



WORK STUDY REPORT
ON
REVIEW OF
SAFAIWALA STAFF
WORKING IN
ENGINEERING DEPARTMENT
OVER
LUCKNOW DIVISION
2018-19
WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAJEEV YADAV	CWSI	MEMBER

GUIDANCE AND PRESENTATION
BY

SH. ASHOK KUMAR AGARWAL
SWSO

DATE OF COMMENCEMENT: 17/09/2018
DATE OF COMPLETION : 28/09/2018

No. 16-CP/36/WS/2018-19

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 Safaiwala 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 Safaiwala and other misc. group 'D' staff working in Engineering department is mentioned as below.

S.N.	Description	S/S	O/R	Var.
1	Safaiwala	66	51	15
Total		66	51	15

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

Gr. 'C' = NIL

Gr. 'D' = 51 posts

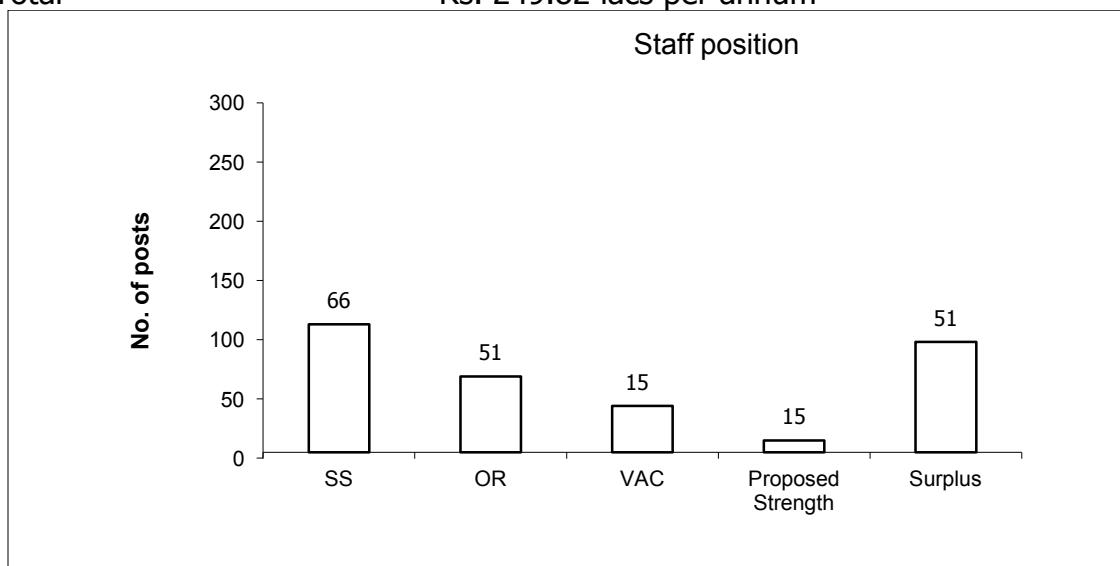
Total = 51 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 249.82 Lacs per annum.

Capital saving = Nil

Total = Rs. 249.82 lacs per annum



I N D E X

S.N.	Contents	Pages	
		From	To
1	Synopsis	5	-
2	Summary of recommendations	6	-
3	Acknowledgement	7	-
4	Introduction	8	-
5	Brief description, staff position, Workload, Critical analysis, proposed requirement of staff, Recommendations.	9	12
6	Financial implications	13	14
7	Work Study Detail Chart	15	-
8	List of annexures	16	-

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

Indian Railways have been pursuing the Principles of Mahatma Gandhi that "Cleanliness is next to Godliness." A clean environment attracts the values customers in present scenario, the customer is God. In the present context the significance of cleanliness has recently been stressed upon by the Railway Administration. Now the cleanliness at Railway stations, its premises which includes circulating area of Railway station is focused with the improved methods.

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 collected the necessary data from the Divisional Office to work out the requirement of staff. The team identified 51 posts of safaiwala staff 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. 249.82 lacs per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 51 posts of safaiwala staff are identified as surplus and recommended for surrender from Engineering units/offices(works) of LKO,RBL,FD,PBH,PRG,JNU and BSB. Safaiwala Gr.Rs.5200-20200-1800= 51 posts .	2.6	ADRM/LKO Sr.DEN/C/LKO Sr.DPO/LKO

ACKNOWLEDGEMENT

The Work Study is highly grateful to Sh. Amit Shrivastava, ADRM/Amin./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 upgradation in railway system has brought a lot of change in policies, the maintenance work is being outsourced by Engineering (Works) Department. After outsourcing of housekeeping work in the different units/offices, the requirement of safaiwala staff has reduced in the system. Keeping in view above, SDGM/NR assigned the work study to C.P.Cell, HQ Office with a view to review the Safaiwala 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 14 sub sectional offices 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 Safaiwala and misc. Group 'D' staff of Engineering Department over LKO division.

2.3 STAFF POSITION

The team collected the staff position of safaiwala staff working in SSE/SE/Works & P-Way Units 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	Units	Works		P-way		Total	
	Safaiwala		S/S	O/R	S/S	O/R	S/S	O/R
1		LKO	12	10	03	03	15	13
2		RBL	05	03	02	02	07	05
3		FD	07	05	02	02	09	07
4		PBH	09	05	03	03	12	08
5		PRG	07	04	02	02	09	06
6		JNU	07	05	01	01	08	06
7		BSB	04	04	02	02	06	06
Total			51	36	15	15	66	51

The above table reveals that the sanctioned strength of Safaiwala and staff is 66 while 51 are on roll with 15 vacant posts.

2.4 ACTIVITIES PERFORMED BY SAFAIWALA STAFF

The safaiwala staff of engineering department is engaged in the house keeping activities of Officer Rest Houses, Sub ordinate rest houses, office of SSE/Works and SSE/P.Way and road side railway colonies over LKO division where safaiwala staff of Commercial/Medical department are not deputed.

