



WORK STUDY REPORT
ON
REVIEW OF VEHICLE DRIVER STAFF
WORKING IN DIFFERENT DEPARTMENTS
OVER
DELHI DIVISION
2021-22
WORK STUDY TEAM

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GUIDANCE
BY

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No. 16-CP/25/WS/2021-22

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EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office, with a view to identify redundant/unproductive/obsolete activities of Vehicle Driver staff working in different departments over Delhi Division to suggest ways & means to improve manpower productivity is as under:-

S N	Category	Gr. Rs	S/S	O/R	Vacancy
1	Vehicle Driver	9300-34800-4200	18	08	10
2		5200-20200-2800	51	47	04
3		5200-20200-2400	23	03	20
4		5200-20200-1900	07	02	05
Total			99	60	39

STAFF POSITION

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

Gr. 'C' = 78 posts

Gr. 'D' = Nil posts

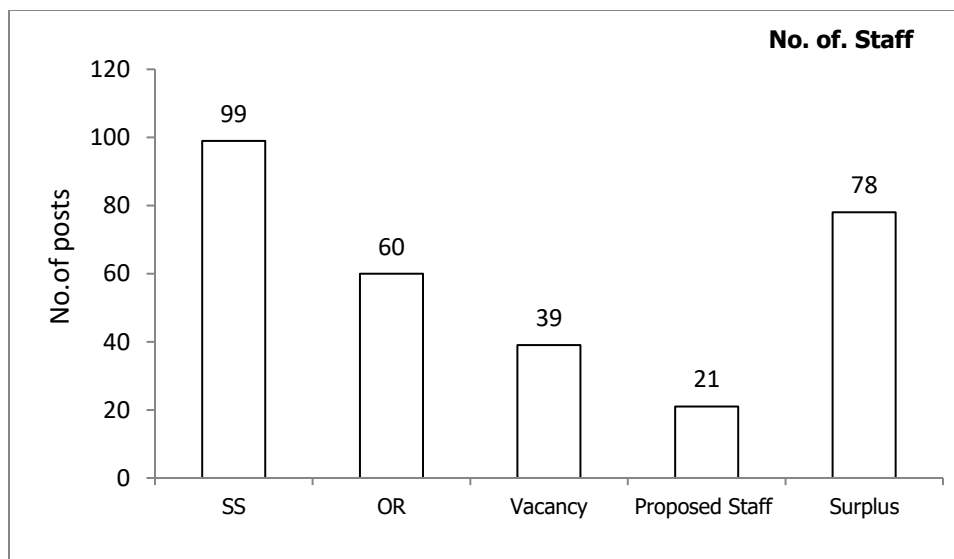
Total = 78 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 402.07 lakh per annum.

Capital saving = Nil

Total = ₹ 402.07 lakh per annum



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SYNOPSIS

Vehicles are provided as staff car, Ambulance, Inspection vehicle, Tool van, Accident relief Van, staff transportation vehicle, material transport vehicles, emergency vehicles at Divisional level. These vehicles are procured on revenue/construction account; vehicles are also procured on replacement on account of existing old vehicles. Apart from procurement, vehicles are also provided by hiring them on replacement on account of existing vehicle which have outlived their codal life. Railway board issues guidelines from time to time regarding procurement, replacement and hiring of vehicle

Vehicle Drivers are nominated for Driving, Maintaining, Up-keeping of Railway Vehicles.

For hired vehicles, private drivers are hired as per the condition on hiring of vehicles on various accounts.

Vehicle Drivers perform the following duties:

- Inspecting vehicle prior to leaving the place.
- Check desired destinations and determines the most appropriate route.
- Pick up officers/Staff/Material at designated locations or when hailed and transport them to their desired destinations.
- Maintain accurate records (logbook), expenses etc during the shift.
- Arrange regular repairs, general maintenance and cleaning of vehicles.
- Arrange regular PUC (pollution under control certificate), insurance, fitness of vehicle etc.

SUMMARY OF RECOMMENDATIONS

Rec. No.	Recommendations	Refer para No.	Accepting/ implementing authority.																								
1	<p>It is proposed that 78 posts of vehicle drivers identified as surplus in different categories and grades over DLI division and recommended for surrender as follow:</p> <table border="1"> <thead> <tr> <th>S N</th><th>Category</th><th>Grade in ₹</th><th>Surplus Posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>V Driver MCM</td><td>9300-34800-4200</td><td>10</td></tr> <tr> <td>2</td><td>V Driver -I</td><td>5200-20200-2800</td><td>43</td></tr> <tr> <td>3</td><td>V Driver -II</td><td>5200-20200-2400</td><td>20</td></tr> <tr> <td>4</td><td>V Driver -III</td><td>5200-20200-1900</td><td>05</td></tr> <tr> <td colspan="3">Total</td><td>78</td></tr> </tbody> </table>	S N	Category	Grade in ₹	Surplus Posts	1	V Driver MCM	9300-34800-4200	10	2	V Driver -I	5200-20200-2800	43	3	V Driver -II	5200-20200-2400	20	4	V Driver -III	5200-20200-1900	05	Total			78	2.2.3	ADRM/Admin./DLI Sr. DPO/C/DLI
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3	V Driver -II	5200-20200-2400	20																								
4	V Driver -III	5200-20200-1900	05																								
Total			78																								
2	<p>It is proposed that 29 vehicles which have already completed their codal life, process for condemnation of these vehicles and hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.</p>	2.2.4	ADRM/Admin./DLI Sr. DPO/C/DLI																								

ACKNOWLEDGEMENT

The Work Study team is highly grateful to Sh. Aniruddh Kumar, ADRM/Admin./DLI, Sh. M.B. Singh, Sr. DPO/C/DLI and all branch officers for giving their valuable guidance. The team is also thankful to all other functionaries for extending their cooperation in providing necessary data/information during the course of study.

