



WORK STUDY REPORT  
ON  
REVIEW OF SAFAIWALA STAFF  
WORKING UNDER CHI STATION OF  
COMMERCIAL DEPARTMENT  
OVER  
FIROZPUR DIVISION  
2018-19  
WORK STUDY TEAM

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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 identify redundant/unproductive activities with a view to eliminate wasteful expenditure and to improve manpower productivity of safaiwala staff supervised by Chief Health Inspector under Commercial department over FZR division.

### STAFF POSITION

The total sanctioned and on roll strength of Safaiwala staff of Commercial department working under CHI/station over FZR division is as under:-

S. No.	Colony Station	S/S	O/R	Vacancy (-) Surplus (+)
1	Firozpur (FZR)	07	06	01
2	Ludhiana (LDH)	19	20	+01
3	Jalandhar City (JUC)	13	11	02
4	Jalandhar Cantt (JRC)	05	05	--
5	Amritsar (ASR)	27	20	07
6	Jammu Tawi (JAT)	16	15	01
7	Pathankot (PTK)	09	09	--
Total		96	86	10

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

Group 'C'= NIL posts

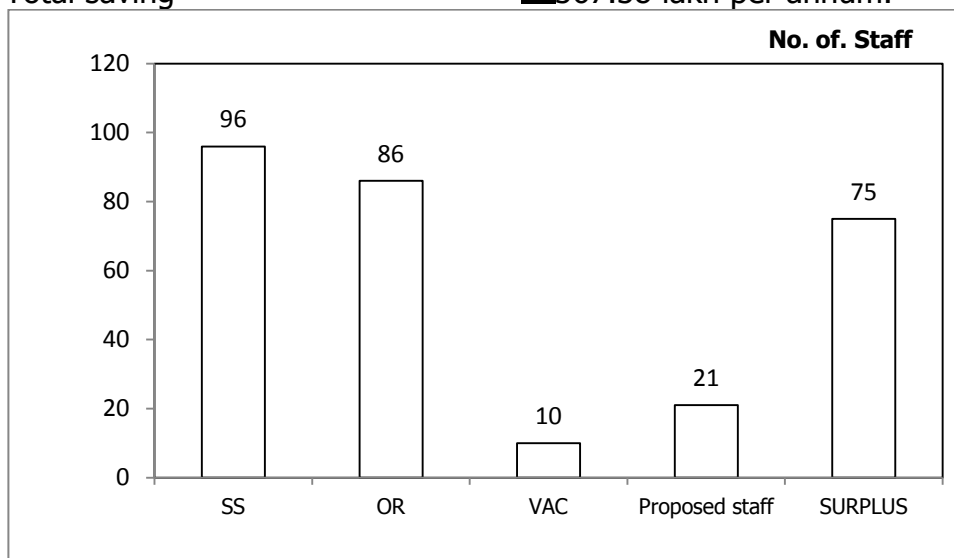
Group 'D'= 75 posts

Total = 75 posts

Anticipated recurring saving = ■367.38 lakh per annum.

Capital saving = Nil

Total saving = ■367.38 lakh per annum.



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## SYNOPSIS

Cleanliness is an important aspect in human life as it provides not only good health but also helps to create better working environment. To increase the working efficiency, quality cleanliness standard is an evident in the work place of any organization. Due to introduction of new policies in railways, the contractual system is encouraged in some activities where the safety is not involved i.e. cleaning, maintenance of assets in works department, catering and vending etc. Rly Board vide letter No. 2015/EnHM/06/02 Dt 28.08.2015 introduced **"Policy on Scope and Formation of Environment & Housekeeping Management (EnHM) wing in Zonal Railways."** In compliance to the above letter, FZR division has introduced EnHM wing and comprehensive cleaning activities at A-1 & A category stations over FZR Division has been outsourced. Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division. However some of the work is still managed by departmental staff and 96 safaiwala staff of Commercial Department is sanctioned at these stations. It is also true that a lot of modernization and technological up-gradation and mechanized cleaning have been also adopted in cleaning activities by Railways.

Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. Railway Stations, colonies and all work places are to be maintained in a hygienic and clean manner and adequate steps is to be taken at the planning stage itself. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sludge in a scientific manner. Sanitation services are provided in all the Railway premises including the Railway colonies, Railway stations, circulating areas, Railway Yards, offices, coaches and tracks. Cleanliness of these areas is multidisciplinary approach by various departments of the Railways viz. Medical, Engineering, Operating and Mechanical Department. The safaiwala staff of Commercial Department performs the Sanitation job at Railway stations under the supervision of Chief Health Inspectors/Station whereas Comprehensive Cleaning Contracts are supervised by EnHM wing of Mechanical Department under the supervision of Chief Health Inspectors/Station.

Keeping above in view, SDGM/NR assigned work study on review of safaiwala staff working under CHI/Station under Commercial Department over Firozpur Division to Central Planning Cell HQ Office, Northern Railway with a view to economize utilization of existing safaiwala staff in face of existing system and also suggest ways and means to improve the quality of cleanliness standard.

