

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

WORK STUDY TEAM

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No. 16-CP/18/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. Box porter, store porter, trolley man staff and ministerial staff of Operating department and to suggest ways and means to improve manpower productivity over Moradabad Division.

STAFF POSITION

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

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	53	46	07
2	Box porter	08	07	01
3	Trolley man	05	-	05
5	Store porter	08	03	05
Total		74	56	18

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

Gr. 'C' = 07 posts

Gr. 'D' = 18 posts

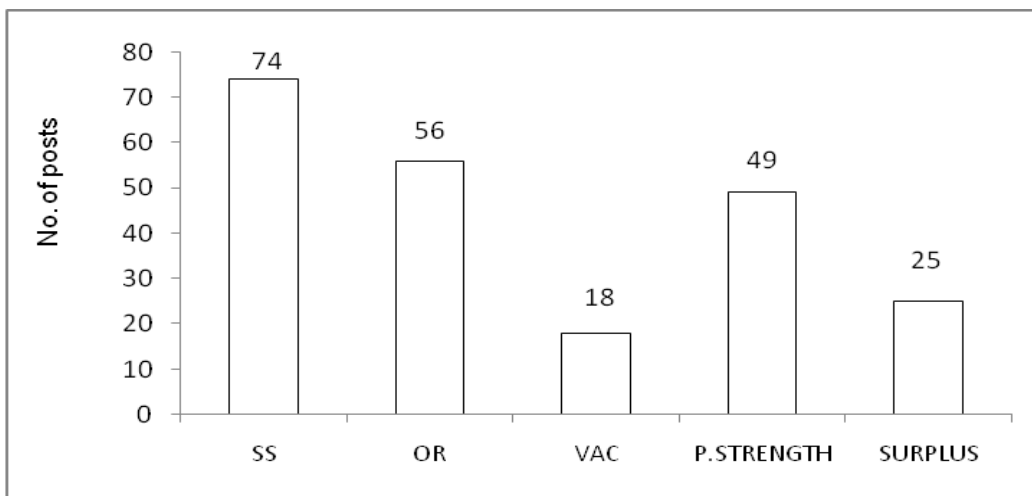
Total = 25 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹ 85.02 lakh per annum.

Capital saving = Nil

Total = ₹ 85.02 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 train. 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 Moradabad Division to eliminate wasteful expenditure. In this review 25 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 ₹ 85.02 lacs per annum will be achieved

SUMMARY OF RECOMMENDATIONS

Rec. No	Recommendations	Refer para No.	Accepting/ implementing authority.																												
1	<p>It is proposed that 25 posts of different category staff identified as surplus from Traffic department over MB 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>OS</td><td>4200</td><td>04</td></tr> <tr> <td>2</td><td>Clerk</td><td>1900</td><td>03</td></tr> <tr> <td>3</td><td>Box porter</td><td>1800</td><td>08</td></tr> <tr> <td>4</td><td>Trolley man</td><td>1800</td><td>05</td></tr> <tr> <td>5</td><td>Khallasi</td><td>1800</td><td>05</td></tr> <tr> <td colspan="3">Total</td><td>25</td></tr> </tbody> </table>	S.No.	Category	Grade Rs.	No. of post identified at surplus	1	OS	4200	04	2	Clerk	1900	03	3	Box porter	1800	08	4	Trolley man	1800	05	5	Khallasi	1800	05	Total			25	2.5.4(B)	ADRM/ MB Sr.DOM/MB Sr.DPO/MB
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ACKNOWLEDGEMENT

The work study team is highly grateful to Sh. Maan Singh Meena, ADRM/MB , Sh. Naveen Kumar Jha, Sr.DOM/MB and Sh. Vipul Goel, Sr.DPO/MB 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 Moradabad 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 Moradabad Division.

2.5.0 CRITICAL ANALYSIS

2.5.1 The Khallasi staff, trolley man, Vehicle driver etc. is a diminishing cadre 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.

2.5.2 Vide Rly Board's 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 The work of Box Porter has been outsourced at traffic lobbies. There is no work exists in lobbies. So there is no requirement of the Box Porter.

2.5.4 STAFF POSITION

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

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	53	46	07
2	Box porter	08	07	01
3	Trolley man	05	-	05
5	Store porter	08	03	05
Total		74	56	18

The above table reveals that the total sanctioned strength of misc Group 'C' & 'D' and ministerial staff working over Moradabad Division is 74 with on roll strength 56 and 18 posts are lying vacant.

2.5.4. REQUIREMENT OF STAFF AND RECOMMENDATIONS

(i) Ministerial staff

The total sanctioned strength of ministerial staff working over MB Division is 53 with on roll strength 46 and 07 posts are lying vacant. This staff is deployed in offices to carry out establishment matters, 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 07 vacant posts may be surrendered.

