

NORTHEAST FRONTIER RAILWAY

Work STUDY REPORT ON
**REVIEW OF STAFF STRENGTH OF MALI / KHALASI IN THE
OFFICE OF HORTICULTURE SUPDT./MLG**



WORK STUDY NO. WSNF/45 / 2018-19

**CENTRAL PLANNING ORGANISATION
MALIGAON: GUWAHATI: 781011**

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EXECUTIVE SUMMARY

SUBJECT	: Work Study on “Review of staff Strength of Mali / Khalasi in the office of the Horticulture Supdt./Maligaon”		
STUDY NO.	: WSNF/ 45/2018-19	CASE NO.	: Z/375/ 10/18-45
AUTHORITY	: SDGM/N.F. Railway		
CONCERN DIVN.	: H.Q.	DEPTT.	: Engineering
DATE OF COMMENCEMENT	: 02.05.2018		
DATE OF COMPLETION	: 26.09.2018		
DATE OF SUBMISSION	: 26.09.2018		
TERMS OF REFERENCE	: “ Review of staff Strength of Mali / Khalasi in the office of the Horticulture Supdt./Maligaon”		
TOTAL NO.OF RECOMMENDATION	: 01 (One)		
SUMMARY OF RECOMMENDATION	: The work study report reveals 25(Twenty Five) nos. vacant posts of Mali category is found excess to the requirement under HS/MLG and proposes for surrender. Therefore it is proposed to downsize the existing BOS of HS/MLG and surrender all those vacant posts to get hold on the expenditure of Railway working. 25 nos. posts of Malis hence be surrendered and be deleted from the BOS of this unit.		
PROJECTED SURPLUS POST	: 25 Nos.		
PROJECTED SAVINGS PER ANNUM	: ` 1.03 Crore per annum.		
DATE OF CIRCULATION	: 11.10.2018		

CHAPTER - I

1.1 INTRODUCTION:

To build up public image among the officials/staff in Railways and to maintain healthy environment and beautification of colonies, the gardens and lawns are needed to be constructed. In order to run the activities a separate Horticulture Office under Horticulture Superintendent is established near Railway Stadium complex of Maligaon. However the financial viability of railways can only be achieved if we can diverge the work of unproductive units to PPP (Public Private Partnership) mode or by outsourcing. Therefore the work-study team suggests downsizing the existing BOS of HS/MLG gradually and emphasizing on outsourcing for Horticulture units.

1.2 AUTHORITY: SDGM/NFR

1.3 TERMS OF REFERENCE: To assess the requirement of Malis and Khalasis at the office of Horticulture Superintendant under Sr. DEN/MLG

1.4 METHODOLOGY:

- a) Discussed with H/Supervisors and obtain views.
- b) Data collection in terms of various works involved.
- c) Assessment of workload.
- d) Arriving at requirement of staff observing the Work load under H/Superintendent

CHAPTER -II

2.1 SUMMARY OF WORK LOAD

At the office of H/Superintendent/Maligaon only Malis are working under direct supervision of one Horticulture Supervisor. Malis are normally booked to nominated bungalows as per roster on week days. They need to clean the gardens and take care of saplings, flowers, plants and seasonal vegetables round the year.

Moreover Malis are booked to attend occasional programs, Republic day celebration, Independence Day celebration, Programs at officers' club, meeting at GM's office etc.

2.2 NO. OF DAYS BOOKED MALIS IN A WEEK IN BUNGALOWS IN DIFFERENT CATEGORIES:

SN	Nos. of Bungalow	Category of Bungalow	No. of days booked Mali in a week
1	500	VI	4x6 days per week
2	495	VI	3 days per week
3	494	VI	3 days per week
4	508	VI	3 days per week
5	507	VI	6 days per week
6	505	VI	2 days per week
7	503	VI	2 days per week
8	526 (A)	VI	3 days per week
9	506	VI	2 days per week
10	486	VI	6 days per week
11	485	VI	2 days per week
12	487	VI	6 days per week
13	490	VI	3 days per week
14	489	VI	3 days per week

