

राहुल अग्रवाल
वरिष्ठ महाप्रबंधक एवं
मुख्य सतर्कता अधिकारी
Rahul Agarwal
SDGM & CVO



उत्तर पश्चिम रेलवे
प्रधान कार्यालय
जवाहर सर्किल के पास,
मालवीय नगर,
जयपुर - 302017
NORTH WESTERN RAILWAY
Headquarters Office
Near Jawahar Circle,
Malviya Nagar, Jaipur - 302017

No.-G/HQ/WS/463/30/Med./AII/2017-18

Date: 02.04.2018

**Divisional Railway Manager,
North Western Railway,
Ajmer.**

**Sub:-Optimization & Increasing Efficiency of Medical Staff at Divisional Hospital,
Ajmer.**

For optimization and increasing efficiency through review of man-power of Medical staff at Divisional Hospital, Ajmer, was undertaken by Work Study Organization of NWR.

The report contains **09 recommendations** involving surrender of 42 posts with a **recurring saving of Rs. 232.85 Lac per annum.**

This work study report is available on FTP (General- Work Study Cell -headquarters-work study report on the above subject).

Kindly convey acceptance and advice implementation of the recommendations at the earliest.

Enclosed: Work Study Report (33 Pages)

(Rahul Agarwal)
Sr. Dy. General Manager

Copy to: -

- | | |
|--|---------------------------------------|
| i) PCMD/NWR/JP | for information and necessary action. |
| ii) PCPO/NWR/JP | |
| iii) PFA | |
| iv) Director, E&R (ME), Railway Board - for information. | |



OPTIMIZATION & INCREASING EFFICIENCY
OF
MEDICAL STAFF AT DIVISIONAL HOSPITAL, AJMER

(G/HQ/WS/463/30/Med./AII/2017-18)

GUIDED BY

P. K. MALIK
Sr. ADGM & AWSO/NWR/JP

STUDIED BY

1	KAMLESH KUMAR MEENA	CWSI-JP
2	PRAKASH GURNANI	WSI-JP
3	RAJENDRA SINGH KHIRIA	WSI-JP



DIVISIONAL RAILWAY HOSPITAL, AJMER

WORK STUDY ORGANIZATION
NORTH WESTERN RAILWAY
JAIPUR

EXECUTIVE SUMMARY

Sr. No.	30
Study No.	G/HQ/WS/463/30/Med./AII/2017-18
Subject	Optimization & Increasing Efficiency of Medical Staff Working at Divisional Hospital, Ajmer.
Area	Divisional Hospital, Ajmer
Division	Ajmer
Department	Medical
Terms of Reference	Assessment of Man Power requirement
Present Cadre	215
Proposed Cadre	173
Projected Surplus Man Power	42
Total No. of Recommendations	09
Financial Implication	Recurring Saving INR 232.85 Lac Per Annum
Month of Circulation	March'2018

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1.0.0 INTRODUCTION:

The Medical department of North Western Railway renders comprehensive health care including preventive, promotive and curative services to Railway employees and RELHS members of Retired Railway Employees Liberalized Health Scheme and a substantial number of dependents of the above two groups.

Rail lines were brought to Ajmer from Phulera, the first train came to Ajmer in the year 1875, when it was a part of Mewar Rajputana Railway. Later on it was taken over by BB&CI Railways, subsequently it became Western Railway and since 1st October 2002 it is known as North Western Railway.

The jurisdiction of Ajmer division is from MD to KRJD, MJ to MVJ & MVJ to BI, AII to DET, COR (Excl) to UDZ & UDZ to HMT (Excl).

Divisional Railway Hospital, Ajmer is one of the oldest, Railway Hospital which was established in the year 1890. There are 2 Sub-divisional Hospitals situated at Aburoad, and Ranapratap Nagar. The Hospital was famous for Cardiac Surgery, Thoracic Surgery & advanced Orthopedic Surgery and was considered to be equivalent to any important Civil Hospital in the Rajasthan State.

20 bedded dormitories have been commissioned for patients' attendants at Ajmer. Major orthopedic surgeries and other major surgeries are being performed in divisional hospital, Ajmer. The first of its kind Zonal Public Health Laboratory in NWR and 9th in Indian Railway was commissioned in August, 2009 in divisional hospital, Ajmer. Many sophisticated equipments have been procured for Ajmer and sub divisional hospital UDZ.

There have been dynamic change in the technology and modernization, computerization, mechanization of medical equipment and facilities etc. are taking place at fast rate to meet the challenges of medical assistance in Indian railways. To meet the challenges of the changing environment, systematic manpower planning is essential. Therefore a category-wise analysis of staff should be carried out, to identify the surplus and to arrange manpower in the areas of need. This adjusts the surplus in one category to other categories, where there is demand. Manpower planning ensures that the existing manpower is utilized to the maximum extent.

All efforts should be made to ensure that the revenue is spent carefully over assets, infrastructure and manpower. In other words, Railway administration should curtail wasteful expenditure in operational and maintenance costs so as to bring down the '**operating ratio**' which is the prime indicator of Railway's financial efficiency. Keeping in view the above mentioned factors, SDGM has approved the Work Study on Review of staff strength of Medical Staff working at Ajmer Division for financial year 2017-18.

CHAPTER 2	ACKNOWLEDGEMENT
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2.1 Coordinating Officials of the department:

The Study Team expresses its sincere thanks and gratitude to Sh.-P.K. Mishra, CMS/AII, Sh.-Ajeet Singh, Sr. DMO/Ajmer; Smt.-Krishna Kanojia, ANO/Ajmer and Sh.-Satish Kumar Soni, Chief Pharmacies/Ajmer division for their extended co-operation during the course of study.

2.2 Terms of Reference:

This study has been conducted under the following terms of reference:

- i) Review of staff vis-a-vis workload on existing working conditions.
- ii) Suggesting the ways and means for improving the system economically and efficiently.

2.3 Methodology Adopted:

The following techniques of method study as well as work measurement have been applied to conduct the study:

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Over view of work outsourced against the existing man power.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

2.4 Field units visited:

Work study team has visited the DRM office, Ajmer to received the cadre and Divisional Hospital, Ajmer to received relevant circular, policy, yardstick/benchmarking and data. Work Study Team has observed the working conditions and procedures being adopted by the staff to perform the work bed occupancy of different wards and building lay out.

3.1 Circular regarding out sourcing:

12/20/06
Ragini Yechur
 Executive Director (Trg. & MPP)

D.O. No.E(MPP)2006/1/89.

Annexure X
5/10/06
 dated 4.10.2006

Dear Shri

Sub: Review of Sanctioned Strength and Creation of posts.

Proposals are being received in the Railway Board from the Zonal Railways for providing money value to create posts for new assets, services and activities. The requirement of staff for additional work is appreciated but there is a need to keep the staff strength within control to ensure that Indian Railways remain a financially viable organization. There is tremendous competition from road and air and it is necessary that our transport system remains agile, prompt and amenable to the needs of the customer.

