ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to the officials and staff of Medical Department and Personnel department of BZA Division for their valuable guidance and co-operation in completion of the report.

Work-study team is also thankful in general to all the Health Inspectors for extending their support by giving necessary information/ statistical data.

** ** **

METHODOLOGY

The Work Study department has applied the following techniques for completion of the Work Study.

- 1. Collection of the details of workload.
- 2. Interaction with the Officers and Staff.
- 3. Observation of the pattern of working.
- 4. Critical examination of the existing system of working and
- 5. Assessment of manpower requirement for the existing workload by applying yardstick and practical observation of it.

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SYNOPSIS

- ➤ SUBJECT: Work study On Review of Staff Strength of Medical Safaiwalas of over Vijayawada Division.
- ➤ AUTHORITY: Annual Programme of Work Studies 2018-19.
- > STUDY NO: WSSCR-32/2018-19.
- ➤ REFERENCE FILE NO: G/276/2/WSSCR-32/2018-19.
- AREA OF ACTIVITY: Medical Safaiwalas over BZA Division.
- As per the directives of SDGM, the central planning cell of south central railway has taken up the work-study on the "Review of Staff Strength of Medical Safaiwalas and Safaiwala mistries at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO Railway stations over BZA division with a view to right size the organization.
- ➤ Safaiwalas are utilized in surface sanitation. Their main duties comprise of sweeping of platforms, retiring rooms, tracks, waiting halls, circulating area, FOBs, collection and disposal of refuse, cleaning of sanitary amenities, colony etc.
- An assessment of work-Load was done by Work-study Team precisely taking into account every aspect of cleaning/maintenance of stations, in terms of men requirement based on practical observation of time taken by Medical Safaiwalas. The Work study team analyzed the work spots under CHI/HI of BZA Division and collected the information and observed the pattern of working.
- As per Rly. Board commercial Circular No.107 of 2006 dated 04-01-2007 and the corrigendum CC No 47 of 2014 dated 26.11.2014 (corrigendum to CC no 107 of 2006)the Zonal Railways shall go for outsourcing of cleaning activities at all A ,B ,C ,D &E category stations and delegated powers to DRMs of the divisions to grant contracts of outsourcing the cleaning activity.
- ➤ **Requirement of Safaiwalas:** For the convenience of administration in assessment of requirement of safaiwalas, the total area of the station is divided into 3 Zones
 - Zone -1: consists of plat forms, waiting halls, service buildings, VIP lounge, booking offices, reservation offices, FOBs, Taps, Sanitary amenities and circulating areas, etc.
 - Zone -2: Consists of all platform tracks and open drains between tracks
 - Zone-3: Consists of rag picking from Plat Form end to Home Signals and Yard Cleaning, garbage lifting from station premises and colony.

➤ Requirement of Safaiwalas at Colonies and revised sanctions for stations:

S	Station	Sancti	No. of	Staff required for colony	Staff required
No		oned	Quarters		for station
1.	GDR	18	183	4 (3- sweeping and 1- Drains)	14
2.	OGL	18	191	4 (3- sweeping and 1- Drains)	14
3.	CLX	6	43	3 (2- sweeping and 1- Drains)	3
4.	TUI	8	186	4 (3- sweeping and 1- Drains)	4
5.	BVRM/T	13	178	4 (3- sweeping and 1- Drains)	9
6.	RJY	35	685	8 (6- sweeping and 2- Drains)	27
7.	TEL	22	181	4 (3- sweeping and 1- Drains)	18
8.	EE	10	95	3 (2- sweeping and 1- Drains)	7
9.	SLO	18	136	4 (3- sweeping and 1- Drains)	14
	Total	148		38	110

> Comparison statement of requirement of man power and their wages:

Station	San	No. of	Excess	Surrender Value of Wages of		Savings on
		staff		departmental staff	outsourcing staff	outsourcing
		Required		per year	per year	
GDR	14	14	0	6857928	2255787	4602147
OGL	14	10	4	6857928	1611276	5246652
CLX	3	14	-11	1469556	2255787	-786231
TUI	4	10	-6	1959408	1611276	348132
BVRM/T	9	20	-11	4408668	3222552	1186116
RJY	27	14	13	13226004	2255787	10970217
TEL	18	14	4	8817336	2255787	6561549