RECOMMENDATION NO.1

It is proposed that 07 posts of ministerial staff in different grades are identified as surplus and recommended for surrender.

OS Gr. ₹ 9300-34800-4200 =04 posts.

Clerk Gr. ₹ 5200-20200-1900 =03posts.

Total =07 posts

(ii) Trolley man staff

The total sanctioned strength of Trolley man staff is 05 and all the 05 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.2

Trolley man Gr. ₹ 5200-20200-1800 =05 posts.

Total =05 posts

(iii) Box porter staff

The activities of box porters at guard lobbies have been outsourced and this category is engaged in other activities. The box porter staff has been declared redundant also 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 reducing slightly and no fresh intake.

RECOMMENDATION NO3

It is proposed that 08 posts of Box porter staff are identified as surplus and recommended for surrender as under.

Box porter Gr. ₹ 5200-20200-1800 =08 posts.

(v) Store porter staff

The store porter staff is deployed in offices to work as office assistant. The sanctioned strength of Store Porter staff is 08 and 03 are on roll with 05 vacant posts. The store porter staff is a diminishing category and falls in the non safety category also. Therefore, 05 vacant posts of store porter staff are identified as surplus and recommended for surrender.

RECOMMENDATION NO.4

It is proposed that 05 posts of store porter staff are identified as surplus and recommended for surrender as under.

Store Porter Gr. ₹ 5200-20200-1800 =05 posts.

2.5.3 SUMMARY OF EXISING AND PROPOSED AND SURPLUS STAFF

S.N.	Category	Grade (in ₹)	S/S	Proposed staff	Surplus staff
1	COS	9300-34800-4600	10	10	-
2	OS	9300-34800-4200	27	23	04
3	Sr. Clerk	5200-20200- 2800	08	08	-
4	Jr. Clerk	5200-20200- 1900	08	05	03
5	Trolley man	5200-20200- 1800	05	0	05
6	Box porter	5200-20200-1800	08	-	08
7	Store porter	5200-20200-1800	08	03	05
Total			74	49	25

The above table reveals that the total sanctioned strength of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over MB Division is 74 and the bare requirement comes to 49. Hence, 25 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	10	60548	7265760.00
2	OS	9300-34800-4200	27	47736	15466464.00
3	Sr. Clerk	5200-20200- 2800	08	39371	3779616.00
4	Jr. Clerk	5200-20200- 1900	08	26852	2577792.00
5	Trolley man	5200-20200- 1800	05	24278	1456680.00
6	Box porter	5200-20200- 1800	08	24278	2330688.00
7	Store porter	5200-20200- 1800	08	24278	2330688.00
Total			74		35207688.00

The above table reveals that the annual expenditure being incurred on 74 sanctioned posts of misc Group 'C' & 'D' and ministerial staff of Operating department working over MB division is ₹ 35207688.00

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 MB division is as under:-

S.N.	Category	Grade (in ₹)	Prop. Strength	Monthly value per post (in ₹)	Annual expenditure (in ₹)
1	COS	9300-34800-4600	10	60548	7265760.00
2	OS	9300-34800-4200	23	47736	13175136.00
3	Sr. Clerk	5200-20200- 2800	08	39371	3779616.00
4	Jr. Clerk	5200-20200- 1900	05	26852	1611120.00
5	Trolley man	5200-20200- 1800	-	26852	-
6	Box porter	5200-20200- 1800	-	24278	-
7	Store porter	5200-20200- 1800	03	24278	874008.00
Total			49		26705640.00

The above table reveals that the annual expenditure on the proposed 49 posts of Misc. Group 'C' & 'D' and ministerial staff of Operating department working over MB division will be reduced to Rs. 26705640.00 instead of Rs. 35207688.00 and the net recurring saving will be Rs. 8502048.00 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	OS	9300-34800-4200		04	47736	2291328.00
2	Clerk	5200-20200-1900	2.5.16.	03	26852	966672.00
3	Trolley man	5200-20200-1800		05	24278	1456680.00
5	Box porter	5200-20200-1800		08	24278	2330688.00
6	Store porter	5200-20200-1800		05	24278	1456680.00
				25		8502048.00

No. of posts identified as surplus: -

Group 'C' = 07 posts

Group 'D' = 18 posts

Total = 25 posts

Anticipated recurring saving = ₹ 85.02 lakh per annum

Capital saving = Nil

Total saving = ₹ 85.02 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 MB division.
 Activity centre : - Moradabad 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 MB 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=74 OR=56 Vac=18	The work study team have identified 25 posts of Group 'C' & 'D' and ministerial staff of Operating department and recommended for surrender.	The workload has reduced due to 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 MB 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 MB Division.

S. N.	Category	S/S	O/R	Var.
1	Ministerial staff	53	46	07
2	Box porter	08	07	01
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Total		74	56	18