



WORK STUDY REPORT

ON

REVIEW OF

SANITATION STAFF WORKING

UNDER CHI/PBH, CHI/FD AND CHI/ BSB/COLONY

IN MEDICAL DEPARTMENT

OVER

LKO DIVISION

2018-19

WORK STUDY TEAM

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DATE OF START	:	25/09/2018
DATE OF COMPLETION	:	28/09/2018

GUIDANCE

BY

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SWSO

NO.16-CP/35/WS/2018-19

CENTRAL PLANNING CELL
NORTHERN RAILWAY
BARODA HOUSE
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EXECUTIVE SUMMARY

This study is assigned to the Central Planning Cell, HQ office to identify redundant/unproductive activities of Safaiwala (Sanitation) staff working in Medical Department under CHI/PBH, CHI/FD and CHI/Colony/BSB of Lucknow division.

STAFF POSITION

The total sanctioned and on roll strength of safaiwala staff working under CHI/PBH, CHI/FD and CHI/BSB/Colony is as under:-

S.No.	Units	Category	S/S	O/R	Vac.
1	CHI/PBH	Safaiwala	41	16	25
2	CHI/FD	Safaiwala	22	15	07
3	BSB Colony	Safaiwala	38	28	10
Total			101	69	42

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

Gr. 'C' = Nil posts

Gr. 'D' = 68 posts

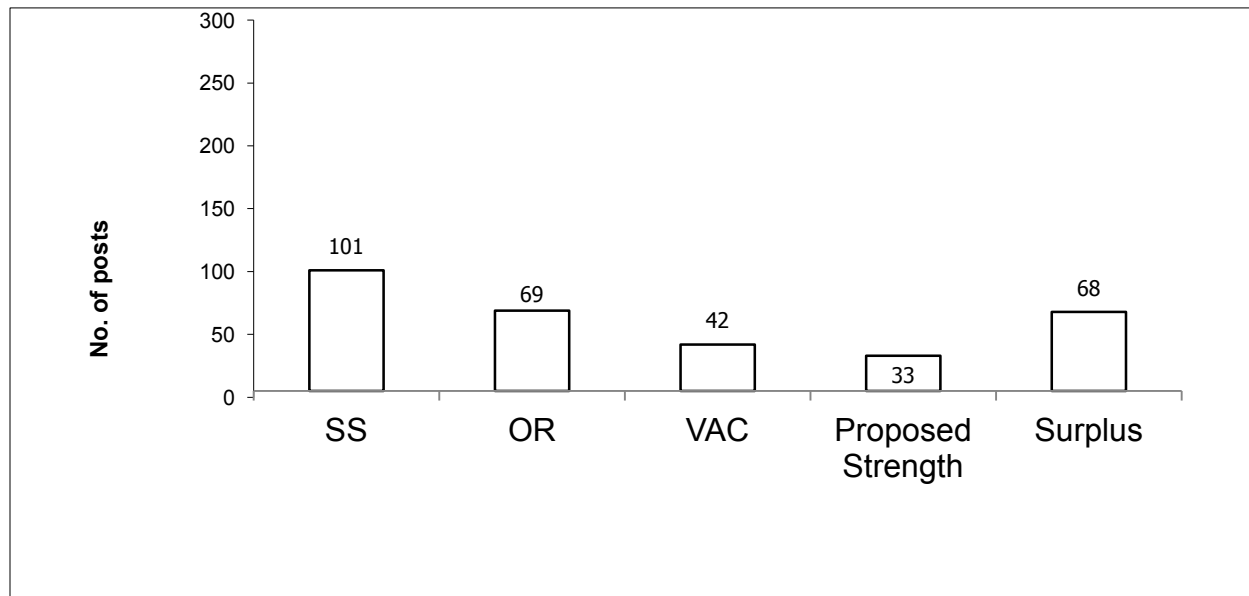
Total = 68 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 333.09 lacs per annum.

