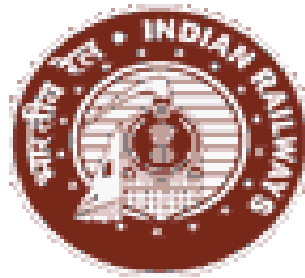


NORTHEAST FRONTIER RAILWAY

Work Study Report ON
**REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF
UNDER H & MI /PNO/ EAST & WEST**



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

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EXECUTIVE SUMMARY

SUBJECT : Work Study on “Review of staff Strength of conservancy staff under H & MI/PNO/ East & West”

STUDY NO. : WSNF/ 51/2018-19 **CASE NO.** : Z/375/ 10/18-51

AUTHORITY : SDGM/N.F. Railway

CONCERN DIVN. : H.Q. **DEPTT.** : Medical
DATE OF COMMENCEMENT : 16.03.2018

DATE OF COMPLETION : 04.09.2018

DATE OF SUBMISSION : 04.09.2018

TERMS OF REFERENCE : “Review of staff Strength of conservancy staff under H & MI/PNO /East & West ”

TOTAL NO.OF RECOMMENDATION : 01 (One)

SUMMARY OF RECOMMENDATION : After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/PNO/ East & West under CMD/MLG, the Work Study Team proposed that 30 (thirty) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED SURPLUS POST : 30 (Thirty)

PROJECTED SAVINGS PER ANNUM : ₹123.97 Lakhs per annum.

DATE OF CIRCULATION : 12.09.2018

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/PNO/East & West

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to Dr. N. Devi, ACHD/PNO for his kind guidance and co-operation for conducting this study.

The work study team is thankful to Sri A.C. Sarma, CHI/PNO for his 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. Outsourcing 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/PNO/East & West”

1.5 METHODOLOGY

Discussion with ACHD/PNO and nominated subordinate.

Before conducting this study a discussion was made with ACHD/PNO who has been nominated as Associated Officer regarding feasibility of this study and requested for supplying the necessary data for conducting this study. The BOS is collected from the concerned section of CPO/MLG's office and the work load (activity) is also collected from GM (P)/MLG'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/PNO/EAST & WEST CONSERVANCY

2.2.1. H&MI/PNO/WEST

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

SN	DESCRIPTION OF WORK	UNIT	REMARKS
1	Sweeping of Road at Rly. Colony (floor area)	1300440.00 Sq. Feet	
2	<u>Drainage area</u> a) Small b) Large	a) Small =48000.00 R/ feet b) Big=83283.00 R/feet	
3	Station platform Area (including Circulating area)	Nil	
4	Nos. Seats of Toilets in station & administrative buildings	-	
5	Cleaning of latrines a) Common service 4 times cleaning daily b) Private service (Twice cleaning)	a) 758 Nos. b) 592 Nos.	
6	Sanitation of Quarters (Sweeping of open space)	121380.00 Sq. feet	
7	Bungalow cleaning	6000 Sq. feet	
8	Area of park, game etc	41528.00 Sq. feet	

2.2.2. H&MI/PNO/EAST

SN	DESCRIPTION OF WORK	UNIT	REMARKS
1	Sweeping of Road at Rly. Colony (floor area)	393902.08 Sq. ft.	
2	Drainage area a) Small (different Types) b) Large	a)30000 R/ft. b) 26895.00R/ft.	
3	Station platform area Areas (including Circulating area)	Nil	
4	Nos. Seats of Toilets in station & administrative buildings	415 Nos.	
5	Sanitation of Quarters (Sweeping of open space)	2,40,000 Sq. ft.	
7	Bungalow cleaning	21918 Sq. feet	
8	Area of park, game etc	12900 Sq. feet	

2.3 PRESENT DEPLOYMENT OF STAFF UNDER H&MI/PNO/EAST & WEST AGAINST VARIOUS WORKS.

2.3.1. H&MI/PNO/ WEST

SN	Name of the colony /area/offices	JDR	Drain	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	Rly. Bazar		02	02	02	03	-	03		12
2	No.3 FG Colony	-	01	02	-	-	-	-	-	03
3	No.4 FG Colony	-		01	02					03
4	No. 5 FG Colony			01	02				01	04
5	No.6 FG Colony	-	-	-	-	-	-	-	-	0
6	New Colony		04	03	02		02		01	12
7	Adabari Colony		03	02	02	-	-	-	-	7
8	New Adabari Colony		-	-	-	-	-	-	-	0
9	BBC Colony		05	04	02	-	02	-	01	14
10	Loco Colony		04	04	02	-	03	-	01	14
11	Triangular Colony		03	02	02	-	-	-	-	7
12	Sakuntala Colony	-	-	-	-	-	-	-	-	0
13	Institute Colony		02	02					01	5
14	Model Colony		02	02	01		02	-	-	7
Total			26	25	17	03	09	03	05	88

2.3.2. H&MI/PNO/ EAST

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	Accounts colony		02	0 2	02		01	04	01	12
2	Hathat colony		01	01	01		01			04
3	Rest Camp Kalibari area		02	0 3	02		02		02	11
4	W.W. Colony		01	01			01			03
5	Temple Ghat Colony									
6	Mahabir akhara Colony		01	01						02
7	Kamakhya Colony		01	0 2	01		01		01	06
8	Harijan Colony & Shuttle gate		01	01						02
9	Station Colony		02	0 2	01					05
Total			11	13	07		06	04	04	45

2.4. THE EXISTING STAFF POSITION OF CONSERVANCY UNDER H&MI/ PNO/EAST & WEST AS PER BOS ON AS BELOW:

Bill Unit No.485

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	Safaiwala	5200-20200	1800	163	88+45=133	30
2	Safaiwala/RG	5200-20200	1800			
3	Safaiwala/LR	5200-20200	1800			
Total				163	133	30

CHAPTER-III

CRITICAL ANALYSIS

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

3.1 The yard stick of Conservancy staff issued by CMO/PNO 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 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.

