

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON REVIEW OF CONSERVANCY STAFF STRENGTH
UNDER H & MI/APDJ OF APDJ STATION**

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STUDY NO. WSNF/12/2018-19

CASE NO. Z/375/10/18-12

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Conservancy Staff Strength under H & MI/APDJ of APDJ Station

STUDY NO: WSNF/12/18-19

CASE NO: Z/375/10/18-12

AUTHORITY: SDGM of N.F.Railway

CONCERN DIV: ALIPURDUAR

DEPARTMENT: MEDICAL

TERMS OF REFERENCE: To assess the requirements of staff strength of Conservancy Staff under H & MI/APDJ Stn

NO. OF RECOMMENDATION: 01 (One).

After critical examination of the workload and activities of safaiwala in Conservancy units of H&MI/APDJ Station the Work Study Team proposed that **10 (Ten)** vacant posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

FINANCIAL ACHIEVEMENT: Projected man power savings **08** Nos.

PROJECTED FINANCIAL SAVING: **Rs.14.89 lakhs per anum.**

MONTH AND YEAR OF CIRCULATION: May 2018

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CHAPTER - I

1.0. 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 to 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 of staff (Safaiwala) under H & MI/APDJ station.

1.1 ACKNOWLEDGEMENT:

- Work study team is grateful to Sri D.C. Hojai, CMS/APDJ, Sri Gautam Kumar Das SS/APDJ Stn & Sri Dipankar Dey, H & MI/APDJ Stn for their kind guidance and cooperation for conducting this study.

1.2 RATIONALE FOR CONDUCTING THIS STUDY:

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focussing attention on core activities by reducing/elimination of 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 noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.3 AUTHORITY:

SDGM of N.F.Railway.

1.4 TERMS OF REFERENCE:

To assess the requirements of staff strength of Conservancy Staff under H & MI/APDJ Stn

1.5 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Medical Officers & subordinates and obtaining their views.
- c) Assess the workload for sanitation of Station & Colonies.
- d) Assess the workload for hospital diet of patients and carrying patients to hospital.
- e) Assess the staff requirements for the above workload.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

2.1 WORK LOAD OF CLEANERS/SAFAIWALA.

Cleaning of drains, sweeping & washing of washable aprons, sweeping & washing of platforms , cleaning of waiting halls, retiring rooms, VIP lounge, office with latrines & bathrooms, Jungle cutting.

2.2 FLOOR AREA UNDER APDJ CONSERVANCY

The conservancy staff are utilised for cleaning of Rly. Station premises, circulating area drains, open Spaces, etc. and the areas are as follows-

APDJ Station/Yard area:

1. Sweeping of platforms at APDJ station in Sq. ft	165912.52 Sq ft
2 (a) Approach road towards platforms in Sq ft	12163.32 Sq. ft
(b) Sweeping of track between and outside rails in Sq ft	241819.27 Sq ft
3. Area of service building of Stn under CH &MI/APDJ in Sq ft	38243.29 Sq ft
4. Cleaning of Latrine	
i) Common service latrine	27 Nos
ii). Septic Type	18 Nos
iii) Urinals	27 Nos.
iv) Bathrooms	27 Nos.
5. Waiting room for higher class and 2 nd class for Gents & Ladies in Sq ft	7606.12 Sq ft
6. Inspectors Room in Sq fr	170 Sq ft
7. Drains attached to Stn building & in between tracks & platforms within the stn premises in Running feet	7748.53 RFt

2.3 EXISTING SANCTION AND ON ROLL STAFF STRENGTH OF SAFAIWALA WORKING AT APDJ STATION UNDER H & MI/APDJ STATION.

UNIT	Sanctioned (As per BOS as on 01/04/2017)	On Roll	Vacancy
APDJ STATION	21	11	10

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

Safaiwala are engaged for:

- i) Collect, remove and dispose off rubbish from railway premises and Platforms etc.
- ii) Sweep the road and other surface area of the Railway Station premise and collect the sweepings and put these in the dustbins and also dust and remove cobwebs etc.
- iii) Clean the drains and carry out periodic de-silting.
- iv) Clean the retiring rooms including toilets at platform premises.