1.0.0 INTRODUCTION

1.1.1 The Railways are the principal mode of transport of nation & have played a crucial role in the social, political and economic life of the country. Railways have successfully adapted to the changing needs of travel and transport. It has also absorbed advancement in the technology and kept itself in tune with the requirements of moving a large volume of Passengers and freight traffic. For successfully running the Railways, different activities are distributed among different departments.

1.1.2 Efficiency in terms of punctuality of trains is primary objectives of railways. Mobility of officers, staff and material is essential to achieve this objective. Railway has procured vehicles as staff car and material transportation vehicle for this purpose.

1.1.3 As per Railway Board's directives category of vehicle drivers has been taken as diminishing category and the activity is to be outsourced. The vehicles and vehicle drivers are being outsourced for various activities in all the departments for Railway working. Keeping in view SDGM has assigned the "Work Study on Review of Vehicle Driver working in different departments over Delhi Division" to Central Planning Cell.

1.1.4 The work study team has collected the relevant data, discussed at various levels, critically examine the data in view of existing guidelines laid down by Railway Board for departmental road vehicle drivers, reviewed staff strength vis-à-vis workload

1.2.0 TERMS OF REFERENCE

The study of vehicle driver of all Department of UMB Division has been undertaken to review the existing work load and requirement in view to identify redundant/unproductive activities to eliminate wasteful expenditure.

- i) Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- ii) Outsourcing of vehicle & vehicle drivers.
- iii) Suggesting ways and means for improving the system economically and efficiently.

1.3.0 METHODOLOGY

The team applied the following work study techniques:-

- 1) Data collection and its critical analysis
- 2) Work sampling, analytical estimation, spot observation and physical checks.
- 3) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS
PROPOSED REQUIREMENT OF STAFF AND RECOMMENDATIONS.

2.1.0. BRIEF DESCRIPTION

In the existing system, men, materials and machines of various wings are transported from one place to another by trains, cars, jeep, truck and by foot. But to meet an emergency at remote area/locations, urgent shifting of men/material by trains or by foot is not always convenient. But the truck, jeep or cars, can be sent to any location or nearby to it by Road and hence it is very good standby mode of transportation usually adopted by various officers of different departments.

2.1.1. It is essential to mention the departments where departmental vehicle drivers are utilized over UMB division are as under:-

- | | | |
|---------------------|-------------------|-------------------|
| 1) Admin./Personnel | 2) Electrical/G | 3) Electrical/Chg |
| 4) Electrical/TRD | 5) Electrical/EMU | 6) Mech. O&F/RSO |
| 7) Mech. C&W | 8) Mech. Diesel | 9) S&T |
| 10) Engineering. | 11) Medical | |

2.1.2 Staff Position

During the conduct of study, the work study team collected the staff position of vehicle drivers from 'P' Branch Divisional HQ DRM Office/DLI. The detailed staff position of vehicle driver is depicted as Annexure No. II in the report and the summarized position is as under:

S. No	Department	S/S	O/R	Vacancy
1	Administration/Personnel	12	10	02
2	Electrical/General	04	03	01
3	Electrical/Coaching	04	03	01
4	Electrical/TRD	19	10	09
5	Electrical/EMU	10	01	09
6	Mech O&F/RSO	02	0	02
7	Mech C&W	09	04	05
8	Mech. Dsl	10	03	07
9	Signal &Tele	15	03	12
10	Engineering Works	11	09	02
11	Medical	03	03	0
Total		99	60	39

The above table reveals that the on roll position of vehicle drivers is 60 against the sanction strength of 99 and 39 posts are lying vacant under in different departments of Delhi Division.

2.1.3 Department wise Detailed Staff position and financial implication of Vehicle Drivers working in following departments of DLI Division:

