 block stations.

In this review 19 posts of Cabin man and 02 posts typist staff (total=21) 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 ₹ 87.27 lacs per annum.

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## SUMMARY OF RECOMMENDATIONS

<u>Rec. No</u>	Recommendations	Refer para No.	Accepting/ implementing authority.																
1	<p>It is propose that 19 posts of Cabin man staff identified as surplus from FZR division working in operating department of FZR division be surrendered.</p> <table border="1"> <thead> <tr> <th>S.No.</th><th>Category</th><th>Grade Rs.</th><th>No. of post identified at surplus</th></tr> </thead> <tbody> <tr> <td>1</td><td>Cabin man</td><td>5200-20200-2400</td><td>19</td></tr> <tr> <td colspan="3">Total</td><td>19</td></tr> </tbody> </table>	S.No.	Category	Grade Rs.	No. of post identified at surplus	1	Cabin man	5200-20200-2400	19	Total			19	2.5.5	ADRM/FZR Sr.DOM/FZR Sr.DPO/FZR				
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S.No.	Category	Grade Rs.	No. of post identified at surplus																
1	Typist	5200-20200-2400	01																
2	Typist	---do---	01																
Total			02																

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## ACKNOWLEDGEMENT

The work study team is highly grateful to Sh. Sukhvinder Singh ADRM/FZR, Sh. Sudhir Kumar Singh Sr.DOM/FZR and Sh. Jusuf Kabir Sr.DPO/ FZR and other functionaries for giving their valuable guidance and extending full cooperation in providing requisite data/information during the conduct of study.

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## 1.0.0 INTRODUCTION

1.1.0 The main objectives 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 Keeping in view of above, SDGM/NR has assigned a work study to review staff strength of Cabin man and Typist staff working in Operating department over FZR 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.

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- 2.0.0 BRIEF DESCRIPTION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF AND OBSERVATIONS.
- 2.1.0 Firozpur division has 152 block stations and 03 IBH. Out of these 152 block stations of FZR Division, 102 stations are already equipped with RRI/PI and train operation has become centralized and pulling/pushing of levers for setting of routes and lowering of signals from end cabins/central cabins have been totally eliminated and rest 50 block stations except are working on standard-I/rudimentary system.
- 2.2.0 The installation of panel interlocking system has eased the operational working of stations masters. These panels are provided at a centralized place of the station building. It consists of various types of push buttons for operation of motor points and colour light signals. The route and track circuits are exhibited by LEDs. After the introduction of panel interlocking the operation work is carried out by station master on duty. Prior to this the same operation was done by leverman cum cabinman from the end cabins/central cabins on the guidance of on duty station master.
- 2.3.0 The power cabins are commissioned at major junction stations whereas road side stations have been equipped with axle counter block system/SGE type block instrument for granting/obtaining line clear for reception/dispatch of trains.
- 2.4.0 Activities which are done by Cabin man staff.
- 1) Cleaning and maintaining the operational equipments provided at cabins.
  - 2) Operation of levers for setting of points, locks and opening/closing of barrier operated gates.
  - 3) Recording of messages/private numbers with entry in cabin log register for arrival/departure timings of trains.
  - 4) Exchanging private number through telephone with gateman/station master for movement of trains.
  - 5) Exchanging all right signals and ensuring complete arrival of trains.
  - 6) Maintaining the charge diary for taking over/handing over of daily charge.
  - 7) Other misc. works and obeying duties assigned by their senior subordinates from time to time.



## 2.5.0

### CRITICAL ANALYSIS

## 2.5.1

(i) The upgradation in assets/working systems are introduced to achieve better utilization of available resources. In the panel interlocking system, lesser human involvement is required than mechanical/rudimentary interlocking. In the mechanical/rudimentary interlocking system, the operation for train involves working of rods, wires, levers, gears, bolts, keys etc. which are operated by the Cabin man staff from the end cabins whereas in the panel interlocking the working of stations for trains has become centralized and carried out through electrical devices by pressing various knobs provided on illuminated diagram/mimic board. After installation of panel interlocking, all these operations are carried out by station master on duty and there is no requirement of Cabin master and Cabin man staff for these PI/RRI stations. The panel interlocking is more economical, safer and faster in comparison to mechanical interlocking which has also abolished the deployment of Cabin man staff.

(ii) During the course of study, the team observed that the shortage of cabin man staff is being fed by the points man staff after giving them multi skilling training. As the cabin man is a diminishing cadre so no intake is allowed.