15	433	VI	2 days per week
16	435	VI	1 days per week
17	501	V	2 days in a week
18	496	V	2 days in a week
19	513	V	2 days in a week
20	510	V	2 days in a week
21	511	V	2 days in a week
22	512	V	2 days in a week
23	514	V	2 days in a week
24	515	V	2 days in a week
25	516	V	2 days in a week
26	517	V	6 days in a week
27	519-A	V	1 days in a week
28	519-B	V	6 days in a week

29	488-A	V	2 days in a week
30	488-B	V	2 days in a week
31	481-A	V	1 days in a week
32	481-B	V	1 days in a week
33	481-C	V	No allotment of Mali
34	481-D	V	
35	478	V	2 days in a week
36	479	V	2 days in a week
37	434	V	1 days in a week
38	431	V	1 days in a week
39	429	V	2 days in a week
40	518-A	V	1 days in a week
41	518-B	V	1 days in a week
42	477	V	2 days in a week
43	413	V	2 days in a week
44	414	V	1 days in a week

45	415	V	No allotment of Mali
46	416	V	1 days in a week
47	417	V	1 days in a week
48	418	V	No allotment of Mali
49	524A	V	1 days in a week
50	524B	V	1 days in a week
51	524C	V	No allotment of Mali
52	524D	V	
53	525A	V	No allotment of Mali
54	525B	V	No allotment of Mali
55	484	V	1 days in a week
56	525D	V	No allotment of Mali
57	520A	IV	No allotment of Mali
58	520B	IV	No allotment of Mali
59	483 A	IV	3 day- in a week
60	483 B	IV	
61	521A	IV	No allotment of Mali
62	521B	IV	No allotment of Mali
63	521C	IV	No allotment of Mali
64	521D	IV	No allotment of Mali
65	522A	IV	Vacant
66	522B	IV	1 day per week
67	480	IV	2 day- in a week
68	482	IV	6 day- in a week

69	523A	IV	No allotment of Mali
70	523B	IV	No allotment of Mali
71	523C	IV	No allotment of Mali
72	523D	IV	No allotment of Mali
73	475	IV	1 day - in a week
74	474	IV	1 day- in a week
75	473	IV	1 day- in a week
76	472	IV	1 day- in a week
77	471	IV	1 day- in a week
78	470	IV	1 day- in a week
79	465	IV	1 day- in a week
80	466	IV	2 days- in a week
81	467	IV	1 day- in a week
82	468	IV	1 day- in a week
83	469	IV	1 day- in a week
84	469/A	IV	1 day- in a week
85	400	IV	1 day- in a week
86	401	IV	1 day- in a week
87	452	IV	1 day- in a week
88	454	IV	1 day- in a week
89	455	IV	1 day- in a week
90	456	IV	1 day- in a week

91	457	IV	1 day- in a week
92	458	IV	1 day- in a week
93	459	IV	1 day- in a week
94	460	IV	1 day- in a week
95	461	IV	1 day- in a week
96	462	IV	1 day- in a week
97	463	IV	1 day- in a week
98	445	IV	1 day- in a week
99	447	IV	1 day- in a week
100	448	IV	1 day- in a week
101	449	IV	1 day- in a week
102	451-A	IV	1 day- in a week
103	451-B	IV	1 day- in a week
104	450	IV	No allotment of Mali
105	436	IV	1 day- in a week
106	437	IV	1 day- in a week
107	438	IV	1 day- in a week
108	440	IV	1 day- in a week
109	441-A	IV	Vacant
110	441-B	IV	Vacant
111	442	IV	1 day- in a week
112	443-A	IV	1 day- in a week
113	443-B	IV	1 day- in a week
114	444	IV	1 day- in a week
115	402	IV	2 days- in a week
116	403	IV	Demolished
117	404	IV	
118	405	IV	
119	406	IV	1 day- in a week
120	407	IV	1 day- in a week
121	408	IV	1 day- in a week
122	409	IV	1 day- in a week