S. No	Department	Grade	S/S	O/R	Vacancy	Total Financial implication of Drivers/month in ₹
1	Administration/ Personnel	4200	04	03	01	
		2800	04	04	00	
		2400	03	01	02	
		1900	01	00	01	
		Sub total	12	08	04	535727.00
2	Electrical/General	2800	01	03	+02	
		2400	02	00	02	
		1900	01	00	01	
		Sub total	04	03	01	151175.00
3	Electrical/Coaching	2800	02	03	+01	
		2400	01	00	01	
		1900	01	00	01	
		Sub total	04	03	01	156743.00
4	Electrical/TRD	4200	05	04	01	
		2800	11	11	00	
		2400	02	01	01	
		1900	01	00	01	
		Sub total	19	16	03	859235.00
5	Electrical/EMU	4200	02	01	01	
		2800	06	04	02	
		2400	02	00	02	
		Sub total	10	05	05	448416.00
6	Mech O&F/RSO	2400	02	00	02	
		Sub total	02	00	02	77028.00
7	Mech C&W	2800	05	04	01	
		2400	03	01	02	
		1900	01	01	00	
		Sub total	09	06	03	366017.00
8	Mech. Dsl	4200	02	01	01	
		2800	05	04	01	
		2400	03	00	03	
		Sub total	10	05	05	442848.00
9	Signal & Tele	4200	03	01	02	
		2800	08	05	03	
		2400	03	00	03	
		1900	01	00	01	
		Sub total	15	06	09	656607.00
10	Engg. Works	4200	02	01	01	
		2800	07	05	02	
		2400	01	00	01	
		1900	01	01	00	
		Sub total	11	07	04	384049.00
11	Medical	2800	02	01	01	
		2400	01	00	01	
		Sub total	03	01	02	126678.00
Total			99	60	39	

2.1.4 During the conduct of study the work study team collected the various data/information of **Departmental vehicles** for 04/20 to 03/21 (12 months) like type of vehicle, expenditure on fuel, maintenance etc. on departmental vehicles which are depicted as under:-

S.N	Department	Controlling Officer	Type of vehicle diesel/ petrol	Registration No.	Exp. on Fuel in ₹ (a)	Exp. On maintenance/ insurance in Rs/yr in ₹ (b)	Total Exp in 12 months in ₹ (a+b)	Total Exp /month in ₹ (a+b)/12
1	Admin.	-	-	-	-	-	-	-
2	Personnel	Sr. DPO/C	MUV	DL6CJ-1937	1,11000	9959/-	1,20957/-	10080.00
3	Comm.	Sr. DCM	Tavera	DL6CJ5617	144000	38855	178855	14905.00
			Quallis	DL6CJ9682	114000	14635	128635	10720.00
4	Traffic	Control Office DRM Office	Tavera	DL6CJ5575	120000	34825	154825	12902.00
			Tavera	DL6CJ5578	144000	52790	196790	13400.00
5	Accounts	Sr. DFM/NDLS	Cash van	DL3CJ5014	90000/-	90000/-	180000	15000.00
		Sr. DFM/NDLS	Inspecti on car	DL1CJ5700	90000/-	90000/-	180000	15000.00
6	Store	-	-	-	-	-	-	-
7	Mech. C&W	Sr DME/Cord.	MUV	DL6CJ7813	94334/-	61150/-	155484/-	12957.00-
		Sr DME/Chg.	MUV	DL6CJ 4297	138359/-	31364/-	169723/-	14144.00
		DME/C&W	MUV	UP-14AG0432	116028/-	65992/-	182020/-	15168.00
		DME/C&W (Control)	MUV	HR 56B 7798	52144/-	-	52144/-	4345.00
		Sr. CDO/ANV T	MUV	DL1GB7097	98125/-	12012/-	110137/-	9178.00
		CDO/MTC	MUV	UP-15AG1080	Under maintenance.		-	-
8	Mech. O&F	-	-	-	-	-	-	-
9	Mech. TSD,SSB	Sr. DME/TSB	SUV(CN G)	DL1MA4683	64441	-	64441	5370.00
10	Diesel Shed, TKD	Sr. DME/TKD	Innova (2013)	DL 3CC 0974	74334/-	51150/-	125484/-	10457.00
			Tata 407 Tempo (2016)	DL 1 LX 7183	104334 /-	87150/-	191484.00	15957.00

11	Electrical/E MU	Sr. DEE/EMU	Truck/T ATA Diesel	UP-14AG0825/2014	227983/-	13766/-	241749/-	20146.00
			Qualis/Diesel	UP14 T2315/2003	144000/-	35922/-	179922/-	14994.00
12	ELS/GZB	Sr. DEE/ELS	Tavera	UP-11-AG-0194	144000	20287	164287	13690.00
				UP-17-G-0082	144000	21000	165000	13750.00
13	Electrical/TRD	Sr. DEE	Truck	HR-67A 7998	468018	60000	528018	44002.00
			Truck	HR-67A 2713	421126	60000	481216	40101.00
			SX-4	DL2CH8661	240000	39931	279931	23328.00
		ADRM/OP	LMV/Tavera	DL3CAJ 6102	300000	8319	308319	25693.00
14	Electrical/R SO	Sr. DEE/RSO	SUV	DL6CJ 7836	216000	60252	276252	23021.00
15	Electrical/General	-	-	-	-	-	-	-
16	Medical	CMS/DLI	SUV	DL1A2687	81059	38000	119059	9922.00
17	S&T	SSE/T/W/DRMO/NDLS	Tavera	HR 01-AM-8963	120000	--	120000	10000.00
		SSE/Tele/HQ/NDLS	SX-4	DL3CAM 0590	180000	--	180000	15000.00
		SSE/TW/DRMO/NDLS	Quallis	DL2CM 4616	144000	-	144000	12000.00
		SSE/Sig./East	Quallis	HR01AM 5716	120000	--	120000	10000.00
		SSE/Sig./HNZM	Quallis	DL-3CAY-1843	120000	--	120000	10000.00
		SSE/Sig./East	Quallis	UP-14AG-0052	132000	-	132000	11000.00
		SSE/Sig./GZB	Tavera	DL6CJ 5810	132000	--	132000	11000.00
18	ENGG	Sr DEN/IV	Tavera/Diesel	DL2CQ 1745	-	-	192000/-	15429.00
		Sr DEN/C	MUV	DL10CT 1626	-	-	12337/-	11461.00
		Sr. DEN/E	MUV	DL1CQ4013	-	-	-	-
			Truck	DLGB6971	-	-	-	-
			Truck	DL1GB6961	-	-	-	-
			MUV	DL6CJ5853	-	--	-	-
			MUV	DL2CQ4012				
19	Electrical/Coaching	-	-	-	-	-	-	-
Total per month on 40 departmental vehicles								

