

NORTHEAST FRONTIER RAILWAY

WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF UNDER H & MI /GHY STATION



CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

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

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EO

BRANCH OFFICER, ASSOCIATED OFFICERS & UNIT INSPECTOR:

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DIRECTOR

Name of Divl./Unit Inspector : SHRI M.K. JHA, H&MI/GHY
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STUDY NO. : WSNF/ 55/2018-19

CASE NO. : Z/375/10/ 18-55

AUTHORITY : SDGM/N.F.Railway

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EXECUTIVE SUMMARY

SUBJECT : Work Study on "Review of staff Strength of conservancy staff
under H & MI/GHY Rly. Station"

STUDY NO. : WSNF/ 55/2018- **CASE :** Z/375/ 10/ 18-
19 **NO.** 55

AUTHORITY : SDGM/N.F.
Railway
CONCERN DIVN. : LMG **DEP :** Medical
TT.

DATE OF : 13.04.2018
COMMENCEMENT
DATE OF COMPLETION : 23.10.2018
DATE OF SUBMISSION : 24.10.2018

TERMS OF : "Review of staff Strength of conservancy staff
REFERENCE under H & MI/GHY Rly. Station"

TOTAL NO.OF
RECOMMENDATION : 01 (One)

SUMMARY OF
RECOMMENDATION : i) Vacant 6 (six) posts of Safaiwala category are surplus, which may be surrendered from the BOS.
ii) On roll surplus 18 (eighteen) Nos. of posts to be successively redeployed and also be deleted from the BOS of this Unit.

PROJECTED SURPLUS : 6+18 = 24 (Twenty four) nos.
POST
PROJECTED SAVINGS
PER ANNUM : ` 1.00 (one) Crore per annum (approx.)

DATE OF : 24.10.2018
CIRCULATION

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/GHY Rly. Station

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to Sri A. K. Jha, Station Director/ GHY and Dr. S. Daimary, ACMS/GHY Health Unit for their kind guidance and co-operation for conducting this study.

The work study team is thankful to Sri M.K. Jha, H & MI/GHY station 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. To improve 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/GHY Rly. Station”

1.5 METHODOLOGY

Discussion with Station Director/GHY Station and nominated subordinate

Before conducting this study a discussion was made with Station Director/GHY Station and H&MI/GHY Station regarding feasibility of this study and requested for supplying the necessary data for conducting this study. The BOS as on 26.07.2017 is collected from the concern section of CPO/MLG's office and the work load (activity) is also collected from concerned H&MI/GHY Station.

CHAPTER-II

EXISTING ACTIVITIES, WORK LOAD & STAFF

2.1. WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALA/SAFAIWALI

- i) Sweeping & garbage disposal from circulating & parking area
- ii) Sweeping, mopping, latrine, bathroom cleaning in all service buildings.
- iii) Cob- web removal, cleaning of spitting bin, wall stain cleaning, glass cleaning of all service building.
- iv) Sweeping the road and other surface area of the Railway station premises and collection of the sweepings and put these in the dustbins and also remove the cobwebs etc.
- v) Clean the drains and carry out periodic de-silting etc.

2.2. FLOOR AREA UNDER H&MI/GHY (RLY. STATION) CONSERVANCY

The conservancy staffs are utilized for cleaning the areas are as follows-

S	DESCRIPTION OF WORK	UNIT
1	Sweeping of Road (floor area)	FOB:19973 Sq. ft.
2	Drainage area (different Types) a) Small b) Large	a) Track Side drain length = 43740 ft.
3	Station platform area	i) P.F. = 222947 Sq. ft.

	(including Circulating area)	ii) Circulating area =134175 Sq ft. Total = 357122 Sq. ft.
4	Nos. Seats of Toilets in station & administrative buildings	120 Nos.
5	Sanitation of Service Building areas and Sweeping of open space	i) Service Building areas =103250 Sq. ft. ii) ARM's office building =19995 Sq. ft. iii) Track Apron=159698 Sq. ft. Total = 282943 Sq. ft.