During the conduct of study, the team visited the CHI/Railway stations under the Administrative Control of Sr DCM/FZR over Firozpur Division and studied the existing system of working of safaiwala staff and noted that most of the workload of safaiwala staff are being done by Comprehensive Cleaning Contracts supervised by EnHM wing of Mechanical Department. The team observed that the activities being carried out by contractors are cheaper than the departmental labour. Keeping all aspects into consideration, the team has made two recommendations in the report identifying 75 posts of safaiwala staff as surplus under Commercial Department over Firozpur Division and recommended for surrender. If all the recommendations made in the report will be implemented in toto, a net recurring saving to the tune of ■367.38 lakh per annum will be achieved.

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### SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 75 posts of safaiwala staff are identified as surplus in Gr. ■ 5200-20200-1800 Chief Health Inspector/Station over FZR division working under the administrative control of Sr.DCM/FZR and recommended for surrender.	2.4.9	ADRM/Admn/FZR Sr.DCM/FZR Sr.DPO/FZR
2	It is proposed that the remaining activities which presently done by departmental safaiwala staff may also be outsourced under EnHM over FZR Division under Commercial Department which not only improve the manpower productivity but also increase the economy of the system.	2.5.1	ADRM/Admn/FZR Sr.DCM/FZR Sr.DPO/FZR

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## ACKNOWLEDGEMENT

The team is highly grateful to Shri Sukhvinder Singh, ADRM/FZR, Sh Hari Mohan Sr DCM/FZR, Sh. Jusuf Kabir Sr.DPO/FZR and other functionaries in providing relevant data/information and giving valuable guidance and co-operation to the team during the conduct of study.

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## 1.0 INTRODUCTION

- 1.1 Indian Railway is the lifeline of the country. It plays a vital role in providing quick, affordable and safe transportation to all rail users. Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keeps the person healthy but also increases the working efficiency. The age-old system of manual cleaning has become obsolete. It not only requires a huge man-power but also is time consuming and not effective up to satisfactory levels. Due to change in government policy, certain activity like catering, cleaning, maintenance in Engineering works, loading/unloading/leasing of parcels, handling of guards/drivers boxes etc. are being carried out by contractual labours on contract basis successfully which has resulted in reduced maintenance cost. The present trend is to provide mechanized cleaning equipments, which provide hygienic environment instilling high satisfactory level to the users. Moreover it is also cost effective with less involvement of man-power. Technological advancements have also been introduced recently like jet cleaning machines, vacuum cleaners, modern wipers, improved working systems/procedures, construction of improved infrastructure i.e. glazed floors, walls, stairs etc. This has resulted less cleaning and encouragement of modern equipments, which has affected the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness. For a greater importance to improve the overall status of sanitation/cleanliness, Railway Board has issued guidelines for Mechanized cleaning of the different categories of railway stations. Rly Board vide letter No. 2015/EnHM/06/02 Dt 28.08.2015 introduced "Policy on Scope and Formation of Environment & Housekeeping Management (EnHM) wing in Zonal Railways." In compliance to the above letter, FZR division has introduced EnHM wing and comprehensive cleaning activities at A-1 & A category stations over FZR Division has been outsourced. Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts over FZR division. The study has been undertaken with a view to analyze the requirement of sanitation staff linked with the cleanliness activities and other non-core activities which can likely be off loaded under Sr DCM/FZR. Over and above, the study is also undertaken to see the feasibility of outsourcing the sanitation activities.



1.2 Firozpur Division is an important division of Northern Railway spread over the territories of Jammu & Kashmir, Punjab and Himachal Pradesh. A sufficient goods and passenger traffic passes through Firozpur Division, Commercial Department has been entrusted the work of cleanliness of Railway stations.

1.3 Keeping in view above, SDGM/NR assigned a work study on "Review of safaiwala staff working under CHI/Station under Commercial Department over Firozpur Division" with a view to optimum utilization of existing safaiwala staff to cope up the 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 suggest ways and means to eliminate wasteful expenditure/unproductive/redundant activities.
3. To suggest ways and means to improve the standard of cleaning activities.

1.5 METHODOLOGY ADOPTED

The following method study and work measurement techniques were Adopted to conduct the work study:-

1. Data collection and its critical analysis.
2. Physical check, Spot observations, work sampling, analytical Estimation & yard stick in vogue, if any.
3. Held discussions at various levels.

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

2.1.0 BRIEF DESCRIPTION

2.1.1 Firozpur division is an important division of Northern Railway. Railway safaiwala staff of Commercial department carries out the cleaning activities at Railway station & premises. The cleaning activity carried out by Railway staff at stations is supervised by the CHI of Commercial Department over FZR division. Safaiwala staff is utilized for cleaning/sweeping, Railway stations, roads, surrounding area and drains etc. The safaiwala staff under Commercial department is functioning under chief health inspector/health inspector at different stations over Firozpur Division. Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division

2.1.2 EnHM wing is responsible for execution as well as monitoring and coordination of integrated housekeeping function of coaching trains major Railway station and coach maintenance depots, however, the work study is confined to safaiwala staff working under CHI/Stations under commercial department only.

