



WORK STUDY REPORT
ON
REVIEW OF MISC. GROUP 'C' & 'D' STAFF
WORKING IN
ENGINEERING DEPARTMENT
OVER
LUCKNOW DIVISION
2020-21

WORK STUDY TEAM

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No. 16-CP/10/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, on the directives of SDGM/NR to review staff strength of misc Group 'C' & 'D' staff working in Engineering department over LKO division with a view to eliminate the wasteful expenditure and bring economy in railway expenditure.

STAFF POSITION

The total sanctioned and on roll strength of other misc. group 'D' staff working in Engineering department over LKO division is mentioned as below.

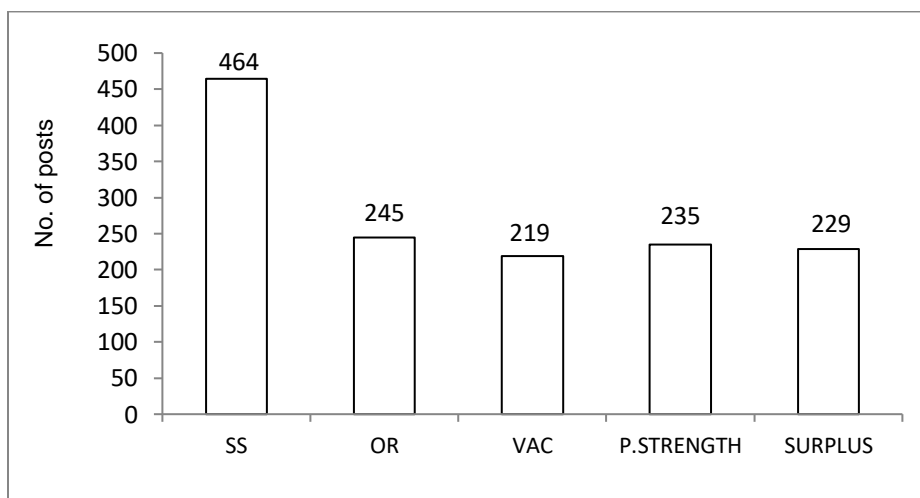
S.N.	Description	S/S	O/R	Var.
1	Tech.(Carpenter)	40	19	21
2	Tech.(Painter)	18	14	04
3	Tech.(Mason)	36	19	17
3	Khallasi multipurpose	319	164	155
4	Dak Courier	07	11	+04
5	Valve man	20	14	06
6	Tech. Chain	24	04	20
Total		464	245	219

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

Gr. 'C' = 42 posts
 Gr. 'D' = 187 posts
Total = 229 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 702.68 Lacs per annum.
 Capital saving = Nil
 Total = Rs. 702.68 lacs per annum



I N D E X

S.N.	Contents	Pages	
		From	To
1	Synopsis	4	-
2	Summary of recommendations	5	-
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SYNOPSIS

Indian Railway 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 and maintains the infrastructure like residential and service buildings, water supply system, rest houses and public amenities to rail users.

In view of technological developments in every sphere of Railway working, the Engineering department has also adopted the pattern of working by multi skilling 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. The Engineering Department has executed most of the construction work, wooden/iron door and window work etc on contractual basis.