Total	110	117	-7	53883720	18851932	35031794
SLO	14	11	3	6857928	1772404	5085524
EE	7	10	-3	3428964	1611276	1817688

- In the present scenario, due to increase in Operating Ratio, there is a financial burden on Railways. To overcome this crunch and in order to exercise control over expenditure, Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Safaiwalas is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower available in our country.
- ➤ As per Rly Board commercial Circular No.107 of 2006 dated 04-01-2007 and the corrigendum dated 2014 the Zonal Railways should go for mechanized cleaning at all A,B,C,D&E category stations and delegated powers to DRMs of the divisions to grant contracts of outsourcing the cleaning activity involving large component mechanized cleaning.
- > Total annual amount saving after out sourcing the cleaning activities at above said stations = Annual payment for 110 departmental safaiwalas for one year Annual payment for 117 contract safaiwalas for one year. Due to outsourcing of cleaning activity savings of Rs 35031794/- can also be achieved. Hence it is recommended to outsource the cleaning activity at these stations.

Recommendation-I:

It is recommended to surrender 110 posts of Medical Safaiwalas after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.

> SAVE position of Safaiwala Maistries:

S No	Station	San	Act	Vac
1.	GDR	1	0	1
2.	OGL	1	0	1
3.	CLX	1	0	1
4.	TEL	2	2	0
5.	EE	1	0	1
6.	RJY	3	2	1
7.	SLO	1	0	1
8.	TUNI	1	0	1
9.	BVRM	1	0	1
	Total	12	4	8

- ➤ It is observed that that there are 12 sanctioned posts of Safaiwala maistries with 4 on roll staff and 8 vacancies are existing at the above said 9 stations.
- After outsourcing the cleaning activities at the above 9 stations, the posts of Safaiwala Maistry will be redundant. Hence the following recommendation is made.

> Recommendation-II:

It is recommended to surrender the 12 redundant posts of Safaiwala Maistry after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.

1.0 INTRODUCTION

- 1.1 **RAILWAY'S ROLE:** Indian Railways is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes more important to maintain hygiene to avoid spread of any communicable disease. Therefore, it is desirable to have a set up which can ensure cleanliness and hygiene in the Railway premises both in the station area and in the Railway colony.
- 1.2 Apart from running of trains, maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3 **INCREASING OPERATING EXPENSES:-** The operating / working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses, all our efforts have to be made to contain it. In order to exercise control over expenditure, Railway Board have identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Safaiwalas is one such non-core activity, that falls into this category, which do not require technical expertise and the services can be got at cheaper rate owing to abundance of manpower available in our country.
- 1.4 **GENESIS OF THE REPORT:** With the object of rightsizing the manpower and according priority to the Railway main motto of safety, security, punctuality and cleanliness, the Central Planning Organization under the control of SDGM, as approved by Railway Board and SDGM, conducted Work study on "Review of staff strength of Medical Safaiwalas and Safaiwala Maistries of over Vijayawada Division".
- 1.5 **WORK & IMPORTANCE OF SANITATION AND MEDICAL DEPT:** Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. Railway stations, colonies and all work places are to be maintained in a hygienic and clean manner and adequate care is to be taken at the planning stage. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sullage in a scientific manner.
- 1.6 Sanitation Services can be provided in all the railway premises including the railway colonies, railway stations, circulating area, railway yards, offices, coaches, and the track. Cleanliness of these areas is a multidisciplinary approach by various departments of the Railways viz., Medical, Engineering, Commercial and Mechanical.
- 1.7 The Medical Department maintains cleanliness at railway stations and colonies where Health Inspectors are posted. The Mechanical Department looks after the sanitation and cleanliness of the coaches. The Civil Engineering Department does so for the yards, track and underground sewerage areas.
- 1.8 Safaiwalas engaged in Railway stations and Colony in Medical Branch is responsible for upkeep of the Platform area, service building, staff quarters and circulation area. The Work study team studied this activity of Medical Safaiwalas of GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO Railway stations over BZA division.

