

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON REVIEW OF CONSERVANCY STAFF STRENGTH
OF CH & MI/KIR COLONY UNDER CMS/KIR**

GUIDED BY:

SHRI RAJ. K. MANGLA, SDGM.

SHRI L. R. WARY, EO.

BRANCH OFFICER: Dr. N.K. CHOUDHURY,

ASSOCIATED OFFICER: DR. RAJKUMAR, ACMS/KIR

DIVISIONAL INSP: SHRI S.N. MISHRA, CH&MI/KIR COLONY

CONDUCTED BY:

SHRI J. MITRA, WSI.

SHRI S.N.GHOSH, WSI.

STUDY NO. WSNF/70/2018-19

CASE NO. Z/375/10/18-70

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Conservancy Staff Strength of CH & MI /KIR COLONY Station
Under CMS/KIR .

STUDY NO: WSNF/70/18-19

CASE NO: Z/375/10/18-70

AUTHORITY: SDGM of N.F.Railway

CONCERN DIV: KIR

DEPARTMENT: CH & MI/KIR COLONY

TERMS OF REFERENCE: To assess the requirements of staff strength of
Conservancy Staff of CH & MI /KIR COLONY
Station under CMS/KIR.

NO. OF RECOMMENDATION: 01 (One).

After critical examination of the workload and activities of Safaiwala under
CH&MI/KIR COLONY Conservancy the Work Study Team proposed to surrender all
28 vacant posts and may be deleted from BOS.

FINANCIAL ACHIEVEMENT: Projected man power savings **28** Nos.

PROJECTED FINANCIAL SAVING: **Rs. 109.62 lakhs per anum.**

MONTH AND YEAR OF CIRCULATION: **November 2018**

I N D E X

Chapter	Contents	Page No.
I	Introduction	4
II	Summary of work load	5-7
III	Critical analysis of staff requirements.	7-9
IV	Proposed staff & surplus posts (category & scale wise).	10
V	Recommendation.	10
VI	Financial implication.	11
VII	Ready Reckoner	11

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/KIR COLONY station.

1.1 ACKNOWLEDGEMENT:

- Work study team is grateful to Dr. Raj Kumar ACMS/KIR and Sri S.N. Mishra CH & MI/KIR 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 /KIR COLONY 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 / KIR COLONY 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 KIR COLONY CONSERVANCY

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

KIR COLONY AREA:

1. Plinth/Carpet Area Of Sweeping of Roads a) Pucca (Sq Ft) b) Kutcha (Sq Ft)	1718447.46 Sq Ft 1722837.50Sq Ft
2. Cleaning Of Latrine (Nos of seat) a) Common service privacy b) Community Aqua privacy c) Private Septic type d) Private service privacy	a) Nil b) Nil c) 3064 Seats d) Nil
3. Cleaning of Drain, Large (in R/Ft)	53660.43
4. Cleaning of Drain, Small (in R/Ft)	54233.92
5. Sanitation of Quarters (open space in Sq Ft)	18296.23 Sq Ft (in between quarters and front area)
6. No. of Officer's Bungalow and total sweeping area = 95 (Transit= 26, Type-IV=41, Type-V = 02, Spl Transit = 13)	Total sweeping area 55412.60 Sq Ft
7. Total sweeping area of Officer's Rest house, if any	1716.84 Sq ft
8. Area of perks, Games etc	88490.104 Sq Ft
9. Any other special work Cleaning of DRM building by manual/departmental staff of medical deptt under Chi/KIR/Colony since Dec 2017 work details are as below: i. Cleaning of toilets ii. Cleaning of urinals iii. Sweeping of floors (ground floor, 1 st Floor & 2 nd Floor including open space area) iv. Mopping of floor	i. =43 Nos ii. = 45 Nos. iii. = 12401.54 Sq Ft iv. = 86207.72 Sq Ft (Ground floor, 1 st Floor & 2 nd Floor)

v. Cleaning of drains	v. = 403.54 Rft
vi. Occasiionally Bloackage of septic tanks in DRM building	vi. 12 Nos.

