

NORTHEAST FRONTIER RAILWAY



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

GUIDED BY:

SHRI RAJ. K. MANGLA, SDGM.

SHRI L. R. WARY, EO.

BRANCH OFFICER: Dr. R. BHATTACHARYA,

ASSOCIATED OFFICER : DR. C.D.BHUTIA, ACMS/NJP

DIVISIONAL INSP: SHRI RITU RAJ, CH&MI/SGUJ STATION

CONDUCTED BY:

SHRI S.N.GHOSH, WSI.

SHRI J. MITRA, WSI.

STUDY NO. WSNF/71/2018-19

CASE NO. Z/375/10/18-71

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Conservancy Staff Strength of CH & MI /SGUJ Station Under CMS/NJP .

STUDY NO: WSNF/71/18-19

CASE NO: Z/375/10/18-71

AUTHORITY: SDGM of N.F.Railway

CONCERN DIV: SGUJ Station

DEPARTMENT: CH & MI/SGUJ STATION

TERMS OF REFERENCE:

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

NO. OF RECOMMENDATION: 01 (One).

After critical examination of the workload and activities of Safaiwala under CH&MI/SGUJ STN Conservancy the Work Study Team proposed to surrender ***all 11 vacant posts*** . ***The rest 17 posts (presently on roll) of Safaiwala may also be surrender by suitably redeploying, once SGUJ Station is outsourced and deleted from BOS after outsourcing the SGUJ station conservancy.***

FINANCIAL ACHIEVEMENT:

Projected man power savings **28** Nos.

PROJECTED FINANCIAL SAVING:

Rs. 65.92 lakhs per anum.

MONTH AND YEAR OF CIRCULATION: November 2018

I N D E X

Chapter	Contents	Page No.
I	Introduction	04
II	Summary of work load	05 - 06
III	Critical analysis of staff requirements.	07 - 09
IV	Proposed staff & surplus posts (category & scale wise).	09
V	Recommendation.	10
VI	Financial implication.	10
VII	Ready Reckoner	10

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/SGUJ station.

1.1 ACKNOWLEDGEMENT:

- Work study team is grateful to Dr. C.D.Bhutia, CMS/NJP, Sri Ritu Raj/ CH & MI/SGUJ Station 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 /SGUJ Station under CMS/NJP .

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 staff requirements for the above workload.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

2.1 WORK LOAD OF CH & MI / SGUJ STATION CONSERVANCY :

Cleaning of drains, sweeping & washing of washable aprons, sweeping & washing of platforms , cleaning of waiting halls, retiring rooms, VIP lounge, 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 area.

2.2 FLOOR AREA UNDER SGUJ STN CONSERVANCY

The conservancy staff are utilised for cleaning of Rly. Station premises, circulating area drains, open Spaces, etc. and the areas are as follows-

SGUJ STN/YARDAREA:

1. Plinth/Carpet Area Of Sweeping Platform in Sq. ft	1,37,040.03 Sq ft
2 (a) Approach road towards platforms in Sq ft (b) Sweeping of track between and outside rails in Sq ft	46,340.14 Sq ft. 45,650.70 Sq.ft.
3. Area of service building of Stn under CH &MI/SGUJ Stn. in Sq ft	11,860.16 Sq.ft.
4.Cleaning Of Latrine (Nos of seat & periodicity) a) Com. service latrine b) Community Aqua privacy c) Septic privacy d) urinals e) Bathrooms f) Washbasins g) Water Booths	a) Nil b) Nil c) 16 Nos (daily two times) d) 10 Nos (daily two times) e) 07 Nos (daily one time) f) 16 Nos.(daily two times) g) 66 Nos. taps
5. Waiting Rooms for Higher Class & 2ndClass for Gents & Ladies.	6820.02Sq ft
6. Inspectors Room	773.82sq.ft.
7. Drains attached to station building & in between tracks & platforms within the station premises (in R/ft)	8563.93 RFT

2.3 Present deployment of conservancy staff under CH & MI/SGUJ STN

SN	Name of colony/area/office	No. of Staff deployed	JDR	Drain cleaning	Sweeping	Refuse disposal	Malarial work	Jungle cutting	Buglow Cleaning	Sewerage/septic tank/caracasses etc
1	PF No.1	01								
2	PF No. 2&3	01								
3	PF NG/MG	01								
4	Circulating Road	01								
5	Booking Lobby	01								
6	Waiting Hall	01								
7	Service Building	01								
8	Track Sweeping	01								
9	Track Washing	01								
10	Drain Cleaning	01								
11	Water Booth (Vat) Cleaning	01								
12	Jungle Cutting	01								
13	Garbage collection/Refuse Disposal	01								
14	Misc. Works	01								
Total Staff engaged		17								

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

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	SAFAIWALA/JDR	5200-20200	1900	12	17	5 excess
2	SAFAIWALA	5200-20200	1800	16	NIL	16
		TOTAL		28	17	11

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.
- v) Cleaning and moping of FOB , stairs of platform premises.

