

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT ON “REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF UNDER H & MI /GHY RLY.COLONY”

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STUDY NO. : WSNF/54/2018-19

CASE NO. : Z/375/10/18-54

AUTHORITY : SDGM/N.F. Railway

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/GHY Rly. Colony”	
STUDY NO.	:	WSNF/ 54/2018-19	CASE NO. : Z/375/ 10/18-54
AUTHORITY	:	SDGM/N.F. Railway	
CONCERN DIVN.	:	LMG	DEPTT. : Medical
DATE OF COMMENCEMENT	:	13.04.2018	
DATE OF COMPLETION	:	13.12.2018	
DATE OF SUBMISSION	:	13.12.2018	
TERMS OF REFERENCE	:	“Review of staff Strength of conservancy staff under H & MI/GHY Rly. Colony”	
TOTAL NO.OF RECOMMENDATION	:	01 (One)	
SUMMARY OF RECOMMENDATION	:	<i>After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/GHY/ Colony under CMD/MLG, the Work Study Team proposed that 1 (one) post of H&MI and 26 (twenty six) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.</i>	
PROJECTED SURPLUS POST	:	27 (Twenty seven)	
PROJECTED SAVINGS PER ANNUM	:	`114.42 Lakhs per annum	
DATE OF 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/Colony

1.2 ACKNOWLEDGEMENT:

The work study team is grateful to Dr. S. Daimary, ACHD/GHY for her kind guidance and co-operation for conducting this study.

The work study team is also thankful to Shri B.K. Das , H&MI/GHY Colony and SSE/Works/GHY for their 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/GHY/Colony”

1.5 METHODOLOGY

Discussion with ACHD/GHY and nominated subordinate.

Before conducting this study a discussion was made with ACHD/GHY 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&ML/GHY/COLONY CONSERVANCY

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)	166296 Sq. feet (Pucca)	
2	<u>Drainage area</u> a) Small b) Large	a) 18076.77 R. Feet b) 17358.26 R. Feet	
3	Station platform Area (including Circulating area)	-NIL-	
4	Nos. Seats of Toilets in station & administrative buildings	1079 Nos. seat	
5	Cleaning of latrines a) Common service 4 times cleaning daily b) Private service (Twice cleaning)	457 Septic tanks	
6	Sanitation of Quarters (Sweeping of open space)	209189.68 Sq. feet	
7	Bungalow cleaning (including Officers' Rest House)	(55473.68 +5215.63) Sq. feet=60689.31 Sq. feet	
8	Area of park, game etc	37,267.95 Sq. feet	

2.3 PRESENT DEPLOYMENT OF STAFF UNDER H&MI/GHY/COLONY AGAINST VARIOUS WORKS.

SN	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	Kalibari Colony		4	4			3	1		12
2	Traffic Colony		3	3			2	1 (RRB, RRC)		9
3	Officers' Colony		3	2		3	2	1 (TTE Mess)	3	14
4	Barowary Colony		2	2			2	2 (ARM)		8
5	Uzan Bazar Colony		2	2			2	2 (PRS)		8
								1 (H-V)		1
								1 (FSO)		1
Total			14	13		3	11	9	3	53

2.4. THE EXISTING STAFF POSITION OF CONSERVANCY STAFF UNDER H&MI/ GHY/COLONY AS PER BOS ON AS BELOW:

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
1	H&MI	9300-34800	4600	2	1	1
2	JDR			5	0	5
3	M/Mate	5200-20200	2400	1	1	0
4	M/Mate	5200-20200	2000	2	2	0
5	Safaiwala	5200-20200	2400	15	7	8
6	Safaiwala	5200-20200	2000	15	9	6
7	Safaiwala	5200-20200	1900	25	20	5
8	Safaiwala	5200-20200	1800	16	14	2
Total				81	54	27

NB:- 3 (three) Nos. M/Mates are engaged for Supervising apart from normal malarial works, as there's no Jamadar on roll. NIP issued for removal of 1 (one) staff out of above 54 on roll staff.

CHAPTER-III

CRITICAL ANALYSIS

REQUIREMENT OF STAFF (SAFAI~~W~~ALAS/SAFAI~~W~~ALIS) AS PER YARD STICK

3.1 The yard stick of Conservancy staff issued by CMO/PNO vide circular no. H/259/0(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. REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ GHY/COLONY 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.
1	Sweeping of Road (Pucca & Katcha)	76,000 Sq. ft. (per man /day)	166296 Sq. ft. (Pucca)	$166296 \div 76,000 = 2.18$ (Say 2)
2	Sweeping of Platform	13,000 Sq. ft. (per man /hour)	-NA	-NA
	Sweeping of Station circulating area			
3	Sweeping of Track between outside & between rail	23,000 Sq. ft. (per man /day)	-NA	-NA
4	Cleaning of Drains- (i) Large- (ii) Average-	a)4,000 Rft (per man /day) b) 8,800 Rft (per man /day)	a) 17358.26 R. Feet b) 18077 R. Feet	a) $17358.26 \div 4000 = 4.33$ (Say 5) b) $18077 \div 8,800 = 2.05$ (Say 2)
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)	1079 Nos. seat 457 Septic tanks	$1079 \div 24 = 44.95$ (Say 45)
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) 209189.68 Sq. feet b) 60689.31 Sq. feet c) 37,267.95 Sq. feet Total = 307146.94Sq. feet	$307146.94 \div 50,000 = 6.14$ (Say 6)
TOTAL REQUIREMENT OF STAFF				60 Nos.