The reality is that we are managing the train operation successfully with the existing staff strength and that a substantial fat still exists in many traditional, unproductive and non-core activities. Before sending any proposal for additional posts on your railway, it is requested that the following possibilities for surrender of posts be considered:-

- (i) Elimination of activity.
- (ii) Multi-skilling
- (iii) Outsourcing
- (iv) Upgradation of technology and introduction of IT.
- (v) Application of yard stick and benchmarking
- (vi) Review of work study done

Although a number of the above proposed measures must already be in vogue on your system, the consequent effect of reduction of posts is still not proportionately visible. A greater rationale and ordered approach using the above, would lead to an efficient output, greater financial benefits and the capability to change to the need of the customer and the environment.

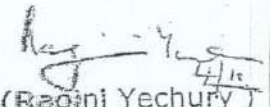
A flexible organization is the need of the hour to meet the industrial and commercial changes taking place at exponential pace. Since, retrenchment of staff is not the Railway's policy any thought of fresh recruitment should be preceded by realization that the person would be with us for the next 30 to 40 years.

6/2
In order to initiate action in this regard, and to set up a suitable monitoring system, Board has desired that an annexure (enclosed) be filled up in all earnestness and also be scrutinized by finance before a decision considering creation of any additional post on your Railway. The guidelines and yardstick in the proforma are indicative and suggestive but not directive. This is expected to trigger thoughts and processes to rightsize the staff in different activities. It is definitely not meant to be a tool for additional staff.

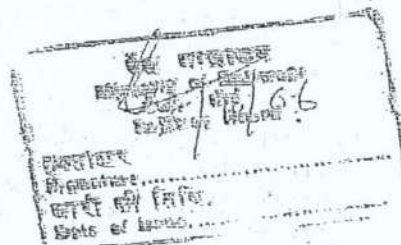
Through the above proforma, it is expected that a desired level of faith is inculcated in future, in the matter of additional posts 'You propose and the Board agrees' is practiced.

With regards,

Yours sincerely,


(Ragini Yechury)

Shri V.K. Kaul/GM/CR/Mumbai
Shri S.S. Khurana/GM/ER/Kolkata
Shri V.N. Mathur/GM/NR/New Delhi
Shri Sukhbir Singh/GM/NER/Gorakhpur
Shri A.K. Sanwalka/GM/NFR/Guwahati
Shri Thomas Verghese/GM/SR/Chennai
Shri D.N. Mathur/GM/SCR/Secunderabad
Shri V.K. Raina/GM/SER/Kolkata
Shri V.K. Kaul/GM/WR/Mumbai
Shri S.S. Khurana/GM/CLW/Chittaranjan
Shri R. Sharma/GM/DLW/Varanasi
Shri P.R. Goundan/GM/ICF/Perambur
Shri P. Srivastava/GM/RCF/Kapurtala
Shri Girish Bhatnagar/GM/RWF/Bangalore
Shri S.M. Bhardwaj/CAO/DMW/Patna
Shri S.K. Vij/GM/ECR/Hajipur
Shri N.K. Goel/GM/ECOR/Bhubaneswar
Shri Budh Prakash/GM/NCR/Allahabad
Shri S.B. Bhattacharya/GM/NWR/Jaipur
Shri P. Sudhakar/GM/SECR/Bilaspur
Shri T.N. Perti/GM/SWR/Hubli
Shri Maheep Kapur/GM/WCR/Jabalpur.



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S. No.	Category	S. No.	On roll strength	Staff req'd as per		(col.3- col.5)	(col.3- col.6)	Guidelines including yardsticks	Rly's remarks
				Existing yardstick/ guidelines in col.8	Average R. Bench-marking				
1	2	3	4	5	6	7	8	9	10
1	3							Bare requirement on the basis of number of stations, classification/system of working of stations (PI, RRI etc.) and the HOER applicable, should be calculated. In addition to the bare requirement, 40% may be added for rest givers, leave reserve, training, medical examination, commercial duties, VIP duties etc.	
	Control Staff							Effect of computerizations, automatic train charting and better communication should be factored while calculating the requirement.	
	Yardmasters							The benchmark/yardstick should take into account closure/modernization of yards and stations, upgradation of stations due to RRI, PI, etc. while filling up cols. 5 & 6.	
	Shuntman, Pointsman, Leverman, Shunting Tender, Switchmen, & other Station/cabin staff							Treated as a diminishing category and the activity to be incorporated with FOIS and Coaching Information systems	
	Trains clerks							Based on the average holding of locos in the Railway & allowing for an average of 6 Drivers/ Assistants per effective loco & 5 Guards per effective loco in freight service, (inclusive of LR, RG, Training, Medical Examination etc.) the requirement be calculated. While calculating the above, it should be ensured that their duty hours be at least 90 hours in a 14 day period from sign on to sign off. Calculation of running staff for coaching should be based on the coaching/EMU links and ensuring that minimum 85% of their total duty hours are spent on foot plate.	
	Diesel/Elect. Drivers goods								
	Diesel/Elect. Drivers chg								
	Guards								
	Asstt. Drivers								
	Traffic Gateman							Total 4 gateman for continuous and three for EI Roster which includes provision for LR, RG, Safety camp, medical etc.	

Sl. No.	Particulars	Staff strength	Existing yardsticks	Average IR	Col. 3	Col. 3 - 4	Guidelines including yardsticks	Key marks
11	Freight maintenance staff						<p>Requirement of staff examination staff for goods rake and coaching rake maintenance to be done on actual yardstick. Shift timings should be planned and spread, if required, for optimum utilization. Categories involved in activities like coach watering, coach cleaning and garbage disposal which can be outsourced, should be given separately.</p>	
12	Coaching maintenance Staff							
13	C&W Platform staff including watering staff, C&W Washing Line staff							
14	C&W Sickline staff							
15	Train Lighting Staff							
16	AC Coach Maintenance Staff							
17	POH of all rolling stock and other workshop activities in all departments						<p>Calculation of staff required in workshops on the basis of revised incentive scheme (due to reduction of 12.5% in timing, regular revision in timings keeping in view effect of new technology rolling stock, new and more productive M&P, effect of the learning curve as well as outsourcing of some activities, should be given separately for different activities/categories like carpenters, trimmers, welders, mill wright, blacksmith, foundry staff, painters, armature windings, overhaul of sub-assemblies etc.</p>	
18	Diesel loco shed						<p>Staff strength in Diesel sheds, electrical loco sheds, EMU carsheds, & OHE maintenance should be reviewed on the basis of bench marking/yardsticks and taking into account outsourcing of some of the activities like cleaning etc. and as mentioned above.</p>	
19	Elect. Locoshed							
20	EMU Car shed							
21	MEMU Car shed							
22	OHE Maintenance Staff							
23	Electrical General Staff(Power)						<p>The activity may be outsourced slowly and only calculation of minimum staff required should be as per benchmarking.</p>	
24	Commercial Clerk - coaching						<p>To be calculated ensuring minimum average ticket sale of 1500. Commercial booking windows selling less than the 200 per commercial clerk should be separately mentioned.</p>	

