

NORTHEAST FRONTIER RAILWAY



Work STUDY REPORT ON

**REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF
UNDER JANITOR/HQ/MLG**

CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

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EXECUTIVE SUMMARY

SUBJECT : Work Study on “Review of staff Strength of conservancy staff under Janitor/ HQ/ MLG ”

STUDY NO. : WSNF/ 64/2018-19 **CASE NO.** : Z/375/ 10/ 64-18

AUTHORITY : SDGM/N.F. Railway

CONCERN DIVN. : H.Q. **DEPTT.** : Engineering

DATE OF COMMENCEMENT : 07.09.2018

DATE OF COMPLETION : 18.09.2018

DATE OF SUBMISSION : 18.09.2018

TERMS OF REFERENCE : “Review of staff Strength of conservancy staff under Janitor/HQ/MLG ”

TOTAL NO.OF RECOMMENDATION : 01 (One)

SUMMARY OF RECOMMENDATION : After critical examination of the workload and activities of Safaiwala (S/ Cleaner) in Conservancy units of Janitor/HQ/MLG, the Work Study Team proposed that 32 (thirty two) posts of Safaiwala category to be surrendered , and the BOS of the said unit be abolished keeping the post of Janitor for supervision of contractual work only and the on-roll staff are to be redeployed suitably.

PROJECTED SURPLUS POST : 32 Nos.

PROJECTED SAVINGS PER ANNUM : ` 1.33 Crores

DATE OF CIRCULATION :

CHAPTER - I

1.1 INTRODUCTION:

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability. Taking into consideration these objectives, the Railway Board has emphasized to take up review on staff strength of various departments in the Railway. In pursuance with this policy of Railway Board the Central Planning Organization has conducted this work-study on requirements of Conservancy staff (Safaiwala) under Janitor/HQ/MLG.

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to Sr. DEN/C/MLG and Sr. ADGM/MLG for their kind guidance and co-operation for conducting this study.

The work study team is also thankful to Janitor/ HQ/MLG and SSE/Works/MLG for their assistance rendered to the work study team for conducting the study.

1.3 RATIONALITY FOR CONDUCTING THIS STUDY:

Man power is most costly and precious resource over Indian Railway and Right sizing is the need of the hour. Focusing attention on core activities by reducing /eliminating the non-core activities. Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator) Up gradation/introduction of automation/innovations. Outsourcing of non-core activity. Availability of better process/technology. Reducing/improving redundancy in work.

1.4 TERMS OF REFERENCE

“Review of staff Strength of conservancy staff under Janitor/ HQ/MLG ”

1.5 METHODOLOGY

Discussion with the nominated subordinates.

Before conducting this study a discussion was made with SDGM/MLG regarding feasibility of this study and requested for supplying the necessary data for conducting this study. The BOS is collected from the concerned section of Sr. DEN/C/MLG office and the work load (activity) is also collected from Janitor's office.

CHAPTER-II

EXISTING ACTIVITIES, WORK LOAD & STAFF

2.1 WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALA

- i) Collection, removal and disposal of rubbish from railway HQ premises and buildings etc.
- ii) Sweeping the road and other surface area of the Railway HQ premise and collection of the sweepings and put these in the dustbins and also remove the cobwebs etc.
- iii) Clean the drains .

2.2 FLOOR AREA UNDER JANITOR/HQ/MLG

The conservancy staffs are utilized for cleaning the areas are as follows-

SN	DESCRIPTION OF WORK	UNIT	REMARKS
1	On approach road in and around Rly. HQ premises (in Sq. feet)	90,954.96 Sq. Feet	
2	Area of Service Building of Rly. HQ premises	4,24,690.00 Sq. Feet	
3	Cleaning of Latrines i) Common service latrines ii) Urinals	i) 100 Nos. ii) 155Nos.	
4	Cleaning of drains i) Large ii) small	i) 6458.00 R/Feet ii) 10763.00 R/Feet	
5	Sanitation of open space of HQ premises	4,30,556.00 Sq. Feet	