Keeping above in view, SDGM/NR assigned this work study to Central Planning Cell, HQ Office, with a view to optimize utilization of manpower. The team obtained the necessary data from the Divisional Office to work out the requirement of staff. The team identified 229 posts of Misc. Group 'C' & 'D' as surplus and recommended for surrender. After implementation of all the recommendations made in the report a net recurring annual savings to the tune of Rs. 702.68 lacs per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.																								
1	<p>It is proposed that 42 posts of Gr. 'C' and 187 posts of Misc. Gr 'D' staff are identified as surplus and recommended for surrender.</p> <table> <tr> <th>S. No.</th><th>Category</th><th>Grade Rs.</th><th>No. of posts</th></tr> <tr> <td>1</td><td>Tech-I Carpenter/Painter/Mason</td><td>5200-20200-2800</td><td>12</td></tr> <tr> <td>2</td><td>Tech-II Carpenter/Painter/Mason</td><td>5200-20200-2400</td><td>05</td></tr> <tr> <td>3</td><td>Tech.III Carpenter/Painter/Mason/Valveman</td><td>5200-20200-1900</td><td>25</td></tr> <tr> <td>4</td><td>Khallasi multipurpose/Dak Courier/Tech. Chain/valveman</td><td>5200-20200-1800</td><td>187</td></tr> <tr> <td colspan="3">Total</td><td>229</td></tr> </table>	S. No.	Category	Grade Rs.	No. of posts	1	Tech-I Carpenter/Painter/Mason	5200-20200-2800	12	2	Tech-II Carpenter/Painter/Mason	5200-20200-2400	05	3	Tech.III Carpenter/Painter/Mason/Valveman	5200-20200-1900	25	4	Khallasi multipurpose/Dak Courier/Tech. Chain/valveman	5200-20200-1800	187	Total			229	2.4.6	ADRM/Admin/LKO Sr.DEN/C/LKO Sr.DPO/LKO
S. No.	Category	Grade Rs.	No. of posts																								
1	Tech-I Carpenter/Painter/Mason	5200-20200-2800	12																								
2	Tech-II Carpenter/Painter/Mason	5200-20200-2400	05																								
3	Tech.III Carpenter/Painter/Mason/Valveman	5200-20200-1900	25																								
4	Khallasi multipurpose/Dak Courier/Tech. Chain/valveman	5200-20200-1800	187																								
Total			229																								

ACKNOWLEDGEMENT

The Work Study is highly grateful to Smt. Veena Verma ADRM/Admin/LKO, Sh. S.K. Singh, Sr.DEN/C/LKO, Sh. M.B. Singh Sr.DPO/LKO and other functionaries for giving their valuable guidance and extending full cooperation to the team for providing requisite data/information during the conduct of study.

1.0 INTRODUCTION

1.1. The Indian Railway provides transportation services at a desired level of safety to its users. Being a public utility service it also provides various passengers 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 infrastructure. But as this study is mostly related to Works side of Engineering Department, it is necessary to say that entire infrastructural maintenance work of service/residential buildings, bridges, foot over bridges, water supply system, approach road etc. is supervised by Sr. Section Engineer (Works) in his jurisdiction.

1.3 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 C.P. Cell, HQ Office with a view to review the Misc. Gr 'C' & 'D' staff working in Engineering department in relation to existing workload.

1.4 TERMS OF REFERENCE:

The 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.

1.5 METHODOLOGY ADOPTED

The work study is based on the following methods 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 27 units of P.Way and 14 units 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 misc. Group 'C' & 'D' staff of Engineering Department over LKO division.

2.3 STAFF POSITION

The team collected the staff position of Misc. Group 'C' & 'D' staff working under SSE/SE/Works/P.Way over 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 NO. I

S.No.	Category	Grade Rs.	S/S	O/R	Vacancy
1	Tech. Carpenter	1900	10	10	-
		2400	10	06	04
		2800	16	03	13
		4200	04	-	04
			40	19	21
2	Tech. Painter	1900	05	08	+03
		2400	05	03	02
		2800	07	02	05
		4200	01	01	-
			18	14	04
3	Tech. Mason	1900	07	13	+06
		2400	04	03	01
		2800	21	02	19
		4200	04	01	03
			36	19	17
4	Khallasi Multipurpose	1800	319	164	155
5	Dak Courier	1800	07	11	+04
6	Valveman	1900	10	06	04
		1800	10	08	02
			20	14	06
7	Tech. Chain	1800	24	04	20
Total			464	245	219

The above table reveals that the sanctioned strength of misc. Group 'C' & 'D' staff is 464 while 245 are on roll with 219 vacant posts.