(No.)	Category	Sane Str- gth	On rn- gt	Staff req'd as per		(col.3- col. 5)	(col.3- col. 6)	Guidelines including yardsticks	Remarks
				Existing yardstick/ guidelines in col.8	Average IR Bench- marking				
25	Commercial Clerk - Parcel, Freight							To be calculated based on expected/actual contribution by each staff towards the earnings. Efforts to be made to integrate these activities with FOIS.	
26	Commercial Clerk - Claims							To be treated as a diminishing category and functions be incorporated in FOIS.	
27	ECRC							Strength to be reviewed ensuring that an ECRC sells at least 100 tickets including cash handling, enquiry and supervision. This yardstick also includes provision of LR, RG, training, etc. Booking windows selling less than 30 tkts per ECRC should be separately mentioned. If the reservation window is financed by other agency, the same may be kept out of calculation.	
28	Traveling Ticket Examiner (TTEs)							The link of TTEs should be made with continuous classification of the HOER such that their effective utilization is at least 50 hrs/week. The existing norms for provision of TTEs should be followed.	
29	Stationary Ticket Checkers							The requirement should be calculated based on the actual station earnings and continuous EI roster of HOER and for minimum number of gates.	
30	Hqs. Office staff including gen. admn., personnel, accounts and stores							The requirement of HQs staff should be calculated on the norm of 1 staff in Zonal HQ for every 120 staff in the zone. Similar yardstick of 1 staff for every 100 staff in the division should be used for calculation staff in Divisional HQs.	
31	DRM office staff including gen. admn., personnel, accounts and stores								
32	ESMs							Requirement should be on the basis of recently circulated yardsticks & benchmarking whichever is less.	
33	MSMs							To be taken as diminishing category.	
	Other signaling staff							To be calculated as per the benchmarking/ yardstick ensuring that various categories are still required in view of large scale technological upgradations.	

No.									
35	Telecom staff	257		80					Since the reduction of telecommunication staff is in the field of telecommunications as also part of the activity of this activity, the requirement of telecom staff telephone operators etc. should be reduced through normal attrition.
36	Engineering Gateman								72 Total Gatemen should be 3 for EI Roster and 4 for Continuous Roster which includes provision for LR, RG, Safety camp, medical etc.
37	Gangman and keyman and JE/SE/supervisors of P-way								Calculated requirement of gangmen should be based on the Copal Krishnan Committee Report. Least staff should be kept for branch lines where traffic is negligible. Supervisor should be 1 for 40 kms.
38	Track Machine Organization								The strength of track w/c operation and maintenance staff should be based on number, type of machines available, their optimum utilization.
39	Staff in Civil(Works), horticulture, water supply etc.								To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.
40	Draftsmen in all depts.								To be taken as diminishing category with use of CAD/CAM software.
41	Vehicle drivers and vehicle maintenance staff								To be taken as diminishing category and activity to be outsourced.
42	Painters in all depts.								To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.
43	Safaiwala in all depts.								To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.
44	Catering staff, cooks, bearers etc.								To be taken over by JRCTC or outsourced.

CHAPTER 4	EXSTING CADRE
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4.1.0 Cadre Strength of Divisional Hospital, Ajmer is as under:

4.1.1 Cadre position of Gr. 'C' staff of Railway Hospital, Ajmer:

Sr. No.	Category	Grade	GP	SS	OR	Vac.	Exc.
1.	Chief Matron	15600-38000	5400	28	29	0	1
2.	N/Sister	9300-34800	4800	17	18	0	1
3.	S/Nurse	9300-34800	4600	9	2	7	0
4.	Chief Pharmacist	9300-34800	4800	10	10	0	0
5.	Pharmacist I	9300-34800	4200	11	11	0	0
6.	Dresser Gr. I	5200-20200	2800	5	5	0	0
7.	Dresser Gr. II	5200-20200	2400	7	7	0	0
8.	Dresser Gr. III	5200-20200	1900	2	2	0	0
9.	Cook (Master)	9300-34800	4200	1	1	0	0
10.	Cook Gr. II	5200-20200	2400	1	1	0	0
11.	Ch.Lab.Supdt.	9300-34800	4600	4	3	1	0
12.	Lab.Supdt.	9300-34800	4200	3	0	3	0
13.	Lab.Tech.	5200-20200	2800	2	0	2	0
14.	Chief Radiographer	9300-34800	4200	3	3	0	0
15.	Mid Wife	5200-20200	1900	0	1	0	1
16.	DEE	9300-34800	4600	1	1	0	0
17.	ECG (Tech.)	5200-20200	2400	1	1	0	0
18.	Compilation Clerk	5200-20200	2800	2	2	0	0
19.	Physiotherapist	9300-34800	4200	1	1	0	0
Total				108	98	13	3

4.1.2 Cadre position of Medical Gr. 'D' staff of Railway Hospital, Ajmer:

Sr. No.	Category	Grade	GP	SS	OR	Vac.	Exc.
1	Hosp. Attendant	5200-20200	1800	56	55	1	0
2	AYA	5200-20200	1800	19	18	1	0
3	Stretcher Bearer	5200-20200	1800	4	3	1	0
4	Lab. Attendant	5200-20200	1800	2	1	1	0
6	X-Ray Attendant	5200-20200	1800	1	1	0	0
7	Safaiwala	5200-20200	1800	12	12	0	0
8	Safaiwali	5200-20200	1800	9	9	0	0
9	Lab. Attendant	5200-20200	1800	1	1	0	0
10	Mali	5200-20200	1800	3	1	2	0
Total				107	101	6	0
Total (4.1.1+ 4.1.2)				215	199	19	03

5.1.0 Workload of Divisional Hospital Ajmer:

5.1.1 Percentage Bed Occupation of different wards in year 2016

Months	ICU Ward (04 Beds)	Female Surgical Ward (20 Beds)	Post operative Ward (08 Beds)	Gynecology Ward (20 Beds)	Maternity Ward (19 Beds)	Male Surgical Ward-I & II (40 Beds)	Male Medical-I ward (25 Beds)	Male Medical -II ward (25 Beds)	Female Medical Ward (30 Beds)
Jan.	77.41	49.74	47.17	33.38	00.00	16.26	81.93	68.90	84.38
Feb.	88.39	59.96	58.03	32.14	08.33	53.19	71.00	74.28	77.14
Mar.	84.67	37.69	43.54	28.70	03.65	35.95	56.38	55.35	75.35
Apr.	72.50	17.71	43.33	16.83	00.00	38.54	74.80	69.86	83.06
May	104.03	46.68	61.69	43.87	03.44	42.27	90.70	80.12	96.77
Jun.	92.50	41.92	61.25	23.00	03.55	41.73	85.20	75.60	84.33
Jul.	91.93	37.01	47.98	9.83	06.23	38.17	68.12	71.09	80.51
Augt.	104.03	30.39	47.58	15.16	05.59	43.68	77.29	71.22	86.96
Sept.	96.66	47.54	37.08	25.16	08.44	44.51	82.13	79.33	101.00
Oct.	88.70	49.23	39.11	10.32	13.97	29.56	67.61	75.35	87.09
Nov.	86.66	43.15	25.00	10.16	09.55	31.38	65.06	68.00	86.40
Dec.	82.25	53.82	30.64	12.90	03.22	34.34	60.38	64.51	77.41
Average/ Month	82.69	38.75	41.26	19.00	5.49	36.11	66.55	65.39	78.00

