

NORTHEAST FRONTIER RAILWAY



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

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STUDY NO. : WSNF/53/2018-19

CASE NO. : Z/375/10/18-53

AUTHORITY : SDGM/N.F. Railway

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

EXECUTIVE SUMMARY

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

STUDY NO: WSNF/53/2018-19

CASE NO : Z/375/10/18-53

AUTHORITY: SDGM/N.F. Railway.

CONCERN DIVN. : H.Q.

DEPT: Medical

DATE OF COMMENCEMENT: 10.04.2018

DATE OF COMPLETION: 08.08.2018

DATE OF SUBMISSION: 08.08.2018

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

TOTAL NO.OF RECOMMENDATION: 01

SUMMARY OF RECOMMENDATION:

After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/Maligaon under CMD/MLG, the Work Study Team proposed that –

i) Vacant 66 (Sixty six) posts of Safaiwala category are surplus, which may be surrendered from the BOS.

ii) On roll surplus 56 (fifty six) Nos. of posts to be successively surrendered/ redeployed or marked supernumerary (as will be found deemed fit by administration).

PROJECTED SURPLUS POSTS :

66 Nos. (Vacant) + 56 Nos. (Proposed for successive surrender/ supernumerary or redeployment)

PROJECTED SAVINGS PER ANNUM :

` 272.74 Lakhs per annum (on surrender of vacant posts) + ` 318.19 Lakhs per annum (on successive surrender of 56 Nos. of on roll posts) =Total ` 504.15 Lakhs per annum.

DATE OF CIRCULATION

: August, 2018

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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/Maligaon

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to MD/CH/MLG, Branch Officer & Associate Officer of this study for their kind guidance and co-operation for conducting this study. The work study team is thankful to Mr. A. K. Paul, CHI/MLG for their assistance rendered to the work study team for conducting the 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.
- b) Focusing attention on core activities by reducing /eliminating the non-core activities.
- c) Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- d) Up gradation/introduction of automation/innovations.
- e) Out sourcing of non-core activity.
- f) Availability of better process/technology.
- g) Reducing/improving redundancy in work.

1.4 TERMS OF REFERENCE

“Review of staff Strength of conservancy staff under H&MI/MLG”

1.5 METHODOLOGY

Discussion with MD/CH/MLG and nominated subordinate before conducting this study. A discussion was made with branch officer & associate for this study regarding feasibility of this study and requested for supplying the necessary data for conducting this study. The BOS as on 26.7.2017 is collected from the concern section of CPO/MLG's office and the work load (activity) is also collected from concerned CHI/MLG.

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/MLG CONSERVANCY

The areas for which conservancy staff are utilized for cleaning of Rly. Colonies, drains, open Spaces, etc. are as follows:

SN	DESCRIPTION OF WORK	UNIT	REMARKS
1	Sweeping of Road (Pucca & Kutcha)	91655.00 + 287753.94 =379408.94 Sq. ft.	Approach road of 161460.20 Sq. Ft. area to platform falls within station circulating area and being maintained by Outsourcing, therefore not considered.
2	Sweeping of Platform	148392.50 Sq. ft.	The work is outsourced engaging Private Agencies.
3	Sweeping of Tracks between and outside rails	319443.23 Sq. ft.	The work is outsourced engaging Private Agencies .
4	Cleaning of drains a) Large b) Average	a) 45935.00+135246.01 = 281181.01 R ft. b) 88765 R. ft.	a) Cleaning work by Engg. Deptt. b) Presumed to be done by H&MI/MLG.
5	Cleaning of latrines a) Common service (4 times cleaning daily) b) Private service (Twice cleaning)	316+775= 1091 Nos.	

6	Sanitation of Quarters (Sweeping of open space)	i) Service building Areas of station = 55833.87 Sq. ft. ii) Area of Park, games etc = 149081.40 Sq. ft. iii) Officers' Bungalow = 2835.15 Sq. ft. + (2835.15 × 335 = 949775.25 Sq. ft.) Total = 1157525.67 Sq. ft.	i) Maintained by Private agencies.
7	Trenching	-	-
8	Bhisty	-	-

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

a)