2.4.0 CRITICAL ANALYSIS

2.4.1 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.

2.4.2 The study is confined to provide the actual requirement of misc. Group 'C' & 'D' staff in view of existing workload. In Engineering Deptt.(Works side) the major works are being 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 work of Painter, Carpenter and mason is being carried out under zonal contract as skilled labour contract

2.4.3 During course of study it was observed that the petty repairs works carried out by the department staff has reduced considerably as all the schedule maintenance /routine maintenance works are included in Zonal contract work and these works are being carried out by the contractor.

2.4.4 The one of biggest advantage of outsourcing is cost savings. The lower cost of labour due to outsourcing is very economical to the system. In the Engineering (works) department unskilled/skilled staff has good number.

2.4.5 The staff like khallasi muplipurpose, Valveman, Dak Courier and Tech. Chain falls in the non safety category 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. The work of these catogories is being carried out in zonal contract as unskilled labour contract. Similarly the work of Carpenter/Painter/Mason and other skilled staff is being carried out in zonal contract as skilled labour contact.

2.4.6 REQUIREMENT OF STAFF AND RECOMMENDATIONS

(i) The staff like khallasi muplipurpose, Valveman, Dak Courier and Tech. Chain falls in the non safety category 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. These categories are diminishing day by day and no fresh intake is allowed.

(ii) Vide letter no.E(MPP)2018/1/1 RBE No. 48/2020 dt 02/07/2020, the Railway Board has freezed the new creation of post except in safety category and decided to surrender the 50% vacancy of non safety cadre. The work of Khallasi staff and the work of Painter, Carpenter and mason staff is being carried out on the outsourced basis under zonal contract as unskilled and skilled labour contract respectively.

(iii) The vacancies in these categories are lying vacant since long. The pretty repair work done by the departmental labour/skilled/unskilled staff has reduced drastically as this work is being carried out by the contractual labour under zonal contract.

(iv) Keeping in view of the above, the team has identified 229 posts of Misc. Gr 'C' & 'D' staff of Engineering department as surplus and recommended fro surrender.

SUMMARY OF EXISING AND PROPOSED MISC.GR 'D' STAFF

S.No.	Category	S/S	Proposed sanctioned	Identified surplus
1	MCM Carpenter/Painter/Mason	09	09	-
1	Tech.I Carpenter/ Painter/Mason	44	32	12
2	Tech.II Carpenter/ Painter/Mason	19	14	05
3	Tech.III Carpenter/ Painter/Mason/ Valveman	32	07	25
4	Khallasi multipurpose/Dak Courier/Tech. Chain	360	183	187
Total		464	245	229

RECOMMENDATION NO.1

It is proposed that 229 posts(42 posts Gr 'C' and 187 posts 'D') of Misc. staff are identified as surplus and recommended for surrender.

S.No.	Category	Grade Rs.	No. of posts
1	Tech.I Carpenter/Painter/Mason	5200-20200-2800	12
2	Tech.II Carpenter/Painter/Mason	5200-20200-2400	05
3	Tech.III Carpenter/Painter/Mason/Valveman	5200-20200-1900	25
4	Khallasi multipurpose/Dak	5200-20200-1800	187

	Courier/Tech. Chain		
Total			229

3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on Misc.Gr 'C' & Gr 'D' staff working in engineering department over LKO division is as under:-

S. No.	Category	Grade Rs.	Montly value per post	S/S	Annual expenditure
1	MCM.Carpenter/ Painter/Mason	9300-34800-4200	47736	09	5155488.00
2	Tech.I Carpenter/ Painter/Mason	5200-20200-2800	39371	44	20787888.00
3	Tech.II Carpenter/ Painter/Mason	5200-20200-2400	34398	19	7842744.00
4	Tech.III Carpenter/ Painter/Mason/ Valveman	5200-20200-1900	26852	32	10311168.00
5	Khallasi multipurpose/Dak Courier/Tech. Chain	5200-20200-1800	24278	360	104880960.00
Total				464	148978248.00