2.1.5 Codal life of the departmental vehicle:

S.N	Department	Controlling Officer	Type of vehicle diesel/petrol	Registration No.	Year of Mfg Month/yr	Codal life
1	Admin.	-	-	-	-	-
2	Personnel	Sr. DPO/C	MUV/Dsl	DL6CJ 1937	Oct/2003	Out of codal life
3	Comm.	Sr. DCM	Tavera/Diesel	DL6CJ 5617	April/2007	Out of codal life
			Quallis/Diesel	DL6CJ 9682	Nov./2008	Out of codal life
4	Traffic	Control Office DRM Office	Tavera/Diesel	DL6CJ 5575	March/2007	Out of codal life
			Tavera/Diesel	DL6CJ 5578	March/2007	Out of codal life
5	Accounts	Sr. DFM/NDLS	Cash van/ Diesel	DL3CJ 5014	March/2006	Out of codal life
		Sr. DFM/NDLS	Inspection car/ Diesel	DL1CJ 5700	March/2007	Out of codal life
6	Store	-	-	-	-	-
7	Mech. C&W	Sr DME/Cord.	MUV/ Diesel	DL6CJ 7813	Jan./2010	Out of codal life
		Sr DME/Chg.	MUV/ Diesel	DL6CJ 4297	Nov./2004	Out of codal life
		DME/C&W	MUV/ Diesel	UP-14AG 0432	Dec./2006	Out of codal life
		DME/C&W (Control)	MUV/ Diesel	HR 56B 7798	Dec./2016	Within codal life
		Sr. CDO/ANV T	MUV/ Diesel	DL1GB 7097	Feb./2006	Out of codal life
		CDO/MTC	MUV/ Diesel	UP-15AG 1080	March/2017	Within codal life
8	Mech. O&F	-	-	-	-	-
9	Mech. TSD,SSB	Sr. DME/TSB	SUV (CNG)	DL1MA 4683	March/2020	Within codal life
10	Diesel Shed, TKD	Sr. DME/TKD	Innova Diesel	DL 3CC 0974	Jan.2013	Within codal life
			Tata 407 Tempo	DL 1 LX 7183	Oct./2016	Within codal life
11	Electrical/E MU	Sr. DEE/EMU	Truck/TATA Diesel	UP-14AG 0825	Nov.2014	Within codal life
			Qualis/ Diesel	UP14 T2315	March/2003	Out of codal life
12	ELS/GZB	Sr. DEE/ELS	Tavera/Diesel	UP-11-AG-0194	March/2011	Out of codal life
				UP-17-G-0082	Jan./2013	Within codal life
13	Electrical/ TRD	Sr.DEE	Truck/Diesel	HR-67A 7998	Dec./2013	Within codal life
			Truck/Diesel	HR-67A 2713	June/2011	Out of codal life
			SX-4/Petrol	DL2CH 8661	Dec./2006	Out of codal life
		ADRM/OP	LMV/ Tavera/Diesel	DL3CAJ 6102	June./2005	Out of codal life
14	Electrical/R SO	Sr. DEE/RSO	SUV/Diesel	DL6CJ 7836	May/2010	Out of codal life
15	Electrical/G	-	-	-	-	-

16	Electrical/ Coaching	-	-	-	-	-
16	Medical	CMS/DLI	SUV/Petrol	DL1A2687	Sept./2014	Within codal life
17	S&T	SSE/T/W/ DRMO/ND LS	Tavera/Diesel	HR 01-AM-8963	Jan./2016	Within codal life
		SSE/Tele/ HQ/ NDLS	SX-4/Diesel	DL3CAM 0590	March/2005	Out of codal life
		SSE/TW/DR MO/NDLS	Quallis/Diesel	DL2CM 4616	Dec./2001	Out of codal life
		SSE/Sig./ East	Quallis/Diesel	DL2CM8729	March/2012	Within codal life
		SSE/Sig./ HNZM	Quallis/Diesel	DL-3CAY-1843	April/2007	Out of codal life
		SSE/Sig./ East	Quallis/Diesel	UP-14AG-0052	August/2008	Out of codal life
		SSE/Sig./ GZB	Tavera/Diesel	DL6CJ 5810	July/2007	Out of codal life
18	ENGG	Sr. DEN/IV	Tavera/ Diesel	DL2CQ 1745	July/2007	Out of codal life
		Sr DEN/C	MUV/Diesel	DL10CT 1626	Oct./2015	Within codal life
		Sr. DEN/E	MUV/Diesel	DL1CQ4013	July/2003	Out of codal life
			Truck/Diesel	DLGB6971	Oct./2008	Out of codal life
			Truck/Diesel	DL1GB6961	Aug./2002	Out of codal life
			MUV/Diesel	DL6CJ5853	April/2008	Out of codal life
			MUV/Diesel	DL2CQ4012	Sept./2004	Out of codal life
19					12 vehicles.	28 vehicles