2.3 Present deployment of Staff at Katihar Railway Colony against various works under CH & MI/KIR/Colony

SN	Name of colony/area/office	JDR	Drain cleaning	Sweeping	Refusal disposal	Malarial work	Jungle cutting	Buglow Cleaning	Sewerage/septic tank/caracas ses etc
1	Saheb Para	02	07	06	03	--	02	03	02
2	Emergency colony + Langra Bagan + Model Colony	02	03	04	04	--	01	--	02
3	New Colony	02	04	04	03	--	02	--	02
4	O.T. Para	02	04	04	02	--	02	--	02
5	Driver Tola + Santoshi Colony + KVS Colony	02	05	04	03	--	02	--	02
6	Malaria Unit	01	--	--	--	04	--	--	--
7	DRM Building	01	02	06	03	--	01	--	01 (Ltrine pan cleaning)
8	MHI Colony	--	01	01 (including refusal)	--	--	--	--	--
9	Special work	01	03	--	--	--	--	--	--
Total Staff engaged		13	29	29	18	04	10	03	11

Summary of work loads :

A. Extra sanitation work loads of Safaiwala under CHI/KIR/Colony

- i. Officers clkub = 0
- ii. Sr Institute = 01

- iii. RPF Barrack = 03
 - iv. Community Hall = 01
 - v. GRPBarrack = 03
 - vi. Road side stn KIR to TNPR, KIRto MFA & KIR to KDPR section
- B. Work load of H & MI : Due to shortage of Safaiwala category and reached in his/her old wage we have to face many problem to book in various section to proper sampling of food, water & chemical & maintenance the sanitation work specially VIP movement etc.
- C Working hours; 0600 am to 11.00 am & 14.00 pm to 17.00 PM
- D Holiday & week rest : NH- 12, Weekly & Rest- Every Sunday
- E Jurisdiction: Various colonies in Katihar under jurisdiction of CMS/KIR

Work load of H & MI :- No requirement / fill up of Safaiwala catgory through RRC after the retirement/death of Safaiwala then at present maximum load of proper maintain n of sanitation work of katihar colony then vacancy = 27 Nos.

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

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	H&MI	9300-34800	4600	05	04	01
2	H&MI	9300-34800	4200	0	0	0
3	SAFAIWALA/JDR	5200-20200	2400	26	26	0
4	SAFAIWALA	5200-20200	2000/1900/1800	118	90	28
5	SAFAIWALA	5200-20200	1800	02	02 Utilized working at MHI colony	0
6	M/MAN	5200-20200	2400/1900	02	01	01

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/KIR COLONY 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)	$1718447.46 \text{ Sq ft.} + 1722837.50 = 3441284.96$ $\text{Sq ft/ } 76000 = 45.28$	45
2	Sweeping of Platform	13,000 sq.ft (per man /hour)	Nil	0
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	Nil	
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft(per man /day) 8,800 Rft(per man /day)	$53660.43 \text{ Rft}/4000 = 13.41$ $54233.92 + 403.54 = 54637.46/8000 = 6.829$	13 7
5	Cleaning of Latrines (a) Common Service (4 times Cleaning daily)	24 Seats (per man /day)	a) Nil	a) --

	(b) Private Service (Twice Cleaning daily)	40 privies (per man /day)	b) 1077 Nos / 40 = 26.9	b) 27
6	Sanitation of Quarters (open space in Sq Ft) ,	50,000 sq.ft (per man /day)	1800296.23 /50000= 36.00	36
	TOTAL-			128

3.3 As per calculation on the basis of present work load under CH & MI KIR COLONY Conservancy supposed to have 128 Nos. of Safaiwala but the present work load is accomplished by 118 Nos. Safaiwala.

At present 28 Nos. of Safaiwala posts are vacant under CH & MI/KIR Colony which can be surrender & if found necessity then it is worth to go for outsourcing.

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.

The work study opined that it is better to go for contractual, instead of recruiting fresh Safaiwala 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.

In a nut shell, the work study team opined that all 28 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 KIR COLONY STN Station conservancy staff. is tabulated below : –

UNIT OF CH&MI /KIR COLONY Conservancy	CATE GORY	SANCTIONED STRENGTH AS PER BOS 01.04.2017	ON ROLL STAFF POSITI ON	VACA NCY	PROPOS ED STRENG TH	PROPOSE D SURPLUS STAFF
KIR COLONY STN Conservancy	SAFAI WALA JDR	26	26	0	26	0
	SAFAI WALA	120	92	28	92	28
		146	118	28	118	28

CHAPTER-V

5.0

RECOMMENDATION

After critical examination of the workload and activities of Safaiwala under CH&MI/KIR COLONY Conservancy the Work Study Team proposed to surrender all 28 vacant posts and may be deleted from BOS.

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	32625 x 28 = 913500/-	1,09,62,000/-
					Total	1,09,62,000/-

Total surplus = **28** posts

Projected Recurring Saving / annum = **Rs.109.62 lakhs**

CHAPTER – VII

7.0 READY RECKONER (as per 6th CPC)

SCALE (In Rs)	G/Pay	Mean Pay	DA (125 %)	Total Salary PM
5200-20200	1800	12700	18125	32625/-

=====