Capital saving = Nil

Total = Rs. 333.09 lacs per annum



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SYNOPSIS

Indian Railways are the largest network system in the country where various departments are engaged in different type of activities constantly to obtain the overall performance and better output. The impact of increased volume of traffic has resulted in introduction of large number of trains. Similarly, a large number of assets have been generated which has tremendously changed the infrastructure of railways.

In the present scenario the railways is adopting the latest technologies to curtail the manpower and operation cost along with better services to the nation. The cleanliness/sanitation in the Railways is one of the issue on which the maximum attention is being given. 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. Sanitation services are provided in all the Railway premises including the Railway Colonies, Railway stations, circulating areas, Railway Yards, Offices, Coaches and track. Cleanliness of these areas is multidisciplinary approach by various departments including Medical department. The Medical department performs the sanitation job at Railway Colonies under the supervision of CHIs and it plays a significant role by providing necessary health care to employees and their families and to upkeep the sanitation work at station premises/ residential areas.

Keeping above facts in view, SDGM/NR assigned this work study "Review of Safaiwala (sanitation) staff working under CHI/PBH, CHI/FD and CHI/Colony/BSB of Lucknow division to reduce the wasteful expenditure by adoption of improved /economical methods in working. The work study team has conducted a review and identified 68 posts as surplus for surrender which will yield recurring saving to the tune of Rs. 333.09 lacs per annum, if implemented in toto.

SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority
1	It is proposed that 25 posts of safaiwala from CHI/PBH, 05 posts of safaiwala from CHI/FD and 38 posts of safaiwala from CHI/BSB/Colony (Total 68 posts) are identified as surplus after outsourcing the sanitation activities and recommended for surrender. Safaiwala staff Gr. 5200-20200-1800=68 posts.	2.6.0	ADRM/LKO CMS/Divisional Hospital/LKO Sr.DPO/LKO

ACKNOWLEDGEMENT

The work study team is highly grateful to Shri. Amit Shrivastava,ADRM/Admin./LKO, Dr. Jagdish Chandra, CMS/LKO, Sh.M.B.Singh, Sr.DPO/LKO and other functionaries for providing relevant data/information and for giving valuable guidance, co-operation to the team during the conduct of study.

1.0.0 INTRODUCTION

1.1.0 The Medical department performs the sanitation job at Railway Colonies under the supervision of CHIs and it plays a significant role by providing necessary health care to employees and their families and to upkeep the sanitation work at station premises/ residential areas. As the study is related to working of safaiwala staff at CHI/FD and CHI/Colony/BSB Lucknow division, the same has been reviewed to improve the productivity by economical utilization of available manpower.

1.2.0 The railway administration carries out certain timely reviews of the existing resources/assets for various technological up gradation and thereby by introducing modern equipments for developing infrastructure to increase the productivity. There is stiff competition to provide cheaper services by the open market, which endangers the survival of railway organization, so it becomes imperative to incur expenditure economically for deployment of railway assets.

1.3.0 In view of above, SDGM/NR has assigned a work study on "Review of safaiwala staff (sanitation) working under CHI/Colony/BSB and CH/FD to reduce the wasteful expenditure and optimize utilization of assets and manpower.

1.4.0 TERMS OF REFERENCE

The work study has been conducted under the following terms of reference: -

- i) To review staff strength vis-à-vis workload.
- ii) To suggest ways and means to identify redundant/unproductive activities to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve the efficiency and productivity of the system.

1.5.0 METHODOLOGY ADOPTED

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

- i) Data collection and its critical analysis.
- ii) Work sampling, analytical estimation, spot observations, physical checks and yardstick in vogue, if any, to assess the performance of staff.
- iii) Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, REQUIREMENT OF STAFF & RECOMMENDATIONS

2.1.0 BRIEF DESCRIPTION

Lucknow division is an important division of Northern Railway and carries voluminous passenger and freight traffic. Being capital of Uttar Pradesh it is linked with every important city of India.