(iii) 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

## 2.5.2

Firozpur division has 152 block stations. Out of 152 block stations 102 stations have been equipped with RRI/PI. So there is no requirement of Cabin man at these 102 block stations. The team calculated the bare requirement of Cabin man for the JAT yard and LDH yard cabins.

S. No.	No. of stations	Type of inter locking	Requirement of Cabin master/cabin signal man
1	102	PI/RRI	No requirement
2	03	IBH	-
3	36	Standard-I	No requirement as Points man staff is utilized.
4	14	Rudimentary.	No requirement as Points man staff is utilized.
Total	155		

2.5.2 The provision of panel interlocking has increased the line capacity and through put of the Section. In train operation safety has great importance which we derive from panel interlocking/route relay interlocking system. Hence, considering the aforesaid facts involves in the working of operating staff i.e. Cabin man over FZR Division, the review has been conducted to eliminate wasteful expenditure which is imperative due to redundant/obsolete activities as a result of modernization after commissioning of panel interlocking at the 102 block stations. The cabin man staff is being utilized at yard cabins of JAT and LDH yards. These yard cabins are manned by cabin man and points man staff due to non availability of cabin man staff. The cabin man staff is a diminishing cadre and points man staff are performing the cabin duties after getting the multi skilling training. The team has calculated the bare requirement for these two yard cabins but proposed only 05 on roll cabin man and rest points man.

### 2.5.3 STAFF POSITION

The total sanctioned and on roll strength of Cabin man and Typist staff working in Operating department over FZR Division is as under:-

S.N.	Category	GP	S/S	O/R	Var.
1	Typist	2800	01	-	01
2	Typist	2400	01	-	01
3	Cabin man	2400	24	05	19
Total			26	05	21

The above table reveals that the total sanctioned strength of Cabin man and typist staff working in Operating department over FZR Division is 26 with on roll strength 05 and 21 vacant posts.

### 2.5.4. REQUIREMENT OF STAFF AND RECOMMENDATIONS

#### (A) Cabin man

S.No.	Station name with code	Location	Requirement of staff
1	JAT Yard	03 cabins	(Cabin staff works in 08 hrs shift.) Requirement of Cabin man staff for 03 cabins. =01X3x03=09, RG/LR =03 Total = 12 <b>staff.</b>
2	LDH Yard	02 cabins	(Cabin staff works in 08 hrs shift.) Requirement of Cabin master man staff =1X3x02= 06, RG/LR =02 Total = <b>08 staff.</b>
Total			<b>20 staff.</b>

During the course of study it was observed that at JAT and LDH yard cabins only 05 cabin man are working and rest are points man staff who after getting the multi skilling training, performing the duty against shortage of cabin man. The team proposes that the same practice may continue. The sanction strength of cabin man staff is 24 while only 05 are on roll. The team proposes 19 vacant posts of cabin man are identified at surplus and recommended for surrender.

#### RECOMMENDATION NO.1

It is proposed that 19 posts of Cabin man staff are identified as surplus and recommended for surrendered.

S. No.	Category	GP	No. of posts identified as surplus
1	Cabin man	2400	19
Total			19

#### (B) Typist staff

The sanctioned strength of typist staff is 02 and same are lying vacant since long. 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. The typist cadre has been declared as diminishing cadre. Thus the team proposes that 02 vacant posts of typist are identified as surplus and recommended for surrender.

#### RECOMMENDATION NO.2

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

S. No.	Category	GP	No. of posts identified as surplus
1	Sr. Typist	2800	01
2	Typist	2400	01
Total			02

### 2.5.5

#### SUMMARY OF EXISING AND PROPOSED STAFF

S.N.	Category	Grade (in ₹ )	S/S	Proposed staff	Surplus staff	Remarks
1	Typist	5200-20200- 2800	01	-	01	-
2	OS	5200-20200- 2400	01	-	01	-
3	Cabin man	5200-20200- 2400	24	05	19	For JAT and LDH yard.
Total			26	05	21	

### 3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> CPC on Cabin man and typist staff working in Traffic department over FZR division is as under:-

S.N.	Category	Grade Rs.	S/S	Monthly value per post (in ₹ )	Annual expenditure (in ₹ )
1	Sr. Typist	5200-20200-2800	01	39371	472452.00
2	Typist	5200-20200-2400	01	34398	412776.00
2	Cabin man	5200-20200-2400	24	34398	9906624.00
Total			26		10791852.00