123	410	IV	1 day- in a week
124	411	IV	1 day- in a week
125	412A	IV	1 day- in a week
126	412B	IV	Vacant
127	426A	IV	No allotment of Mali
128	426B	IV	No allotment of Mali
129	427A	IV	No allotment of Mali
130	427B	IV	No allotment of Mali
131	428-A	IV	No allotment of Mali
132	428-B	IV	No allotment of Mali
133	439A	IV	No allotment of Mali
134	439B	IV	No allotment of Mali
135	439C	IV	No allotment of Mali
136	439D	IV	No allotment of Mali
137	288A	IV	No allotment of Mali
138	288-B	IV	1 day- in a week
139	289-A	IV	1 day- in a week
140	289B	IV	2 days- in a week
141	157	IV	2 days- in a week
142	158	IV	1 day- in a week
143	159	IV	1 day- in a week
144	160	IV	1 day- in a week
145	290A	IV	No allotment of Mali
146	290B	IV	No allotment of Mali
147	291A	IV	No allotment of Mali
148	291-B	IV	1 day- in a week
149	292-A	IV	1 day- in a week
150	292B	IV	No allotment of Mali
151	293-A	IV	No allotment of Mali
152	293B	IV	No allotment of Mali
153	294A	IV	No allotment of Mali

154	294B	IV	No allotment of Mali
155	294C	IV	No allotment of Mali
156	294D	IV	No allotment of Mali
157	295A	IV	No allotment of Mali
158	295B	IV	No allotment of Mali
159	295C	IV	No allotment of Mali
160	295D	IV	No allotment of Mali
161	296A	IV	No allotment of Mali
162	296B	IV	No allotment of Mali
163	296C	IV	No allotment of Mali
164	296D	IV	No allotment of Mali
165	297A	IV	No allotment of Mali
166	297B	IV	No allotment of Mali
167	297C	IV	No allotment of Mali
168	297D	IV	No allotment of Mali
169	298A	IV	No allotment of Mali
170	298B	IV	No allotment of Mali
171	298C	IV	No allotment of Mali
172	298D	IV	No allotment of Mali
173	299A	IV	No allotment of Mali
174	299B	IV	No allotment of Mali
175	299C	IV	No allotment of Mali
176	299D	IV	No allotment of Mali

177	190AB	IV	1 day in a week
178	191AB	IV	
179	192AB	IV	
180	193AB	IV	
181	194AB	IV	
182	195AB	IV	
183	41AB	IV	
184	42AB	IV	
185	43-AB	IV	
186	44AB	IV	
187	45AB	IV	
188	46-AB	IV	
189	47-AB	IV	No allotment of Mali
190	49-AB	IV	
191	50-AB	IV	
192	51-AB	IV	
193	52-AB	IV	
194	53	IV	
195	54-AB	IV	
196	55AB	IV	
197	56AB	IV	

2.3 A Contract Agreement is presently enforced to meet the requirement of HS/MLG including provisions to provide Malis/labours etc. against Sr.DEN/MLG's CA No. SDEN/23, dated 13.12.2017.

2.4 Further to the above areas, khalasis/Malis are engaged to the following area for maintenance of pots, plants, edges and also for cutting jungles and its disposal:-

Sl. No.	Areas	Engagement of Mali	Remarks
1	Garden/ H.Q.	6 days per week	Please see the note below.
2	Garden /PCE's office	6 days per week	
3	Garden /IT Office	6 days per week	
4	Garden/ COM's office	6 days per week	
5	Garden /Accounts Office	2days per week	
6	Garden/ Pay Office	1 day per week	
7	Garden /CCM's office	1 day per week	
8	Garden/ CPO's office	1 day per week	
9	Garden IG's Office	1 day per week	
10	3 Garden HQ Gate	1 day per week	
11	Crèche	1 day per week	
12	RUB	1 day per week	
13	Rotary, S/Gate	1 day per week	
14	Rotary/Manosha	1 day per week	
15	Rotary/Gosala	1 day per week	
16	Rotary/St. Mary's	1 day per week	
17	DP Grand NMB	1 day per week	
18	GM's golf Garden	1 day per week	
19	O Club + ORH	2 days per week	
20	Children Park	2 days per week	
21	Luit Garh	2 days per week	
22	Swimming pool	No allotment	
23	Tennis Court	6 days per week	
24	Sneha at CH/MLG	1 day per week	
25	Garden /KYQ station (Platform no. 1 & 4)	2 days per week	

