



WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA STAFF
WORKING UNDER CHI COLONY OF
MEDICAL DEPARTMENT
OVER
DLI DIVISION
2018-19
WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAM PRASAD	CWSI	MEMBER
SH. YOGESH BADHWAR	SWSI	MEMBER

GUIDANCE

BY

SH. ASHOK KUMAR AGARWAL
SWSO

DATE OF COMMENCEMENT: 02.04.2018
DATE OF COMPLETION : 07.06.2018

No. 16-CP/16/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 identify redundant/unproductive activities with a view to eliminate wasteful expenditure and to improve manpower productivity of safaiwala staff working under CHI Colony of medical department over DLI Division.

STAFF POSITION

The total sanctioned and on roll strength of safaiwala staff working under CHI Colony of medical department over DLI Division is as under:-

S.N.	Station	Category	S/S	O/R	Vacancy
1	CHI Colony	Safaiwala	486	345	141
Total			486	345	141

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

Gr. 'C' = Nil

Gr. 'D' = 122 posts

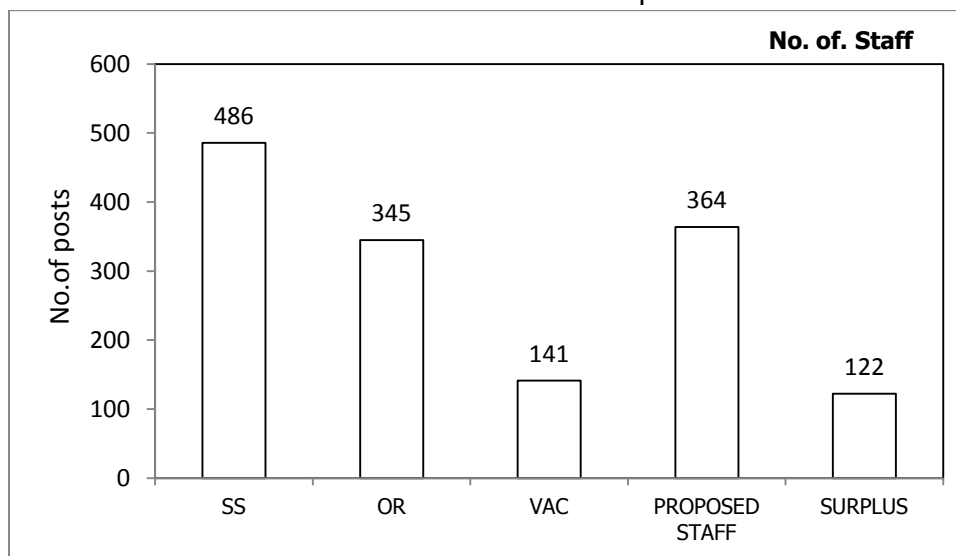
Total = 122 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹. 586.65 lakh per annum.

Capital saving = Nil

Total = ₹. 586.65 lakh per annum



I N D E X

S.N.	Contents	Pages	
		From	To
1	Synopsis	4	-
2	Summary of recommendations	5	-
3	Acknowledgement	6	-
4	Introduction	7	-
5	Brief description, staff position, Workload, Critical analysis, proposed requirement of staff, Recommendations and general observation.	8	22
6	Financial implications	23	-
7	Productivity	24	-
8	List of annexure	25	-

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 Departments where the safety is not involved i.e., cleaning, maintenance of assets in works department, catering and vending etc. 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.

Keeping above in view, SDGM/NR assigned work study on review of safaiwala staff working under CHI Colony of medical department over DLI 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 contacted all the CHI/HI Headquarters, and studied the existing system of working of safaiwala staff and noted that most of the work of safaiwala staff are being done by departmental labour and some of the activities are being carried out on contract basis also. 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 122 posts of safaiwala staff as surplus under Medical Department over DLI 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 ■586.65 lakh per annum.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing Authority.
1	It is proposed that 122 posts of safaiwala staff in Gr Rs 5200-20200-1800 identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.	2.6.0	ADRM/Admin/NDLS CMS/DLI Sr.DPO/NDLS
2	It is proposed that the cleaning activities in colonies should be outsourced in phased manner and thus the resultant surplus safaiwala staff should be surrendered accordingly.	2.7.0	-do-

ACKNOWLEDGEMENT

The team is highly grateful to Shri Vikas Purwar, ADRM/Admin/NDLS, Dr. Sh. Vinay Kumar, CMS/DLI, Dr. K.S. Patiyal, ACMS/DLI and Sh. Devender Kumar, Sr.DPO/NDLS and other functionaries in providing relevant data/information and giving valuable guidance and cooperation to the team during the conduct of study.

