

NORTHEAST FRONTIER RAILWAY



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

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STUDY NO. WSNF/73/2018-19

CASE NO. Z/375/10/18-73

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

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

STUDY NO: WSNF/73/18-19

CASE NO: Z/375/10/18-73

AUTHORITY: SDGM of N.F.Railway

CONCERN DIV: SGUJ Colony

DEPARTMENT: CH & MI/SGUJ COLONY

TERMS OF REFERENCE:

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

NO. OF RECOMMENDATION: 01 (One).

After critical examination of the workload and activities of safaiwala under CH&MI/SGUJ Colony Conservancy the Work Study Team proposed to surrender **06 vacant posts** . *The rest 38 posts (presently on roll) of Safaiwala may also be surrender by suitably redeploying, once SGUJ Colony is outsourced and deleted from BOS after outsourcing the SGUJ colony conservancy.*

FINANCIAL ACHIEVEMENT:

Projected man power savings 44 Nos.

PROJECTED FINANCIAL SAVING:

Rs. 103,59/-lakhs per anum.

MONTH AND YEAR OF CIRCULATION: December 2018

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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 colony.

1.1 ACKNOWLEDGEMENT:

- Work study team is grateful to Dr. C.D.Bhutia, ACMS/NJP, Sri Alok Kumar /H & MI/SGUJ Colony 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 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 Colony & 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 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 colony area.

2.2 FLOOR AREA UNDER SGUJ COLONY CONSERVANCY

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

SGUJ STN/YARD AREA:

1. Plinth/Carpet Area Of Sweeping of Roads a) Pucca (Sq Ft) b) Kutchra (Sq Ft)	444549.5 Sq Ft Nil
2. Cleaning Of Latrine (Nos of seat) a) Common service privacy b) Community Aqua privacy c) Private Septic type d) Private service privacy	} N/A
3. Cleaning of Drain, Large (in R/Ft)	25426.51
4. Cleaning of Drain, Small (in R/Ft)	69330.71
5. Sanitation of Quarters (open space in Sq Ft)	509132.96
6. No. of Officer's Bungalow and total sweeping area = 08	Total sweeping area 19375.04 Sq Ft
7. Total sweeping area of Officer's Rest house, if any	N/A
8. Area of perks, Games etc	365746.91 Sq Ft
9. Any other special work Cleanliness activity during Railway meeting/seminar & other functions in railway colony etc.	-----

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

SN	Name of colony/area/office	No. of Staff deployed	JDR	Drain cleaning	Sweeping	Refuse disposal	Malerial work	Jungle cutting	Buglow Cleaning	Sewerage/septic tank/caracasses
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										etc
1	Mahananda Colony	07	03	03	01	--	--	--	--	--
2	Himal Colony	09	03	03	01	--	--	--	02	--
3	Diesel colony	07	03	03	01	--	--	--	--	--
4	BRI colony	06	03	02	01	--	--	--	--	--
5	New colony	06	03	02	01	--	--	--	--	--
6	Hospital & RR colony	03	01	01	01	--	--	--	--	--
Total Staff engaged		38								

Remarks if any, there are shortages of 06 Nos of conservancy staff at SGUJ colony. Available present staff strength is in adequate in the present circumstances.

Summary of work load : Depute conservancy staff for sweeping of roads, sweeping of open space in between quarters and front areas with removal of rags, drain cleaning, jungle cutting etc. related sanitation of SGUJ colony area. Prompt and effective disposal of refuse/garbage colony area. Also, the monitoring of the quality of water supply by bacteriological and chemical analysis tests & collection of food samples for further analysis under quality control tests & other miscellaneous works regarding public health activities & colony sanitation etc.

Working hours : 08 Hours (Eight)

Holiday and week rest :

Per year status

CL	LAP	NH	Weekly rest
10 days	30 days	12 days	52 days in a year (01 day per a week)

Jurisdiction :Entire SGUJ Railway colony premises

Work load of H & MI :

Maintenance of muster roll & office policy file, draw deep focus on establishment, staff salary bill formation, official correspondences circular & maintaining leave records of staff. Also, maintenance of store files , requisition of consumable stores & their condemnation and quarter accommodation & staff family declaration. Depute conservancy staff for sweeping with removal of garbage & drain cleaning etc. Related sanitation of SGUJ railway colony area. Prompt and effective disposal of refuse /garbage from colony area. Also, the monitoring of quality of water supply by bacteriological and chemical analysis tests & collection of food samples for further analysis under quality control test and other Misc. works regarding public health activities & colony sanitation etc., daily testing residual chlorine of water samples is also done. Attendance and distribution of staff for colony sanitation work & supervision of sanitation work at SGUJ Railway colony etc.