26	ORH/KYQ	1 day per week	
27	Rang Bhawan	1 day per week	
28	Rly.Stadium	3 x 6 days per week	
29	Archery Ground	No allotment	
30	Jr. Institute	1 day per week	
31	Community Hall	1 day per month	
32	Sr.DEN's office	3 days per week	
33	NV/MLG Complex	1 day per month	
34	Golf garden/ AMJ	3 x 1 day per month	
35	Jagitri school/Pandu	1 day per month	
36	KV/MLG complex	6x7 days per week	
37	Jungle cutting of VIP Road, NMB Colony, Stn. Road, KV Rd, Colony Road.		

Note : -As per CA No. SDEN/23 Dated 13.12.2017 in Schedule 'C' para 1 (c) , 4 nos. of Mali/Khalasi has been outsourced per day . Further against CA of LA No. Z/DGM/G/Housekeeping/HQ Complex Dated 31.08.2018, wherein as per Schedule of Work 'C' (Horticulture and Landscaping in HQ office complex, copy attached) with the involvement ` 1686111.30 for 2 years i.e. $\text{`1686111.30} \div 2 = \text{`84,3055.65}$ per annum reciprocates engagement of $\text{`84,3055.65} \div \text{`413250.00}^* = 2.04$ (say 2) regular Rly. Group-D staff. Therefore, it is understood that with the enforcement of these CAs total $4 + 2 = 6$ nos. of Mali/Khalasi being outsourced.

* Approximate Salary per annum of a Group D staff

CHAPTER - III

CRITICAL ANALYSIS AND REQUIREMENT OF STAFF

3.1. Work study team critically examined the various activities & work load of Malis & Khalasis under Horticulture Superintendent/Maligaon according to the activity detailed in Chapter-II above it is seen that Malis are deputed/engaged only 3 days in a week against 6 nos. , 4 men per day for 6 days in a week for 1 Bungalow, 1 man per day 6 days in a week for 3 Bungalow, 2 days in a week for 5 Bungalows and 1 day in a week for one Bungalow out of all Type-VI Bungalows. For 16 nos. bungalows, Malis are usually deployed only 2 days in a week, 6 days a week in 2 Bungalows, 1 day in week in 13 Nos. of Bungalows out of all Type – V Bungalow. . For 5 nos. bungalows, Malis are usually deployed only 2 days in a week, 6 days a week in 1 Bungalow, 3 days in week in 2 Nos. of Bungalows and 1 day in a week for 64 Nos. of Bungalows out of all Type – IV Bungalow. There are 37 nos. of areas where Malis are required to be deployed as depicted in Table in para 2.4 above. Out of which areas against Sl.No. 1- 11 of the table mentioned above against which Malis had already been outsourced against **LA No. Z/DGM/G/Housekeeping/HQ Complex dated 31.08.2018 against Tender Notice No. Z/DGM/G/Housekeeping/HQ Complex.**

3.2. REQUIREMENT OF MALI UNDER HS/MALIGAON

In the Chapter –II the utilisation of Malis under HS/MLG has been shown elaborately. All the Mali under HS/MLG are booked to perform duties for maintenance of gardens of officers bungalow at Nambari, Adarsha Colony, Sarada Nagar, B.V. Complex, ORH, Hd. Qrs. Complex, ORH Nambari & officers' club. Booking register reveals that some office get one day per week , some get two days, some get three days and some get daily. Thus 36 nos. Malis which are presently on-roll are adequate and managing neatly the entire workload of HS/MLG. Further as per GM/P/MLG's letter No- E/59/III 4(C)Pt V-B, dt 16/10/2000 the post of Malis are defined as obsolete category .