The above table reveals that the annual expenditure being incurred on 26 sanctioned posts of Cabin man (24) and Typist staff (02) working in Traffic department over FZR division is Rs. 10791852.00

3.1.1 The annual expenditure as per 7<sup>th</sup> CPC on the proposed strength of Cabin man and Typist staff working in Traffic department over FZR division is as under:-

S.N	Category	Grade (in ₹ )	Monthly value Per post	Prop. Strength	Annual Expenditure (in ₹ )
1	Sr. Typist	5200-20200-2800	39371	-	-
2	Typist	5200-20200-2400	34398	-	-
2	Cabin man	5200-20200-2400	34398	05	2063880.00
Total				05	2063880.00

The above table reveals that the annual expenditure on the proposed 05 posts of Cabin man staff of Traffic department over FZR division will be reduced to Rs. 2063880.00 instead of Rs. 10791852.00 and the net recurring saving will be Rs. 8727972.00 per year.

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### 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	Sr. Typist	5200-20200- 2800	2.5.16.	01	39371	472452.00
2	Typist	5200-20200- 2400		01	34398	412776.00
3	Cabinman	5200-20200- 2400		19	34398	7842744.00
				21		8727972.00

No. of posts identified as surplus: -

Group 'C' = 21 posts

Group 'D' = NIL

Total = 21 posts

Anticipated recurring saving = ₹ 87.27 lacs per annum

Capital saving = Nil

Total saving = ₹ 87.27 lacs per annum

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## WORK STUDY REPORT DETAILED CHART

Department : Operating  
 Name of study : Review of Cabin man and Typist staff working in Operating department FZR division.  
 Activity centre : Over FZR Division.

S.N.	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendations	Representative workload
1	Operational duty performed by Cabin man staff to set route and lowering of signals from end cabins/ central cabins before introduction of PI. Prior to computerization in offices the typing work was carried out on type writer by the typist.	Out of 152 block stations of FZR division, 102 stations have already been equipped with PI/RRI, therefore mechanical/ rudimentary interlocking has been replaced at these stations. Bare requirement of man staff have been calculated to yard cabins of JAT and LDH. Now a days, the typing work has been replaced by computers which are being carried out by the ministerial/clerical staff themselves. The typist cadre has been declared as diminishing cadre.	SS= 26 OR=05 Vac=21	The work study team have identified 19 posts of Cabin man and 02 posts of Typist staff and recommended for surrender.	After commissioning of PI/RRI at 102 stations of FZR division workload of cabin man has been diminished. Prior to computerization in offices the typing work was carried out on type writer by the typist. Now a days, the typing work has been replaced by computers which are being carried out by the ministerial clerical staff themselves and work of Typist staff has been diminished.

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## LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of Cabin man and Typist staff over FZR Division.	I
2	Letter of C.P. cell to initiate the work study No. 16-CP/23/WS/20-21 dated 07/12/2020	II

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STATEMENT SHOWING STAFF POSITION OF CABIN MAN AND TYPIST STAFF  
WORKING IN TRAFFIC DEPARTMENT OVER FZR DIVISION.

S.N	Category	Grade Rs.	S/S	O/R	Var.
1	Sr. Typist	5200-20200-2800	01	-	01
2	Typist	5200-20200-2400	01	-	01
3	Cabin man	5200-20200-1900	24	05	19
Total			26	05	21



### **Salient features of the work study**

**Name of the Work study:** Review of Cabin man and Typist Staff working in Operating department over FZR division.

#### **No. 16-CP/23/WS/20-21**

1. The study was conducted to provide the actual requirement of Cabin man for yard cabins of JAT and LDH. FZR division has 152 block station. Out of 152 block stations, 102 stations are equipped with PI/RRI. After the installation of PI/RRI, the workload of Cabin man has been diminished.
2. Similarly the typing work has been replaced by computers which are being carried out by the ministerial/clerical staff themselves. The typist cadre has also been declared as diminishing cadre.

(A) Staff proposed and identified surplus:-

Total sanctioned strength	26
On roll strength	05
Vacancy	21
Proposed strength	05
Identified surplus for surrender	21

(C) Net recurring saving.

If the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of ₹ 87.27 lacs per annum will be achieved after surrendering of 21 posts identified as surplus and will also economize the system.