

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON REVIEW OF CONSERVANCY STAFF STRENGTH
OF CH & MI/APDJ UNDER CMS/APDJ**

GUIDED BY:

SHRI RAJ. K. MANGLA, SDGM.

SHRI L. R. WARY, EO.

BRANCH OFFICER: DR. D .C. HOJAI, CMS/APDJ

DIVISIONAL INSP: SHRI UTTAM DUTTA, CH&MI/APDJ

CONDUCTED BY:

SHRI S.N.GHOSH, WSI.

SHRI J. MITRA, WSI.

STUDY NO. WSNF/03/2018-19

CASE NO. Z/375/10/18-03

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Conservancy Staff Strength of CH & MI Under CMS/APDJ .

STUDY NO: WSNF/03/18-19

CASE NO: Z/375/10/18-03

AUTHORITY: SDGM of N.F.Railway

CONCERN DIV: ALIPURDUAR

DEPARTMENT: CH & MI/APDJ

TERMS OF REFERENCE:

To assess the requirements of staff strength of Conservancy Staff of CH & MI /APDJ under CMS/APDJ.

NO. OF RECOMMENDATION: 01 (One).

After critical examination of the workload and activities of safaiwala under CH&MI/APDJ Conservancy the Work Study Team proposed that **19 (Nineteen)** vacant posts of Safaiwala category are recommended for surrender and the BOS may be corrected accordingly & if found necessity of safaiwala then outsourcing is preferred.

FINANCIAL ACHIEVEMENT:

Projected man power savings **19** Nos.

PROJECTED FINANCIAL SAVING:

Rs.43.91 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 Uttam Dutta/ CH & MI/APDJ & Sri Mahesh Das CH & MI/APDJ 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 of CH & MI /APDJ under CMS/APDJ .

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 CH & MI/APDJ CONSERVANCY :

Supervision of sanitation work & anti malaria unit, day to day maintenance of leave, stores, stock ledger, water & food sample collection, R/CI test & other PH work. Cleaning of drains, sweeping & washing of washable aprons, sweeping & washing of Colonies, office with latrines & bathrooms, Jungle cutting.

2.2 WORK LOAD OF SAFAIWALA :

. Cleaning of drains, sweeping, Jungle cutting, sweeping of different areas, disposal of refuse from station & colonies.

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 RAILWAY COLONY AREA:

1. Sweeping of Roads (Pucca & Kuchha) in Sq. ft	2453248 Sq ft
2 (a) Approach road towards platforms in Sq ft (b) Sweeping of track between and outside rails in Sq ft	---
3. Area of service building of Stn under CH &MI/APDJ in Sq ft	----
4. Cleaning of Drains : a) Large b) Average	a) 36300 RFT. b) 148500 RFT
4. Cleaning of Latrine i) Common service latrine ii). Private service Septic privacy iii) Urinals iv) Bathrooms	i) Nil ii) 62Nos Bungalows iii) Nil iv) Nil
5. Sanitation of Quarters (Sweeping of open space) a) Officers Bunglow sweeping area b) Community Hall, Railway Institute, swabalamban, DRSC play ground	1953248 Sq ft a) 18000 sq.ft. b) 25000 sq.ft.

2.3 Present deployment of conservancy staff under CH & MI/APDJ

S N	Name of colony/area/office	JDR	Drain cleaning	Sweeping	Refuse disposal	Jungle cutting	Buglow Cleaning	Sewerage's/tank/carcasses	Total
1	Zone-I	--	03	04	01	02	--	02	12
2	Zone-II	--	03	04	01	02	--	02	12
3	Zone-III	--	03	05	01	02	12	02	25
4	Zone-IV	--	03	05	02	03	--	02	15
	Total	--	12	18	05	09	12	08	64

2.4 EXISTING SANCTION AND ON ROLL STAFF STRENGTH OF SAFAIWALA WORKING UNDER CH & MI/APDJ CONSERVANCY:

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	SAFAIWALA	5200-20200	1800/1900	91	64	27

ANTI MALARIA UNIT :