5.1.2 Percentage Bed Occupation of different wards in year 2017

Months	ICU Ward (04 Beds)	Female Surgical Ward (20 Beds)	Post operative Ward (08 Beds)	Gynecology Ward (20 Beds)	Maternity Ward (19 Beds)	Male Surgical Ward-I &II (40 Beds)	Male Medical-I ward (25 Beds)	Male Medical -II ward (25 Beds)	Female Medical Ward (30 Beds)
January	94.35	54.49	31.04	11.77	00.86	39.38	53.29	64.12	52.38
February	120.53	80.26	58.92	08.39	01.42	25.87	73.80	75.35	63.01
March	94.35	78.60	40.32	10.00	03.22	42.06	55.14	72.42	64.88
April	84.16	79.64	67.08	04.00	01.77	58.81	84.90	68.51	70.75
May	93.54	73.00	59.27	14.67	02.15	55.10	94.66	79.86	77.22
June	90.83	70.87	79.16	26.50	01.11	53.54	64.38	74.93	70.86
July	78.22	52.97	74.19	16.77	02.36	43.21	73.33	76.53	67.77
August	18.54	71.64	57.25	12.25	06.45	49.12	85.80	74.19	84.73
Sept.	90.00	75.26	75.00	20.33	13.55	44.37	94.45	80.90	91.50
October	75.00	41.08	51.20	07.74	08.38	28.62	83.86	74.53	84.55
November	75.83	76.31	48.33	09.00	09.11	44.72	82.32	79.22	93.97
December	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
Average/ Month	83.21	68.55	58.34	11.78	04.58	44.07	76.90	74.59	74.69
Increased by as compare to previous year	00.52	29.83	17.08	-7.22	-0.91	7.96	10.35	09.20	-3.31

5.1.3 Workload of Casualty & ECG:

Sr. No.	Unit Name	Average patient attended per month	Average patients attended per day	Average patients attended in Morning shift	Average patients attended in Evening shift	Average Patient attended in night shift
1.	Casualty	1124	38	20	13	06
2.	ECG	498	17	12	04	02

5.1.4 Daily Workload in Laboratory:

Sr.No.	Type of test	Average No. of Sample Received
1.	Blood Sugar	45
2.	KFT	28
3.	Lipid Profile	25
4.	LFT	10
5.	Other Biochemistry	05
6.	Complete Hemogram	30
7.	Urine Stool	25
8.	Culture & Sensitivity	04
9.	Blood Group	10
10.	Serology	20
11.	Miscellaneous (Body Fluid+ Sputum for AFB Semen Analysis)	10

5.1.5 Monthly Average:

Sr.No.	Type of test	Average No. of Sample Received
1.	Blood Bank- Number of Blood units issued	18
2.	ZPHL- Number of samples (6 month average from NWR, WR & WCR)	225
3.	Unfit Samplers	06 per month (3%)

5.1.6 Daily Workload in Physiotherapy:

Sr.No.	Period	Number of patient attended
1.	26 th Janudary'2017 to 25 th February'2017	1510
2.	26 th February'2017 to 25 th March'2017	1449
3.	26 th March'2017 to 25 th April'2017	1328
4.	26 th April'2017 to 25 th May'2017	1854
5.	26 th May'2017 to 25 th June'2017	1713
6.	26 th June'2017 to 25 th July'2017	1883
7.	26 th July'2017 to 25 th August'2017	1792
8.	26 th August'2017 to 25 th September'2017	2716
9.	26 th September'2017 to 25 th October'2017	2258
10.	26 th October'2017 to 25 th November'2017	2493
11.	26 th Novemembr'2017 to 25 th December'2017	2059
12.	Average patients attended per month	1754
Average patients attended per day		58.46

5.1.7 Workload of Central Store (2017-18 till December'2017):

Sr. No.	Head	Number
1.	Total items in Annual Indent (AI)	1792
2.	Total value of Annual Indent (in Rs.)	76211283
3.	Number of items to be supplied from HQ in AI	379
4.	Value of Items to be supplied from HQ in AI (in Rs.)	53490201
5.	Number of items to purchased locally in AI	1413
6.	Value of items to be purchased locally in AI (in Rs.)	22721082
7.	Number of Purchase Order (PO) received from HQ	134
8.	Value of PO received from HQ (in Rs.)	19072425
9.	PO received from HQ executed	118
10.	Value of PO received from HQ executed	15399517
11.	Number of Local Supply Order (LSO) issued from division out of AI	846
12.	Value of Local Supply Order (LSO) issued from division out of AI	12387216
13.	Number of LSO issued from division other than AI	128
14.	Value of LSO issued from division other than AI	2474959
15.	Number of Bills passed against PO issued from HQ	101
16.	Value of Bills passed against PO issued from HQ	12012810
17.	Number of Bill passed against Supply Order issued locally	904
18.	Value of Bill passed against Supply Order issued locally	14143786
19.	Number of Bills pending against PO issued from HQ	0
20.	Value of Bills pending against PO issued from HQ	0
21.	Number of Bill pending against Supply Order issued locally	0
22.	Value of Bill pending against Supply Order issued locally	0
23.	Value of Local Purchase of Medicine (in Rs)	5624891
23 (a).	Local Purchase of medicine through Cash Purchase (in Rs)	3149632
24 (b).	Local Purchase of medicine through LSO other than AI (in Rs)	2475259

5.1.8 Workload of OPD (2017–18 till December'2017):

Sr. No.	Head	Number
1.	Number of patient treated in OPD	376784
1(a)	Number of patient treated in OPD (New cases)	130237
1(a)(i)	Male	80818
1(a)(ii)	Female	118721
1(a)(iii)	Child	7647
1(b)	Number of patient treated in OPD (Old cases)	246547
1(b)(i)	Male	118721
1(b)(ii)	Female	120820
1(b)(iii)	Child	7006

5.1.9 Work load of Operation Theater (2017–18 till December'2017):

Sr. No.	Type of operation	Numbers
1.	Specialized operations & operations taken more than 4 hrs	12
2.	Major operations (including Cataract Operations)	573
3.	Minor Operations	826
Total (2+ 3)		1399
4.	Number of Cataract Operations with IOL	378
5.	Number of Cataract Operations without IOL	0

5.1.10 Oral health Services (2017–18 till December'2017):

Sr. No.	Head	Number
1.	Total number of new patients attended	2340
2.	Total number of repeat patient attended	2893
3.	Total number of permanent fillings	354
4.	Total number of root canals done	145
5.	Total number of scaling done	280
6.	Total number of operations done	44
7.	Tooth extraction	1253
8.	Dental procedures	2076