The above table reveals that out of total 40 departmental vehicles, only 12 vehicles are within their codal life and remaining 28 vehicles have already completed the codal life.

2.1.6 Expenditure on departmental vehicles and financial implication of vehicle drivers per month:

S No	Deptt	No of vehi cles	Expenditure on vehicle per month ₹ Fuel+ maintenance)(A)	No of Drivers Sanctioned	Financial implication of Drivers/month (B)	Total expenditure/ month (Department wise) (A+B)
1	Administration	-	10080.00	12	535727.00	545807.00
2	Personnel	01				
3	Commercial	02	25625.00	-	-	25625.00
4	Operating	02	26302.00	-	-	26302.00
5	Accounts	02	30000.00	-	-	30000.00
6	Store	-	-	-	-	-
7	Mech. C&W	06	55792.00	09	366017.00	421809.00
8	Mech. O&F	-	-	02	77028.00	77028.00
9	TSD/SSB	03	31784.00	10	442848.00	474632.00
10	Dsl Shed, TKD					
11	EMU Car Shed	02	35140.00	10	448416.00	483556.00
12	ELS/GZB	02	27440.00	-	-	27440.00
13	Electrical/TRD	04	133124.00	19	859235.00	992359.00
14	Electrical/RSO	01	23021.00	-	-	23021.00
15	Electrical/G	-	-	04	151175.00	151175.00
16	Electrical Coaching	-	-	04	156743.00	156743.00
17	Medical	01	9922.00	03	126678.00	136600.00
18	Signal &Tele	07	68000.00	15	658607.00	726607.00
19	Engineering	07	26890.00	11	484049.00	51939.00
Total		40	503120	99	4306523.00	4350643.00
Average Exp. per month/ vehicle			12271.22		105037.15	106113.00

2.1.7 Detail of **Hired vehicles** on contract basis including all expenditure i.e. Driver, maintenance of Vehicles, parking and taxes etc per month:

During the conduct of study the work study team collected the various data/information like type of vehicle amount of contract per month etc which are depicted as under:-

S. No.	Deptt	Designation	Description	No of Vehicle Hired	Monthly Rates per vehicle in ₹
1	Admin.	DRM	SUV	01	46403.00
		ADRM/Admin.	Honda city/Diesel	01	36500.00
		ADRM/OP	Ciaz/Petrol	01	67000.00
		ADRM/Infra	Ciaz/Petrol	01	67000.00
		ADRM/T	Desire/Petrol	01	38325.00
2	Operating	Sr DOM/GR	MUV	02	114450.00
		Control/NDLS	MUV	02	113298.00
		Control/TKD&GZB	MUV	02	100600.00
		Control/NDLS	MUV	01	47300.00
3	Commercial	Sr. DCM/PS	MUV	01	44308.00
		Sr. DCM/PS	MUV	02	89856.00
		Sr. DCM/Freight	MUV	01	39189.00