2.5 CRITICAL ANALYSIS

The study is confined to provide the actual requirement of Engineering Safaiwala staff in view of existing workload. The work study has observed that the work of safaiwala staff has been outsourced is being done effectively and efficiently with the help of contractual safaiwala staff. Therefore, it is appreciable that contractor staff is being utilized effectively to cater the existing workload where the outsourcing of house keeping activities at RBL, PBH, PRG, JNU and BSB are under process, so it is good initiative to save the Railway staff and proposed to be out sourced.

Consequently, the outsourcing of certain activities has reduced the workload of departmental labour drastically. The team collected various data and relevant information to observe the trend of workload in the works units. This category has also 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 and reducing slightly.

2.6 REQUIREMENT OF SAFAIWALA STAFF AND RECOMMENDATIONS

(A) Works units

The Safaiwala staff are posted in the Works units. They are engaged in the house keeping of Engineering offices, Officer Rest Houses, Subordinate rest houses and the road side railway station colonies. 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 on the contractual basis. During course of study it was observed that the Engineering Department has decided to outsource the house keeping activities in Engineering offices, Officer Rest Houses, Subordinate rest houses and the road side railway station colonies where medical/commercial safaiwala are not deputed. After outsourcing of housekeeping activities, the safaiwala staff working in works units will become surplus and will be posted as multi skilled khallasi.

SUMMARY OF EXISING AND PROPOSED SAFAIWALA (Works) STAFF

S.No.	Units	Category	S/S	O/R	P/S	Identifi ed surplus	Remarks
1	LKO	Safaiwala	12	10	-	12	Partially out sourced
2	RBL	Safaiwala	05	03	-	05	Outsourcing under process.
3	FD	Safaiwala	07	05	-	07	Partially out sourced
4	PBH	Safaiwala	09	05	-	09	Outsourcing under process
5	PRG	Safaiwala	07	04	-	07	Outsourcing under process
6	JNU	Safaiwala	07	05	-	07	Outsourcing under process
7	BSB	Safaiwala	04	04	-	04	Outsourcing under process.
Total			51	36	-	51	

From the above table no staff is required for house keeping activities as the work is under process of outsourcing or already outsourced.

RECOMMENDATION NO. 1

It is proposed that 51 posts of safaiwala staff are identified as surplus and recommended for surrender from different units/offices of Engineering department(Works) i.e.LKO,RBL,FD,PBH,PRG,JNU and BSB.

Safaiwala Gr.Rs.5200-20200-1800=51 posts.

(B)P-Way side

The Safaiwala staff are also posted in the P-Way units. They are engaged in the house keeping of P-Way offices and depots. The work of safaiwala staff is being managed by departmental labour.

SUMMARY OF EXISING AND PROPOSED SAFAIWALA (P-Way) STAFF

S.No.	Units	Category	S/S	O/R	P/S	Identifi ed surplus	Remarks
1	LKO	Safaiwala	03	03	03	-	-
2	RBL	Safaiwala	02	02	02	-	-
3	FD	Safaiwala	02	02	02	-	-
4	PBH	Safaiwala	03	03	03	-	-
5	PRG	Safaiwala	02	02	02	-	-
6	JNU	Safaiwala	01	01	01	-	-
7	BSB	Safaiwala	02	02	02	-	-
Total			15	15	15	-	

3.0.0 FINANCIAL IMPLICATIONS

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

S.No.	Category	Grade Rs.	Montly value per post	S/S	Monthly expenditure	Annual expenditure
1	Safaiwala	5200-20200-1800	40821	66	2694186	32330232.00
Total				66		32330232.00

The above table reveals that the annual expenditure being incurred on 66 sanctioned strength of Safaiwala staff working in engineering department over LKO division is Rs.32330232.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength Safaiwala staff working in engineering department over LKO division is as under:-

S.No.	Category	Grade Rs.	Montly value per post	P/S	Monthly expenditure	Annual expenditure
1	Safaiwala	5200-20200-1800	40821	15	612315	7347780.00
Total				15		7347780.00

The above table reveals that total annual expenditure on 15 proposed posts of Safaiwala will be reduced to ■7347780.00 instead of ■32330232.00 and net recurring saving will be ■24982452.00 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 ■.
1	Safaiwala	5200-20200- 1800	51	1	40821	24982452.00
Total			51			24982452.00

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 51 posts

Total = 51 posts

Anticipated recurring saving = ■ 249.82 lacs per annum

Capital saving = Nil

Total saving = ■ 249.82 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Civil Engineering.

Name of study : - Review of Safaiwala 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 and engaged in the housekeeping activities of offices, Rest Houses, Subordinate Rest houses of SSE/Works and P-Way and other misc. works under SSE/SE's Jurisdiction	SS= 66 OR= 51 Vac=15	The team identified 51 posts of safaiwala 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 Safaiwala. staff working over LKO Division	I
2	Letter of C.P.Cell to initiate the work study No. 16-CP/36/WS/18-19 dt.07.09.2018	II

Annexure No.I

STATEMENT SHOWING STAFF POSITION OF SAFAIWALA STAFF WORKING
OVER LKO DIVISION.

S.No.	Category	Units	Works		P-way		Total	
	Safaiwala		S/S	O/R	S/S	O/R	S/S	O/R
1		LKO	12	10	03	03	15	13
2		RBL	05	03	02	02	07	05
3		FD	07	05	02	02	09	07
4		PBH	09	05	03	03	12	08
5		PRG	07	04	02	02	09	06
6		JNU	07	05	01	01	08	06
7		BSB	04	04	02	02	06	06
Total			51	36	15	15	66	51