Work load of Safaiwala :

The colony conservancy staff are deputed for sweeping of road open space area, drain cleaning & jungle cutting etc., related sanitation of entire SGUJ Railway colony. Prompt and effective disposal of refuse /garbage from colony area, anti malarial work – spraying DDVP/DDT/MO etc., & other miscellaneous cleaning work as per requirements. Disposal and removal of street dogs, pigs, cows and other dead animals as per requirement etc,

2.4 CONSERVANCY STAFF POSTION UNDER CH & MI/SGUJ COLONY IN KIR DIV.

UNIT : SGUJ RAILWAY COLONY, SUB DIVISION : NJP, DIVISION : KATIHAR

SN	CATEGORY	SCALE	G/ PAY	BOS	ON ROLL	VACANCY
1	SAFAIWALA/JDR	5200-20200	1900	10	38	06
2	SAFAIWALA	5200-20200	1800	34		
		TOTAL		44	38	06

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

Safaiwalas are engaged for:

- Collect, remove and dispose off rubbish from railway premises and Platforms etc.
- Sweep the road and other surface area of the Railway Colony premise and collect the sweepings and put these in the dustbins and also dust and remove cobwebs
- Clean the drains and carry out periodic de-silting.
- Clean the retiring rooms including toilets at platform premises.
- Cleaning and moping of FOB , stairs of platform premises.

3.1 SAFAIWALA UNDER CH & MI/COLONY 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)	444549.5 Sq ft/ 76000 = 5.84	06
2	Sweeping of Platform	13,000 sq.ft (per man /hour)	Nil	Nil
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	Nil	02
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft(per man /day) 8,800 Rft(per man /day)	25426.51/4000 = 6.35 69330.71/8800 = 7.87	06 08
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) Nil	a) -- b) --
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)	19375.04 Sq Ft + 509132.96Sq Ft =528508.002 Sq.ft /50000 = 10.57	11
	TOTAL-			33

3.3 As per calculation on the basis of present work load under CH & MI SGUJ Colony Conservancy supposed to have 33 Nos. of Safaiwala but the on roll strength is 38 & present sanctioned strength of SGUJ Colony conservancy is 44.

The present work load is suitably managed by on roll strength of 33 Nos. Safaiwala which is adequate as per yard stick derived in column 3.2.

At present 06 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 colony 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 38 posts of Safaiwala the an expenditure comes to (38 X Rs.19620/-) Rs. 7,45,560/- per month which is much higher than outsourcing 38 Nos. post of Safaiwala in a tune of (Rs.9341.00 X 38) Rs. 3,54,958/- per month i.e. excess by Rs. (7,45,560.00 - 3,54,958.00) = Rs 3,90,602/- per month.

The 06 vacant posts of Safaiwala may be surrendered and rest 38 Nos. post of Safaiwala (presently on roll) may also be surrendered by re-deploying the on roll staff suitably once the SGUJ colony is outsourced. In a nut shell, the work study team opined that all sanctioned 44 posts (including 06 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 Colony conservancy staff. is tabulated below : –

UNIT OF CH&MI /SGUJ STN 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
SGUJ Colony Conservancy	SAFAI WALA JDR	10	38	06	0	10
	SAFAI WALA	34			0	34
		44	38	06	0	44

CHAPTER-V

5.0 RECOMMENDATION

After critical examination of the workload and activities of safaiwala under CH&MI/SGUJ Colony Conservancy the Work Study Team proposed to surrender *06 vacant posts . The rest 38 posts (presently on roll) of Safaiwala may also be surrender by suitably redeploying, once SGUJ Colony is outsourced and deleted from BOS after outsourcing the SGUJ colony 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	44	19620 x 44 = 8,63,280/-	1,03,59,360/-
					Total	1,03,59,360/-

Total surplus = **44** posts

Projected Recurring Saving / annum = **Rs.103.59 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

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