3.1 SAFAIWALA UNDER CH & MI/STATION 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/SGUJ STN 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 (Pucca & Katcha)	76,000 sq.ft (per man /day)	46,340.14 Sq ft.+ 11860.16=58200.30 Sq ft/ 76000 = 0.76	01

2	Sweeping of Platform	13,000 sq.ft (per man /hour)	1,37,040.03 Sq ft/13000 = 10.54	11
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	45,650.70 Sq.ft./23000 = 1.98	02
4	Cleaning of Drains- Average-	8,800 Rft(per man /day)	8563.93 Rft /8800 = 0.97	01
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) $16 + 07 + 10 + 16$ + Nos = 49 / 40 = 1.225	a) -- b) 01
6	Sanitation of Station Yard (Waiting Rooms for Higher Class & 2ndClass for Gents & Ladies + Inspectors Room)	50,000 sq.ft (per man /day)	(6820.02 + 773.82) sq.ft = 7593.84 sq.ft../50000 = 0.15	01
	TOTAL-			17

3.3 As per calculation on the basis of present work load under CH & MI SGUJ STN Conservancy supposed to have 17 Nos. of Safaiwala but the present sanctioned strength of SGUJ STN conservancy is 28.

The present work load is suitably managed by on roll strength of 17 Nos. Safaiwala which is adequate as per yard stick derived in column 3.2.

At present 11 Nos. of Safaiwala posts are vacant which can be easily surrendered without hampering the present work load.

The work study opined that it is better to go for outsourcing for total SGUJ station conservancy.

In this regard the letter of CMD/MLG No. 58/89/ (MPP)/Pt.III Dated 09.03.2018 & 08.08.2018 also refers & GM/NFR apprised the same.

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/- + 1620/- (DA 9 %) = 19620/- (per month) which is much higher than Rs. 9341.00 as shown above.

For filling-up of 28 posts of Safaiwala the an expenditure comes to (28 X Rs.19620/-) Rs. 5,49,360/- per month which is much higher than outsourcing 28 Nos. post of Safaiwala in a tune of (Rs.9341.00 X 28) Rs. 2,61,548/- per month i.e. excess by Rs. (5,49,360.00 - 2,61,548.00) = Rs 2,87,812.00 per month.

The 11 vacant posts of Safaiwala may be surrendered and rest 17 Nos. post of Safaiwala (presently on roll) may also be surrendered by re-deploying the on roll staff suitably once the SGUJ station is outsourced. In a nut shell, the work study team opined that all 28 posts (including 11 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 SGUJ STN Station conservancy staff. is tabulated below : –

UNIT OF CH&MI /SGUJ STN Conservancy	CATE GORY	SANCTIONED STREANGTH AS PER BOS 01.04.2017	ON ROLL STAFF POSITI ON	VACA NCY	PROPOS ED STRENG TH	PROPOSE D SURPLUS STAFF
SGUJ STN Conservancy	SAFAI WALA JDR	12	17	Excess 06	0	12
	SAFAI WALA	16	Nil	All vacant	0	16
		28	17	11	0	28

CHAPTER-V

5.0

RECOMMENDATION

After critical examination of the workload and activities of safaiwala under CH&MI/SGUJ STN Conservancy the Work Study Team proposed to surrender *all 11 vacant posts . The rest 17 posts (presently on roll) of Safaiwala may also be surrender by suitably redeploying, once SGUJ Station is outsourced and deleted from BOS after outsourcing the SGUJ station conservancy.*

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	28	19620 x 28 = 5,49,360/-	65,92,320/-
					Total	65,92,320/-

Total surplus = **28** posts

Projected Recurring Saving / annum = **Rs.65.92 lakhs**

CHAPTER – VII

7.0 READY RECKONER (as per 7th CPC)

SCALE (In Rs)	Level-I	DA (9%)	Total Salary PM
5200-20200	18000	1620	19620

=====