S N	Name of the colony /area/offices	JDR	Drain Cleaning	Sweeping	Refuse disposal	Malari work	Jungle cutting	Bungalow cleaning	Sewerage, S/tank, Carcasses, etc	Total
A	B	C	D	E	F	G	H	I	J	K
1	East MLG	1	2	4		1	2	1	0	10
2	West MLG	1	3	3			1	0	0	8
3	East Gotanagar	1	3	4			2	0	1	11
4	Central Gotanagar	2	3	3			3	1	2	14
5	Goshala	2	3	4			3	1	2	15
6	Nambari Officers' Col.	2	5	4			3	8	1	23
7	Adarsha Colony	1	3	3			2	3	1	13
8	West Gotanagar	1	2	3			2	0	0	8
9	B.G.Colony	1	3	3			2	1	1	11
10	Sarada Nagar	0	3	2			1	2	0	8
11	West Nambari	1	2	2			2	0	0	7
12	Teachers' Colony	0	2	2			2	0	1	7
13	RPF & Stn. Colony	1	3	2			2	1	1	10
Total		14	37	39			27	18	10	145

2.4. THE EXISTING STAFF POSITION OF CONSERVANCY UNDER H&MI/MLG AS PER BOS

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	Safaiwala	5200-20200	1800	211	145	66
2	Safaiwala/LR	5200-20200	1800			
3	Safaiwala/RG	5200-20200	1800			
Total				211	145	66

CHAPTER-III**CRITICAL ANALYSIS****REQUIREMENT OF STAFF (SAFAIWALAS/SAFAIWALIS) AS PER YARD STICK**

3.1 The yard stick of Conservancy staff issued by CMO/GHY vide circular no. H/259/0(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 c) Large d) Average	4000 Rft (Per man per day) 8800 Rft. (Per man per day)
5	Cleaning of latrines c) Common service (4 times cleaning daily) d) 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/ MLG CONSERVANCY AS CALCULATED ON THE BASIS OF ABOVE YARD STICK

S N	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.	Remarks
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)	379408.94 Sq. ft	$379408.94 \div 76,000 = 4.99$ (Say 5)	
2	Sweeping of Platform	13000 Sq.ft. (per man per hour)	148392.50 Sq. ft.	$148392.50 \div 13000 = 11.45$ nos. (Say 12 nos.)	Outsourced by Commercial Deptt.
3	Sweeping of Station circulating area	13000 Sq.ft. (per man per hour)	161460.20 Sq. ft.	$161460.20 \div 13000 = 12.42$ Nos. (Say 13 Nos.)	Outsourced by Commercial Deptt.
4	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	319443.23 Sq. ft.	$319443.23 \div 23000 = 13.89$ nos. (Say 14 nos.)	Outsourced by Commercial Deptt.
5	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft (per man /day) 8,800 Rft (per man /day)	281181.01 R ft.	i) $281181.01 \div 4000 = 70.29$ nos. (Say 71 nos.) ii) $88765 \div 8800 = 10.08$ nos. (Say 11 nos.)	i) Outsourced and maintained by Engg. Deptt. ii) On the contrary as per H&MI/MLG, 88765 R. ft. small drains if being maintained by Conservancy staff then required man power is 11 nos. only.

S N	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.	Remarks
6	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)	b) 1091 Nos.	$1091 \div 24 = 27.28$ nos. (Say 28 nos.)	Out of 1091 nos. latrines, now a days no sweeper is deployed to clean Latrines of Railway quarters. They are only booked on requirement basis, therefore literally half of this strength is adequate to deal with the present work including the Common service, if any.
7	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)	1157525.67 Sq. ft.	$1157525.67 \div 50,000 = 23.15$ (Say 24 nos.)	
TOTAL:-				178	

3.3. The staff under H& MI/MLG are utilized for the maintenance of Railway colonies which falls within the jurisdiction of CMD/MLG.

3.4. As per Para 3.2 above the required strength of Safaiwala under H&MI/MLG calculated as 178 nos. considering the parameters furnished by the Unit. As per the records furnished by H&MI/MLG the **on roll strength of Safaiwala of this unit is 145 out of sanctioned strength of 211**. It is pertinent to mention here that the calculation as tabulated above in **Para 3.2 above item nos. 2 to 4 and 5 (partly) are being maintained by outsourcing**. Therefore, the actual activities of this Unit have been quenched to a bare minimum. **As the Medical deptt. had outsourced to deal the work load against the item Nos. 2 to 4 of Para 3.2. and presently being executed by Commercial deptt. (Copy of the CA is attached of CA value worth `1,37,79, 480.00 which commensurate the proportionate involvement of approximately 34 manpower per day per annum, refer chapter VII below), therefore the requirement of 39 nos. of Safaiwala (as derived against item nos. 2-4 of Para 3.2) literally bears no significance to incorporate in**