2.3 REQUIREMENT / DEPLOYMENT OF STAFF AS PER H&MI/GHY STATION AGAINST VARIOUS WORKS UNDER HIS JURISDICTION

SN	Name of the colony /area/offices	JDR	Drain Cleaning	Sweeping & Mopping	Refuse disposal	Malaria work	Jungle cutting	Bungalow cleaning	Sewerage, S/ta nk, Carcasses etc.	Total
A	B	C	D	E	F	G	H	I	J	K
1	Service Building + East & West Cabin			5	5				4	14
2	Parcel Area		2	2	2				2	8
3	New Building & Scooter Stand			3	2					5
4	Platform	Maintained by Agencies.								
5	Circulating area									
6	Waiting Hall									
7	Track Area									
8	FOB									
9	Garbage collection & disposal									
10	Station drain between track									
11	Cob- Web of all PF									
12	Spitting bin									
Total			2	10	9				6	27

2.4. The existing staff position of conservancy under H&MI/GHY Station as per BOS on as below :-

Bill Unit No.499

S/No	CATEGORY	Pay Band	Grade Pay	BOS	ON ROLL	Vacancy
1	Safaiwala	5200-20200	1800	27	21	6
2	Safaiwala/LR					
3	Safaiwala/RG					

CHAPTER-III

CRITICAL ANALYSIS

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:-

YARD STICK OF CONSERVANCY STAFF

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 a) Common service (4 times cleaning daily) b) 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/ GHY STATION 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)	19973 Sq.ft	$19973 \text{ Sq.ft} \div 76,000 \text{ Sq.ft} = 0.26$ (Say 1 No.)	These items are being maintained by Outsourcing.
2	Sweeping of Platform and Station circulating	13000 Sq.ft. (per man per hour) i.e. $13000 \times 8 = 104000 \text{ Sq. ft.}$ (per man per day)	357122 Sq.ft	$357122 \text{ Sq.ft} \div 104000 \text{ Sq.ft} = 3.43$ (Say 4 per day)	
3	Sweeping of Track between outside & between rail (Track Apron)	23,000 sq.ft (per man /day)	159698 Sq.ft	$159698 \text{ Sq.ft} \div 23,000 \text{ sq.ft} = 6.94$ (Say 7 Nos.)	
4	Cleaning of Drains- (i) Average-	8,800 Rft (per man /day)	43740 Rft.	$43740 \text{ Rft.} \div 8,800 \text{ Rft} = 4.97$ (Say 5 Nos.)	
5	Cleaning of Latrines, urinals, bathrooms etc.	24 Seats (per man /day)	120 Seats	$120 \div 24 = 5 \text{ Nos.}$	
6	Sweeping of Service building & ARM building	50,000 sq.ft (per man /day)	i)Service Building Area= 103250 Sq. ft. ii)ARM Office Bldg.=19995 Sq. ft. Total = 123245 Sq. ft	$123245 \text{ Sq. ft} \div 50,000 \text{ Sq. ft} = 2.46$ (Say 3 Nos.)	These areas are supposed to be maintained by H&MI/GHY Station and considered against this parameter.
TOTAL				25 Nos.	

3.3. The staff under H& MI/GHY are utilized for the maintenance of Guwahati Railway Station which falls within the administrative jurisdiction of Station Director , Guwahati Station and overall control of CMD/MLG.