1.0.0 INTRODUCTION

1.1.1 DLI Division is an important division of Northern Railway spread over the territories of UP, Haryana & Delhi. A sufficient goods and passenger traffic passes through DLI Division. The Medical & Commercial Departments has been entrusted the work of cleanliness of railway stations, colonies and railway premises, but the study is confined to safaiwala staff of Medical Department only.

1.1.2 Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keep the person healthy but also increase the working efficiency. Due to change in government policy, certain activities where the safety aspect is not involved i.e., cleaning activity, maintenance work in works branch of Engg. Deptt; loading/unloading of parcel and handling of guards/loco pilots boxes etc, are being carried out by contractual labour on contract basis successfully. By implementation of these policies, the quality of work has improved whereas the expenditure incurred on labour charges have reduced as the establishment costs of government employee is very high. Technological advancements have also been introduced like jet cleaning machine, vacuum cleaner, modern wipers, improved infrastructure i.e., glazed floors, walls and stairs etc. Technological advancements have eased the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness.

1.1.3 Keeping in view above, SDGM/NR allotted a work study on "Review of safaiwala staff working under CHI Colony of medical department over DLI Division" with a view to economize utilization of existing safaiwala staff in face of existing workload

1.1.4 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 and unproductive/redundant activities.
3. To suggest ways and means to improve the standard of efficiency of sanitation working.

1.1.5 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, Deployment, work sampling, Analytical Estimation & yard stick in vogue, if any.
3. Held discussions at various levels.

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

2.1.0 BRIEF DESCRIPTION

DLI division is an important division of Northern Railway. Sanitation staff of Railways carry out the cleaning of the Railway colonies & supervised by the CHI of the respective colony. Most of the work of safaiwala staff is being done by departmental labour and some of the activities are being carried out on contract basis also.

The sanitation staff under medical department is functioning under the supervision of chief health inspector/health inspector at different locations over DLI Division.

2.1.2 The study is confined to safaiwala staff under medical department. It is therefore, essential to mention the CHI/HI headquarters controlled by CMS/DLI at different locations over DLI Division, which are as under:-

1. Chief Health Inspector/Divisional Hospital Railway colony DLI
2. Chief Health Inspector/ Railway colony Delhi Sarai Rohilla (DEE)
3. Chief Health Inspector/ Railway colony Delhi Kishan Ganj (DKZ)
4. Chief Health Inspector/Railway colony Shakur Basti (SSB)
5. Chief Health Inspector/Railway colony Sardar Patel Marg (SP Marg)
6. Chief Health Inspector/ Railway colony Tugulakabad (TKD).
7. Chief Health Inspector /Railway colony Lajpat Nagar (LPNR)
8. Chief Health Inspector /Railway colony Basant Road.
9. Chief Health Inspector /Railway colony Ghaziabad (GZB).
10. Chief Health Inspector /Railway colony Jind (JHI).
11. Chief Health Inspector /Railway colony Meerut City (MTC).

2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed staff position from CMS office DLI Division as well as from each CHI. The team has taken into consideration the sanctioned strength, as provided by the CMS Office, DLI and on roll position as provided by each CHI/Incharge. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below :-

S N	CHI Colony	S/S	O/R	Vacancy
1	Divisional Hospital Railway colony DLI	37	28	09
2	Delhi Sarai Rohilla (DEE)	86	58	28
3	Kishan Ganj (DKZ)	86	61	25
4	Shakur Basti (SSB)	53	33	20
5	Sardar Patel Marg (SP Marg)	20	14	06
6	Tugulakabad (TKD)	17	11	06
7	Lajpat Nagar (LPNR)	30	24	06
8	Basant Road.	80	54	26
9	Ghaziabad (GZB)	41	35	06
10	Jind (JHI)	36	27	09
11	Meerut City (MTC)	--	--	--
Total		486	345	141

The above table reveals that the on roll strength is 345 against the sanctioned strength of 486 and 141 posts of safaiwala are lying vacant under CHI/Colony/DLI Division.

2.3.0 CRITICAL ANALYSIS

Sanitation is an essential activity in any working/residential place. The working place as well as residential place of human being should be neat and clean which helps to keep the person healthy and fit but also affect the working efficiency. A sufficient number of safaiwala staff is deployed under medical department over DLI 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 i.e. jet cleaning machine, vacuum cleaner, electric wiper etc. 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 VIIth Central Pay Commission, the establishment cost of government employee has increased tremendously. Consequently, the railway has changed their policy and now it encourages contractual system in some departments where the safety is not directly involved i.e., cleaning, catering and vending, loading and unloading of parcels, maintenance work in works deptt coach cleaning etc. which not only improve the quality of work but also reduce the expenditure in terms of manpower productivity. It was also noticed that the some sanitation work under Medical Department has been contracted out which has resulted a significant reduction in the workload of safaiwala staff. The team observed that the activities being carried out by contractors are cheaper than the departmental labour.