**3.2.1. REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ PNO/WEST 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.	Remarks
1	Sweeping of Road (Pucca & Katcha)	76,000 Sq. ft. (per man /day)	1300440 Sq. feet	$1300440 \div 76,000 = 17.11$ (Say 17)	
2	Sweeping of Platform	13,000 Sq. ft. (per man /hour)	NIL	-	
	Sweeping of Station circulating area				
3	Sweeping of Track between outside & between rail	23,000 Sq. ft. (per man /day)	NIL	-	
4	Cleaning of Drains- (i) Large- (ii) Average-	a)4,000 Rft (per man /day) b) 8,800 Rft (per man /day)	a) 83283.00 R/ feet b) 48000 R/feet.	a) $83283 \div 4,000 = 20.82$ (Say 21) (Maintained by Engg. Deptt.) b) $48000 \div 8,800 = 5.45$ (Say 6)	a) Outsourced and maintained by Engg. Deptt. Vide Tender No. 29 of 2017 & MLG-31-2017 under Sr. DEN/MLG
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) 758 Nos. b) 592 Nos.	a) $758 \div 24 = 31.58$ (Say 32) b) $592 \div 40 = 14.8$ (Say 15)	
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) 121380.00 Sq. feet b) 6000 Sq. feet c) 41528.00 Sq. feet	a) $168908.00 \div 50,000 = 3.37$ (Say 4) b) $6000 \div 50,000 = 0.12$ (Say 1) c) $41528 \div 50,000 = 0.83$ (Say 1)	
TOTAL:-				97	

**3.2.2.REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ PNO/EAST 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	Remarks
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				calculation.	
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)	393902.08 Sq. ft.	$393902.08 \div 76000 = 5.18$ (Say 5)	
2	Sweeping of Platform	13,000 sq.ft (per man /hour)	-	-	
	Sweeping of Station circulating area				
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)	a)26895 R/feet b) 30000 R/feet	a)26895÷4000 = 6.75 (Say 7) b) 30000÷8800 = 3.4 (Say 4)	a) Outsourced and maintained by Engg. Deptt. Vide Tender No. 29 of 2017 & MLG-31-2017 under Sr. DEN/MLG
5	Cleaning of Latrines (a) Common Service (4 times Cleaning daily)	24 Seats (per man /day)	a) Nil	a) NIL	
	(b) Private Service (Twice Cleaning daily)	40 privies (per man /day)	b) 415 Nos.	b) $415 \div 40 = 10.37$ (Say 11)	
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) 2,40,000 Sq. feet b) 21918 Sq. feet c) 12900Sq. feet	a) $2,40,000 \div 50,000 = 4.8$ (Say 5) b) $21918 \div 50,000 = 0.43$ (Say 1) c) $12900 \div 50,000 = 0.25$ (Say 1)	
TOTAL:-				34	

3.3. As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2.1 & 3.2.2 is $97+34 = 131$ nos. without considering LR & RG staff strength. Calculated strength of LR is 12.5% of 131 = 16 (approx.) and RG 1:6 of 131=22 (approx.)

Hence, total calculated strength of required manpower is $(131+16+22) = 169$ only.

- 3.4.** Since the cleaning of the large drains as mentioned in *Para 3.2 .1 & 3.2.2 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 large drains as arrived against 3.2.1 & 3.2.2 above is $21+7=28$ Nos. for the said item in BOS of H&MI/PNO/ East & West do not hold good thus not worthy to consider since mechanized maintenance of drains substitutes manual involvement to great extent and can supplement 28 nos. of manpower even. Therefore paying cognizance to the ground reality the actual manpower thus arriving at $169-28=141$ Nos. only and present on-roll staff of both those unit together is 133.*
- 3.5.** *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. Since there is no mention of Jamadar in BOS provided by the Personnel deptt. therefore it is understood that the sanctioned strength of Safaiwala includes Jamadar as required by the Medical deptt. That's why there is no mention of Jamadar in the BOS separately. The present proposal for elevated BOS of 141 nos. (133 nos. on roll + 8 nos. additional outsourced staff as mentioned in para 3.6 below.) includes the Jamadar also.*
- 3.6.** It is concluded that additional 8 Nos. staff are required to be provided for dealing the required work load of those Units. It is therefore proposed to surrender the vacant posts of 33 posts immediately and arrange for outsourcing of 8 Nos. of staff in lieu of that. 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/PNO/East & West 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 labours 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 `1,37,03020.00 (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.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

- 4.1.** As discussed in critical analysis in para-3.3 & 3.4 & 3.5 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff under H&MI/PNO/ East & West under CMD/MLG is tabulated below –

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	Proposed BOS	Surplus
1	Safaiwala	5200-20200	1800	163	133	30
Total				163	133	30

CHAPTER-V

RECOMMENDATION

- 5.1.** After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/PNO/East & West under CMD/MLG, the Work Study Team proposed that 30 (thirty) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

CHAPTER - VI

FINANCIAL IMPLICATION

6.1. EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

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

SN	Pay Band	Mean pay	G/Pay	Posts Surplus	Salary per month	Expenditure incurred per Annum as salary (in Rs.)
1	5200-20200	12700	1800	30	`34,437/- x30 = `1033110.00	`1033110.00x12= `1,23,97,320.00
TOTAL						`1,23,97,320.00

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

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

CHAPTER - VII

READY RECKONER

7.1 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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