2.3 PRESENT DEPLOYMENT OF STAFF UNDER JANITOR /HQ/MLG AGAINST VARIOUS WORKS.

SN	Name of the Building/offices of HQ premises	JDR	Drain Cleaning Cleaning	Sweeping (outside)	Refuse disposal	Jungle cutting	Sewerage, Toilet, S/Tank etc.	Any other Spl. Works, specify
A	B	C	D	E	F	G	H	I
1	PCE	2	01	03	Outsourced	01	03	Septic tank blockage and overload septic tank clearing, VIP programme & festival in HQ
2	CME & CSTE	2						
3	COS& CEE	2						
4	CSC& Statistical deptt.	2						
5	S&T	1						
6	CPO& CCM	2						
7	GM 1 st Floor	2						
8	GM 2 nd Floor	2						
9	CVO Bldg.	1						
10	Bridge	1						
11	Audit& Claims	2						
12	COM & Central Control	1						
Total		20	01	03		01	03	28

2.4. THE EXISTING STAFF POSITION OF CONSERVANCY UNDER JANITOR/HQ/MLG AS PER BOS ON AS BELOW:

Bill Unit No. 0519-345

S/No.	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	Jamadar	5200-20200	1800	21	30	2
2	S/Cleaner	5200-20200	1800	10		
3	S/Cleaner (LR)	5200-20200	1800	1		
Total				32	30	2

CHAPTER-III

CRITICAL ANALYSIS

REQUIREMENT OF STAFF (SAFAI~~W~~ALAS/SAFAI~~W~~ALIS) AS PER YARD STICK

3.1 The yard stick of Conservancy staff issued by CMO/PNO vide circular no. H/259/o(Loose) dt. 21.1.63 is reproduced below:

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED
1	Sweeping of Road (Pucca & Katcha)	76,000 Sq. ft. (per man /day)
2	Sweeping of Platform	13000 Sq. ft. (per man per hour)
3	Sweeping of Tracks between and outside rails	23000 Sq. ft. (Per man per day)
4	Cleaning of drains a) Large b) Average	4000 R. ft. (Per man per day) 8800 R. ft. (Per man per day)
5	Cleaning of latrines a) Common service 4 times cleaning daily b) Private service (Twice cleaning)	24 seats (Per man per day) 40 Privies (Per man per day)
6	Sanitation of Quarters (Sweeping of open space)	50,000 Sq. ft. (Per man per day)
7	Trenching	2 Trenches (10'X2'X2')(per man per day)
8	Bhisty	One for two drain sweepers.

3.2.1. Since there is no yardstick prescribed for working of S/ Cleaner in other department except Medical deptt., therefore the yardstick as available with Medical deptt. (Copy attached) for this category has been considered for calculation of manpower of S/ Cleaner / Safaiwala under Janitor/ HQ/MLG.

3.2.2. REQUIREMENTS OF CONSERVANCY STAFF(SAFAIWALA) UNDER JANITOR/HQ/MLG AS CALCULATED ON THE BASIS OF ABOVE YARD STICK

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.	Remarks
1	Sweeping of Road (Pucca & Katcha)	76,000 Sq. ft. (per man /day)	90,954.96 Sq. Feet	90,954.96÷76,000 =1.19 (Presumed as 1)	
2	Sweeping of Platform	13,000 Sq. ft. (per man /hour)	NA	-	
	Sweeping of Station circulating area				
3	Sweeping of Track between outside & between rail	23,000 Sq. ft. (per man /day)	NA	-	
4	Cleaning of Drains- (i) Large- (ii) Average-	a)4,000 Rft (per man /day) b) 8,800 Rft (per man /day)	i) 6458.00 R/Feet ii) 10763.00 R/Feet	i) 6458 ÷4,000 = 1.61 (Presumed as 2) ii) 10763÷8,800=1.22 (Presumed as 2)	
5	Cleaning of Latrines a) Common Service (4 times Cleaning daily) b)Private Service (Twice Cleaning daily)	24 Seats (per man /day) 40 privies (per man /day)	i) 100 Nos. (Common service) ii) 25 Nos. (Septic types) iii) 130Nos. (Urinals) Total =255	255÷24=10.62 (Presumed as 11)	
6	a) Sanitation of HQ premises (Sweeping of open space)	50,000 sq. ft. (per man /day)	a) 4,30,556.00 Sq. Feet b) 424690.00 Sq. Feet	855246 ÷50,000= 17.1 (Presumed as 17)	
	b) Area of service Bldg. of HQ premises		Total = 855246 Sq. Feet **		
TOTAL REQUIREMENT OF STAFF				33	

****** Maximum weightage has been given since there is no provision in the prescribed yardstick regarding sanitation of Service Bldg. However we presumed to ensure cleanliness of the service area, the manpower as prescribed in the yardstick for cleaning open space of Quarter has been considered for calculation of the same.