It is therefore, essential to mention the CHI headquarters controlled by Sr DCM/ Firozpur at different locations over FZR Division which are as under:-

1. Chief Health Inspector/Station, Firozpur (FZR)
2. Chief Health Inspector/Station, Ludhiana (LDH)
3. Chief Health Inspector/Station, Jalandhar City (JUC)
4. Chief Health Inspector/Station, Jalandhar Cantt (JRC)
5. Chief Health Inspector/Station, Amritsar (ASR)
6. Chief Health Inspector/Station, Jammu Tawi (JAT)
7. Chief Health Inspector/Station, Pathankot (PTK)

## 2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed sanctioned strength of safaiwala staff from 'P' Branch of FZR Division as well as from each CHI Office. The team has taken into consideration the sanctioned strength, as provided by the Divisional Headquarter and on roll position as provided by each CHI. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below :-

S. No.	Colony Station	S/S	O/R	Vacancy (-) Surplus (+)
1	Firozpur (FZR)	07	06	01
2	Ludhiana (LDH)	19	20	+01
3	Jalandhar City (JUC)	13	11	02
4	Jalandhar Cantt (JRC)	05	05	--
5	Amritsar (ASR)	27	20	07
6	Jammu Tawi (JAT)	16	15	01
7	Pathankot (PTK)	09	09	--
Total		96	86	10

The above table reveals that the on roll strength is 86 against the sanctioned strength of 96 and 10 posts of safaiwala are lying vacant under CHI/Station over FZR Division.

## 2.3.0 CRITICAL ANALYSIS

2.3.1 Sanitation is an essential activity in any working/residential place. The working/residential place of human being should be neat and clean which helps to keep the person healthy, fit and also affect the working efficiency. A sufficient number of safaiwala staff is deployed under Commercial department over FZR division for upkeep of the standard of cleanliness. Due to introduction of advance technology and adoption of modern techniques, a lot of mechanized/ sophisticated machines have been introduced in the sphere of cleaning which not only improve the standard of cleaning but also affects the utilization of available manpower. It is also true that after implementation of the 7<sup>th</sup> Central Pay Commission, the establishment cost of government employees has increased tremendously. Consequently, the Railway has changed their policy, Railway Board has issued guidelines for Mechanized cleaning of the different categories of railway stations. Rly Board vide letter No. 2015/EnHM/06/02 Dt 28.08.2015 introduced "Policy on Scope and Formation of Environment & Housekeeping Management (EnHM) wing in Zonal Railways." In compliance to the above letter, FZR division has introduced EnHM wing and comprehensive cleaning activities at A-1 & A category stations over FZR Division has been outsourced. Sanitation work at all A-1 & A category

stations are going on successfully under Comprehensive cleaning contracts over FZR division. Contractual work not only improves the quality of work but also reduce the expenditure in terms of manpower productivity.

2.3.2 Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division. However some of the work is still managed by departmental staff and 96 safaiwala staff of Commercial Department is sanctioned at these stations. Keeping in view of all facts, the team observed that the cleaning standard being maintained by the contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff, the remaining activities which presently done by departmental safaiwala staff may also be outsourced under EnHM. It will certainly increase the man power productivity and will economize the system.

#### 2.4.0 REQUIREMENT OF STAFF:

During the conduct of study the work study team observed that most of the cleaning work at station is being done under comprehensive cleaning contracts under EnHM wing. Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division. However some of the work is still managed by departmental staff and 96 safaiwala staff of Commercial Department is sanctioned at these stations. It is also true that a lot of modernization and technological up-gradation and mechanized cleaning have been also adopted in cleaning activities by Railways.

2.4.1 The team discussed the existing workload of safaiwala with each Chief Health Inspector. During the conduct of study the team has taken in to consideration, spot observations, held discussion at various levels, deployment of staff and the comprehensive contract under EnHM, while proposing the requirement of staff. The CHI/Station wise proposed requirement of safaiwala staff is discussed as under:

#### 2.4.2. Firozpur (FZR)

S.NO.	Description	Proposed staff	Remarks
1	Daily cleaning: brooming and scrubbing on PF no.1, 1A, 2/5 & 3/4 in morning, evening & washing in night & collection of garbage from entire area.	-	Outsource d under EnHM
2	Cleaning, brooming and washing of FOB in morning and evening shift.	-	-do-
3	Daily continuous cleaning, sweeping and moping of 1 <sup>st</sup> class waiting room (Gents & ladies) 2 <sup>nd</sup> class waiting and its washrooms main concourse and dado (granite based) including wash rooms and collection of garbage in morning and evening shift	--	-do-
4	Daily cleaning, sweeping and moping & swabbing collection of garbage from Rly reservation center passenger interface area in morning & evening shift.	-	-do-
5	Daily cleaning, sweeping and moping & swabbing collection of garbage from passenger hall and surrounding area, 2 <sup>nd</sup> class booking office	-	-do-
6	Cleaning of all urinals and bathrooms, toilets related with passengers area in morning & evening shift booths: Daily regular cleaning.	-	-do-
7	Cleaning all water booths in morning shift.	-	-do-
8	Daily removal of stains, spitting marks, window pans, doors, glass pans etc at station building and removal of cow webs & signage of all types in morning shift.	-	-do-
9	Daily sweeping and collection of garbage from entire circulating area	-	-do-
10	Removal of garbage from PF dustbins and station building etc to main dustbins by Rehra & placing of poly bags of specified material and colour of biodegradable types.	-	-do-
11	Continuous rag picking from Track Nos 1, 2, 3 adjoining to PF 1, 2 & 3 and track No 4, 5 adjoining to PF No. 4, 1A dock PF, dock track at PF No. 5 after departure of every train and sprinkling of lime powder human excreta. Daily washing of kucha apron/track area of 1, 3, 4, 1A, 5 (dock) in two shifts.	-	-do-
12	Daily cleaning of drains track No. 1, 2, 3/4, 5 & 1A and 5. Weekly cleaning of sewer line No. 1, 2, 3, 4, 5, 6, 7 manholes of all station building and disposal of garbage up to main dustbin in two shifts.	-	-do-
13	3 departmental safaiwala staff are deployed at RPF office, CHI office and power cabin	--	May be outsourced under EnHM
14	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

### 2.4.3. Ludhiana (LDH)

S.NO.	Description	Proposed staff	Remarks
1	Daily sweeping, washing and moping of PF no.1, 2/3, 4/5, 6/7 in morning, evening & night shift.	-	Outsourced under EnHM
2	Sweeping of 2 <sup>nd</sup> class passenger hall, booking hall main concourse in morning, evening & night shift.	-	-do-
3	Daily cleaning & sweeping of stair case & FOB No. 1, 2 & 3 in morning, evening & night shift.	--	-do-
4	Daily cleaning, sweeping and moping & swabbing of railway reservation morning, evening shift	-	-do-
5	Daily cleaning, sweeping and moping of 1 <sup>st</sup> class ladies and gents waiting room in morning, evening & night shift.	-	-do-
6	Cleaning and washing of all water booths in morning & evening shift.	-	-do-
7	Removal of garbage from PF dustbins and station building in morning, evening & night shift.	-	-do-
8	Cleaning of all urinals and bathrooms, toilets related with passengers area in morning & evening shift booths: Daily regular cleaning.	-	-do-
9	Daily removal of stains, spitting marks, window pans, doors, glass pans etc at station building in morning shift	-	-do-
10	Daily cleaning of drains & sewer line in morning, evening shift. Removal of garbage from PF dustbins and station building etc to main dustbins by Rehra & placing of poly bags of specified material and colour of biodegradable types.	-	-do-
11	11 departmental safaiwala staff are deployed for sweeping of Circulating area	-	May be Outsourced under EnHM & in line with Station director NR JAT letter No 513/staff/SD dt 19.08.2018
12	02 departmental safaiwala staff are deployed for sweeping of TTE running room	-	
13	04 departmental safaiwala staff are deployed for sweeping of power cabin, RMS and parcel area	--	
14	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

#### 2.4.4. Jalandhar City (JUC)

S.NO.	Description	Proposed staff	Remarks
1	Daily sweeping, cleaning, washing with HPJM, moping and swabbing of washable area and collection of garbage of PF no.1, 2, 3/4 and 5 in morning, evening & night shift.	-	Outsourced under EnHM
2	Daily sweeping, cleaning, washing with HPJM, moping and swabbing collection of garbage waiting hall, VIP hall PRS hall, Waiting rooms, booking office, parcel office, clock room, all toilets and urinals, bathrooms and FOB at PF No. 1 in morning, evening & night shift.	-	-do-
3	Daily sweeping, cleaning, washing with HPJM, moping and swabbing collection of garbage of dormitory attached toilets, all urinals, retiring rooms, gallery, veranda and stairs etc in morning, evening & night shift.	--	-do-
4	Daily sweeping, cleaning, washing with HPJM, moping and collection of garbage at all offices i.e. enquiry room, VIP Room, SS office, Dy. SS office, CIT office, TTE/Dy. CIT office, T&C room, library room, RPF inspector office, C&W office, Goods shed office, yard office/cabin, cash office, CHI office and power cabin etc and their attached toilets in morning, evening & night shift.	-	-do-
5	Daily cleaning, sweeping and moping and collection of garbage from circulating area, it periphery, it adjoining roads and main concourse in morning, evening & night shift.	-	-do-
6	Daily cleaning and washing of all water booths/taps in morning & evening shift.	-	-do-
7	Daily cleaning of open/underground drains, main holes & sewer line all over Railway station premises in morning shift	-	-do-
8	Daily continuous washing of tracks with HPJM of track No1, 2 & 3/4 taps in morning & evening shift.	-	-do-
9	Daily cleaning washing , desilting of trains between track No 1/2 & 3/4. in morning & evening shift	-	-do-
10	04 departmental safaiwala staff are deployed for cleaning of toilets in circulating area	-	May be Outsourced under EnHM
11	04 departmental safaiwala staff are deployed for cleaning of toilets at PF 1 cleaning of waiting room	-	
13	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