		Sr. DCM/Freight	MUV	01	36999.00
4	Accounts	Sr DFM	MUV	01	49100.00
5	Engineering	Sr DEN-I	AEN/PNP/SUV	01	50000.00
			SNP, PNP, SFDE/MUV	05	122190.00
		Sr DEN-II	Sr. DEN/DLI/MUV	01	40000.00
			GZB,MUT,SMQL/AEN/MUV	03	78000.00
		Sr DEN-III	Sr DEN/DLI & AEN/NDLS/SUV	02	93000.00
		Sr DEN-V	Sr. DEN/V, AEN/DEE, AEN/NZM/SUV	03	131710.00
		Sr DEN/C	SUV	01	45317.00
		DEN/Estate	Tavera/Tata	04	43200.00
		Sr.DEN-Works	Sumo/Gypsy/Mahindra Max		
6	Medical	DKZ	EECO/Ambulance	01	52869.00
		SSB	Tempo traveler/Ambulance	01	59965.00
		DLI	Tempo traveler/Ambulance	01	66340.00
		DLI	MUV	01	38700.00
		TKD	Tempo traveler/Ambulance	01	62440.00
		GZB	EECO/Ambulance	01	50009.00
		GZB/Bhoor	EECO/Ambulance	01	52778.00
		DLI	Tempo traveler/Ambulance	01	59988.00
		ACMS/DLI	AC Car	01	27499.00
		CMS/DLI	AC Car	01	31110.00
		ACMS/DLI	AC Car	01	26567.00
		EMU Car Shed	EECO/Ambulance	01	60277.00
7	Electrical/G	ADEE/G-I	MUV	01	64000.00
		ADEE/G-I	MUV	01	47900.00
		ADEE/G-I	IMT Truck	01	89000.00
8	Store	Sr. DMM	SUV	01	38700.00
9	Electrical/RSO	CTLN/NDLS	SUV	01	43999.00
			SUV	01	43600.00
10	Electrical/EMU	Sr. DEE/EMU	ERTIGA	01	43399.00
			SCORPIO	01	58532.00
			TRUCK	03	89000.00
11	ELS/Loco Shed	Sr. DEE/ELS	TUV/Mahindra	01	52907.00
			Innova Crysta	01	68250.00
12	Electrical/TRD	Sr. DEE/TRD	Ertiga	01	57600.00
			Boloro	01	62280.00
			LMV	01	61700.00
		CTPC/NDLS	MUV	01	65840.00
		ADEE/TRD/FDB	MUV	01	65840.00
		ADEE/TRD/PTNR	MUV	01	61700.00
		ADEE/TRD/PNP	MUV	01	54777.00
		TPC/NDLS	MUV	01	64850.00
13	Signal & Tele	SSE/T/PAE/NDLS	MUV	01	42500.00
		SSE/T/Cable/NDLS	MUV	01	42500.00
		SSE/T/MUT	MUV	01	42500.00
		SSE/T/PNP	MUV	01	42500.00
		CSI/JHI & CNL	MUV	04	217520.00
		CSI/BTI,KKDE,PNP ,GZB,NZM,ROK,PS ,FDB,DEC,MUT,BV H,SNP,TKD,SMQL &MOZ	Pick van	15	798735.00
		CSI/DG,	Truck	08	385200.00

		TKD,HNZM,BTI,ROK,SRE,MUT & KKDE			
14	Mech. O& F	CPRC	SUV	01	57528.00
			SUV	01	64400.00
			SUV	01	89064.00
		Sr.CC/JHI	SUV	01	49264.00
		Sr.CC/SSB	SUV	02	104896.00
15	Mech. SSB Shed	Sr. DME/TSB	SUV	03	130725.00
16	Mech. C&W	DEE	MUV	01	53680.00
		DRMO	MUV	04	222958.00
		DLT/NDLS	MUV	01	47900.00
		HNZM & ANVT	MUV	02	89098.00
		SSB	MUV	01	56400.00
		Sr.DME/Freight	MUV	02	88888.00
17	Electrical Coaching	SSE/PC/STB/NDLS	Truck TATA	01	438086.00
		SSE/Elect/CNL/NDLS	SUV	01	68093.00
		SSE/ACC/NDLS	MUV	01	68250.00
Total expenditure on 125 hired vehicle per month				125	4923101.00
Average expenditure per hired vehicle per month					39385.00

Comparative expenditure on departmental and hired vehicles

Expenditure on Departmental vehicles/month in ₹		Expenditure on Hired vehicles/month in ₹		Difference in ₹
for 40 vehicle	For 01 vehicle	for 125 vehicle	for 01 vehicle	108766/39385.00= 2.76 times higher
4350643.00	108766.00	4923101.00	39385.00	

Above discussion of work study reveals that both type of vehicles i.e. Railway departmental vehicles and private hired vehicles are in use over Delhi division. From the perusal of para 2.1.5 and 2.1.6 it has been observed that **the hired vehicle on contract basis are much 2.76 times higher than that of hired vehicle on contract basis.**

The work study team is of the opinion that the departmental vehicles should be replaced by the hired vehicle on contract basis as per existing Rly Board's guidelines and the departmental vehicle drivers will be rendered surplus.

- 2.2.0 **CRITICAL ANALYSIS:**
During the conduct of study the team collected the data/information and examined critically as per guidelines laid down by Railway Board and held discussions at various levels.
- 2.2.1 Rly. Board's D.O. letter No. E(MPP)2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- 2.2.2 Codal Life of Vehicle:
Railway Board's directive regarding codal life of assets and Condemnation of vehicle is to be followed accordingly.
Board's [No.- 2002/AC-II/10, dated 24.05.2006]
- It is observed that the sanctioned cadre of departmental Vehicle Driver in all departments of Delhi division is 99 and 60 Vehicle Driver are on roll and 39 posts are lying vacant. The requirement of Vehicle Driver for different departments in Delhi Division has been assessed based on the present workload, Railway Board Guidelines, analysis of data collected and discussions held with various levels.
 - Total 40 departmental vehicles are being utilized over Delhi division and on an average ₹ **108766/-** expenditure per month per vehicle. In addition to 40 departmental vehicles, 125 hired vehicles are also being utilized in different department on contract basis with an average expenditure per month per vehicle is ₹ **39385/-**. Expenditure on departmental vehicles is **2.76 times higher** as compared to hired vehicles on contract basis.
 - Codal life/service life of various classes of departmental vehicles has been assessed as per Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
 - During the course of works study, it is observed that out of total 40 departmental vehicles, 28 vehicles have already completed their codal life. It is evident that the old vehicles are not fuel efficient, not environment friendly, unfit in BS norms, may face the problem of frequent break down and uneconomical to operate. This may result into increase in operational & maintenance expenses; this may also cause failure during emergent situation. To avoid this it is inevitable that old vehicles must be phased out after completing of their codal life.