3.4. As per Para 3.2 above the required strength of Safaiwala under H&MI/GHY Station calculated as 25 nos. considering the parameters furnished by the Unit. As per the records furnished by H&MI/GHY Station the on roll strength of Safaiwala is 21 of this unit out of sanctioned strength of 27. It is pertinent to mention here that the calculation as tabulated in **Para 3.2 above item nos. 1 to 5 are being maintained by outsourcing against CA No. H/259/LM (Outsourcing)/GHY Station Dated 26.05.2016. Therefore, the actual activities of Rly. Safaiwalas of this Unit have been quenched to a bare minimum and running parallel of works by Agency. Maintaining this additional Rly. Work force may lead to a conflict of interest with Vigilance angle.**

As the Medical deptt. had outsourced to deal the work load against the item Nos. 1 to 5 of Para 3.2 and presently being executed by Station Director (Copy of the CA is attached of CA value worth `2,72,45,790.00, which commensurate the proportionate involvement of approximately 65 manpower per day per annum, refer chapter VII below), hence the requirement of 25 nos. of Safaiwala (as derived against item nos. 1-6 of Para 3.2) literally bears no significance to incorporate in the BOS of H&MI/GHY Station and may be redeployed.

On the contrary as the H&MI/GHY Station has submitted that apart from the engagement Agencies, few service buildings i.e. ARM Bldg., East and West Cabin, New Building and Scooter stand, Parcel Area are to be maintained by engaging Rly. Safaiwala. As para 3.2 against item No. 1 & 6 , 3 nos. of Safaiwala may be left with this Unit as per Yardstick, which includes LR and RG staff. Work Study team opines that involvement of Railway Work force in parallel with Agency may lead to conflict of interest and ambiguity for determining /entrusting responsibility. Therefore, the jurisdiction/area which does not fall within the ambit of the CA may also be included in CA for execution and better transparency and to achieve better administrative control.

Therefore, on analyzing the available facts and figures as per yard stick, the actual manpower requirement for H& MI/GHY Station Unit is arrived only 3 (three) Nos. (including LR and RG staff Strength) .

Moreover, as the Debroy Committee has recommended downsizing in the respective field where expenditure can be regulated and Railway Medical Deptt. falls in its 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 are 6 Nos. of posts are lying vacant under this Unit, which may be surrendered at once, with a view to successive surrender of 18**

nos. posts out of 21 on roll staff ensuring redeployment keeping new BOS of this Unit as only 3 (three) nos.

However , there is a possibility of entire system failure due to the non cooperation of Agency assigned for cleanliness of the station premises and may jeopardise the entire train running. Therefore Work Study team proposes for creating a Rly. work force of Safaiwala to meet the emergency, if any, and situation may be dealt as per Directed Maintenance Process. However the jurisdiction of the said work force should cover couple of adjacent stations and a separate CA with high value of penalty may be kept on hand to handle the odd situations, if any.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

4.1. As discussed in critical analysis in para-3.4 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff under H&MI/GHY station under PCMD/MLG is tabulated below –

S/No	CATEGORY	Pay Band	Grade Pay	BOS	Proposed BOS	Surplu s
1	Safaiwala	5200-20200	1800	27	3	6+18
Total				27	3	24

CHAPTER-V

RECOMMENDATION

After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/GHY Station the Work Study Team proposed that –

- i) Vacant 6 (six) posts of Safaiwala category are surplus, which may be surrendered from the BOS.**

- ii) On roll surplus 18 (eighteen) Nos. of posts to be successively redeployed and also be deleted from the BOS of this Unit.**

CHAPTER - VI

FINANCIAL IMPLICATION

6.1. EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

A) EXPENDITURE ON SURPLUS POSTS /ANNUM

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

SN	Pay Band	Mean pay	G/Pa y	Posts Surpl us	Salary per month *	Expenditure incurred per Annum as salary (in `.)
1	5200-20200	12700	1800	24	`34,437.00 X 24= `8,26,488.00	`8,26,488.00 X12= `99,17,856.00
TOTAL						`99,17,856.00

* Refer to Ready Reckoner at Chapter VII .

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be approximately ` 1 (one) Crores per annum.

CHAPTER - VII

READY RECKONER (AS PER VI CPC)

Pay Band (in `)	Mean Pay (in `)	GP(in `)	DA @12 5% (in `)	SDA@ (in `)12.5 %	Salary per Mont h (in `)	Salary per annu m (in `)
5200-20200	12700	1800	18125/-	1812/-	34,437/-	4,13,244/-