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2.0 EXISTING SCENARIO:

2.1 CLEANLINESS AND IMPLEMENTATION:

Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. Railway stations, colonies and all work places are to be maintained in a hygienic and clean manner and adequate care is to be taken at the planning stage. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sullage in a scientific manner. All the sanitation work within the station premises shall be under the control of Station Superintendent/Station Manager. Sanitary Inspector & SSE/Works where exclusively posted for the station maintenance shall be placed under the administrative control of the Station Superintendent/Station Manager.

- **2.2 OBJECTIVES**: Cleanliness being one of the main concern areas of Indian Railways, divisions would create hygienic conditions by using modern technology and highly motivated manpower to provide
 - a) Clean & Green environment to rail users at stations and on trains.
 - b) Healthy work environment for staff working on track and in Railway premises.

2.3 ROLE PLAY OF DEPARTMENTS:

I. **MEDICAL**:

- 1) Medical Dept. is vested with the responsibility for cleanliness of A-1, A & B (NSG-1 to NSG-6) Class stations.
- 2) Health Inspectors are posted to maintain the station in good fettle. Besides the primary responsibility of Health Inspector, Station Masters will have the overall supervision with regard to cleanliness.
- 3) Awarding contracts for rag picking and garbage cleaning from the pick-up point to final Disposable point.

II. **OPERATING:**

- 1) Station Managers/Station Masters are responsible for the maintenance of cleanliness of stations.
- 2) Suitable creation of cash imprest for the above purpose and its regular upkeep.
- 3) Traffic Inspectors are made responsible for the regular recoupment of cash imprest of stations in their jurisdiction.

III. COMMERCIAL:

- 1) Commercial department is responsible for overall supervision of cleanliness at all stations.
- 2) Supply of plastic buckets, mugs, Doormats (cotton/duroturf), dustbins, polythene covers to Retiring Rooms, waiting halls and on platforms.
- 3) Awarding contracts for Pay & Use Toilets and monitoring the functioning of the contract.
- 4) Necessary guidelines and proper alerts to Travelling Public are communicated through PA system and by placing educative boards at prominent and vulnerable places.
- 5) Section Commercial Inspectors are responsible for maintenance of cleanliness and proper use of Station Imprest cash.

IV. ENGINEERING:

- 1) Directly responsible for water supply for washing of Platform surface and washable tracks (CC Aprons) including provision of Nozzles Taps.
- 2) Maintenance of cleanliness of inter-station areas and railway premises,
- 3) Cleanliness of all stations structures over and above 8' height.
- 4) Awarding contracts for rag picking, cleaning debris and fecal matter in the inter-station areas.

V. **MECHANICAL**:

- 1) Disinfection of all coaches and rodent control of AC coaches at the Coaching Depots.
- 2) Cleaning of trains in depots for originating trains and at stations for enroute trains as per codal provision.
- 3) Enroute cleaning of long distance traveling trains by adopting "Clean Train Station" scheme.

VI. **ELECTRICAL DEPT**:

- 1) Responsible for provision/maintenance/repairs of electrical switches in appropriate places for Mechanized cleaning.
- 2) Cleaning of Electrical appliances like Fans, Lights, Coolers etc.,
- 3) Cleaning of water tanks of water coolers.
- VII. **GRP:** To clear the dead bodies on the platforms as early as possible.

2.4 BROAD CATEGORIZATION OF CLEANING ACTIVITIES: The cleaning activities at all railway premises are categorized as follow:

- a. Maintenance of cleanliness at all railway premises by wet/dry cleaning either manual or mechanized.
- b. Rag picking on tracks.
- c. Removal of debris from railway premises
- d. Garbage disposal management.
- e. Removal of night soil from track and other railway premises.