3.3.1. As per yard stick, calculated strength of required man power of Safaiwala/S/Cleaner is shown in above Table in Para-3.2.2 is 33 nos. without considering LR & RG staff strength. Calculated strength of LR is 12.5% of 33 = 4 (approx.) and RG 1:6 of 33 = 6 (approx.) Hence, total calculated strength of required manpower of Safaiwala is (33+4+6) = 43 only.

3.3.2. *On scrutiny it is found that a letter of acceptance was found available and presently the CA is enforced against Tender Notice No. Z/DGM/G/Housekeeping/HQ Complex of a tender value of ₹ 1,97,02,479.00 (One Crore Ninety seven Lakh two thousand for hundred seventy nine only) for a period of 2 (two) years for comprehensive work of sanitation & Housekeeping, Garbage collection & disposal, Horticulture & Landscaping at petty maintenance repairs in NF Railway HQ Office complex, implies an annual allocation of ₹ 1,97,02,479.00 ÷ 2 = ₹ 98,51,239.5 which reciprocate of engagement of ₹ 98,51,239.5 ÷ ₹ 413250 = 23.84 (say 24, refer chapter VII for ready reference) Nos. of Safaiwala daily per annum and can the terms and conditions implies the area of execution of the CA covers the entire jurisdiction of Janitor/ HQ/MLG. Therefore no additional staff (regular Safaiwala) from Railways is required any more to deal with the quantum of work they used to handle. Further the description of Work of the instant CA supplements the work of Horticulture deptt. also. The annual expenditure of Safaiwala staff for 32 Nos. as per BOS incurs an annual expenditure of ₹ 413250 x 32 = ₹ 1,32,24000.00 (Refer Chapter VII below.)*

3.3.3. It is therefore understood from the above para 3.3.2 that by the enforcement of the above-mentioned CA an effective and efficient system can be evolved with an optimum expenditure. We have already discussed that for deployment of Rly. S/ Cleaner of 32 Nos. will incur an additional cost of ₹ 1,32,24000.00 - ₹ 98,51,239.5 = ₹ 33,72,760.50 per annum. The financial implication even extends further since in this CA the activities of Horticulture deptt. at HQ premise is also being supplemented. Therefore, the regular Rly. Staff of S/ Cleaner of 30 Nos. on-roll may be re-deployed suitably and surrender 32 nos. of posts of S/ Cleaner from the BOS of the said unit to ensure an effective control over expenditure.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

- 4.1.** As discussed in critical analysis in para-3.3.2 & 3.3.3 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff of Janitor/HQ/MLG under Sr. DEN/C/MLG is tabulated below –

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	Proposed BOS	Surplus
1	Safaiwala/ S/ Cleaner	5200-20200	1800	32	0	32
Total				32	0	32

CHAPTER-V

RECOMMENDATION

- 5.1.** After critical examination of the workload and activities of Safaiwala (S/ Cleaner) in Conservancy units of Janitor/HQ/MLG, the Work Study Team proposed that 32 (thirty two) posts of Safaiwala category to be surrendered , and the BOS of the said unit be abolished keeping the post of Janitor for supervision of contractual work only and the on-roll staff are to be redeployed suitably. .

CHAPTER - VI

FINANCIAL IMPLICATION

6.1. EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	Pay Band	Mean pay	G/Pay	Posts Surplus	Salary per month	Expenditure incurred per Annum as salary (in `.)
1	5200-20200	12700	1800	32	` 34437.00 x 32 = ` 11,01,984.00	` 11,01,984.00x12 = ` 13223808.00
TOTAL					` 11,01,984.00	` 13223808.00

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be ` 1.33 Crores per annum.

CHAPTER - VII

READY RECKONER

7.1 The scale wise salary per month/per annum of different categories is as follows-

Pay Band	Mean Pay	GP	DA @125%	SDA@ 12.5%	Salary per Month	Salary per annum
`5200-20200	`12700	`1800	`18125/-	`1812/-	`34437/-	`413250/-

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