the BOS of H&MI/MLG. Similarly the cleaning of the large drains as mentioned in **Para 3.2 against item no. 5 (i) are being dealt by Engg. Deptt. (Copy of the Work order against the concerned CA is attached pertains to H&MI/MLG's jurisdiction of CA value worth `5817208.29 which reciprocate involvement of 14 staff per day per annum eg. `5817208.00 ÷ `413250/- =14.07, say 14 manpower per day per annum, refer chapter VII below)** and maintained by outsourcing. Hence manpower allotment for maintaining the said item in BOS of H&MI/MLG do not hold good thus not worthy to consider. **Further as informed by Sr. DMO/H& FW/CH/MLG that there is another CA under process for collecting and disposal of garbage of respective Rly. Colonies under H& MI/MLG which therefore understood that on enforcement of the said CA the workload of H&MI/MLG will further be slashed down. However due to non- availability of the CA copy (since it is under process) we could not relate the same in this study.** Further, if due weightage is given for cleaning of small drains of 88765 R. ft. then too total manpower required against this item as per the Yard stick is (88765 ÷ 8800 = 10.08 nos.) 11 nos. only and thus considered. Similarly , against item No. 6 of Para 3.2 above, the requirement of manpower for cleaning latrines as per yardstick under H&MI/MLG's jurisdiction is 28 nos. only .

Therefore, on analyzing the available facts and figures as per yard stick, the actual manpower requirement for H& MI/MLG Unit is arrived only 68 Nos. (without considering LR and RG staff Strength) **i.e. Item No. 1, 5 (ii) , 6 (b) and 7 of Para 3.2 are found legitimate to consider for manpower calculation of H&MI/MLG . The total manpower thus arrived is 68 nos. only (5+11+28+24=68). Calculated strength of LR is 12.5% of 68=8.5 (say 9) and RG 1: 6 of 68 is 11.33 (say 12) . So considering both LR and RG staff strength total manpower requirement of H&MI/MLG unit is 68+9+12=89 Nos.**

Moreover, as the Debroy Committee has recommended downsizing in the respective field where expenditure can be regulated and Railway Medical Deptt. falls in it's purview. We had a good experience in outsourcing of Safaiwala which yielded a very good result in larger spectrum throughout the Indian Railways in terms of quality and financial viability. **Further there is 66 Nos. of posts are lying vacant under this Unit for long time, therefore these posts may be surrendered at once keeping BOS as 145 Nos. with a view of unforeseen future requirement.**

It is therefore understood that 145 – 89 = 56 Nos. of staff are left additional with this unit considering that these posts are manned presently. However it is learnt that one Jamadar is kept against 9 (nine) posts of Safaiwala though the BOS so far collected from Personnel as well as Medical deptt. did not mentioned the provision of Jamadar. The additional 56 on-roll staff still kept in the new proposed BOS of 145 posts can be utilized /considered for keeping the required nos. of Jamadar if deemed fit. After considering the required posts of Jamadar, the remaining posts out of 56 additional posts may be earmarked as supernumerary posts and may be in surrendered succession or redeployed as found fit by the administration.

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/MLG under CMD/MLG is tabulated below –

4.1.1.

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	Proposed BOS	Surplus
1	Safaiwala	5200-20200	1800	} 211	145	66
2	Safaiwala	5200-20200	1900			
3	Safaiwala	5200-20200	2000			
4	Safaiwala	5200-20200	2400			
Total				211	145	66

4.1.2.

NOTE : As we have arrived in Para 3.4 the actual requirement of manpower of this unit is 89 Nos. only, however we have proposed for alternate BOS of 145Nos. for the time being, since at present this unit holds 145 Nos. on roll staff . Therefore, we had proposed for successive surrender/ redeploy or mark supernumerary (as will be found deemed fit by administration) of $145-89 = 56$ Nos. of posts . The money value on maturing this proposal will come `34,437/- x12x56= `2, 31, 41, 664/- .

CHAPTER-V

RECOMMENDATION

After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/Maligaon under CMD/MLG, the Work Study Team proposed that –

i) Vacant 66 (Sixty six) posts of Safaiwala category are surplus, which may be surrendered from the BOS.

ii) On roll 56(fifty six) Nos. of posts to be successively surrendered/ redeployed or marked supernumerary (as will be found deemed fit by administration).

CHAPTER - VI

FINANCIAL IMPLICATION

6.1. A) EXPENDITURE ON SURPLUS POSTS /ANNUM

6.1.1. The expenditure involved in vacant 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	66	`34,437/- x66 = `22,72,842.00	`22,72,842.00x 12 = ` 2,72,74104/-
TOTAL						` 2,72,74104/-

6.1.2. The expenditure involved in on roll 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	56	`34,437/- x56 = `1928472.00	` 1928472/- x 12 = ` 2,31,41,664/-
TOTAL						` 2,31,41,664/-

6.2. B) PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be ` (272.74 + 231.41)= `504.15 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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