2.2.0 As this study is confined to review the working of sanitation staff under CHI/Colony/BSB and CHI/FD in Medical Department of LKO Division, so it is obvious to describe their work activity.

2.3.0 DUTIES PERFORMED BY SANITATION STAFF

The duties performed by sanitation staff is as under:-

- i) Booming of platforms, offices and circulating area.
- ii) Moping/washing of floors in station premises.
- iii) Cleaning of waiting halls, retiring rooms and dormitories.
- iv) Cleaning of drains and removing the blockage of sewers.
- v) Collecting garbage from dustbins and disposing them to main dustbins.
- vi) Booming/cleaning of drains in railway colonies.
- vii) Any other cleaning work assigned by CHI/Incharge.

2.4.0 STAFF POSITION

The team collected the staff position of sanitation staff working under CHI/colony/BSB and CHI/FD of LKO division which is tabulated as under:-

TABLE NO.I

S.No.	Units	Category	S/S	O/R	Vac.
1	CHI/PBH	Safaiwala	41	16	25
2	CHI/FD	Safaiwala	22	15	07
3	BSB Colony	Safaiwala	38	28	10
Total			101	69	42

The above table reveals that the total sanctioned strength of safaiwala staff working under CHI/PBH, CHI/FD and CHI/colony/BSS is 101 whereas 69 are on roll with 42 vacant posts.

2.5.0 CRITICAL ANALYSIS

- 2.5.1. Since manpower is the biggest component of the expenditure of Indian Railways, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.
- 2.5.2 The study is confined to provide the actual requirement of safaiwala staff is view of existing workload. In Medical department most of the sanitation activities are outsourced.
- 2.5.3 The one of biggest advantage of outsourcing is cost savings. The lower cost of labour provided by outsourcing is very economical to the system. The safaiwala staff falls in unskilled and non safety category. The departmental labour cost much higher than the contractual labour. The activities which are performed by the safaiwala staff may be outsourced as this is non safety category.
- 2.5.4 The cleaning/sanitation work of Modha Colony and Malgodown colony under CHI/FD and Lahartara colony under CHI/Colony/BSB is already outsourced by the division.
- 2.5.5 The safaiwala staff which falls in the non safety category and 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 are on reducing trend.
- 2.5.6 As the safaiwala staff is a non safety category, so the work of cleaning and sanitation of AEN colony, New loco colony and Kashi colony under CHI/BSB/Colony is proposed for outsourcing to increase the productivity and to bring economy in the system.

2.6.0 PROPOSED REQUIREMENT OF SAFAIWALA STAFF AND RECOMMENDATIONS.

The work study team assesses the actual requirement of safaiwala staff as per the available yard stick. The safaiwala staff is to cater workload of cleaning activities in the Railway Colonies and premises. It is also taken in to consideration that the reduction of workload of departmental staff in recent years after implementation of outsourcing contract.

2.6.1 (A) CHI/PBH

CHI/PBH supervises the cleaning/sanitation work performed by departmental safaiwala staff under his jurisdiction. The sanctioned strength of safaiwalas is 41 whereas 16 are on roll with 25 vacant posts.

WORKLOAD

The cleaning/sanitation work of entire PBH Colony which comprises approx. 432 Railway quarters and road area approx. 333152 sq. feet is supervised by the CHI/PBH. The station and station premises are already outsourced completely and is supervised by the Station Superintendent/PBH under traffic department. However, the work study is confined to the safaiwala staff under CHI/PBH. The team has assessed the requirement of safaiwala staff by applying the existing yard stick. The deployment of safaiwala staff is tabulated as under:-

DEPLOYMENT OF SAFAIWALA

The deployment of on roll safaiwala staff under CHI/PBH is given below:-

SN	Location	No. of safaiwala(on roll)
1	West side Railway Colony comprises New GRP Colony, RPF Colony, Traffic Colony	07
2	Eest side Railway Colony comprises Jail colony, Power house colony, loco colony, ADEN Colony, School area, Rest house and offices.	09
Total		16

The above table reveals that 16 on roll safaiwalas are deployed at various locations in railway colonies. The team interacted with CHI/Incharge to know about the working procedure.