#### 2.4.5. Jalandhar Cant (JRC)

S.NO.	Description	Proposed staff	Remarks
1	Daily sweeping, washing and moping of PF no.1, 2/3 in morning, evening & night shift.	-	Outsourced under EnHM
2	Daily cleaning & sweeping of Kachcha portion of PF No 1, 2/3. Removal of garbage in morning, evening & night shift.	-	-do-
3	Daily continuous sweeping, washing and moping and swapping, collection of garbage from washable area of passenger waiting VIP room, PRS hall, waiting room, booking office, parcel office, clock room in morning, evening & night shift.	--	-do-
4	Daily continuous sweeping, washing and moping and swapping & swabbing of railway reservation morning washable area of retiring room, central panel room at PF No.1 with veranda etc in two shifts.	-	-do-
5	Daily continuous sweeping, washing and moping and swapping, collection of garbage from washable area of all offices i.e. Dy. CIT/TTE office, SS Dy.SS office, RPF office GRP post, main entrance/booking hall & their attached toilets.	-	-do-
6	Daily continuous sweeping, washing, collection of garbage from circulating area ,its periphery adjoining roads and main concourse building in morning, evening & night shift.	-	-do-
7	Daily cleaning of drinking water booths/water taps area in morning & evening shift.	-	-do-
8	Daily cleaning of open/underground drains, main holes & sewer line over Railway station premises in morning shift.	-	-do-
9	Daily continuous washing of tracks with HPJM Track No.1, 2, 3/4.	-	-do-
10	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	



#### 2.4.6. Amritsar (ASR)

S.NO.	Description	Proposed staff	Remarks
1	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage of entire area of PF no.1, 2, 3, 4, 5 and 1A in morning, evening & night shift.	-	Outsourced under EnHM
2	Daily sweeping, cleaning, moping/ swabbing, collection of garbage from 2 <sup>nd</sup> class passenger hall, booking office area and main concourse waiting hall, 1 in morning, evening & night shift.	-	-do-
3	Daily cleaning, sweeping, moping and swabbing and collection of garbage from all offices situated at station building in morning & evening shift.	--	-do-
4	Daily cleaning, sweeping, moping, swabbing and collection of garbage from all retiring rooms and its hall with dado (granite base) in morning, evening & night shift.	-	-do-
5	Daily cleaning, sweeping and collection of garbage from all FOB and its stairs in morning, evening & night shift.	-	-do-
6	Daily continuous cleaning, sweeping and moping of 1 <sup>st</sup> class waiting rooms (gents/ladies) and 2 <sup>nd</sup> class waiting rooms and its washrooms in morning, evening & night shift.	-	-do-
7	Daily sweeping, cleaning, moping/ swabbing, collection of garbage from all water booths in morning & evening shift.	-	-do-
	Daily cleaning, removal of stains, spitting marks and removal of cow webs from all windows pan, doors, glass pans etc at station building in morning shift.		
8	Removal of garbage from PF dustbins and station building etc to main dustbins by Rehra and placing of fresh polybags regularly in two shifts.	-	-do-
9	Continuous rag picking from tracks after departure of every train and sprinkling of lime powder at human excreta and daily washing of washable aprons area of tracks1, 2, 3, 4, 5, 6 & 1A through HPJM in two shifts.	-	-do-
10	Daily cleaning washing, desilting of drains and removal of garbage/silt from drains between track No 1-2,3-4, near 5 & 1A. in morning & evening shift		
11	Weekly cleaning/desilting and removal of garbage from main holes of sewer line No 1, 2, 3, & at station building in morning shift		
12	Disposal of collected garbage from station premises to nominated dumping area by tractor trolley once in a day		
14	09 departmental safaiwala staff are deployed for cleaning of circulating area in two shifts.	-	May be Outsourced under EnHM & in line Station director NR
15	01 Jamadar +3 departmental safaiwala staff are deployed for cleaning of G/room office, telephone exchange.	-	JAT letter No
16	07 departmental safaiwala staff are deployed for cleaning and sweeping of 2 <sup>nd</sup> entry.	-	513/staff/SD dt 19.08.2018

