

# **NORTHEAST FRONTIER RAILWAY**



## **WORK STUDY REPORT ON “REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF UNDER H & MI /NGC”**

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### **CONDUCTED BY**

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**STUDY NO.** : WSNF/ 49/2018-19

**CASE NO.** : Z/375/ 10/18-49

**AUTHORITY** : SDGM/N.F.Railway

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# **CENTRAL PLANNING ORGANISATION**

MALIGAON: GUWAHATI: 781011

## **EXECUTIVE SUMMARY**

**SUBJECT:**

*"Review of staff Strength of conservancy staff under H & MI/NGC"*

**STUDY NO.** : WSNF/ 49/2018-19

**CASE NO** : Z/375 /10/18-49

**AUTHORITY** : SDGM/N.F.Railway.

**CONCERN DIVN.** : H.Q.

**DEPTT:** Medical

**DATE OF COMMENCEMENT :** 11.08.2017

**DATE OF COMPLETION** : 03.04.2018

**DATE OF SUBMISSION** : 03.04.2018

**TERMS OF REFERENCE:** "Review of staff Strength of conservancy staff under H & MI/NGC"

**TOTAL NO.OF RECOMMENDATION:** 01

**SUMMARY OF RECOMMENDATION:** After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/NGC under CMS/MLG, the Work Study Team proposed that 8 (Eight ) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

**Projected surplus posts** : 8 (eight) Nos.

**Projected savings per annum** : ` 33.05 Lakhs per annum

## **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 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 staff (Safaiwala) under H & MI/NGC.

### **1.2. ACKNOWLEDGEMENT:**

The work study team is thankful to Sri Surath Choudhury, H & MI/NGC 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, Out sourcing 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 H & MI/NGC”

### **1.5. METHODOLOGY**

Discussion with Addl. CMS/HU/NGC and nominated subordinates

Before conducting this study a discussion was made with Addl. CMS/HU/NGC and nominated subordinates for this study regarding feasibility of this study and requested for supplying the necessary data for conducting this study.

The BOS as on 26.07.2017 is collected from the concern section of CPO/MLG's office and the work load (activity) is also collected from concerned CHIs/NGC.

## **CHAPTER-II**

### **EXISTING ACTIVITIES, WORK LOAD & STAFF**

#### **2.1. WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALA/SAFAIWALI.**

- i) Collection, removal and disposal of rubbish and night soil from railway premises and colonies etc.
- ii) Sweeping the road and other surface area of the Railway premise and colonies and collection of the sweepings and put these in the dustbins and also remove the cobwebs etc.
- iii) Clean the drains and carry out periodic de-silting.

#### **2.2. FLOOR AREA UNDER H&MI/NGC CONSERVANCY**

The conservancy staff are utilized for cleaning of Rly. Colonies, drains, open Spaces etc. and the areas are as follows-

##### **H&MI/NGC (RLY COLONY )**

SN	DESCRIPTION OF WORK	UNIT
1	Sweeping of Road at Rly. Colony (floor area)	238088 (Pucca) Rft.+ 71674 (Kucha)Rft.
2	Drainage area (different Types) a) Small b) Large	a) 37694 Rft. b) 28208 Rft.
3	Station platform area Area (including Circulating area)	Nil
4	Nos. Seats of Toilets in station & administrative buildings	497 (Septic tank), 938 ( Inspection Chambers)
5	Sanitation of Quarters (Sweeping of open space) + sweeping areas in officers' bungalow + Open area of parks , games etc.	247632 Sq. Ft. + 60320 Sq. Ft. + 111237 Sq. Ft

## 2.3. PRESENT DEPLOYMENT OF STAFF UNDER H&MI/NGC AGAINST VARIOUS WORKS.

a)

SN	Name of the colony /area/offices	JDR	Drain Cleaning	Sweeping	Refuse disposal	Malaria work	Jungle cutting	Bungalow cleaning	Sewerage, S/tank, Carcasses, etc	Total
A	B	C	D	E	F	G	H	I	J	K
1	Bazar Area		1	1	0	0	0	0		2
2	Diesel Colony		1	1	0	0	0	0	1	3
3	IoW Colony		1	1	0	0	0	0		2
4	Medical Colony		1	1	0	0	0	1		3
5	Sitlabari Colony	1	1	1	0	0	0	0		3
6	Kalibari Colony		1	1	0	1	0	0		3
7	Masjid Colony		NIL	NIL	0	0	0	0		0
8	Amar Sangha Colony		1	1	0	0	0	0		2
9	Qtr. No. 900 line		NIL	NIL	0	0	0	0		0
10	RPF/BG/ Colony		1	NIL	0	0		0		1
11	RPF/ MG/ Colony		NIL	NIL	0		0			0
12	Bihu Field Colony		1	1	0		0			2
13	Power house Colony		1	1	0		0			2
14	Double Storey Colony		NIL	NIL			0			0
Total		1	10	9	0	1	0	1	1	23

**2.4.** The existing staff position of conservancy under H&MI/NGC as per BOS on as below:

### Bill Unit No. 0501-479

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	Sr. JDR	5200-20200	2400	-	NIL	
2	JDR	5200-20200	2400	-	1	(+) 1
3	Safaiwala	5200-20200	1800	30	21	9
4	Safaiwala/RG	5200-20200	1800	-	1	(+) 1
5	Safaiwala/LR	5200-20200	1800	-	NIL	NIL
6	Malaria Man	5200-20200	1800	1	NIL	(-) 1
Total				31	23	8