2.2.3 Department wise proposed requirement of Vehicle Drivers:

During the conduct of study, the work study team collected the department wise workload of vehicle drivers in terms of number of vehicles, age of vehicle (codal life), fuel consumption, expenditure on maintenance and vehicle hired on contract basis and examined critically. The work study team has taken into consideration the deployment of staff, guidelines laid down by Railway Board and comparison of expenses incurred on departmental vehicle and hired vehicle, while proposing the requirement of vehicle driver staff. The work study team observed that out 41 departmental vehicles, only 12 vehicles within their codal life and rest 29 vehicles have already completed their codal life. Vide Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006, therefore, process for condemnation of these vehicles should be initiated and process of hiring of vehicles may be explored. The work study team proposed the requirement vehicles driver for the vehicles which within their codal life and depicted as under:

S.N	Deptt.	Controlling Officer	Vehicle no.	Proposed requirement of staff
1	Mech. C&W	DME/C&W(Control)	HR 56B 7798	01
		CDO/MTC	UP-15AG 1080	01
2	TSD, SSB	Sr. DME/TSD	DL 1MA 4683	01
3	Electrical/EMU	Sr. DEE/EMU	UP-14AG 0825	01
	ELS, GZB	Sr. DEE/ELS/GZB	UP-17-G-0082	01
4	Electrical/ TRD	Sr.DEE	HR-67A 7998	01
5	Medical	CMS/DLI	DL 1A 2687	01
6	S&T	SSE/T/W/DRMO/NDLS	HR 01-AM-8963	01
		SSE/Sig./East	HR 01AM 5716	01
7	ENGG	Sr DEN/C	DL 10CT 1626	01
8	Diesel Shed TKD	Sr.DME/TKD	DL 3CC 0974	01
			DL 1 LX 7183	01
Sub Total				12
For emergency work				04
Sub total				16
Add LR @12.5 % on 16				02
Sub total				18
Add RG @ 16.5% on 18				2.97
Grand Total				20.97 or say 21

The above table reveals that the proposed requirement of vehicle drivers comes to 21 against the sanctioned strength of 99 and 78 posts of vehicle drivers identified as surplus in different grades over Delhi division and recommended for surrender.

Recommendation No 1:

It is proposed that 78 posts of vehicle drivers identified as surplus in different grades over Delhi division and recommended for surrender as follow:

S No	Category	Grade pay in Rs	No. of posts identified surplus
1	V. Driver MCM	9300+34800+4200	10
2	V. Driver -I	5200-20200+2800	43
3	V. Driver –II	5200-20200+2400	20
4	V. Driver -III	5200-20200+1900	05
Total			78

Out of total 41 departmental vehicles only 12 vehicles are within their codal life. As per Railway Board's letter No 2002/AC-H/1/10 dt 24.05.2006, process for condemnation of these vehicles should be initiated so that hiring of vehicles along with drivers on contract basis may be explored as per requirement. As already discussed in para 2.1.5 and 2.1.6 it has been observed that the hired vehicle on contract basis are much economical than the departmental vehicle. Expenditure on departmental vehicle is **2.76 times** higher than that of hired vehicle on contract basis being utilized over Delhi division. Departmental vehicle drivers will become surplus after hiring the new vehicle on contract basis along with driver. Thus surplus departmental vehicle drivers should be surrendered.

Recommendation No. 2:

It is proposed that 29 vehicles which have already completed their codal life, process for condemnation of these vehicles should be initiated so that hiring of vehicles on contract basis along with driver may be explored to increase the manpower productivity.

3.0.0 FINANCIAL IMPLICATIONS

3.1.0 The total annual expenditure on the sanctioned strength of Vehicle driver staff working over Delhi Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay in ₹	Monthly value per posts in ₹	Sanctioned strength	Total annual expenditure in ₹
1	Vehicle Driver	9300-34800-4200	53448/-	18	11544768/-
2	Vehicle Driver-I	5200-20200-2800	44082/-	51	26978184/-
3	Vehicle Driver-II	5200-20200-2400	38514/-	23	10629864/-
4	Vehicle Driver-III	5200-20200-1900	30065/-	07	2525460/-
Total				99	51678276/-

The above table reveals that ₹ 51678276/- per annum is being spent on the above sanctioned strength of vehicle driver over Delhi Division.

3.2.0 The annual expenditure on the proposed strength Vehicle Driver staff working over Delhi Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in ₹	Proposed strength	Total annual expenditure in ₹
1	Vehicle Driver	9300-34800 4200	53448/-	08	5131008/-
2	Vehicle Driver-I	5200-20200-2800	44082/-	08	4231872/-
3	Vehicle Driver-II	5200-20200-2400	38514/-	03	1386504/-
4	Vehicle Driver-III	5200-20200-1900	30065/-	02	721560/-
Total				21	11470944/-

The above table reveals that total annual expenditure on 21 proposed posts of Vehicle driver staff will be reduced to ₹ 11470944/- instead of ₹ 51678276/- and recurring saving will be ₹ 40207332/- per annum.

