



## WORK STUDY REPORT

ON

REVIEW OF

SANITATION STAFF WORKING

UNDER CHI/AMV/COLONY

IN MEDICAL DEPARTMENT

OVER

LKO DIVISION

2018-19

WORK STUDY TEAM

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DATE OF START	:	05/02/2019
DATE OF COMPLETION	:	08/02/2019

GUIDANCE

BY

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NO.16-CP/45/WS/2018-19

CENTRAL PLANNING CELL  
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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/AMV / Colony 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/AMV/Colony	Safaiwala	147	119	28
Total			147	119	28

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

Gr. 'C' = Nil posts

Gr. 'D' = 43 posts

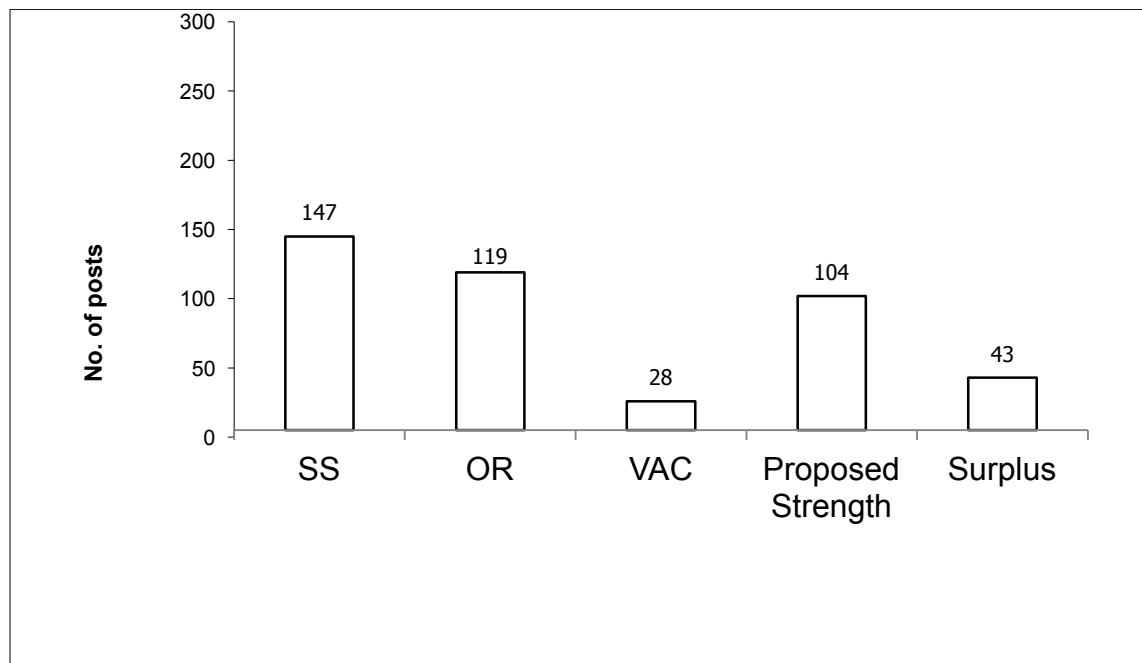
Total = 43 posts

### FINANCIAL IMPLICATIONS

Anticipated recurring savings = Rs. 216.43 lacs per annum.

Capital saving = Nil

Total = Rs. 216.43 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/Colony/AMV 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 43 posts as surplus for surrender which will yield recurring saving to the tune of Rs. 216.43 lacs per annum, if implemented in toto.

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## SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority
1	It is proposed that 43 posts of safaiwala staff from CHI/AMV/Colony are identified as surplus after outsourcing of sanitation activities LD Colony, VG Colony and Shantipuram Colony and recommended for surrender. Safaiwala staff Gr. 5200-20200-1800=43 posts.	2.6.0	ADRM/Admin./ LKO CMS/Divisional Hospital/LKO Sr.DPO/LKO

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## 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.

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## **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 the safaiwala staff working under CHI/AMV/Colony of 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/AMV/Colony 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.

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## 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/AMV/Colony 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 in Railway colonies/offices is as under:-

- i) Cleaning of drains and removing the blockage of sewers.
- ii) Collecting garbage from dustbins and disposing them to main dustbins.
- iii) Booming/cleaning of drains in railway colonies/offices.
- iv) 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/AMV/colony of LKO division which is tabulated as under:-

TABLE NO.I

S.No.	Units	Category	S/S	O/R	Vac.
1	CHI/AMV/Colony	Safaiwala	147	119	28
Total			147	119	28

The above table reveals that the total sanctioned strength of safaiwala staff working under CHI/AMV/Colony is 147 whereas 119 are on roll with 28 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 in 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 is 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 LD Colony and VG colony under CHI/AMV is already outsourced and outsourcing of the sanitation work of Shantipuram Colony has been proposed by the team.
- 2.5.5 The safaiwala staff which falls in the non safety category are on reducing trend and also declared redundant by the Railway Board and as per directives issued vide 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 Shanti Puram colony under CHI/AMV/Colony is proposed for outsourcing on the similar lines as of LD Colony and VG Colony which are running successfully. This will increase the productivity and will bring economy in the system.
- 2.5.7 Outsourcing of sanitation work in other Railway colonies may also be explored.