## **CHAPTER-III**

### **CRITICAL ANALYSIS**

#### **3.1 REQUIREMENT OF STAFF (SAFAIWALAS/SAFAIWALIS) AS PER YARD STICK**

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

<b>SN</b>	<b>ITEM OF WORK</b>	<b>YARD STICK TO BE ADOPTED</b>
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 Rft (Per man per day) 8800 Rft. (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 REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ NGC CONSERVANCY 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.
1	Sweeping of Road (Pucca & Katcha)	76,000 sq. ft. (per man /day)	238088 Sq.ft + 71674 Sq.ft=309762 Sq. ft.	$309762 \div 76000 = 4.075$ ( say 4)
2	Sweeping of Platform	13000 Sq. ft. (per man per hour)	-	-
3	Sweeping of Station circulating area	13000 Sq. ft. (per man per 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 R. ft. (per man /day) 8,800 R. ft. (per man /day)	(i) 28208 R. ft. (ii) 37694 R. ft.	(i) $28208 \div 4000 = 7.05$ ( say 7) (ii) $37694 \div 8800 = 4.28$ (say 4)
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) 497 (septic tank) b) 938 (Inspection chamber)	Against the said activities no Rly. Safaiwala is being utilized.
6	a)Sanitation of Quarters (Sweeping of open space) b) Bungalow cleaning c) Area of park, game etc in sq. ft.	50,000 sq. ft. (per man /day)	a) 247632 Sq. ft. b) 60320 Sq. ft. c) 1,11,237 Sq. ft. Total = 419189 Sq. ft.	$419189 \div 50,000 = 8.38$ ( say 8)
<b>TOTAL:-</b>				<b>23</b>

**3.3** The staff under H& MI/NGC are utilized two shift roster (1<sup>st</sup> shift from 6.00 hrs to 11.00 hrs & 2<sup>nd</sup> shift from 14.00 hrs to 17.00 hrs.). As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2 as 23. In this connection it is to highlight that the activities of carrying and disposal of garbage from New Guwahati Colony premises, Bazar area, Open space like field, pay ground etc are being made by contractor according to Contract Agreement No. MD/23 of 2016-17 dated 12.07.2016 for a period of 03 years of value `54, 50,122/-.

**3.4.** The activities of H& MI/NGC mainly concentrated on sweeping of Pucca roads and drains in and around NGC colony and Bazar area. The details of man power requirement had already been worked out in Para 3.2 above. Presently there is 31 nos. of staff available with this unit as per BOS against on roll staff of 23 nos., which commensurate with the calculated value of required staff. Therefore, it is found that 8 nos. staffs are additional in this Unit and they are left vacant since long. Being Safaiwala as a diminishing category and Medical deptt. is already in a transition state to switch over to outsourcing in this area, it is observed that engaging outsourced agencies had yielded a very good results in obtaining financial pecuniary benefits as well effective cleanliness. Therefore, the Work study team proposes to surrender 8 (eight) nos. vacant posts to surrender from the BOS and may process for outsourcing to meet any additional requirement if any.

The Work Study team had observed that to engage 8 (eight) nos. regular staff will cater ₹33,05,952.00 (₹34437/- x8 x12, refer Para 6.1) per annum apart from their superannuated benefits. However outsourcing of same nos. of labours/safaiwala will certainly relieves from such higher expenditure. In this context we will rather like to refer that at H&MI/BNGN Unit (in the same demography of H& MI/NGC and within NF Railway ) against CA No. MD20160004 Dated 05.01.2017 (Copy attached for ready reference) which is in existence at BNGN station. 41 Nos. sweeping labors were asked to deploy with provision of annual expenditure ₹236x41x365 = ₹35,31,740.00 only; vice 41 nos. regular Rly. staff engaging whom will incur an annual expenditure of ₹1,37,03,020.00 (41x ₹3,34,220). Therefore, it is wise to deploy outsourced man power instead of deploying permanent staff to achieve control over expenditure. However measures to be taken apprehending any unforeseen difficulties such as non cooperation of existing contractor. To manage this, an additional CA may be kept in hand as a buffer stock to meet the requirement during those emergencies with a provision of high value penalties incorporated in both these CAs if agencies fail and thereby ensuring Railway's interest on priority. Therefore it is understood that, we can achieve more financially viable and effective system through outsourcing. It is further to mention that LR and RGs should be managed from the outsourced staff.

## **CHAPTER-IV**

### **PROPOSED & SURPLUS STAFF**

4.1 . As discussed in critical analysis in para-3 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff under H&MI/NGC under Sr. DMO/NGC is tabulated below –

S/N o	CATEGORY	PAY BAND	GRADE PAY	BOS	On Roll	Prop osed BOS	Surpl us
1	Safaiwala	5200-20200	1800	31	23	23	8
<b>Total</b>							<b>8</b>

## **CHAPTER-V**

### **RECOMMENDATION**

5.1. After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/NGC under CMS/MLG, the Work Study Team proposed that 8 (eight) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

## **CHAPTER - VI**

### **6.1. FINANCIAL IMPLICATION**

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

#### **A) EXPENDITURE ON SURPLUS POSTS /ANNUM**

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

SN	Pay Band ( in ` )	Mean pay ( in ` )	G/Pay ( in ` )	Posts Surplus	Salary per month ( in ` )	Expenditure incurred per Annum as salary ( in ` )
1	5200-20200	12700	1800	8	`34,437/- x8 = `2, 75, 496	`2,75,496x12= `33,05,952/-
<b>TOTAL</b>						`33,05,952/-

### **6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM**

If the recommendation of this study be implemented, the financial savings per annum will be ` 33.05 Lakhs per annum.

## **CHAPTER - VII**

### **7.1. READY RECKONER**

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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