17	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

#### 2.4.7. Jammu Tawi (JAT)

S.NO.	Description	Proposed staff	Remarks
1	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage of entire area of PF no.1, 2 & 3 (including kota stone & Kachcha portion) in morning, evening & night shift.	-	Outsourced under EnHM
2	Daily sweeping, cleaning, moping/ swabbing, collection of garbage from 2 <sup>nd</sup> class waiting hall at PF No. 1, booking office area, main concourse and dado, clock room, PRS/reservation hall including parcel area in morning, evening & night shift.	-	-do-
3	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage from dormitory, waiting room, retiring room gallery, veranda, ramp & stairs, AC waiting hall, booking office (UTS) FOB 1, 2 & 3 and its stair case at station building in morning & evening shift.	--	-do-
4	Daily sweeping, cleaning, moping/ swabbing, collection of garbage from all water booths in morning shift	-	-do-
5	Daily cleaning, removal of stains, spitting marks and removal of cow webs from all windows pan, doors, glass pans etc at service building in morning shift.	-	-do-
6	Daily continuous cleaning and washing of granite stones at wall of PF No. 1, waiting room ,waiting hall and all the doors in morning shift.	-	-do-
7	Continuous rag picking from tracks No 1, 2, 3, 4 after departure of every train and sprinkling of lime powder at human excreta and rag picking from adjoining yard lines of PF No. 3 and nominated stabling lines in morning, evening & night shift.	-	-do-
8	Daily washing of washable aprons area of tracks1, 2, 3 & 4 through HPJM in morning, evening & night shift.	-	-do-
	Washing of washable apron track No 1, 2, 3 & 4 (UHP end) and center line and track No 1, 2 & 3 (PTK end)	-	-do-
9	Daily cleaning washing, desilting of drains 1, 2, 3 & 4 and removal of garbage/silt from drains in morning, evening & night shift	-	-do-
10	Weekly cleaning/desilting nd removal of garbage from main holes of sewer line No 1, 2, 3, & at station building in morning shift	-	-do-

11	Disposal of collected garbage from PF dustbins & station building etc to nominated dumping area by tractor trolley once in a day	-	-do-
12	Cleaning of all urinals, bathrooms & toilets once daily	-	-do-
13	Daily cleaning, sweeping and collecting of garbage from entire circulating area, open space under office YS	-	-do-
14	Desilting of nalah, Kachcha nah of circular road in one shift	-	-do-
15	05 departmental safaiwala staff are deployed at 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> AC waiting room.	-	Vide Station director NR JAT letter No 513/staff/SD dt 19.08.2018 these staff are surplus and may be surrendered
16	05 departmental safaiwala staff deployed at administrative building, TTE running room, offices on PF No. 1, cabins, yard master office & goods office.	-	
17	05 departmental safaiwala staff are deployed in Rly colony.	-	
18	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	03	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

#### 2.4.8. Pathankot (PTK)

S.NO.	Description	Proposed staff	Remarks
1	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage of entire area of PF 1-4	-	At present all sanitation work is being done departmentally and 09 safaiwala are deployed. Being A category station, may be Outsourced under EnHM as per policy
2	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage of entire area of FOB 1-2	-	
3	Rag picking from tracks after departure of every train and sprinkling of lime powder at human excreta and daily washing of washable aprons area, No of tracks =08	--	
4	Daily cleaning washing, desilting of drains and removal of garbage/silt from drains between track No 1 to 8	-	
	Daily cleaning, sweeping, washing, moping/ swabbing and collection of garbage from dormitory, waiting room, retiring room gallery, veranda, AC waiting hall, booking office (UTS) FOB 1, 2 and its stair case at station building in morning & evening shift.		
5	Daily cleaning, sweeping and collection of garbage from circulating area in morning, evening & night shift.	-	
6	Daily continuous cleaning, sweeping and moping of urinals, toilets, water booths & washrooms in morning, evening & night shift.	-	
7	Anti-rodent, anti-fly and disinfectant measures,	-	
8	Cleaning/desilting and removal of garbage/silt from main holes of sewer lines in morning shift		
9	Office work, daak courier and Food and water Sample, national health program, emergency duty, mela duty and to assist in supervision of contract work in shifts etc.	02	
Total		03	
LR @ 12.5%		0.37	
Grand Total		3.37 say 3.0	

2.4.9 The station wise Summarized position of Sanctioned Strength proposed staff and surplus posts of safaiwala staff working under CHI/Stations over FZR division

S N	CHI	Category	Sanctioned Strength	Proposed staff	Surplus posts	LABOUR DEPLOYED BY CONTRACT OR
1	Firozpur (FZR)	Safaiwala	07	03	04	42
2	Ludhiana (LDH)		19	03	16	111
3	Jalandhar City (JUC)		13	03	10	87
4	Jalandhar Cantt (JRC)		05	03	02	53
5	Amritsar (ASR)		27	03	24	82
6	Jammu Tawi (JAT)		16	03	13	126
7	Pathankot (PTK)		09	03	06	--
Total			96	21	75	501

The above table reveals as under:

- i) Contractors have deployed 501 labours for execution of contractual work at 7 stations under EnHM over FZR division.
- ii) The proposed requirement of safaiwala staff comes to 21 against the sanctioned strength of 96 and 75 posts of safaiwala staff are identified as surplus and recommended for surrender under CHI/stations over FZR division.