5.1.11 Family Welfare Activities (2017-18 till December'2017):

Sr. No.	Head	Number
1.	Lectures	32
2.	Exhibitions	30
3.	Special Camp	04
4.	Group Meetings/ Group Discussions	34
5.	Seminar	01
6.	OTC	30
7.	Other activities- audio-video show, health talk, baby shows, rally, poster competition, quiz contest, alcoholic anonymous meeting/swine flue	0
8.	Total number of sterilization done	0
9.	Number of VT	5
10	Number of TT	0
11	IUD (Cu-t) Insertions	0
12	Number of pills users	3
13	Number of eligible target couple	28

Sr. No.	Immunization of Children	
14.	Number of children received measles vaccine	54
15.	Number of children received BCG vaccine	05
16.	Number of children received DPT vaccine	76
17.	Number of children received OPV vaccine	87

Sr. No.	Multipurpose Health Drives conducted	
18.	At Hospital/ HUs	34
19	At Work Places	12
20.	At places other than Hospital/Hus and Work places.	01
21.	Community Based Health Activities	192
22.	Number of beneficiaries attended in above all activities	1966

5.2 Workload of Health Unit, Railway Station, Ajmer (2017-18 till December'2017):

Sr. No.	Description of Item	Status
1.	Jurisdiction of Health Units with Total Kms.	MD-BER & AII-AHO 63.94 Kms.
2.	Total Beneficiaries	6508
3.	Number of Registered Employee	1627
4.	Daily Average OPD Attendance	117.40
4 (a)	Old	64.76
4 (b)	New	52.64
5.	Monthly Station Call Attendance	12
6.	Accident Relief equipment in the section	
6 (a)	ARME-I	01@ AII
6 (b)	ARME-II	01@BER
6 (c)	POMKA	01 Health Unit
6 (d)	FA Box	120
7.	Number of calls outside duty hours-monthly	12
8.	Average number of dressing per day	8.6
9.	Average number of injection per day	0.16
10.	Number of Nebulizer per month	02
11.	Number of patients treated in OPD-Dec.'18	2935
11(a)	Number of patients treated in OPD (New Cases)- Dec.'18	1316
11(a) (i)	Male	881
11(a)(ii)	Female	409
11(a)(iii)	Children	26
12 (b)	Number of patients treated in OPD (Old Cases) Dec.'18	1619
12(b)(i)	Male	923
12(b)(ii)	Female	599
11(b)(iii)	Children	97

5.3 Workload of Health Unit, GLO, Ajmer (2017-18 till December'2017):

Sr. No.	Description of Item	Status
1.	Jurisdiction of Health Units with Total Kms	2.5 Kms
2.	Total Beneficiaries	3051
3.	Number of Registered Employee	Centralized register at DRH/AII
4.	Daily Average OPD Attendance	100.80
4 (a)	Old	59.90
4 (b)	New	40.90
5.	FA Box	13
6.	Number of calls outside duty hours- monthly	20
7.	Average number of dressing per day	20
8.	Average number of injection per day	08
10.	Number of Nebulizer per month	01
11.	Number of patients treated in OPD	21045
11 (a)	Number of patients treated in OPD (New Cases)	8095
11(a)(i)	Male	5091
11(a)(ii)	Female	2669
11(a)(iii)	Children	375
12(b)	Number of patients treated in OPD (Old Cases)	1290
12(b)(i)	Male	6978
12(b)(ii)	Female	5616
11(b)(iii)	Children	399

5.4 Workload of First Aid Unit, Loco Workshop, Ajmer (2017-18 till December'2017):

Month	New Cases			Old Cases			Wound	Foreign Body	Burns	Others	Total
	Male	Female	Total	Male	Female	Total					
Jan'17	330	112	462	145	23	168	59	01	04	398	462
Feb'17	380	74	454	141	15	156	47	02	0	405	454
March'17	372	55	427	123	11	134	59	02	05	361	427
April'17	300	62	362	128	18	146	52	01	04	305	362
May'17	322	64	386	144	08	152	68	01	02	315	386
June'17	297	72	369	157	19	176	50	02	02	315	369
July'17	384	72	456	169	14	183	50	01	02	403	456
Aug'17	420	78	498	60	10	70	48	01	04	445	498
Sept'17	409	75	484	89	08	97	72	08	03	319	402
Oct'17	364	79	443	80	08	88	60	08	01	365	434
Nov'17	477	97	574	83	11	94	64	08	04	498	574
Dec'17	362	72	434	83	08	91	60	03	06	365	434
Total	4417	912	5349	1402	153	1555	689	38	37	4494	5258

Note: Total 38 boxes inspected during the period.

5.5 Workload of First Aid Unit, C&W Workshop, Ajmer (2017-18 till December'2017):

Month	New Cases			Old Cases			Wound	Foreign Body	Burns	Others	Total
	Male	Female	Total	Male	Female	Total					
Jan'17	739	117	856	179	21	200	153	10	05	888	1056
Feb'17	668	108	776	135	17	152	109	15	05	799	928
Mar.'17	713	90	803	129	16	145	155	04	06	783	948
April'17	745	132	877	150	20	170	186	02	02	857	1047
May'17	808	183	991	200	63	263	201	08	03	830	1042
June'17	843	176	1019	170	73	243	210	05	02	1045	1262
July'17	912	169	1081	191	72	263	206	13	03	1122	1344
Aug'17	899	201	1100	198	87	285	208	05	04	1110	1385
Sept'17	858	227	1085	242	146	388	211	04	04	1254	1476
Oct'17	710	226	936	232	152	384	142	10	08	1161	1320
Nov'17	817	237	1054	216	145	361	140	09	07	1308	1415
Dec'17	732	216	948	256	162	417	147	03	03	1212	1365
Total	9444	2082	11526	2298	974	3271	2068	88	52	12369	14588

Note: Total 21 boxes inspected during the period.

6.0 Deployment of Staff in Railway Hospital and Health units at Ajmer:

6.1 Deployment of Group “C” staff:

6.1.1 Deployment of Nursing Staff:

(Chief Matrons-26+ Nursing Sisters-17+ Staff Nurses-02, Total=45)

Sr. No.	Location	In-charge	Rotation Staff				Total
		07.00 to 15.00	07.00 to 15.00	15.00 to 22.00	22.00 to 07.00		
1.	Male Medical Ward-I	01	01	01	01	04	
2.	Male Medical Ward-II	01	01	01	01	04	
3.	Female Medical Ward	01	01	01	01	04	
4.	Female Surgical + Maternity+ Children Ward	01	01	01	01	04	
5.	ICU Ward	01	01	01	01	04	
6.	Casualty	01	01	01	01	04	
7.	Post Operative Ward	01	01	01	01	04	
8.	Male Surgical Ward	01	01	01	01	04	
9.	Injection Room OPD	01	0	0	0	01	
10.	Operation Theatre	03	0	0	0	03	
11.	C&W FA Post	01	0	0	0	01	
12.	Loco FA Post	01	0	0	0	01	
13.	Group ‘C’ Chief Matron	01	0	0	0	01	
14.	Group ‘D’ Chief Matron	01	0	0	0	01	
15.	Working at Central Hospital, Jaipur						05
16.	LR/RG						4
Total		16	8	8	8	49	
6.1.2 Deployment of Dressers =14							
1.	Operation Theatre	02	0	0	0	02	
2.	OPD	02	0	0	0	02	
3.	Female Surgical Ward	01	0	0	0	01	
4.	Casualty	03	0	0	0	03	
5.	FA Loco	01	0	0	0	01	
6.	FA C&W	01	0	0	0	01	
7	Station Dispensary	01	0	0	0	01	
8.	GLO Dispensary	01	0	0	0	01	
9.	LR/RG						02
Total		12	0	0	0	14	
Grand Total		28	8	8	8	63	