2.5 SCALE CHECK: "SAVE" statement of Safaiwalas as on 01.10.2018 is Furnished below:

	Station	Safaiwalas			Maistries		
S No	Station	San.	Act.	Vac.	San.	Act.	Vac.
1.	GDR	18	14	4	1	0	1
2.	OGL	18	10	8	1	0	1
3.	CLX	6	14	-8	1	0	1
4.	TEL	22	14	8	2	2	0
5.	EE	10	10	0	1	0	1
6.	RJY	35	14	21	3	2	1
7.	SLO	18	11	7	1	0	1
8.	TUNI	8	10	-2	1	0	1
9.	BVRM	13	20	-7	1	0	1
	TOTAL	148	117	31	12	4	8

2.6 <u>DUTIES OF CHIEF HEALTH INSPECTOR /HEALTH INSPECTOR:</u>

Chief Health Inspector and Health Inspector perform the following duties:

- a) Health Education of the community.
- b) Actively participate in all health programmes.
- c) Report at once to the Medical Officer in charge of the division about the outbreak of epidemic diseases like Cholera, Plague or any suspicious increase in the mortality or sickness in his jurisdiction and take steps for control of communicable diseases in the community.
- d) Carry out preventive measures including immunization.
- e) Inspect food and drinks sold to the public at the stations and colonies and work as a food inspector under the prevention of Food Adulteration Act when authorized.
- f) Look after the sanitary arrangements for fair and festivals in his jurisdiction.
- g) Monitor the quality of the water supplied by testing for residual chlorine and collecting samples for bacteriological analysis.
- h) Carry out anti mosquito, anti fly and other pest control measures.
- i) Carry out all administrative duties of his office and staff under him.
- j) Be responsible for efficient maintenance of sanitation in colonies /stations.
- k) See that the conservancy staff posted under him to do their work properly. He should particularly bear in mind that it is his duty not merely to order work to be done, but also see that it is actually carried out.
- l) Meet Jamedar daily and receive their reports of complaints regarding sanitation if any, investigate them, have them attended and report to his officer.
- m) Note down any defects in the drains and latrines, urinals etc., and arrange to get them repaired by Engineering Department.

- n) Visit each trenching ground at least three times a week and must see that all night soil is properly buried there.
- o) Carefully see that the terms and conditions of the various clauses of agreements with the contractors are carried out properly and any discrepancies etc., are immediately brought out to the notice of the higher authorities.

2.7 Duties of Safaiwalas:

They perform the following duties and participate in cleaning activities as per the instructions of Station Superintendent/Station Manager/CHI for work earmarked.

- a) Cleaning of Station premises, Station approaches service buildings of station.
- b) Rag picking like empty cups, paper covers, and polythene bags.
- c) Picking up of discard water bottles, paper plates and other articles scattered on the track and in between the tracks in the specified area
- d) Picking up of night soil and all other waste /garbage and removal and disposal of the same to an outside dump yard.
- e) Everyday cleaning of the station area & track area.
- f) Cleaning of Railway Quarters.

2.8 The following factors decide the workload of Health Inspectors:-

- a) Total number of passengers per day.
- b) Number of platforms.
- c) Number of trains originating/terminating.
- d) Number of trains passing through/halting and passing through.

2.9 In the same way the workload of Safaiwalas is decided by:-

- a) No. of Platforms.
- b) No.of daily passengers incoming/outgoing per day.
- c) No.of daily customers accompanying passengers for receiving & sending passengers.
- d) Total No. of train services daily /weekly.
- e) Total No. of Taps.
- f) Total No. of Wash basins.
- **2.10** Generally, sweeping area of station premises including all the platforms is being considered as workload of Safaiwalas. In the same way, the workload of Safaiwalas working in colony consists of the total sweeping area of colony along with length of Drains.

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3.0 <u>CRITICAL EXAMINATION</u>:

- 3.1 GENERAL: Health is a state of complete physical, mental, spiritual and social well being and not merely an absence of disease or infirmity i.e., it is a positive concept. Public Health is the science and art of (i) Preventive disease (ii) Prolonged life and (iii) Promoting health efficiency through organized community effort. Public Health administration is the application of Public health principles and techniques for the benefit of the community by official or non-official organizations. On the Railways, the Chief Medical Officer is in charge of the Public health Administration and the responsibility for carrying out this work is shared among the Medical, Commercial, Operating, Mechanical and Engineering departments.
- 3.2 In general, the station premises become dirty owing to more detention to passengers in the station premises, passenger trains detained for watering, breakfast, meals etc., or crossing other trains, provision of refreshment stall etc. Most of the stations are provided with refreshment stalls. Though the instructions regarding cleaning of premises by refreshments stall contractors are clear, passengers are habituated to carry the food packets/coffee or teacups to the compartments and throw them elsewhere rendering the station premises dirty and unhygienic.
- **3.3** In order to make stations and colonies clean, Safaiwala category in Medical Department are used for surface sanitation. At every station the Station Manager in co-ordination with Chief Health Inspector/Health Inspector specifies a time slot for thorough cleaning and washing of platforms, waiting halls, concourses, washable aprons and other utilities. The responsibility for cleanliness of these areas is directly vested with the Station Manager.
- 3.4 As per the directives of Railway Board and SDGM, the Work study Team approached CMS/BZA, Sr.DEn&Hm in order to conduct Work study on Medical Safaiwalas working at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO Railway stations over BZA division.
- 3.5 As per Rly. Board commercial Circular No.107 of 2006 dated 04-01-2007 and the corrigendum CC No 47 of 2014 dated 26.11.2014 (corrigendum to CC no 107 of 2006)the Zonal Railways shall go for outsourcing of cleaning activities at all A ,B ,C ,D & E category stations and delegated powers to DRMs of the divisions to grant contracts of outsourcing the cleaning activity.

3.6 Requirement of Safaiwalas at Colonies and revised sanctions for stations:

S	Station	Sancti	No. of	Staff required for colony	Staff required
No		oned	Quarters		for station
10.	GDR	18	183	4 (3- sweeping and 1- Drains)	14
11.	OGL	18	191	4 (3- sweeping and 1- Drains)	14
12.	CLX	6	43	3 (2- sweeping and 1- Drains)	3
13.	TUI	8	186	4 (3- sweeping and 1- Drains)	4
14.	BVRM/T	13	178	4 (3- sweeping and 1- Drains)	9
15.	RJY	35	685	8 (6- sweeping and 2- Drains)	27
16.	TEL	22	181	4 (3- sweeping and 1- Drains)	18
17.	EE	10	95	3 (2- sweeping and 1- Drains)	7
18.	SLO	18	136	4 (3- sweeping and 1- Drains)	14
	Total	148		38	110

- **3.7 Requirement of Safaiwalas:** For the convenience of administration in assessment of requirement of safaiwalas, the total area of the station is divided into 3 Zones
 - Zone -1: consists of plat forms, waiting halls, service buildings, VIP lounge, booking offices, reservation offices, FOBs, Taps, Sanitary amenities and circulating areas, etc.
 - Zone -2: Consists of all platform tracks and open drains between tracks
 - Zone-3: Consists of rag picking from Plat Form end to Home Signals and Yard Cleaning, garbage lifting from station premises and colony.

3.7.1 GUDUR Station:

- a) Gudur Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at Gudur Station is as follows:

Category	Sanctioned Strength	Actual	Vac
Safaiwalas	14	10	4

<i>c)</i>	Calculation of manpower requirement:							
\mathbf{S}	Asset	Activity	Sch. of work	Remarks	Men			
no			Sch. of work		required			
			Zone -1					
1	Platform 1&2/3 & 4 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticid es, cleaning , clearing and washing	Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse +thorough mopping + washing of spit spots +polishing the floor + thorough cleaning and washing of all sanitary amenities with detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	Walk behind scrubber dryer +Ride on scrubbers + jet cleaner + mini floor scrubber + one insecticidal power sprayer are deployed for cleaning Frequency: machines to be operated twice daily 6 as and when required during inspection. Spraying will be arranged once daily and as when required during inspections	4			
2	Cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirting's, tiled area, clearing of cobwebs,	Sweeping, cleaning and washing	Manual cleaning of columns with dadoos and sitting arrangements and vacuum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk behind sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be		2			