2.4.0 REQUIREMENT OF STAFF

During the conduct of study, the team contacted CHI/colony and discussed the existing workload of safaiwala with each Chief Health Inspector. In Railway colonies, most of the cleaning activities are being done by the departmental staff and some of the activities are being carried out on contract basis also.

Keeping all these facts in view, the team observed that the cleaning standard being maintained by the contract labour is much better and cheaper than the departmental staff. Therefore, the team opines that some cleaning activities should also be outsourced. This will not only increased the manpower productivity but also improve the economy of the system. The team proposes some staff to assist each CHI in day to day working. The team has taken into consideration the deployment of staff, held discussion at various level, analytical estimation and yardstick in vogue while proposing the requirement of staff. The location wise proposed requirement of sanitation staff under each CHI/colony is discussed as under:-

2.5.0 Divisional Hospital Railway colony DLI:

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	582	@ 75 Qts/S.wala	7.76	
	For type-I Qtrs SS	116	@ 50 Qts/S.wala	2.32	
2	For Type-II Qtrs DS	125	@ 45 Qts/S.Wala	2.77	
	For Type-II Qtrs SS	07	@ 30 Qts/S.Wala	0.23	
3	For Type-III SS	24	@ 30 Qts/S.Wala	0.80	
4	For type-IV	13	@15 Qts/S.Wala	0.86	
5	For Type-V/ Officer Bungalow	12	@ 15 Qts/S.wala	0.80	
6	Surface drains up to 12"	8200 Rft.	@ 4000 Rft/S.Wala	2.02	
7	Surface drains above 12"	1640 Rft.	@ 3000 Rft/S.Wala	0.54	
8	Open ground, Road berms, Park etc	1057429.6 sft	@ 80,000 sq.ft. per S.Wala	--	To be out sourced
9	Office of SSE/W, NRMU, URMU ADEN, OBC Office, RPF		@ 8,000 sq.ft. per S.Wala	02	As per deployment
10	Office work, water sample, daak courier etc		@ 8,000 sq.ft. per S.Wala	02	As per deployment
11	For misc & emergency work			02	
Total				24.10	
LR @ 12.5				3.01	
				27.11	Say 27

2.5.1 Delhi Sarai Rohilla (DEE):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	397	@ 75 Qts/S.wala	5.29	
	For type-I Qtrs SS	316	@ 50 Qts/S.wala	6.32	
2	For Type-II Qtrs DS	158	@ 45 Qts/S.Wala	3.51	
	For Type-II Qtrs SS	82	@ 30 Qts/S.Wala	2.73	
3	For Type-III SS	19	@ 30 Qts/S.Wala	0.63	
4	For type-IV	02	@15 Qts/S.Wala	0.13	
5	For Type-V/ Officer Bungalow	--	@ 15 Qts/S.wala	--	
6	Surface drains up to 12"	22805.84 Rft.	@ 4000 Rft/S.Wala	--	To be out sourced
7	Surface drains above 12"	6714 Rft	@ 3000 Rft/S.Wala	--	To be out sourced
8	Sewer line main hole clearance			--	To be out sourced
9	Road side colony			5.00	As per deployment
10	Open ground, Road berms, Park etc	174182.88 sft	@ 80,000 sq.ft. per S.Wala	2.17	
11	Barat Ghar,	10760 sft	@ 8,000 sq.ft. per S.Wala	1.34	
12	Office of SSE/W, NRMU, URMU ADEN, OBC Office, RPF	48420 sq.ft.	@ 8,000 sq.ft. per S.Wala	6.05	
13	Office work, water sample, daak courier etc			3.00	
14	For misc & emergency work			2.00	
Total				38.17	
LR @ 12.5				4.77	
				42.94	Say 43

2.5.2 Delhi Kishan Ganj (DKZ):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	1111	@ 75 Qts/S.wala	14.81	
2	For Type-II Qtrs DS	1229	@ 45 Qts/S.Wala	27.31	
3	For Type-III SS	110	@ 30 Qts/S.Wala	3.66	
5	For Type-V/ Officer Bungalow	01	@ 15 Qts/S.wala	0.06	
6	Surface drains up to 12"	7872 Rft.	@ 4000 Rft/S.Wala	1.96	
7	Surface drains above 12"	328 Rft	@ 3000 Rft/S.Wala	0.10	
8	main hole clearance	2785 Nos	@ 300/ S.Wala	--	To be out sourced
8	Open ground, Road berms, Park etc	1058717 sft	@ 80,000 sq.ft. per S.Wala	--	To be out sourced
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF	30661.55 sq.ft.	@ 8,000 sq.ft. per S.Wala	3.83	
10	Office work, water sample, daak courier etc			2.00	
11	For misc & emergency work			2.00	
Total				55.73	
LR @ 12.5				6.96	
				62.69	Say 63