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	M/MATE	5200-20200	1900	02	02	NIL
2	M/MAN	5200-20200	1800	03	01	02
			TOTAL	05	03	02

H & MI OF APDJ DIVISION

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	H & MI GR I	9300-34800	4600	06	04	02
2	H & MI GR III	5200-20200	4200	03	03	NIL
			TOTAL	09	07	02

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

Safaiwalas 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 CH & MI/APDJ CONSERVANCY:

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 CH & MI/APDJ 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 Road	76,000 sq.ft (per man /day)	$2453248 \text{ Sq ft} / 76000 = 32.27$	32

	(Pucca & Katcha)			
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)	i) $36300 \text{ Rft} / 4000 = 9.075$ ii) $148500 \text{ Rft} / 8800 = 16.875$	i) 09 ii) 17
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)	a) Nil b) $62 \text{ Nos} / 40 = 1.55$	a) -- b) 02
6	Sanitation of Quarters (Sweeping Railway Qtrs & front area + Sweeping of bungalows + Community hall + Rly Institute Hall + Swabalamban + DRSC play ground)	50,000 sq.ft (per man /day)	$(1953248 + 18000 + 25000) \text{ sq.ft} = 1996248 \text{ sq.ft.} / 50000 = 39.92$	40
	TOTAL-			100

3.3 As per calculation on the basis of present work load under CH & MI APDJ Conservancy supposed to have 100 Nos.of Safaiwala but the present sanctioned strength of APDJ conservancy is 91.

The present work load is suitably managed by on roll strength of 64 Nos. Safaiwala. which is less by 36 Nos as per yard stick derived in column 3.2.

Without recruiting fresh 36 Nos. of safaiwala the work study opined that it is better to go for outsourcing, which yields more railway revenue , the detailed calculation is appended below:

3.4 As a reference, 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 a period of 03 years. Which is found that average salary per man to be paid in a month is Rs. 9341.00.

Whereas, as per 7 CPC Safaiwala comes under Pay matrix of Level-I. The minimum salary per month for a Safaiwala comes to Rs. 18000/- + 1260/- (DA 7 %) = 19260/- (per month) which is much higher than Rs. 9341.00 as shown above.

For filling-up of 36 posts of Safaiwala the an expenditure comes to (36 X Rs.19260/-) Rs. 6,93,360/- per month which is much higher than outsourcing 36 Nos. post of safaiwala in a tune of (Rs.9341.00 X 36) Rs. 3,36,276/- per month i.e. excess by Rs. (6,93,360.00 - 3,36,276.00) = Rs 3,57,084.00 per month.

In a nut shell, out of present 27 vacant posts the work study team opined that 08 posts may be left out for Compassionate Grounds Appointments as well as any future expansion & 19 vacant posts of Safaiwala may be surrender and deleted from BOS.

CHAPTER-IV

4.0

PROPOSED & SURPLUS STAFF

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 CH&MI /APDJ Conservancy	CATE GORY	SANCTIONED STRENGTH AS PER BOS 01.04.2017	ON ROLL STAFF POSITI ON	VACA NCY	PROPOS ED STRENG TH	PROPOSE D SURPLUS STAFF
APDJ Conservancy	SAFAI WALA	91	64	27	72	19

CHAPTER-V

5.0 RECOMMENDATION

After critical examination of the workload and activities of safaiwala under CH&MI/APDJ Conservancy the Work Study Team proposed that **19 (Nineteen)** vacant posts of Safaiwala category are recommended for surrender and the BOS may be corrected accordingly & if found necessity of safaiwala then outsourcing is preferred.

CHAPTER-VI

FINANCIAL IMPLICATION

6.0 EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

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

SN	SCALE (In Rs)	Level-I	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	18000	Safaiwala	19	19260 x 19 = 3,65,940/-	43,91,280/-
					Total	43,91,280/-

Total surplus = **19** posts

Projected Recurring Saving / annum = **Rs.43.91 lakhs**

CHAPTER – VII

7.0 READY RECKONER (as per 7th CPC)

SCALE (In Rs)	Level-I	DA (7%)	Total Salary PM
5200-20200	18000	1260	19260

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