**RECOMMENDATION NO.1**

It is proposed that 75 posts of safaiwala staff under CHI/station are identified as surplus in Gr. ■5200-20200-1800 working under the administrative control of Sr.DCM/FZR over FZR division and recommended for surrender.

**2.5.0 DETAILS OF CONTRACTUAL WORK UNDER EnHM BY MEANS OF  
COMPREHENSIVE CLEANING AT STATIONS OVER FZR DIVISIN**

S. NO.	Stations	Scope of work & period	Total Amount in ■	Amount/year in ■	Labour deployed by contractor
1	FZR	Comprehensive mechanized cleaning of FZR stations for two years	1,30,82,184/-	65,41,092/-	42
2	LDH	Comprehensive mechanized cleaning of Ludhiana station for period of two years	4,30,48,992/-	2,15,24,946/-	111
3	ASR	Comprehensive mechanized cleaning contract of ASR station for two years.	2,46,81,600/-	1,23,40,800/-	87
4	JUC	Comprehensive mechanized cleaning and sanitation conservancy contract at JUC Railway Station for a period of two years	2,31,32,044/-	1,15,66,023/-	53
5	JRC	Comprehensive mechanized cleaning and sanitation conservancy contract at JRC Railway station for two years.	1,40,97,882/-	70,48,941/-	82
6	JAT	Comprehensive mechanized cleaning of JAT station for three month on quotation basis.	20,69,055/-	82,76,220/-	126
Total				69798021/-	501

The above table reveals that ■ 69798021/-are being spent per annum on mechanized cleaning of A-1 & A category of stations under EnHM over FZR division.

### 2.5.1 GENERAL OBSERVATION:-

FZR division has introduced EnHM wing and comprehensive cleaning activities at A-1 & A category stations has been outsourced. Sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division. However some of the work is still managed by departmental staff and 96 safaiwala staff of Commercial Department is sanctioned at these stations. Keeping in view of all facts, the team observed that the cleaning standard being maintained by the contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff, the remaining activities which presently done by departmental safaiwala staff may also be outsourced under EnHM.

### RECOMMENDATION NO.2

It is proposed that the remaining activities which presently done by departmental safaiwala staff may also be outsourced under EnHM over FZR Division under Commercial Department which not only improve the manpower productivity but also increase the economy of the system.

### 3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts ■■	Anticipated annual recurring saving ■■
1	Sanitation staff	5200-20200+ 1800	1	75	40 821	3,67,38,900/-
Total				75		3,67,38,900/-

No. of posts identified as surplus: -

Group 'C'= NIL posts

Group 'D'= 75 posts

Total = 75 posts

Anticipated recurring saving = ■■367.38 lakh per annum.

Capital saving = Nil

Total saving = ■■367.38 lakh per annum.

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#### 4.0.0 PRODUCTIVITY

- 4.1.0 The total annual expenditure on the sanctioned strength of safaiwala staff working under CHI/ Station, the administrative control of Sr.DCM/FZR is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Sanctioned strength	Total annual expenditure
1	Safaiwala	5200-20200+ 1800	40821/-	96	4,70,25,792/-
Total				96	4,70,25,792/-

The above table reveals that the total annual expenditure on the sanctioned strength safaiwala staff working under CHI/ Station over FZR division is ■ 4,70,25,792/-per annum.