6.2 Deployment of Group “D” staff:

(Hospital Attendants=50 + Ayas=18 + Mali= 01+ Streachor Bearer=03 + X-Ray Attendant=01+ Lab Attendant=01+ Safaiwala/Safaiwali =21, **Total=95**)

Sr. No.	Location	HA	Ayah	Safaiwala/ Safaiwali	Other	Remarks
1.	Male medical ward-I	03	0	03	0	HA for roster duty=41 & 14 LR/RG. Ayah for roster duty is 14 & 04 LR/RG. Safaiwala/Safaiwali for duty= 16 & 05 LR /RG.
2.	Male medical ward-II	03	0	0	0	
3.	Female medical ward	0	04	02	0	
4.	Female surgical+ Maternity+ Children ward	0	04	03	0	
5.	ICU	01	02	0	0	
6.	Casualty	03	03 (Stretcher bearer)	01	0	
7.	Post operative ward	03	0	0	0	
8.	Male surgical ward	03	0	02	0	
9.	With In-charge Group ‘C’	0	01	0	0	
10.	With In-charge Group ‘D’	01	0	01	0	
11.	ANO office	01	0	0	0	
12.	Indoor Pharmacy	02	0	0	0	
13.	Store drug	02	0	0	0	
14.	Family welfare	01	0	0	0	
15.	Laboratory	02	02 Lab. attendant	01	0	
16.	X-Ray	0	01X-ray attendant	0	0	
17.	Physiotherapy	01	0	0	0	
18.	OPD	07	02	01	0	
19.	Beawar Dispensary	0	01	0	0	
20.	Operation theatre	02	0	01	0	
21.	Mali	0	0	0	01	
22.	First Add Dis. (Loco)	01	0	0	0	
23.	First Add Dis. (Carriage)	01	0	0	0	
24.	GLO Dispensary	02	0	0	0	
25.	Station Dispensary	02	0	01	0	
Total		41	20	16	1	

6.3 Deployment of other Group “C” staff:

(They are deployed in the General Duty hours of office from 09.00 to 13.00 hours and 17.00 to 18.30 hours)

6.3.1 Deployment of Pharmacist staff		
Sr. No.	Location	Number of staff Deployed
1.	Central Store	04
2.	Indoor Store	01
3.	OPD	08
3(a).	OPD In-charge	01
3(b).	Local Purchase	01
3(c).	MCDO/PCDO	01
3(d).	OPD Windows	05
4.	Station Dispensary	02
5.	GLO Dispensary	02
6.	LR/RG	04
Total		21
6.3.2 Deployment of Lab Superintendant		
1.	Laboratory + Blood Bank + ZPHL	03
6.3.3 Deployment of Radiographers		
1.	Indoor X Ray Machine	01
2.	OPD X Ray Machine	01
3.	Operation Theater X Ray Machine	01
Total		03
6.3.4 Deployment of Physiotherapist		
1.	Physiotherapy Hall	01
6.3.5 Deployment of Cook		
1.	Casualty	02
6.3.6 Deployment of DEE		
1.	District Educator Office	01
6.3.7 Deployment of ECG Technician		
1.	ECG Room	01
6.3.8 Deployment of Compilation clerk		
1.	District Educator Office	02
6.3.9 Deployment of Midwife		
1.	Female surgical+ Maternity+ Children ward	01
Grand Total		

CHAPTER 7

DETAIL OF REFERRED PATIENTS & OUTSOURCED WORK

7.1 Statement showing patients referred to empanelled Hospital for treatment and investigation from divisional Hospital, Ajmer:

SR. NO.	MONTH & YEAR	CT SCAN		MRI		PATHOLOGY		USG		ECHO		CRITICAL CASES		CARDIAC CASES		TOTAL IPD	
		NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)	NO. OF CASES	BILL AMOUNT (RS.)
1	Jan17	31	68630	110	406844	14	17940	169	74161	68	76422	31	2937891	35	3921557	66	6859448
2	Feb17	41	67640	113	535978	16	5462	200	85892	95	102069	47	4026955	33	2919282	80	6946237
3	Mar17	44	74560	106	452101	44	29338	191	72260	81	90462	46	3414233	50	2841829	96	6256062
4	Apr17	53	90070	120	563673	18	13368	216	86380	84	92929	32	3080888	35	2694690	67	5775578
5	May17	48	130147	123	524048	41	15363	244	89591	94	105105	27	2127150	31	1451652	58	3578802
6	Jun17	33	94180	132	575492	31	22154	177	57014	78	87284	36	2930128	22	1116031	58	4046159
7	July17	51	108422	110	472145	50	26594	211	65891	91	100427	36	2810833	37	1869687	73	4680520
8	Aug17	49	88942	129	561194	313	154563	200	59280	67	75384	53	3130896	31	1803250	84	4934146
9	Sep17	43	101044	106	479971	478	274545	199	63567	69	74812	38	4284635	30	2070561	68	6355196
10	Oct17	44	94000	114	417088	356	179284	160	49372	62	66341	66	4506526	33	1952939	99	6459465
11	Nov17	33	77490	106	490058	362	203482	167	49055	64	68142	68	5271252	29	1509809	97	6781061
12	Dec17	41	102592	118	398794	261	148203	139	44677	64	72062	66	3807986	24	660288	90	4468274
TOTAL		511	1097717	1387	5877386	1984	1090296	2273	797140	917	1011439	546	42329373	390	24811575	936	67140948
		2148		4237		550		351				77526		63619		71732	

7.2 Detail of the work Out Sourced in Divisional Hospital, Ajmer:

Sr. No.	Station	Name of Work	Period	Total Cost
1.	Divisional Hospital, Ajmer	Maintenance of gardens (one in old building & two in new buildings) in the Divisional Railway Hospital Ajmer. Including two semi-skilled labour per day, tools and plant, putting manure and sprinkling insecticides, putting of seasonal and permanent plants and dumping of plants wastage to the nearest dumping point.	One year	3,84,500
2.	Divisional Hospital, Ajmer	Washing of linen including ironing and pressing work of Divisional Railway Hospital-Ajmer including all labour, material, tools & plants etc as a complete job.	Two years	13,14,360
3.	Divisional Hospital, Ajmer	Hiring of Non AC Ambulance (Chevrolet/Tavera/Xylo) of off-white colour, fitted with all standard accessories prescribed by Ministry of Health and Family Welfare, New Delhi, along with driver and one assistant, maintenance, all minor/major repairs, cost of fuel (diesel/patrol), lubricant, insurance, road tax, permit and toll tax etc. In case of brake down, alternative arrangement is to be made within one hour. This ambulance services are required for 24X7 for two years to be placed at Railway Hospital, Ajmer. The average monthly running of ambulance is about 2000 Kms/Month amounting to Rs. 60,000/- per month. Beyond 2000 Kms, Rs. 12/- per Km will be paid extra.	Two Years	12,09,600
4.	Divisional Hospital, Ajmer	Temporary part outsourcing of Hospital housekeeping services comprise of the activities related to cleanliness, sweeping, mopping, stain removing, maintenance etc. of hospital building and circulating area and good sanitation services for keeping premises free from pollution and disposal of waste to the nominated place using appropriate methods, equipment's and manpower-inclusive of lead and left as a complete job, for a period of 90 days or till the finalization of tender whichever is earlier from the date of commencement of work.	90 days	3,90,000
5.	Divisional Hospital, Ajmer	Disposal of Bio-Medical Waste	01.04.15 to 31.03.20	