The above table reveals that the annual expenditure being incurred on 464 sanctioned strength of Misc.Gr 'C' & Gr 'D' staff working in engineering department over LKO division is Rs. 148978248.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Misc.Gr 'C' & Gr 'D' staff working in engineering department over LKO division is as under:-

S. No.	Category	Grade Rs.	Monthly value per post	P/S	Annual expenditure
1	MCM.Carpenter/ Painter/Mason	9300-34800-4200	47736	09	5155488.00
2	Tech.I Carpenter/ Painter/Mason	5200-20200-2800	39371	32	15118464.00
3	Tech.II Carpenter/ Painter/Mason	5200-20200-2400	34398	14	5778864.00
4	Tech.III Carpenter/ Painter/Mason/ Valveman	5200-20200-1900	26852	07	2255568.00
5	Khallasi multipurpose/Dak Courier/Tech. Chain	5200-20200-1800	24278	173	50401128.00
Total				235	78709512.00

The above table reveals that total annual expenditure on 245 proposed posts of Misc. Gr. 'C' & Gr 'D' staff will be reduced to ₹ 78709512.00 instead of ₹ 148978248.00 and net saving of ₹ 70268736.00 per annum

3.3.0 FINANCIAL IMPLICATIONS

SN	Category	Pay scale + Grade pay ₹	No. of posts	Rec. No	Monthly value per post ₹ .	Total annual recurring saving ₹ .
2	Tech.I Carpenter/ Painter/Mason	5200-20200-2800	12	1	39371	5669424.00
3	Tech.II Carpenter/ Painter/Mason	5200-20200-2400	05	1	34398	2063880.00
4	Tech.III Carpenter/ Painter/Mason/ Valveman	5200-20200-1900	25	1	26852	8055600.00
5	Khallasi multipurpose/Dak Courier/Tech. Chain	5200-20200-1800	187	1	24278	54479832.00
Total			229			70268736.00

No. of posts identified as surplus: -

Group 'C' = 42 posts

Group 'D' = 187 posts

Total = 229 posts

Anticipated recurring saving = ₹ 702.68 lacs per annum

Capital saving = Nil

Total recurring saving = ₹ 702.68. lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Civil Engineering.

Name of study : - Review of Misc. Group 'C' & 'D' staff working in Engineering department over LKO Division.

Activity centre : - Over Lucknow Division

SN	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendations	Representative workload
1	Civil Engineering department carry out maintenance work of service building, Railway Quarters and Railway track etc	Each Depot/unit performs maintenance of buildings in Rly. Premises, water pumping, station, roads at L-Xing gates, bridges, railway tracks and other misc. works under SSE/SE's Jurisdiction	SS= 464 OR= 245 Vac=219	The team identified 229 posts of Misc. Gr 'C' & 'D' staff as surplus and recommender for surrender.	Due to contractual work, the departmental workload has reduced.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of Misc. Group 'C' & 'D' Engg. staff working over LKO Division	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/10/WS/20-21 dt.01.06.2020	II

Annexure No.I

STATEMENT SHOWING STAFF POSITION OF MISC. GROUP 'C' & 'D' ENGG.
STAFF WORKING OVER LKO DIVISION.

S.No.	Category	Grade Rs.	S/S	O/R	Vacancy
1	Tech. Carpenter	1900	10	10	-
		2400	10	06	04
		2800	16	03	13
		4200	04	-	04
			40	19	21
2	Tech. Painter	1900	05	08	+03
		2400	05	03	02
		2800	07	02	05
		4200	01	01	-
			18	14	04
3	Tech. Mason	1900	07	13	+06
		2400	04	03	01
		2800	21	02	19
		4200	04	01	03
			36	19	17
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