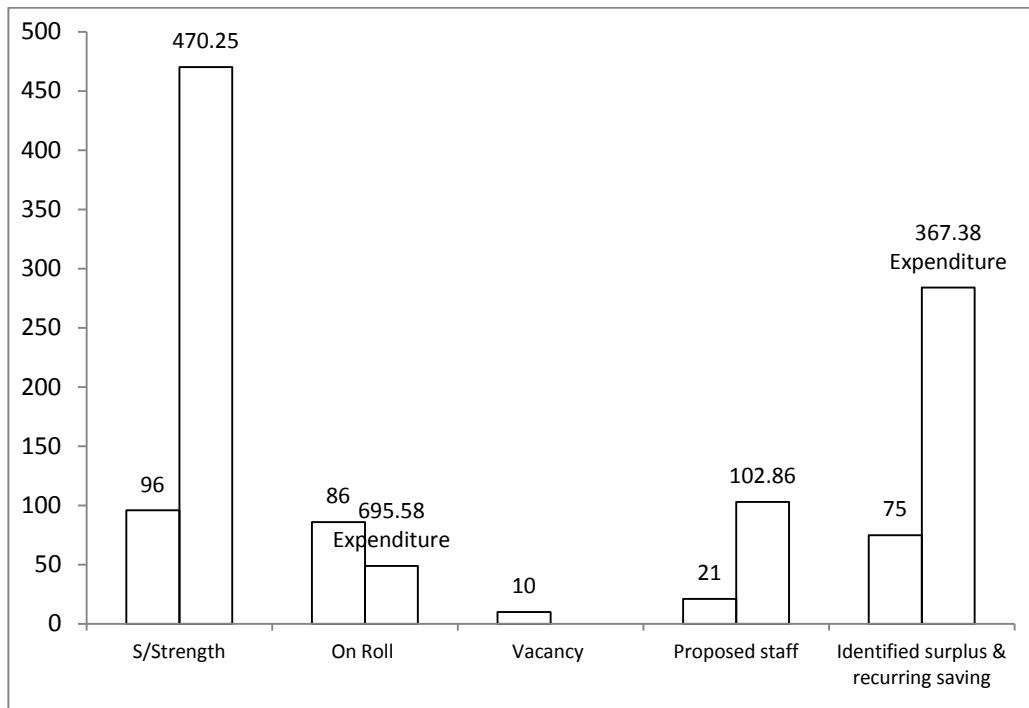
- 4.1.2. The annual expenditure on the proposed safaiwala staff working under CHI/ Station, the administrative control of Sr.DCM/FZR is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed staff	Total annual expenditure
1	Safaiwala	5200-20200+ 1800	40821/-	21	1,02,86,892/-
Total					

The above table reveals that the total annual expenditure on the proposed safaiwala staff working under CHI/ Station over FZR division is ■ 1,02,86,892/-per annum.

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## BAR CHART SHOWING THE PRODUCTIVITY



## LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/34/18-19 dt. 24/09/2018.	I
2	Category and grade wise sanctioned and on roll position of sanitation staff under CHI/ Station over FZR division.	II

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## WORK STUDY REPORT DETAILED CHART

Department : - Commercial

Name of study : - Review of Safaiwala staff working under CHI/Station under the administrative control of Sr DCM/ FZR over FZR Division

Activity Centre : - Railway station FZR, LDH, JUC, JRC, ASR, JAT & PTK

SN	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	The cleaning and other sanitation activity of safaiwala staff at Railway station FZR, LDH, JUC, JRC, ASR, JAT & PTK under the supervision of CHI's/station controlled by Sr DCM/FZR	S/S = 96 O/R= 86 Vac =10	SS = 96 Proposed = 21 Surplus = 75	To keep the Railway station premises clean under the jurisdiction of CHI/station under Commercial Department over FZR Division.

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Category wise and grade wise sanctioned and on roll position of safaiwala staff working under CHI/Station over FZR division

S. No	Colony Station	Category	Grade in Rs.	S/S	O/R	Vacancy (-) Surplus (+)
1	Firozpur (FZR)	S/Wala	5200- 20200+ 1800	07	06	01
2	Ludhiana (LDH)			19	20	+01
3	Jalandhar City (JUC)			13	11	02
4	Jalandhar Cantt (JRC)			05	05	--
5	Amritsar (ASR)			27	20	07
6	Jammu Tawi (JAT)			16	15	01
7	Pathankot (PTK)			09	09	--
Total				96	86	10

## **Salient features of work study report No. 16-CP-34/WS/2018-19**

Sub: "Work study report on review of safaiwala staff working under CHI/station of commercial department over Firozpur division"

1. Staff Position:

- i) Sanctioned strength of safaiwala = 96
- ii) On roll strength = 86
- iii) Vacancy = 10
- iv) Proposed staff = 21
- v) Identified as surplus for surrender = 75

2.

- i) Due to introduction of new policies in railways, the contractual system is encouraged in some activities where the safety is not involved i.e. cleaning, maintenance of assets in works department, catering and vending etc. Rly Board vide letter No. 2015/EnHM/06/02 Dt 28.08.2015 introduced "Policy on Scope and Formation of Environment & Housekeeping Management (EnHM) wing in Zonal Railways." In compliance to the above letter, FZR division has introduced EnHM wing and comprehensive cleaning activities at A-1 & A category stations over FZR division.
- ii) Vide letter as above sanitation work at all A-1 & A category stations are going on successfully under Comprehensive cleaning contracts under EnHM over FZR division

3 Financial implication:

Anticipated recurring saving = ■ 367.38 lakh per annum

Capital saving = Nil

Total saving = ■ 367.38 lakh per annum

- 4 Sanitation work at A-1 & A category stations viz FZR, LDH, JUC, JRC, ASR & JAT are running successfully under Comprehensive cleaning contracts under EnHM over FZR division and contractors are being paid Rs. 69798021/-per year.
- 5 As Per EnHM contract LOA/agreement of different stations of FZR Division contractual labour for sanitation work has been hired and deployed by the contractor is 501 men