8.0 Critical Analysis & Summary of Surplus posts:

- 8.1 In close observation of Bed occupancy of various Indoor wards of Divisional Railway Hospital, Ajmer it was noticed that bed occupancy of Gynecology ward, Female Surgical ward and Children ward is respectively 19.00, 30.75 & 5.49. During discussion it was informed by the coordinators that due vacancy of Gynecologist from last more than 05 years, number of related patients have been reduced drastically and in absence of Gynecologist this trend will remain like this. As an alternate presently all the three wards are merged together and functioning smoothly. Looking at the trend of patients, it is being advised to merge these three wards on permanent basis. **Thus, staff of additional 02 wards, which are merged, will be surplus. Hence, on merging of these 03 wards, 06 Nursing staff, 06 HA and 06 Safaiwalas have been considered surplus and advised to surrender forthwith.**
- 8.2 House-keeping work of Divisional Hospital, Ajmer has been temporary (on quotation) partially outsource. In near future a large number of Safaiwala/Safaiwali are also going to retire from the cadre. It has been advised by the Railway Board to outsource the work of Safaiwala/Safaiwali against existing vacancies. Thus, in this scenario it is being advised to outsource the house-keeping work of complete Divisional Hospital, Ajmer through tender. **All the 21 Safaiwala/Safaiwali staff have been considered surplus and advised to surrender forth with.**
- 8.3 As per letter no. 2014/H-1/10/18/ Para Medical Staff; dated: 15.10.2015, duties of Stretcher Bearer/Ambulance Cleaner is:
- i. Clean the ambulance van and be responsible for its maintenance.
 - ii. Accompany the driver and assist him in transporting sick persons.
 - iii. as a person train in First Aid-
 - a. Render required assistance during transfer of patients to the Hospital.
 - b. Ensure that the patient once brought to the hospital is promptly carried to the casualty/emergency wing.
 - iv. Wherever ambulance cleaner is not available, this duty will be done by multipurpose Health Assistant (HA). They should be trained in basic life support (BLS).
 - v. They shall observe Universal Aseptic precautions and ensure compliance of Bio Medical Waste Management guidelines.
 - vi. Any other duties and responsibilities entrusted by the administration.

Ambulance along with driver and assistant (stretcher bearer) has already been outsourced. The existing stretcher bearers are being posted in casualty in addition to HA for carrying patients from casualty to indoor wards, X-Ray rooms and laboratory etc.

As such the concern work of stretcher bearer has already been outsourced, so there is no need to hold these Stretcher Bearers in the casualty along with HA. HA are sufficient to meet out with the required work. **Even after outsourcing of work of Stretcher Bearer holding these, posts are multiplying the cost of operation. Therefore, there 04 posts of Stretcher Bearer have been considered surplus and advised to surrender forthwith.**

- 8.4 There is sanctioned cadre of 04 Chief Laboratory Superintendents, 03 Laboratory Superintendents, 02 Laboratory Technicians and 03 Lab Attendants for manning of Pathology laboratory, Blood bank and Zonal Public Health Laboratory. Against this 03 Chief Laboratory Superintendents, 02 Laboratory Technicians (on contract basis), 02 Laboratory Attendants, 01 Health Attendant and 01 Safaiwala are deputed for manning of these three **units and higher pathology tests have been outsourced with condition to surrender post of 03 Laboratory attendants.**

01 Chief Laboratory Superintendent with 01 Laboratory Technician are sufficient to meet out with the workload of each Blood Bank and ZPHL. After outsourcing of certain Hematology tests, 01 Chief Laboratory Superintendent with 01 Laboratory Technician will be sufficient to meet out with the workload.

Thus, 01, Chief Laboratory Superintendent, 03 Laboratory Superintendent, 03 Laboratory Technicians and 03 Lab Attendants have been considered surplus and advised to surrender forth with.

- 8.5 There is insignificant demand regarding supply of food to the patient through Hospital. Thus, this activity has been already outsourced by the hospital authorities. **Hence, in absence of any work for Cook, 02 sanctioned posts of Cooks have been considered surplus and advised to surrender forth with.**
- 8.6 Gardening work of Divisional Hospital, Ajmer is also completely outsourced. **Hence, in absence of any activity existing 01 post of Mali has been considered surplus and advised to surrender forthwith.**
- 8.7 It has been observed that there is no security arrangement for the Hospital Premises. This is resulting in to chaos at parking of vehicle and in managing patients at OPD queues. Further expensive equipments are also put on stack of theft and damage. **Thus, it is being advised to engage private security agency for managing parking, queues in OPD and ensuring restricted entry in the Hospital premises. This will help to improve the services of Hospital remarkably.**
- 8.8 Two Matron In-charge are deputed- one for managing duty of group "D" staff and one for group "C" nursing staff along with supply of linen. In observation it was noticed that there is repetition of work. **If they will be provided a Computer**

system this work can be perform with one staff with ease. Hospital Safaiwala/Safaiwali staff comes under CHI/Hospital thus activities related to cleanliness should be monitored by the CHI/Hospital. One Matron re-leaved from work should be utilized at some other place.

- 8.9 It has been observed that changing room and lockers are not provided in any of the ward for the staff. Thus, to provide better work environment, it is being advised to provide change room and lockers in each ward to the staff.