2.5.3 Shakurbasti (SSB):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	727	@ 75 Qts/S.wala	9.69	
2	For Type-II Qtrs DS	367	@ 45 Qts/S.Wala	8.15	
3	For Type-III SS	42	@ 30 Qts/S.Wala	1.40	
5	For Type-IV/V Officer Bungalow	12	@ 15 Qts/S.wala	0.80	
6	Surface drains up to 12"	42640 Rft.	@ 4000 Rft/S.Wala	--	To be out sourced
7	Surface drains above 12"	10168 Rft	@ 3000 Rft/S.Wala	--	To be out sourced
8	Sewer line/main hole clearance		@ 300/ S.Wala	--	To be out sourced
8	Open ground, Road berms, Park etc	539603.6 sft	@ 80,000 sq.ft. per S.Wala	6.74	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack		@ 8,000 sq.ft. per S.Wala	1.00	As per deployment
10	Office work, water sample, daak courier etc			2.00	
Total				29.78	
LR @ 12.5				3.72	
				33.5	Say 34

2.5.4 Sardar Patel Marg (SP Marg):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	10	@ 75 Qts/S.wala	0.13	
2	For Type-II Qtrs DS	04	@ 45 Qts/S.Wala	0.08	
3	For Type-III SS	--	@ 30 Qts/S.Wala	--	
5	For Type- IV/V/VI/VII Officer Bungalow	140	@ 15 Qts/S.wala	9.33	
6	Surface drains up to 12"	4920 Rft.	@ 4000 Rft/S.Wala	1.23	
7	Surface drains above 12"	--	@ 3000 Rft/S.Wala	--	
8	Sewer line/main hole clearance	305	@ 300/ S.Wala	--	To be out sourced
8	Open ground, Road berms, Park etc	376600 sft	@ 80,000 sq.ft. per S.Wala	4.70	
9	Office of SSE/W, Hort, Power, SSE/Tele, CHI, Club NRMU, URMU ADEN, OBC Office, Aadharshila school, HU, ORH, Swimming pool		@ 8,000 sq.ft. per S.Wala	2.00	As per deployment
10	Office work, water sample, daak courier etc			2.00	
Total				19.47	
LR @ 12.5				2.43	
				21.9	Say 22

2.5.5 Tughalakabad (TKD):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	772	@ 75 Qts/S.wala	10.29	
2	For Type-II Qtrs DS	315	@ 45 Qts/S.Wala	7.00	
3	For Type-III SS	47	@ 30 Qts/S.Wala	1.53	
5	For Type-IV/V Officer Bungalow	19	@ 15 Qts/S.wala	1.26	
6	Surface drains up to 12"	--.	@ 4000 Rft/S.Wala	--	
7	Surface drains above 12"	8200 Rft	@ 3000 Rft/S.Wala	--	
8	Sewer line clearance		@ 300/ S.Wala	--	Already sourced
8	Open ground, Road berms, Park etc	215800 sft	@ 80,000 sq.ft. per S.Wala	--	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack		@ 8,000 sq.ft. per S.Wala	1.00	As per deployment
10	Office work, water sample, daak courier etc			1.00	
Total				22.08	
LR @ 12.5				2.76	
				24.84	Say 25

2.5.6 Lajpat Nagar (LPNR):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	317	@ 75 Qts/S.wala	4.22	
2	For Type-II Qtrs DS	841	@ 45 Qts/S.Wala	18.68	
3	For Type-III SS	--	@ 30 Qts/S.Wala	--	
5	For Type-IV/V Officer Bungalow	91	@ 15 Qts/S.wala	6.06	
6	Surface drains up to 12"		@ 4000 Rft/S.Wala	1.00	As per deployment
7	Surface drains above 12"		@ 3000 Rft/S.Wala	1.00	As per deployment
8	Main hole clearance	780	@ 300/ S.Wala	--	To be sourced
8	Open ground, Road berms, Park etc	92396.12 sft	@ 80,000 sq.ft. per S.Wala	1.15	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack		@ 8,000 sq.ft. per S.Wala	1.00	As per deployment
10	Office work, water sample, daak courier etc			1.00	
Total				34.11	
LR @ 12.5				4.26	
				38.37	Say 38