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	274	50 quarters per safaiwala	5.48
2	Type-II (single storey)	148	30 quarters per safaiwala	3.28
3	Type-III (single storey)	05	30 quarters per safaiwala	0.16
4	Type-IV (Bunglows)	05	15 quarters	0.33

			per safaiwala	
4	Road area	105079 sq ft.	35000 sq.ft/safaiwala	3.00
5	Drain Length	9877 RFT	4000 RFT per safaiwala	2.46
6	Open space	17982 sqft.	60000 sqft per safaiwala	0.29
7	Cleaning and of desilting mainholes	172 nos.	300 nos. per safaiwala	0.57
Total requirement				15.57 or say 16 staff.

The sanctioned strength of safaiwala staff under CHI/PBH is 41 while 16 on roll. The requirement comes to 16 staff. So 25 safaiwala staff are identified as surplus and recommended for surrender.

(B) CHI/FD

The CHI/FD supervises the cleaning/sanitation work performed by departmental safaiwala staff under his jurisdiction. The sanctioned strength of safaiwalas is 22 whereas 15 are on roll with 07 vacant posts.

WORKLOAD

The jurisdiction of CHI/FD is entire Modha colony, Malgodown colony, Loco colony, New loco rly colony, AEN colony, Medical colony and Baramasi colony which comprises approx 708 Railway quarters and road area approx. 123010 sq. feet who supervises their cleaning/sanitation work.

DEPLOYMENT OF SAFAIWALA

The deployment of on roll safaiwala staff under CHI/FD is given below:-

S.N.	Location	No. of safaiwala(on roll)
1	Modha colony & Malgodown colony	06
2	Loco colony, New loco rly colony,	09
3	AEN colony & Medical colony	
4	Baramasi colony	
Total		15

The above table reveals that 15 on roll safaiwalas are deployed at various locations in railway colonies. The team interacted with CHI/Incharge to know about the working procedure.

(a) Requirement of safaiwala in Modha Colony and Malgodown colony under CHI/FD

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	277	50 quarters per safaiwala	Sanitation work is out sourced.
2	Type-II (single storey)	104	30 quarters per safaiwala	
3	Type-V (Bunglows)	23	15 quarters per safaiwala	
4	Road area	183110 sq ft.	35000 sq.ft/safaiwala	
5	Drain Length	8396 RFT	4000 RFT per safaiwala	
6	Open space	150860 sqft.	60000 sqft per safaiwala	
7	Cleaning and desilting of mainholes	364 nos.	300 nos. per safaiwala	
Total requirement				Nil

(b) Requirement of safaiwala in Loco colony, New loco colony, AEN colony, Medical colony and Baramasi colony under CHI/FD.

(c)

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	157	50 quarters per safaiwala	3.14
2	Type-II (single storey)	137	30 quarters per safaiwala	4.56
3	Type-V (Bunglows)	10	15 quarters per safaiwala	1.00
4	Road area	39900 sq ft.	35000 sq.ft/safaiwala	1.14
5	Drain Length	9721 RFT	4000 RFT per safaiwala	2.43
6	Open space	242540 sq ft.	60000 sqft per safaiwala	4.04
7	Cleaning and desilting of mainholes	314 nos.	300 nos. per safaiwala	1.04
Total requirement				17.35 or say 17 staff.

The sanctioned strength of safaiwala staff under CHI/PBH is 22 while 17 on roll. The requirement comes to 17 staff. So 05 safaiwala staff are identified as surplus and recommended for surrender.