3.3. As per yard stick, calculated strength of required man power of Safaiwala is shown in above Table in Para-3.2 is 60 nos. without considering LR & RG staff strength. Calculated strength of LR is 12.5% of 60 =7 (approx.) and RG 1:6 of 60=9(approx.)

Hence, total calculated strength of required manpower of Safaiwala of H&MI/GHY Colony Unit is $(60+7+9) = 76$ only.

3.4. It is learnt that Engg. Deptt. is separately running CA for cleaning of backbone large drains of the GHY area under the jurisdiction of H& MI/GHY Colony & Station, which reciprocate cost involvement of additional manpower. The jurisdiction of the CA may be enhanced so that the

large and medium drains presently being maintained by H& MI/GHY colony and Station may also be included exempting H&MI/GHY to deploy additional manpower from their side separately. Presently as per yard stick the requirement of present staff strength is 76 Nos. (Refer para 3.3 above) vice on roll 54 nos. staff. Presently Safaiwala being termed as diminishing category, therefore filling up the vacancies in these categories in near future are beyond the policy of existing Rly. System.

- 3.5** . It is concluded that additional 22 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 27 posts immediately and arrange for outsourcing of 22 Nos. of staff in lieu of that. **The Work Study team had observed that to engage 22 (twenty two) nos. regular staff will cater `90,91,368. 00 (`34,437/- X 22 X 12, 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 would rather like to refer CA No. H/259/LM(Outsourcing)/GHY Station Dated 26.05.2016 (copy attached for ready reference) which is in existence at GHY station, with an annual expenditure of (`2,72,45,790.00÷3=) `90,81,930.00 , which reciprocate the involvement of `90,81,930.00 ÷ (236x365) =106 (approx.) manpower engagement with `236 per head per day expenditure (Refer to CA No. MD20160004 Dated 05.01.2017 under H&MI/BNGN which is in existence at BNGN station where 41 Nos. sweeping labours were asked to deploy with provision of annual expenditure `236x41x365 = `35,31,740.00 only).**

Further , it is also observed that one post of H&MI is lying vacant in this Unit. Work study team also proposes to surrender this vacant post of H&MI and an incumbent with proper qualification may be engaged on contractual basis in this place , which now in practice in many H&MI Units under NF Rly., which would lessen the financial burden on Rly. to a great extend.

Therefore, we may go for surrender of all vacant posts keeping provision of CA which will compensate the deficiency in manpower as required by the Unit. Thus, we will achieve cost effective and efficient cleaning under H&MI/GHY Colony.

However measures to be taken apprehending any unforeseen difficulties such as non co-operation 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-3.2, 3.3, 3.4 & 3.5 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff under H&MI/GHY/ Colony under CMD/MLG is tabulated below –

S/Nos.	CATEGORY	PAY BAND	GRADE PAY	BOS	Proposed BOS	Surplus
1	H&MI	9300-34800	4600	2	1	1
2	Safaiwala	5200-20200	1800	79	53	26
Total				81	54	27

CHAPTER-V

RECOMMENDATION

- 5.1.** After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/GHY/Colony under CMD/MLG, the Work Study Team proposed that 1 (one) post of H&MI and 26 (twenty six) 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 as per 6th CPC is as follows-

SN	Pay Band (in `)	Mean pay	G/Pay	Posts Surplus	Salary per month (in `)	Expenditure incurred per Annum as salary (in `)
1	9300-34800	22050	4200	1	`58144/-	`58144/-X12= `6,97,728/-
2	5200-20200	12700	1800	26	`34,437.00 x26 = `8,95,362/-	`895362.00X12= `1,07,44344/-
TOTAL						`1,14,42072/-

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

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

CHAPTER - VII

READY RECKONER

7.1 The scale wise salary per month/per annum of different categories is as follows (as per 6th CPC) -

Pay Band	Mean Pay	GP	DA @125%	SDA@ 12.5%	Salary per Month	Salary per annum
`9300-34800	`22050	`4200	`32813	`3281/-	`58,144/-	`6,97,728/-
`5200-20200	`12700	`1800	`18125/-	`1812/-	`34,437/-	`4,13,250/-

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