2.5.7 Basant Road :

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	842	@ 75 Qts/S.wala	11.22	
2	For Type-II Qtrs DS	592	@ 45 Qts/S.Wala	13.15	
3	For Type-III SS	107	@ 30 Qts/S.Wala	2.37	
5	For Type-IV/V Officer Bungalow	479	@ 15 Qts/S.wala		Already sourced
6	Surface drains up to 12"	--.	@ 4000 Rft/S.Wala	3.00	As per deployment
7	Surface drains above 12"	8200 Rft	@ 3000 Rft/S.Wala	4.00	As per deployment
8	Sewer line clearance		@ 300/ S.Wala	--	Already sourced
8	Open ground, Road berms, Park etc		@ 80,000 sq.ft. per S.Wala	5.00	As per deployment
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack		@ 8,000 sq.ft. per S.Wala	1.00	As per deployment
10	Office work, water sample, daak courier etc			4.00	
Total				43.71	
LR @ 12.5				5.46	
				49.17	Say 49

2.5.8 Ghaziabad (GZB) :

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	1000	@ 75 Qts/S.wala	13.33	
2	For Type-II Qtrs DS	422	@ 45 Qts/S.Wala	9.37	
3	For Type-III SS	88	@ 30 Qts/S.Wala	2.93	
5	For Type-IV/V Officer Bungalow	29	@ 15 Qts/S.wala	1.93	
6	Surface drains up to 12"	32521 sft	@ 4000 Rft/S.Wala	--	To be out sourced
7	Surface drains above 12"		@ 3000 Rft/S.Wala	--	To be out sourced
8	Sewer line clearance	4404 Nos (main hole)	@ 300/ S.Wala	--	Already sourced
8	Open ground, Road berms, Park etc	199920.8 sft	@ 80,000 sq.ft. per S.Wala	2.49	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack	10329.6 sft	@ 8,000 sq.ft. per S.Wala	1.29	
10	Office work, water sample, daak courier etc			2.00	
Total				33.34	
LR @ 12.5				4.16	
				37.5	Say 38

2.5.9 Jind (JHI) :

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	658	@ 75 Qts/S.wala	8.77	
2	For Type-II Qtrs DS	186	@ 45 Qts/S.Wala	4.13	
3	For Type-III SS	26	@ 30 Qts/S.Wala	0.86	
5	For Type-IV/V Officer Bungalow	05	@ 15 Qts/S.wala	0.33	
6	Surface drains up to 12"	32521 sft	@ 4000 Rft/S.Wala	--	To be out sourced
7	Surface drains above 12"	--	@ 3000 Rft/S.Wala	--	To be out sourced
8	Sewer line clearance	4404	@ 300/ S.Wala	2.00	As per deployment
8	Open ground, Road berms, Park etc	--	@ 80,000 sq.ft. per S.Wala	2.00	As per deployment
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack	sft	@ 8,000 sq.ft. per S.Wala	2.00	As per deployment
10	Office work, water sample, daak courier etc			2.00	
Total				22.09	
LR @ 12.5				2.76	
				24.85	Say 25

2.5.10 MEERUT CITY (MTC)

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	240	@ 75 Qts/S.wala	--	Railway colony MTC is totally outsourced for sanitation point of view.
2	For Type-II Qtrs DS	73	@ 45 Qts/S.Wala	--	
3	For Type-III SS	03	@ 30 Qts/S.Wala	--	
5	For Type-IV/V Officer Bungalow	04	@ 15 Qts/S.wala	--	
6	Surface drains up to 12"	8036 sft	@ 4000 Rft/S.Wala	--	
7	Surface drains above 12"	17712 Rft	@ 3000 Rft/S.Wala	--	
8	Sewer line clearance	--	@ 300/ S.Wala	--	
8	Open ground, Road berms, Park etc	--	@ 80,000 sq.ft. per S.Wala	--	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack	--	@ 8,000 sq.ft. per S.Wala	--	
10	Office work, water sample, daak courier etc	--		--	

2.6.0 THE SUMMARISED POSITION OF SANCTIONED, PROPOSED AND SURPLUS PSOTS OF SAFAIWALA STAFF WORKING UNDER CHI OVER DELHI DIVISION IS DEPICTED BELOW:-

S N	CHI Colony	S/S	Proposed	Surplus (+) / Shortage (-)
1	Divisional Hospital Railway colony DLI	37	27	10
2	Delhi Sarai Rohilla (DEE)	86	43	43
3	Kishan Ganj (DKZ)	86	63	23
4	Shakur Basti (SSB)	53	34	19
5	Sardar Patel Marg (SP Marg)	20	22	-2
6	Tugulakabad (TKD)	17	25	-8
7	Lajpat Nagar (LPNR)	30	38	-8
8	Basant Road.	80	49	31
9	Ghaziabad (GZB)	41	38	03
10	Jind (JHI)	36	25	11
11	Meerut City (MTC)	--	---	--
Total		486	364	122

The above table reflects that the proposed requirement comes to 364 against the sanctioned strength of 486 and 122 posts of safaiwala identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.