(C) CHI/COLONY/BSB

The CHI/Colony/BSB supervises the cleaning/sanitation work performed by departmental safaiwala staff under his jurisdiction. The sanctioned strength of safaiwalas is 38 whereas 28 are on roll with 10 vacant posts.

WORKLOAD

The entire AEN Rly. Colony, Lahartara colony, New loco colony and Kashi Railway Colony which comprises of approx. 1113 Railway quarters of all types and road area approx 333152 sq. feet, comes under the jurisdiction of CHI/Colony/BSB for supervising the cleaning/sanitation work. The team has assessed the requirement of safaiwala staff by applying the existing yard stick. The deployment of safaiwala is tabulated as under:-

DEPLOYMENT OF SAFAIWALA

The deployment of on roll safaiwala staff under CHI/Colony/BSB is given below:-

SN	Location	No. of safaiwala(on roll)
1	AEN colony	09
2	Lahartara colony	Out sourced
3	New Loco colony	14
4	Kashi station & colony	05
Total		28

The above table reveals that 28 on roll safaiwalas are deployed at various locations in railway colonies. The team interacted with CHI/Incharge to know about the working procedure.

(a) Requirement of safaiwala in AEN Colony

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	147	50 quarters per safaiwala	It is proposed to be outsourced.
2	Type-II (single storey)	95	30 quarters per safaiwala	
3	Type-V (Bunglows)	23	15 quarters per safaiwala	

4	Road area	63871 sq ft.	35000 sq.ft/safaiwala	
5	Drain Length	9331.14 RFT	4000 RFT per safaiwala	
6	Open space	12696.8 sqft.	60000 sqft per safaiwala	
7	Cleaning and desilting of mainholes	127 nos.	300 nos. per safaiwala	
Total requirement				Nil

(b) Requirement of safaiwala in Lahartara Colony

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	109	50 quarters per safaiwala	Sanitation work is already out sourced.
2	Type-II (single storey)	51	30 quarters per safaiwala	
3	Type-V (Bunglows)	03	15 quarters per safaiwala	
4	Road area	141461 sq ft.	35000 sq.ft/safaiwala	
5	Drain Length	9994.20 RFT	4000 RFT per safaiwala	
6	Open space	46655 sqft.	60000 sqft per safaiwala	
7	Cleaning and desilting of mainholes	102 nos.	300 nos. per safaiwala	
Total requirement				Nil

(c) Requirement of safaiwala in New Loco Colony

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	315	50 quarters per safaiwala	It is proposed to be outsourced.
2	Type-II (single storey)	112	30 quarters per safaiwala	
3	Type-V (Bunglows)	47	15 quarters per safaiwala	
4	Road area	75540 sq ft.	35000 sq.ft/safaiwala	

5	Drain Length	56027.24 RFT	4000 RFT per safaiwala	
6	Open space	45595 sqft.	60000 sqft per safaiwala	
7	Cleaning and of desilting mainholes	215 nos.	300 nos. per safaiwala	
Total requirement				Nil

(d) Requirement of safaiwala in Kashi Colony

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I (single storey)	131	50 quarters per safaiwala	It is proposed to be outsourced.
2	Type-II (single storey)	78	30 quarters per safaiwala	
3	Type-V (Bunglows)	02	15 quarters per safaiwala	
4	Road area	52280 sq ft.	35000 sq.ft/safaiwala	
5	Drain Length	2132 RFT	4000 RFT per safaiwala	
6	Open space	28245 sqft.	60000 sqft per safaiwala	
7	Cleaning and of desilting mainholes	85 nos.	300 nos. per safaiwala	
Total requirement				Nil

As the Lahartara colony of BSB is already outsourced with satisfactory results. So the entire sweeping and cleaning activities of AEN Colony, New loco colony and Kashi colony is proposed to be outsourced as per the trend of Lahartara colony to increase the productivity of the railways. So there will be no requirement of safaiwala for AEN Colony, New loco colony and Kashi colony.

