

NORTHEAST FRONTIER RAILWAY



WORK STUDY ON REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF UNDER H&MI/AMJ

STUDY NO.WSNF/ 50/2018-19

CASE NO Z/375/ 10/18-50

NORTHEAST FRONTIER RAILWAY

WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF UNDER H & MI /AMJ

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STUDY NO. : WSNF/ 50/2018-19
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AUTHORITY : SDGM/N.F. Railway

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CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

EXECUTIVE SUMMARY

SUBJECT: Work Study on "Review of staff Strength of conservancy staff under H & MI/AMJ"

STUDY NO: WSNF/ 50/2018-19

CASE NO : Z/375/ 10/18-50

AUTHORITY: SDGM/N.F.Railway.

CONCERN DIVN. : H.Q.

DEPT: Medical

DATE OF COMMENCEMENT : 24.04.2018

DATE OF COMPLETION : 29.06.2018

DATE OF SUBMISSION : 29.06.2018

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

TOTAL NO.OF RECOMMENDATION: 01

SUMMARY OF RECOMMENDATION:

After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/AMJ under CMS/MLG, the Work Study Team proposed that **6 (six) posts of Safaiwala category are surplus**, which may be surrendered and deleted from the BOS.

Projected surplus posts : 6 (Six)

Projected savings per annum : ` 24.79 Lakhs per annum

Date of circulation : 29.06.2018

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/AMJ.

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to Dr. Rajib Saikia, Sr. DMO/H&FW/CH/MLG and Dr.B.K.D.Mishra, CMS/AMJ for their kind guidance and co-operation for conducting this study.

1.3 RATIONALITY FOR CONDUCTING THIS STUDY:

- a) 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.
- b) Improvement of efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- c) Up gradation/introduction of automation/innovations.
- d) Out sourcing of non-core activity.
- e) 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/AMJ”

1.5 METHODOLOGY

Discussion with ACHD/AMJ (Br. Officer & associate officer for this study)

Before conducting this study a discussion was made with Sr. DMO/H&FW/CH/MLG who is in charge of AMJ health Unit and CMP/AMJ who has been nominated as Br. Officer & Associate Officer 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 CHI/AMJ's office.

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/AMJ

The conservancy staff are utilized for cleaning of Rly. Colonies, drains, open Spaces, etc. under H&MI/AMJ are as follows-

SN	DESCRIPTION OF WORK	UNIT	REMARKS
1	Sweeping of Road at Rly. Colony (floor area)	18751.68 Sq. ft.	
2	Drainage area (different Types) a) Small b) Large	a)7940.00 Running feet b)10824.00 Running feet Total =18764.00 Running feet	
3	Station platform area (including Circulating area)	a) P.F. = 7872.00 Sq. Ft. b) Sweeping of Track Between & Outside =11808 Sq ft.	
4	Nos. Seats of Toilets in station & administrative buildings	104 Nos.	
5	Sanitation of Quarters (Sweeping of open space)	a) Service Building areas=11534.84 Sq. ft. b) Gents & Ladies waiting room=165.70 Sq ft. c) Inspector's room=82.66 Sq. Ft. d) Sanitation of quarters (open Space) =7940 Sq ft. e) Area of Park=41000.00 Sq ft. f) Total sweeping area in officer's bungalow =22500.00 Sq. feet g) Total Sweeping area of Officer's rest house =4200.00 Sq. feet	

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

S N	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	Station colony	0	1	0	0	0	0	0	0	1
2	New colony	0	1	0	0	0	0	0	0	1
3	Loco colony	0	1	0	0	0	0	0	0	1
4	East colony	0	1	0	0	0	0	0	0	1
5	Institute colony	0	1	0	0	0	0	0	0	1
6	26 No colony	0	1	0	0	0	0	0	0	1
7	Railway school	0	1	0	0	0	0	0	0	1
8	Railway Bazar	1	1	0	0	0	0	0	0	2
Total		1	8							9

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

Bill Unit No.489

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	Safaiwala	5200-20200	1800	15	9	6
2	Safaiwala/Rg	5200-20200	1800			
3	Safaiwala/LR	5200-20200	1800			
Total				15	9	6

CHAPTER-III

CRITICAL ANALYSIS

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

The yard stick of Conservancy staff issued by CMO/AMJ 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 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/ AMJ 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)	18751.68 Sq. ft.	0.24	Total staff requirement = 2 (approx.)
	Sweeping of Platform		7872.00 Sq. ft.	0.60	
	Sweeping of Station circulating area	13,000 sq. ft. (per man /hour)			
3	Sweeping of Track between outside & between rail	23,000 sq. ft. (per man /day)	11808 Sq. ft	0.51	
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft (per man /day) 8,800 Rft (per man /day)	a) 7940.00 Running feet b) 10824.00 Running feet	a) 1.98 (say 2) b) 1.23 (say 2)	

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.
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)	104	2.6 (say 3)
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) Sanitation of quarters (open Space) =7940 Sq ft. b) Total sweeping area in officer's bungalow =22500.00 Sq. feet c) Total Sweeping area of Officer's rest house =4200.00 Sq. feet d) Area of Park=41000.00 Sq ft. e) Service Building areas= 11534.84 Sq. ft. f) Gents & Ladies waiting room= 165.70 Sq ft. g) Inspector's room=82.66 Sq. Ft. Total =87423.2	1.7 (say 2)
TOTAL:-				11

3.3 As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2 as 11 nos. without considering LR staff strength.

It is significant to observe that the 6 nos. vacancies are left unaltered for so many years and are not likely to be filled up shortly. Further for an instance, on paying cognizance to CA No. MD20160004 Dated 05.01.2017 (copy attached) which is in existence at BNGN station and is enforced in the same demography and Railway Zone, wherein in the said CA, 38 Nos. sweeping labors were asked to deploy with provision of annual expenditure ` 236x38x365 = ` 32,73320 only; i.e. 238/- per day per labor corresponding to Permanent railway staff @ ` 413250/365 = ` 1132.19/- per day per staff, (ref Para -6.1 of this report). Therefore, it is wise to deploy outsourced man power instead of deploying permanent staff to achieve control over expenditure and rather decide to surrender all 6 nos. of existing vacant posts. However measures to be taken apprehending any unforeseen difficulties such as non cooperation of existing contractor to meet daily requirement, an additional CA may be kept in hand as a buffer stock to meet the requirement if any during emergencies with a provision of high value penalties incorporated in both those CAs if agencies fails and thereby ensure Railway's interest on priority. Therefore it is understood that, we can achieve more financially viable and effective system, as the work-study team opines that permanent 9 nos. staff as on- roll will be adequate to maintain the unit. Hence advised to surrender all those 6 nos. vacant posts and arrange for outsourcing adequate contractual labor to deal with LR, RG staff and unforeseen aspects.

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/AMJ under CMS/MLG is tabulated below –

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	Proposed BOS	Surplus
1	Safaiwala	5200-20200	1800	15	9	6
Total				15	9	6

CHAPTER-V

RECOMMENDATION

- 5.1 After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/AMJ under CMS/MLG, the Work Study Team proposed that 06 (six) posts of Safaiwala category are surplus, which may be surrendered and deleted from the BOS.

CHAPTER - VI

6.1. FINANCIAL IMPLICATION

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	6	`34,437/- x6 = `2, 06,622/-	` 2, 06622/- x12= ` 24,79,464/-
TOTAL						` 24,79,464/-

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be `24.79 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/-	`34,437/-	`4,13,250/-

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