3.1 SAFAIWALA UNDER H & MI/APDJ STATION:

As per Yard Stick of Conservancy Staff issued by CMO/PNO, vide circular no-H/259/0 (Loose) dt-21.1.63 which is reproduced below (the copy of same is enclosed as Annx "A" to this study):

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	13,000 sq.ft (per man /hour)
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft(per man /day) 8,800 Rft(per man /day)
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)
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)

3.2 REQUIREMENTS OF STAFF (SAFAIWALA) UNDER H & MI/APDJ STATION CONSERVANCY AS CALCULATED ON THE BASIS OF ABOVE YARD STICK

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED	No. of staff required	No. of staff required (ROUNDED)
1	Sweeping of roads Pucca & Kutcha	76,000 Sq ft (per man /day)	$(165912.52 + 12163.32)/76000 = 2.34$	02
2	For sanitation, sweeping and cleaning of Average drains	8,800 Rft (per man per day)	$7748.53/8800 = 0.88$	01
4.	Sweeping of tracks between and outside rails.	23,000 Sq Ft (per man per day)	$161529.65/23,000 = 7.02$	07
5	Cleaning of Latrine i) Private septic privy ii) Service bldg. Septic privy,	i)24 Seats (per man per day) ii) 40 privies (per man per day)	i) 27 nos /24 = 1.125 ii) (18 + 27) Nos/40 = 1.125	01 01
6	Sweeping & cleaning of offices, colonies, service buildings , cleaning of parks, stadium etc.	50,000 Sq ft (per man /day)	$(38243.29 + 7606.12 + 170)/50,000 = 0.92$	01
	TOTAL-			13

3.3 As per calculation on the basis of present work load at APDJ station 13 Nos. Post is considered to be adequate but presently the same work load is accomplished by 11 Nos. Safaiwala under H & MI/APDJ Station.

On going through the CA of Mechanized cleaning & disposal of Garbages of BNGN stn of RNY division vide C.A. No. MD/20160004 dated 05/01/2017 involves an expenditure of Rs.1,37,88,259.00 for 41 Posts including supervisors for 03 years. On calculation it is found that average salary per man to be paid in a month is Rs. 9341.00. Which is much lower than recruiting a fresh Railway personnel. The Copy of CA is enclosed for your kind reference.

On this basis it is worth to mention that outsourcing of safaiwalas is much more beneficial as more revenue will be saved for Railways at APDJ station cleaning. Work study team came to the conclusion that all the 08 vacant posts of safaiwala at APDJ station may be recommended for surrender & if found necessity of safaiwala then outsourcing is preferred.

Hence, 08 vacant posts of Safaiwala is recommended for surrender and may be deleted from BOS.

CHAPTER-IV

4.0

PROPOSED & SURPLUS STAFF

- 4.1 As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of Safaiwala of APDJ Station conservancy staff. is tabulated below : –

UNIT OF H&MI STATION-WISE	CATEGORY	SANCTIONED STRENGTH AS PER BOS 01.04.2017	ON ROLL STAFF POSITION	VACANCY	PROPOSED STRENGTH	PROPOSED SURPLUS STAFF
APDJ Station	SAFAI WALA	21	11	10	13	08

CHAPTER-V

5.0

RECOMMENDATION

- 5.1 After critical examination of the workload and activities of safaiwala in Conservancy units of H&MI/APDJ Station the Work Study Team proposed that **08 (Eight)** vacant posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

CHAPTER-VI

6.0

FINANCIAL IMPLICATION

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

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

SN	SCALE (In Rs)	G/PAY	Category	No. of Posts surplus	Expenditure per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	5200-20200	1800	Safaiwala	08	15515 x 08 = 124120/-	14,89,440/-
					Total	14,89,440/-

Total surplus = **08** posts

Projected Recurring Saving / annum = **Rs.14.89 lakhs**

CHAPTER – VII

7.0

READY RECKONER

SCALE (In Rs)	G/Pay	Mean Pay	DA (7%)	Total Salary PM
5200-20200	1800	12700	1015	15515/-