Summary of proposed requirement and identified surplus staff

S.No.	Unit		S/S	Proposed requirement	Identified surplus	Remarks
1	CHI/PBH	West and East side Railway colonies and offices.	41	16	25	-
2	CHI/FD	Modha Colony and Malgodown colony	-	-	-	Sanitation work is out sourced.
		Loco colony, New loco colony, AEN colony, Medical colony and Baramasi colony	22	17	05	-
3	CHI/BSB/ Colony	Lahartara colony	-	-	-	Sanitation work is out sourced.
		AEN Colony	38	-	38	Sanitation work may be out sourced
		New Loco Colony				
		Kashi Colony				
Total			101	33	68	-

Recommendation no. 1

It is proposed that 25 posts of safaiwala staff from CHI/PBH, 05 posts of safaiwala staff from CHI/FD and 38 posts of Safaiwala staff from CHI/BSB/Colony (Total 68 posts) are identified as surplus after outsourcing the sanitation activities and recommended for surrender. Safaiwala staff Gr. 5200-20200-1800=68 posts.

3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7th CPC on safaiwala staff working in Medical department under CHI/PBH, CHI/FD and CHI/BSB/Colony of LKO division is as under:-

S.No.	Category	Grade Rs.	Montly value per post	S/S	Monthly expenditure	Annual expenditure
1	Safaiwala (sanitation staff)	5200-20200-1800	40821	101	4122921	49475052.00
Total				101		49475052.00

The above table reveals that the annual expenditure being incurred on 101 sanctioned strength of safaiwala staff working in Medical department under CHI/PBH, CHI/FD and CHI/BSB/Colony of LKO division is 49475052.00

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Safaiwala staff working under CHI/PBH,CHI/FD and CHI/BSB/Colony of LKO division is as under:-

S.No.	Category	Grade Rs.	Montly value per post	P/S	Monthly expenditure	Annual expenditure
1	Safaiwala (sanitation staff)	5200-20200-1800	40821	33	1347093	16165116.00
Total				33		16165116.00

The above table reveals that total annual expenditure on 33 proposed posts of Safaiwala staff working under CHI/PBH, CHI/FD and CHI/BSB/Colony will be reduced to ■16165116.00 instead of ■49475052.00 and net recurring saving of ■33309936.00 per annum will be achieved.

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 (sanitation staff)	5200-20200- 1800	68	1	40821	33309936.00
Total			68			33309936.00

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 68 posts

Total = 68 posts

Anticipated recurring saving = ■■ 333.09 lacs per annum

Capital saving = Nil

Total saving = ■■333.09 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study: - Review of Sanitation staff working under CHI/Colony/BSB and CHI/FD of LKO Division.

Activity Centre: - BSB and FD

S N	Sub activity	Brief description of workload	Actual staff deployed	Work Study recomm.	Representative workload
1	Safaiwala are deployed for cleaning, washing of track cleaning of rly. Colony and stations.	The safaiwalas under CHI are engaged for cleaning of quarters, drains and garbage removal.	S/S = 101 O/R= 69 Vac = 42	Proposed requirement of staff= 33 Proposed surrender=68	The workload has to reduced due to proposed outsourcing of sanitation activities of CHI/PBH,CHI/FD and CHI/BSB/Colony.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of safaiwala working under CHI/PBH, CHI/FD and CHI/Colony/BSB of LKO division.	I
3	Letter No. 16-CP/35/WS/18-19 dt.07.09.18	II

Annexure-I

Statement showing staff position of safaiwala working under CHI/PBH, CHI/FD and CHI /colony/BSB of LKO Division.

S.No.	Units	Category	S/S	O/R	Vac.
1	CHI/PBH	Safaiwala	41	16	25
2	CHI/FD	Safaiwala	22	15	07
3	BSB Colony	Safaiwala	38	28	10
Total			101	69	42