8.0 Summary of Surplus Posts:

Sr. No.	Name of Posts	G. Pay	SS	OR	Vac.	Surplus Post
1.	N/ Sister or Staff Nurse	4600	54	49	05	06
2.	Hospital Attendant/Aaya	1800	75	73	02	06
3.	Safaiwala/Safaiwali	1800	21	21	0	21
4.	Stretcher Bearer	1800	04	03	01	04
5.	Chief Lab. Superintendent	4600	04	03	01	01
6.	Lab. Superintendent	4200	03	0	03	03
7.	Lab. Technician	2800	02	0	02	02
8.	Lab. Attendant	1800	03	02	01	03
9.	Cook (Master)	4200	01	01	0	01
10.	Cook Grade-II	2400	01	01	0	01
11.	Mali	1800	3	01	02	03
Total			171	154	17	51

9.1.0 Minutes of Meeting with CMS/Ajmer held on 13.03.2018

- 9.1.1 It has been informed that due to low bed occupancy of wards Female Surgical ward is merged with Maternity ward and similarly Male Surgical ward-I is merged with Male Surgical ward-II on temporary basis. Work Study team has suggested to merge these wards on permanent basis. This will result surplus of 08 Nursing staff and 06 HA. CMS/AII has informed that 05 posts of nurses along with 02 posts of Doctors and 02 posts of Pharmacists have already been shifted to Central Hospital at Jaipur with permission of competent authority. **Thus effectively 03 posts of nurses (08-05=03) along with 06 posts of HA have been considered surplus and agreed to surrender forthwith.**
- 9.1.2 Work study team has advised to outsource complete housekeeping work instead of part housekeeping work and to surplus & surrender 21 posts of Safaiwala/Safaiwali. **This proposal has been agreed by CMS/Ajmer and informed that based upon the retirement of staff, housekeeping work of Divisional Hospital, Ajmer will be outsourced in phase manner and accordingly these identified surplus posts of Safaiwala/Safaiwali will be surrendered in phase manner only.**
- 9.1.3 It has been agreed upon to surrender existing 04 posts of Stretcher Bearer against the outsourcing of Ambulance along with Driver and Assistant. **These surplus 04 Stretcher Bearer may be redeployed against the vacant posts of Hospital Attendant.**
- 9.1.4 During discussion it was informed that outsourcing of Hematology Test will cost high to the Railway. **Therefore agreed to surrender 03 posts of Laboratory Attendant against outsourcing of Higher Pathology tests.**
- 9.1.5 As Supply of food to patients have been outsourced. **Thus, agreed to surrender existing 02 posts of Cook.**
- 9.1.6 Gardening Work of Divisional Hospital, Ajmer has outsourced. **Agreed upon to surrender all the 03 posts of Mali against this outsourcing.**
- 9.1.7 Agreed to make proposal to hire private security agency for security of Divisional Hospital premises and managing the parking and queues in OPD.
- 9.1.8 Agreed to provide computer for Matron In-charge of Group "D" and Group "C" with additional work.
- 9.1.9 Agree to provide changing rooms and lockers for the staff.
- 9.2.0 Revised Summary of Surplus Posts after discussion with CMS, Ajmer:

Sr. No.	Name of Posts	G. Pay	SS	OR	Vac.	Surplus Post
1.	N/ Sister or Staff Nurse	4600	54	49	05	03
2.	Cook (Master)	4200	01	01	0	01
3.	Cook Grade-II	2400	01	01	0	01
4.	Hospital Attendant/Aaya	1800	75	73	02	06
8.	Safaiwala/Safaiwali	1800	21	21	0	21
9.	Stretcher Bearer	1800	04	03	01	04
10.	Lab. Attendant	1800	03	02	01	03
11.	Mali	1800	3	01	02	03
Total			162	151	11	42

Sr. No.	Recommendations	Ref. Para No.	Accepting/ Implementing Authority
1	<p>Recommendations No.-1:</p> <p>In view of low bed occupancy it is recommended to merge Female Surgical Ward with Maternity Ward and Male Surgical Ward-I with Male Surgical Ward-II. This will surplus 08 Nursing Staff and 06 HA staff.</p> <p>As such 05 posts of Nursing staff with 02 posts of Doctors and 02 posts of Pharmacists have already transferred to Central Hospital, Jaipur. Therefore, 03 posts of Nursing staff (08-05=03) and 06 posts of HA have been considered surplus and advised to surrender forthwith.</p>	10.1	CMS/AII
2	<p>Recommendations No.-2:</p> <p>House-keeping work of Divisional Hospital, Ajmer has been temporary (on quotation) partially outsource. In near future a large number of Safaiwala/Safaiwali are also going to retire from the cadre. It has been advised by the Railway Board to outsource the work of Safaiwala/Safaiwali against existing vacancies. Thus, in this scenario it is being advised to outsource the house-keeping work of complete Divisional Hospital, Ajmer through tender. All the 21 Safaiwala/Safaiwali staff have been considered surplus and advised to surrender forth with in phase manner as agreed during the discussion.</p>		
3	<p>Recommendations No.-3:</p> <p>The concern work of stretcher bearer has already been outsourced, so there is no need to hold these Stretcher Bearers in the casualty along with HA. HA are sufficient to meet out with the required work. Even after outsourcing of work of Stretcher Bearer holding these, posts are multiplying the cost of operation. Therefore, there 04 posts of Stretcher Bearer have been considered surplus and advised to surrender forthwith. These surplus staff of Stretcher Bearer may be redeployed against vacant posts of HA.</p>		
4	<p>Recommendations No.-4:</p> <p>Higher Pathology tests have been outsourced with condition to surrender 03 posts of Lab Attendant. Therefore, 03 posts of Lab Attendants have been considered surplus and advised to surrender forthwith.</p>		

5	Recommendations No.-5: There is insignificant demand regarding supply of food to the patient through Hospital. Thus, this activity has been already outsourced by the hospital authorities. Hence, in absence of any work for Cook, 02 sanctioned posts of Cook have been considered surplus and advised to surrender forthwith.	10.1	CMS/AII
6	Recommendations No.-6: Gardening work of Divisional Hospital, Ajmer is also completely outsourced. Hence, in absence of any activity existing 03 posts of Mali has been considered surplus and advised to surrender forthwith.		
7	Recommendations No.-7: It has been observed that there is no security arrangement for the Hospital Premises. This is resulting in to chaos at parking of vehicle and in managing patients at OPD queues. Further expensive equipments are also put on stack of theft and damage. Thus, it is being advised to engage private security agency for managing parking, queues in OPD and ensuring restricted entry in the Hospital premises. This will help to improve the services of Hospital remarkably.		
8	Recommendations No.-8: Two Matron In-charge are deputed- one for managing duty of group “D” staff and one for group “C” nursing staff along with supply of linen. In observation it was noticed that there is repetition of work. If they will be provided a Computer system this work can be perform with one staff with ease. Hospital Safaiwala/Safaiwali staff comes under CHI/Hospital thus activities related to cleanliness should be monitored by the CHI/Hospital. One Matron re-leaved from work should be utilized at some other place.		
9	Recommendations No.-9: It has been observed that changing room and lockers are not provided in any of the ward for the staff. Thus, to provide better work environment, it is being advised to provide change room and lockers in each ward to the staff.		

CHEPTER 11	FINANCIAL IMPLICATIONS:
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11.0 Financial Implication:

With the proposal for surrender of **42 posts of Hospital Staff** the recurring savings per annum in money value amount to as given below:

Sr. No.	Category	Pay Band		Mean Pay	DA 7%	Total Pay	No. of posts	Total Saving per month (Rs.)	Total Saving per year (Rs.)
		From	To						
1	N/Staff or Cook	44900	142400	93650	6555	100205	04	400820	4809840
4	Cook	25500	81100	53300	3731	57031	01	57031	684372
5	HA/Mali/Safaiwala etc.	18000	56900	37450	2621	40071	37	1482627	17791524
Total							42	1940478	23285736

Total recurring savings per annum comes to approx. Rs. 232.85 Lac.