3.2.1. As per allotment register of HS/ MLG, since 125 man days is required for maintaining HQ premise per month i.e. 31.25 man-days per week. Hence $31.25/6 = 5.20$ (say 5) nos. manpower daily needed to maintain the HQ unit as described in Para 2.4 above. To maintain HQ premise, **LA No. Z/DGM/G/Housekeeping/HQ Complex dated 31.08.2018 against Tender Notice No. Z/DGM/G/Housekeeping/HQ Complex** is presently enforced in which just with the cost of

84,3055.65 per annum i.e. $\text{₹}84,3055.65 / \text{₹}413250.00 * = 2.04$ (say 2) regular Rly. Group- D staff the work of *approximately 5 Nos. of Mali/Khalasi are substituted*. Hence there's no need to engage 5 nos. of Mali/Khalasi by Horticulture Supdt. separately. Further it is found that there is a CA No. SDEN/23 Dated 13.12.2017 of CA value of $\text{₹}61,85,340.45$ live/going on under HS/HQ/MLG which provides additional manpower/ Malis for HS/MLG, apart from execution of ancillary works which are to be dealt by HS/MLG. As per the instant CA in Schedule C, $10220 \div 365 = 28$ Nos. Mali per day can be deployed/ outsourced. Therefore it is understood that the vacant post of Mali being supplemented by both aforesaid CAs. So, vacant posts can be surrendered to meet the financial viability and cost effective expenditure. Therefore on enforcement of both the above CAs total $28+5= 33$ manpower which commensurate the vacancy of manpower in HS/MLG Unit.

3.2.2. Against CA No. SDEN/23 Dated 13.12.2017 the rate for hiring Mali in Schedule C is 312.00 per day per man. Therefore to deploy 39 manpower the total financial involvement will be $\text{₹}44,41,320.00$ whereas the same workforce of 39 manpower of regular Rly. Servants will incur $\text{₹}34437.00 \times 39 \times 12 = \text{₹}1,61,16,516.00$ per annum with additional burden of superannuation benefits. Meanwhile as the Work Study team proposed for surrender of 25 nos. vacant posts only, even than additional provisions for work force of 14 nos. outsourced staff will be available with this unit.

3.2.3. It is pertinent to mention here that GM/P/MLG vide O/O No- E/59/III 4(C) Pt V-B, dt 16/10/2000 which defines Mali as obsolete category of respective departments. Therefore scope for filling up of vacant posts of Mali is not at all expected.

3.2.4. As discussed in para 4.4 above with the implementation of both the CAs above we had evolved a very cost effective system as an instance and redeployment of s/cleaners under Janitor Maligaon is on the card, so regarding Mali too under HS/MLG we can adopt same proposal and may get a cost effective and viable means to get hold of Zonal expenditure. However in the mean time we can surrender the vacant 25 nos. posts at once

CHAPTER-IV

PROPOSED & SURPLUS STAFF

4.1. As discussed in critical analysis in Chapter- III, the proposed strength of Mali / Khalasi and proposed surplus staff under HS/MLG under Sr. DEN/C/MLG is tabulated below –

S/ No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Proposed BOS	Surplus
1	Hd. Mali	5200-20200	1800	46	} 36	36	25
2	Mali	5200-20200	1800	15			
Total				61	36	36	25

CHAPTER – V

RECOMMENDATION

The work study report reveals 25(Twenty Five) nos. vacant posts of Mali category is found excess to the requirement under HS/MLG and proposes for surrender. Therefore it is proposed to downsize the existing BOS of HS/MLG and surrender all those vacant posts to get hold on the expenditure of Railway working. 25nos posts of Malis hence be surrendered and be deleted from the BOS of this unit.

CHAPTER - VI

FINANCIAL IMPLICATION

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

6.1. EXPENDITURE ON SURPLUS POSTS /ANNUM

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

S N	Pay Band	Mean pay	G/Pay	Posts Surplus	Salary per month	Expenditure incurred per Annum as salary (in `)
1	5200-20200	12700	1800	25	` 34437.00 x 25 = ` 8,60,925.00	` 8,60,925.00x12 = ` 1,03,31,100.00
TOTAL					` 8,60,925.00	` 1,03,31,100.00

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be `1,03,31,100.00 i.e. ` 1.03 Crore/annum (Approx.).

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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