RECOMMENDATION NO.1

It is proposed that 122 posts of safaiwala staff in Gr Rs 5200-20200-1800 identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.

2.7.0 GENERAL OBSERVATIONS

During the conduct of study, the work study team observed that the cleaning activities carried out by the contractors are cheaper and economical than the Departmental staff and quality of work is also good. The work study team is of the opinion that some activities at colony like surface drain cleaning surroundings area, roads and parks etc. should be outsourced. This will naturally increase the manpower productivity and economy of the Railway.

RECOMMENDATION NO.2

It is proposed that the cleaning activities in colonies should be outsourced in phased manner and thus the resultant surplus posts of safaiwala staff should be surrendered accordingly.

2.8.0 DETAIL OF CONTRACTUAL WORK UNDER CHI COLONY OVER DELHI DIVISION

SN	Name of station Zone/Colony	Areas covered	Monthly Rate/Per month
1	Zone 'A' Delhi Area (colony) (daily removal of accumulated garbage)	New Delhi Railway Station Basant Road, P.K. Road, Chelmsford Road, Ram Nagar, Ajmeri Gate, State Entry Road, New Delhi etc.	Rs. 91,000/-
2	Zone 'B' Delhi Area (daily removal of accumulated garbage)	Thompson Road, Minto Bridge, Babar Road, Central Place, College Lane, Tilak Bridge etc.	Rs. 74,000/-
3	Zone 'C' Delhi Area (daily removal of accumulated garbage)	Delhi Main Railway Station, Chhoti & Bari More Sarai, Loco Colony, Salimgarh, Gas Factory, Divisional Hospital & Hospital Colony, Naya Bazar, RPF Barracks, DRP line, Motia Khan, Tis Hazari Shri Ram Road etc.	Rs. 50,893.46/-
4	Zone 'D' Delhi area (daily removal of accumulated garbage)	Delhi Kishan Ganj, Railway & Railway station, Subji Mandi Station and Railway Colony, Ashoka Vihar Daya Basti Railway Colony.	Rs. 91,271.28/-
5	Ghaziabad (Daily Removal of accumulated garbage)	Ghaziabad Railway Station and Railway Colonies.	Rs. 31,199/-
6	Shakurbasti (daily removal of accumulated garbage)	Shakurbasti Railway Station and Colony, Printing Press, Punjabi Bagh Railway Colony & Diesel Shed Shakurbasti.	Rs. 95,000/-
7	Jind (daily removal of accumulated garbage)	Railway station and colonies Jind.	Rs. 22,470/-
8	HZM (daily removal of accumulated garbage)	Railway Station and Railway Colony at HNKM Coach Care Centre HNKM, Jungpura etc.	Rs. 34,567/-
9	Tughlakabad (daily removal of accumulated garbage)	Railway station and Colony at Tughlakabad	Rs. 42,007.11/-
10	Naya Azadpur (daily removal of accumulated garbage)	Railway station and Railway Colony at NDAZ.	Rs. 29,119/-
11	Sardar Patel Marg, New Delhi (daily removal of accumulated garbage)	Railway Officers Enclave Sardar Patel Marg, New Delhi	Rs. 76,979/-
12	Sarojini Nagar & Lajpat Nagar (daily removal of accumulated garbage)	Sarojini Nagar & Lajpat Nagar Station & colony etc.	Rs. 44,999/-
13	Delhi Shahdara (daily removal of accumulated garbage)	Railway Station & colony at Delhi Shahdara	Rs. 11,786/-
14	Zone 'A' DEE (daily removal of accumulated garbage)	Officers Rest House, Queens Road, Mori Gate, Pul Mithai, Tokri Wallan, Phoos Ki Sarai Railway Colony.	Rs. 55,075/-
15	Zone 'B' Dee (daily removal of accumulated garbage)	Loco colony, Railway Station DEE & Delhi Cantonment Railway Station.	Rs. 53,300/-
16	San Matrin (daily removal of accumulated garbage and surface cleaning of colony etc.)	San Matrin Railway Officers Enclave	Rs. 34,990/-
17	ANVR (surface cleaning work of and removal of solid waste/ rubbish/refuse/hedge cuttings/silt etc.	Anand Vihar Railway Colony.	Rs. 20,936/-

18	MTC City Railway Colony (removal of accumulated garbage)	Comprehensive cleaning of Meerut city railway colony at designated along with all type of dwelling unit, approach road, pocket area and desilting of surface drains, man hole, gully trap and latrine system of various size and depth and maintenance of the same in the running conditions of colony area, and removal of accumulated garbage silt much etc to the nominated railway dustbin at Meerut city colony after that it removal to nominated municipal corporation ground with contractor own workers ground material machine tools with 18 unskilled labour & 01 Supervisor.	Rs. 3,07,330.02
19	Sewer mounted Jetting Machine Delhi area & Ghaziabad	Delhi Area, NCR, Ghaziabad	Rs.5,56,685.83
	Total (A)		17,23,608.6/- Per month