## 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 office premises. It also need to mention that the workload of departmental staff has reduced considerably due to introduction of outsourcing.

### 2.6.1 (A) CHI/AMV/COLONY

CHI/AMV/Colony supervises the cleaning/sanitation work performed by departmental safaiwala staff under his jurisdiction. The sanctioned strength of safaiwalas is 147 whereas 119 are on roll with 28 vacant posts.

#### WORKLOAD

The cleaning/sanitation work of entire AMV Colony which consists of about 18 Railway colonies and comprises approx. 2885 Railway quarters. 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	LD Colony	Already outsourced
2	VG Colony	Already outsourced
3	Except LD colony and VG colony(For 14 railway colonies)	119
Total		119

The above table reveals that 119 on roll safaiwalas are deployed at various locations in railway colonies. The team interacted with CHI/Incharge to know about the working procedure.

Requirement of safaiwala in railway colonies other than Shantipuram Colony in which the outsourcing of sanitation work has been proposed by the team.

S.No.	Work load	No. of quarters/area	Yard stick	Proposed requirement
1	Type-I	1403	50 quarters per safaiwala	28.06
2	Type-II	962	45 quarters per safaiwala	21.37
3	Type-III	176	30 quarters per safaiwala	5.86
4	Type-IV & Type-V	108	15 quarters per safaiwala	7.2

4	Road area	245000 sq ft.	35000 sq.ft/safaiwala	7.00
5	Drain Length	19877 RFT	4000 RFT per safaiwala	4.96
6	Open space	198982 sqft.	60000 sqft per safaiwala	3.31
7	Cleaning and of desilting mainholes	572 nos.	300 nos. per safaiwala	1.96
Total requirement				79.72
Add RG @ 16.5% on 79.72				13.15
Sub total				92.87
Add LR @ 12.5% on 92.87				11.60
Total requirement				104.47 or say 104 staff.

The sanctioned strength of safaiwala staff under CHI/AMV/Colony is 147 while 119 on roll. The total requirement for the railway colonies except LD Colony, VG Colony and Shantipuram Colony comes to 104 staff. So 43 posts of safaiwala staff are identified as surplus and recommended for surrender.

Summary of proposed requirement and identified surplus staff

S.No.	Unit		S/S	Proposed requirement	Identified surplus	Remarks
1	CHI/Colony/AMV	LD Colony	147	-	43	Sanitation work is outsourced already.
2		VG Colony		-		Sanitation work is outsourced already
		Shantipuram		-		Sanitation work is proposed for outsourcing.
3		Rest of the 15 railway colonies		104		-
Total			147	104	43	-

#### Recommendation no. 1

It is proposed that 43 posts of safaiwala staff from CHI/AMV/Colony are identified as surplus after outsourcing the sanitation activities and recommended for surrender.

Safaiwala staff Gr. 5200-20200-1800=43 posts.

### 3.00 FINANCIAL IMPLICATIONS

3.1.0 The annual expenditure as per 7<sup>th</sup> 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	41944	147	6165768	73989216.00
Total				147		73989216.00

The above table reveals that the annual expenditure being incurred on 147 sanctioned strength of safaiwala staff working in Medical department under CHI/AMV/Colony of LKO division is 73989216.

3.2.0 Proposed strength: The annual expenditure on the proposed strength of Safaiwala staff working under CHI/AMV/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	41944	104	4362176.00	52346112.00
Total				104		52346112.00

The above table reveals that total annual expenditure on 104 proposed posts of Safaiwala staff working under CHI/AMV/Colony will be reduced to ■52346112.00 instead of ■73989216.00 and net recurring saving of ■21643104.00 per annum will be achieved.

#### 4.0.0 ANTICIPATED RECURRING SAVINGS

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	43	1	41944.00	21643104.00
Total			43			21643104.00

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 43 posts

Total = 43 posts

Anticipated recurring saving = ■■ 216.43 lacs per annum

Capital saving = Nil

Total saving = ■■216.43 lacs per annum

## WORK STUDY REPORT DETAILED CHART

Department : - Medical

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

Activity Centre: - AMV

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 =147 O/R= 119 Vac = 28	Proposed requirement of staff= 104 Proposed surrender=43	The workload has to reduced due to proposed outsourcing of sanitation activities of CHI/AMV/Colony.

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LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing staff position of safaiwala working under CHI/Colony/AMV of LKO division.	I
3	Letter No. 16-CP/45/WS/18-19 dt.07.02.19	II

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## Annexure-I

Statement showing staff position of safaiwala working under CHI/AMV/Colony of LKO Division.

S.No.	Units	Category	S/S	O/R	Vac.
1	CH/AMV/Colony	Safaiwala	147	119	28
Total			147	119	28

## Salient features of the work study

**Name of the Work study:** Review of safaiwala staff working under CHI/AMV/Colony in Medical department over of division. **No. 16-CP/40/WS/18-19**

1. The study is confined to provide the actual requirement of safaiwala staff in view of the existing workload. After the adoption of outsourcing in the sanitation activities in housekeeping, the requirement of safaiwala staff has been reduced.
2. 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.
3. The work study team assesses the actual requirement of safaiwala staff as per the day to day requirement.
4. (i) Total sanctioned of Safaiwala staff =147  
(ii) On roll strength =119  
(iii) Vacancy =28  
(iv) Proposed strength =104  
(v) Surplus =43