3.3.0 RECURRING SAVING:

S. N	Category	Pay scale + Grade pay ₹	No. of posts	Rec. No	Monthly value per post ₹	Total annual recurring saving ₹
1	Vehicle Driver	9300-34800 4200	10	1	53448/-	6413760/-
2	Vehicle Driver-I	5200-20200- 2800	43	1	44082/-	22746312/-
3	Vehicle Driver-II	5200-20200- 2400	20	1	38514/-	9243360/-
4	Vehicle Driver-III	5200-20200- 1900	05	1	30065/-	1803900/-
Total			78			40207332/-

No. of posts identified as surplus: -

Group 'C' = 78 posts

Group 'D' = Nil posts

Total = 78 posts

Anticipated recurring saving = ₹ 402.07 lacs per annum

Capital saving = Nil

Total saving = ₹ 402.07 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : Personnel

Name of study : Review of Vehicle Driver staff working over Delhi Division.

Activity Centre : All Departments offices of Delhi Division.

S. No	Sub-activity	Actual staff deployed	Work Study recommendation	Representative Workload
1	Utility of vehicle driver staff under officers of the following departments, Admin., Personnel, Comml. Optg., Accounts, Mech. C&W, Mech O&F, TRD, Engg, S&T, Elect./G, Medical, EMU, Car Shed, Store & Safety	S/S=99 O/R=60 Vac=39	S/S=99 Proposed=21 Surplus =78 Group C=78 Group D =Nil	To drive the various type of vehicles of officers working in different department of Delhi Division.

LIST OF ANNEXURES

S.N.	Description	Annexure No.
1	Category and grade wise sanctioned and on roll position of vehicle driver staff working over Delhi Division.	I
2	Statement showing codal life of assets/vehicle Rly. Board's letter No.2002/AC-II/10 dt.24.5.2006	II
3	Authority letter to conduct the work study report No. 16-CP/25/WS/21-22 dt.18.01.2022	III

Department wise grade wise Detailed Staff position of Vehicle Drivers over
Delhi Division:

S. No	Department	Grade	S/S	O/R	Vacancy
1	Administration/ Personnel	4200	04	03	01
		2800	04	04	00
		2400	03	01	02
		1900	01	00	01
		Sub total	12	08	04
2	Electrical/General	2800	01	03	+02
		2400	02	00	02
		1900	01	00	01
		Sub total	04	03	01
3	Electrical/Coaching	2800	02	03	+01
		2400	01	00	01
		1900	01	00	01
		Sub total	04	03	01
4	Electrical/TRD	4200	05	04	01
		2800	11	11	00
		2400	02	01	01
		1900	01	00	01
		Sub total	19	16	03
5	Electrical/EMU	4200	02	01	01
		2800	06	04	02
		2400	02	00	02
		Sub total	10	05	05
6	Mech O&F/RSO	2400	02	00	02
		Sub total	02	00	02
7	Mech C&W	2800	05	04	01
		2400	03	01	02
		1900	01	01	00
		Sub total	09	06	03
8	Mech. Dsl	4200	02	01	01
		2800	05	04	01
		2400	03	00	03
		Sub total	10	05	05
9	Signal & Tele	4200	03	01	02
		2800	08	05	03
		2400	03	00	03
		1900	01	00	01
		Sub total	15	06	09
10	Engg. Works	4200	02	01	01
		2800	07	05	02
		2400	01	00	01
		1900	01	01	00
		Sub total	11	07	04
11	Medical	2800	02	01	01
		2400	01	00	01
		Sub total	03	01	02
Total			99	60	39

Summarized grade wise staff position of Vehicle Drivers over Delhi Division:

S. No.	Grade pay in Rs	S/S	O/R	Vacancy
1	9300-34800-4200	18	08	10
2	5200-20200-2800	51	47	04
3	5200-20200-2400	23	03	20
4	5200-20200-1900	07	02	05
Total		99	60	39

Salient features of work study report No. 16-CP-25/WS/2021-22

Name of the Work study: Review of Vehicle Driver Staff working in different departments over DLI division

- (i) There are 40 departmental vehicles being utilized over Delhi division and on an average expenditure per month per vehicle is ₹ 108766.00. There 125 hired vehicles being utilized on contract basis and on an average expenditure per month per vehicle is ₹ 39385.00. Expenditure on departmental vehicles is **2.76 times higher** than that of hired vehicles on contract basis.
- (ii) Rly. Board's D.O. letter No. E (MPP) 2006/1/89 dt. 04.10.2006 regarding vehicle drivers & vehicle maintenance staff to be taken as diminishing category and activity to be outsourced.
- (iii) Codal life/service life of various classes of railway assets has been reassessed Vide Rly Board's letter No 2002/AC-H/1/10 dt 24.05.2006.
- (iv) Out of total 40 departmental vehicles, 12 vehicles are within their codal life, and 28 vehicles have completed their codal life.
- (v) Staff position & Financial implications:

Sr. No.	Total sanctioned strength	99
1	On roll strength	60
2	Vacancy	39
3	Proposed strength	21
4	No. of post identified as surplus	78
5	Net recurring saving(lacs per annum)	₹ 402.07 lacks per annum.