PK ROAD COLONY:

Item No.	Description	Amount per month (including Chemical consumable, tool s& uniform																														
1	<p>Sweeping, moping in common area of floors (all multistory flats) stair cases and lobbies, dusting of hand railing, windows, ventilators, lifts, Door to door collection of garbage once in day, cub web removal & height cleaning (once in a month) and anti material activates (as per schedules given in special condition) all consumable and T&P will be provided by contractor.</p> <table><tr><td>i)</td><td>Block No.243(32 flats)</td></tr><tr><td>ii)</td><td>Block No.244(32 flats)</td></tr><tr><td>iii)</td><td>Block No.245(16 flats)& SSE /Work Office</td></tr><tr><td>iv)</td><td>Block No.246(16 flats)</td></tr><tr><td>v)</td><td>Block No.247(14 flats)</td></tr><tr><td>vi)</td><td>Block No.248(14 flats)</td></tr><tr><td>vii)</td><td>Block No.249(14 flats)</td></tr><tr><td>viii)</td><td>Block No.250(14 flats)</td></tr><tr><td>ix)</td><td>Block No.251(14 flats & SSE/S&T)</td></tr><tr><td>X)</td><td>Block No.252(14 flats)</td></tr><tr><td>xi)</td><td>Block No.253(16 flats) & SSE/Power</td></tr><tr><td>xii)</td><td>Block No.254(28 flats) & 140 (4 flats)</td></tr><tr><td>xiii)</td><td>Block No.255(14 flats)</td></tr><tr><td>xiv)</td><td>Block No.256(14 flats)</td></tr><tr><td>xv)</td><td>Block No.257(14 flats)</td></tr></table>	i)	Block No.243(32 flats)	ii)	Block No.244(32 flats)	iii)	Block No.245(16 flats)& SSE /Work Office	iv)	Block No.246(16 flats)	v)	Block No.247(14 flats)	vi)	Block No.248(14 flats)	vii)	Block No.249(14 flats)	viii)	Block No.250(14 flats)	ix)	Block No.251(14 flats & SSE/S&T)	X)	Block No.252(14 flats)	xi)	Block No.253(16 flats) & SSE/Power	xii)	Block No.254(28 flats) & 140 (4 flats)	xiii)	Block No.255(14 flats)	xiv)	Block No.256(14 flats)	xv)	Block No.257(14 flats)	Rs. 12397263.91
i)	Block No.243(32 flats)																															
ii)	Block No.244(32 flats)																															
iii)	Block No.245(16 flats)& SSE /Work Office																															
iv)	Block No.246(16 flats)																															
v)	Block No.247(14 flats)																															
vi)	Block No.248(14 flats)																															
vii)	Block No.249(14 flats)																															
viii)	Block No.250(14 flats)																															
ix)	Block No.251(14 flats & SSE/S&T)																															
X)	Block No.252(14 flats)																															
xi)	Block No.253(16 flats) & SSE/Power																															
xii)	Block No.254(28 flats) & 140 (4 flats)																															
xiii)	Block No.255(14 flats)																															
xiv)	Block No.256(14 flats)																															
xv)	Block No.257(14 flats)																															
2	Extra over each sub item of item No. 1 for using of wet & Dry vacuum cleaner (5 nos)	50295.79																														

3	Surface sweeping of roads and sweeping of side walk, pavement areas, unpaved area, Rag picking and parks (once in a day) cleaning of blockage of sewer line, kitchen pipe, bathroom pipe, gully traps.	3355075.63
4	Extra over each sub item of item no.3 for using of ride on sweeper (1 nos)	298821.29
5	Disposing of garbage to main dustbins by using of E-rickshaw (2 nos.) in P.K.Road	83452.81
6	Cleaning and desilting of sewer lines, Manholes and Gully traps once in month or as and when required by using High pressure sewer cleaning and jetting machine with contractors own labour, tools and fuel at P.K.Road colony.	395804.32
7	Daily removal of garbage from main nominated dustbin to municipal dumping ground through mechanized method with contractors own labour, machine and tools at P.K.Road colony (1.5 Ton/Daily)	997028.61
8	Fixing of two steel dustbins in front of each block 100 ltr each (20 pairs)	238436.41
9	To prevent the entry of animals in the colony	72484.79
10	Hygiene & cleaning of supervisor/worker's uniform	47687.19
	Total (B)	17936350.74 for 3yrs 498231.96 per month

Tilak Bridge:

1	Surface sweeping of roads by using ride on sweeper and sweeping of side walk, pavement areas, unpaved area, Rag picking and parks, all consumable and T&P will be provided by contractor in Tilak Bridge.	123929.97
2	Extra over each sub item of item No.1 for using of ride on sweeper (1 no.)	8816.86
3	Door to door collection of garbage once in a day, anti malarial activates (as per schedule given in special condition) cleaning of blockage of sewer line, kitchen pipe, bathroom pipe, gully traps including disposing of garbage to main dustbins in Tilak Bridge.	49571.99
4	Disposing of garbage to main dustbins by using of E-Rickshaw (1 no) in Tilak Bridge.	1233.03
5	Cleaning and desilting of sewer lines, manholes and Gully traps once in a month or as and when required by using High pressure sewer cleaning and jetting machine with contractors own labour, Tools and Fuel at Tilak Bridge colony.	11696.20
6	Removal of garbage from main nominated dustbin to municipal dumping ground through mechanized method with contractors own labour, machine and tools at Tilak Bridge colony.	9820.88
7	Fixing of two steel dustbins in front of each block 100 ltr each (05 pairs)	1761.48
8	To prevent the entry of animals in the colony	2141.95
9	Hygiene & leaning of supervisors/worker's uniform	563.67
	Total (C)	209536.03
	Grand Total A+B+C	2431376.59 per month

The Above tables reveal that Rs. 2431376.59 per month is being spent on conservancy work and comprehensive cleaning under CHI/Colonies over DLI division

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 in ■	Anticipated annual recurring saving in ■
1	Safaiwala staff	5200-20200+ 1800	1	122	40072/-	5,86,65,408/-
Total				122		5,86,65,408/-

No. of posts identified as surplus: -

Group 'C' = NIL posts

Group 'D' = 122 posts

Total = 122 posts

Anticipated recurring saving = ■. 586.65 lakh per annum.

Capital saving = Nil

Total saving = ■. 586.65 lakh per annum.

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working under CMS/DLI over DLI Division is tabulated as under:-

SN	Category	Pay Scale + Grade Pay	Monthly value per posts in ■■	Sanctioned strength	Total annual expenditure in ■■
1	Safaiwala staff	5200- 20200+1800	40072/-	486	23,36,99,904/-
Total				486	23,36,99,904/-

The above table reveals that the expenditure on the proposed staff comes to ■■ 23,36,99,904/-per annum on the above sanctioned strength.

4.1.2. The total annual expenditure on the proposed Safaiwala staff working under CMS/DLI over DLI Division is tabulated as under:-

SN	Category	Pay Scale + Grade Pay	Monthly value per posts in ■■	Proposed staff	Total annual expenditure in ■■
1	Safaiwala staff	5200- 20200+1800	40072/-	364	17,50,34,496/-
	Total			364	17,50,34,496/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ■■17,50,34,496/-Therefore the expenditure will be reduced from■■ 23,36,99,904/-to ■■17,50,34,496/-

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/16A/13-14 dt. 15/10/2013.	I
2	Category and grade wise sanctioned and on roll position of Safaiwala staff under medical deptt. over DLI Division	II

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Sanitation staff under Medical Department over DLI Divn.

Activity Centre : - Divisional Hospital Colony Delhi, DEE, DKZ, SSB, SP Marg, TKD, LPNR, Basant Road, GZB, JHI & MTC

S N	Sub activity	Actual staff deployed	Work recommendation	Study	Brief description of workload
1	Divisional Hospital Rly Colony Delhi, DEE, DKZ, SSB, SP Marg, TKD, LPNR, Basant Road, GZB, JHI & MTC	Sanitation S/S=486 O/R=345 Vac=141	SS Proposed Surplus	= 486 = 364 = 122	Cleaning, sweeping, mopping, pest control activities, conservancy work, rag picking, surface cleaning, Main Hole, Sewer line cleaning etc. of colonies.

CATEGORY WISE AND GRADE WISE OF SANCTIONED AND ON ROLL POSITION OF SAFAIWALA STAFF WORKING UNDER CHI/COLONY OF MEDICAL DEPARTMENT OVER DELHI DIVISION:-

S N	CHI Colony	Grade in ■	S/S	O/R	Vacancy
1	Divisional Hospital Railway colony DLI	5200-20200 +1800	37	28	09
2	Delhi Sarai Rohilla (DEE)		86	58	28
3	Kishan Ganj (DKZ)		86	61	25
4	Shakur Basti (SSB)		53	33	20
5	Sardar Patel Marg (SP Marg)		20	14	06
6	Tugulakabad (TKD)		17	11	06
7	Lajpat Nagar (LPNR)		30	24	06
8	Basant Road.		80	54	26
9	Ghaziabad (GZB)		41	35	06
10	Jind (JHI)		36	27	09
11	Meerut City (MTC)		--	--	--
Total			486	345	141