4

	ı	1			
2	Garbage collection	Collection of garbage from tracks and platforms and other places into	premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	Collection of garbage from entire platform, station premises, tracks, yard	1
		mobile	-	and	
		garbage		transporting	
		trolley and		garbage/refuse	
		dumping in		silt by battery	
		nominated		operated	
		dust bin.		mobile trolley	
				to nominated	
				dumping yard	
		G 11 .: 1	Zone 3	hen d	
1	Rag	Collection	Thorough collection of rag	The activity of	2
	picking	of rag	from platform ends to Home	rag picking	
	from plat	from Plat	Signals and Yard and to be	involves ,	
	forms end	forms end	transported and disposed of	picking	
	to Home	to home	nominated dust bins.	individual	
	Signals and	Signals		pieces of rag	
	Yard	and Yard		thrown all over	
		cleaning,		the places and	
		Frequency:		cannot be	
		Rag picking to		equated to	
		be done		sweeping, so the yardstick is	
		two times		revised 60000	
		for shift of		sft in 8 shift by	
		8 hrs – 17		one Safaiwala	
		hrs		one bararwara	
		1110	Safaiwalas required		13
			Supervisor		1
			Total		14
	l	1		1	

d) Summary of Man power requirement at GDR station over BZA Division:

Thus after practical observation of working system, the requirement of Medical Safaiwalas under Health Inspectors of HI/GDR Station over BZA Division is summarized and furnished below:

-	S.No	Designation	Sanction	Actual	Requirement	Excess on requirement
Ī	1	safaiwalas	14	10	14	0
Ī		Total	14	10	14	0

e) Calculation of Annual Salary for 14 departmental safaiwalas:

	Category	Scale				Mean Pay as		Emolume	Total
No		From	То	posts	per VII PC	9%	nts P.M (in Rs.)	Emolument P.A(in Rs.)	
1	Safaiwala	18000	56900	14	37450	3371	571494	6857928	
TOTAL			14				6857928		

f) Calculation of Annual payment for 14 contract staff after out sourcing cleaning activities at GDR station.

SI No	Category	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)
1	Contract Safaiwala	373	14	359X365X14 =1906030/-	1906030X18.35/ 100=349756.5	1906030+ 349756.5= 2255786.5
An	Annual Payment for contract staff					

g) Total amount savings after out sourcing the cleaning activity at GDR station= Annual payment for 14 departmental safaiwalas - Annual payment for 14 contract staff for one year. 6857928- 2255787= Rs. 4602141/-. Thereby work study team calculated Annual savings after out sourcing the cleaning activity at GDR station is 4602141/-.

3.7.2 Ongole (OGL) Station:

- a) Ongole Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at Ramagundam Station is as follows:

Category	Sanctioned Strength (Revised)	Actual	No. of Vac
Safaiwalas	14	6	8

Asset	Activity	Sch. of work	Remarks	Men required			
Zone -1							
Platform 1&2/3 circulating areas, station premises portions etc	Spraying of insecticide s, cleaning	collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse	+Ride on scrubbers + jet cleaner +mini floor scrubber + one insecticidal power sprayer are deployed for cleaning Frequency: machines to be operated twice daily 6 as and when required during inspection. Spraying will be arranged once daily and as when required during	2			
	Platform 1&2/3 circulating areas, station premises , portions	Platform 1&2/3 circulating areas, station premises portions etc Sweeping and Mopping + Spraying of insecticide s, cleaning clearing and	Platform Sweeping Through sweeping + continuous and constant collection of leakage stains fish water leakage stain	Platform 1&2/3 and continuous and constant circulating Mopping + Spraying of betel nut stains , fish water scrubbers + jet cleaning etc , clearing and when required (for and washing washing washing I area (circulating by the collection of refuse, washing etc I area (circulating by the collection of refuse, washing washing etc I area (circulating by the collection of refuse, washing etc I area (circulating by the clean of the portions I area (circulating by the clean of the portions I area (circulating by the clean of the portions I area (circulating by the clean of the portions I area (circulating by the clean of the portions I area (circulating by the clean of the power sprayer I area (circulating by the clean of the power sprayer I area (circulating by the clean of the power sprayer I area (circulating by the clean of the power sprayer I area (circulating by the clean of the power sprayer I area (circulating by the clean of the power sprayer I area (circulating by the collection of refuse powers, seating arrangements, taps and water powers I area (circulating by the collection of refuse powers and continuous and constant picking up of refuse powers I area (circulating by the collection of refuse powers and continuous and constant picking up of refuse powers I area (circulating by the collection of refuse powers and continuous and constant picking up of refuse powers I area (circulating by the collection of refuse powers and continuous and constant picking up of refuse powers I area (circulating by the clean of the power sprayer power spra			

			floor + thorough cleaning and washing of all sanitary eminities with detergents and		
			disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections.		
			Allotted workers should be engaged both for machinery and manual activity		
2	of foot over bridges(FO B), all stair cases one sub way, VIP launge, General waiting halls gents /ladies waiting hall/rooms, open waiting halls, retiring rooms, SS chamber, Booking offices, parcel offices and all service buildings etc (including all toilets and bathrooms)		Manual cleaning of colomns with dadoos and sitting arrangements and vaccum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk behing sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be engaged both for machinery and manual activity		2
	I		Zone-2	<u> </u>	
1	Track no 1,2&3 Goods track, Drain between track	Collection of garbage from tracks, thorough sweeping of tracks	Thorough sweeping and collection of refuse from tracks after departure of every train and as and when required.	To be done manually	2
	between	thorough sweeping	train and as and when		

	_1!			
2 Garbage collection	cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other places into mobile garbage trolley and dumping in nominate d dust	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping yard.	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping yard	1
	bin.			
		Zone 3	1	
1 Rag picking from pl forms en to Hom Signals and Yard	forms end to home Signals	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	The activity of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	2
		Safaiwalas required		9
		Supervisor Total		10

d) Summary of Man power requirement at OGL station over BZA Division:

Thus after practical observation of working system, the requirement of Medical Safaiwalas under Health Inspectors of HI/OGL Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	Actual	Requirement	Excess on requirement
1	Safaiwalas	14	6	10	4
	Total	14	6	10	4

- e) Based on the above calculations, the actual requirement of Safaiwalas at OGL station works out to 10 posts over the present sanctions of 14 safaiwala posts and found 4 medical safaiwalas are excess to the requirement at OGL station.
- f) Calculation of Annual Salary for 14 departmental safaiwalas:

Sl.	0 0	Sc	ale	No. of	Mean Pay as	DA @	Emolume	Total
No		From	To	posts	per VII PC	9%	nts P.M	Emoluments
							(in Rs.)	P.A(in Rs.)
1	Safaiwala	18000	56900	14	37450	3371	571494	6857928
	TOTAL			14				6857928

g) Calculation of Annual payment for 10 contract staff after out sourcing cleaning activities at RDM station.

SI No	Category	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)
1	Contract Safaiwala	373	10	373X365X10= 1361450/-	1361450X18.35/ 100=249826	1361450+ 249826= 1611276
An	Annual Payment for contract staff					

h) Total amount savings after out sourcing the cleaning activity at OGL station =Annual payment for 14 departmental safaiwalas - Annual payment for 10 contract staff for one year. 6857928-1611276 = Rs. 5246652/-

3.7.3 CHIRALA STATION:

- a) The Chirala Railway station is classified as a "NSG-4" Category station.
- b) The sanctioned strength of Medical safaiwalas at CLX Station is as follows:

Category	Sanctioned Strength	Actual	Vac
Safaiwalas	3	11	-8

S no	Asset	Activity	Sch. of work	Remarks	Men required
			Zone -1		
1	Platform	Sweeping	Through sweeping +	Walk behind	4
	1,1A/2&3/4	and	continuous and constant	scrubber	
	circulating	Mopping +	collection of refuse, washing of	dryer +Ride	
	areas,	Spraying	betel nut stains, fish water	on scrubbers	
	station	of	leakage stains, food and drink	+ jet cleaner	
	premises,	insecticide	stains etc`	+mini floor	
	portions etc	s, cleaning	Frequency: Twice daily +as and	scrubber +	
		, clearing	when required (for cleaning of	one	
		and	parcel stains on both the ends of	insecticidal	
		washing	platforms as after loading in the	power	
			trains and cleaning of stains	sprayer are	

			from the moving trolley) Through cleaning of columns	deployed for	
			Č Č	cleaning	
			with dadoos, platform edges,	Frequency:	
			room corners, walk edges with	machines to	
			smooth surfaces, steps, wall	be operated	
			skirtings, tiled area, clearing of	twice daily 6	
			cobwebs, seating arrangements,	as and when	
			taps and water pedestals.	required	
			Through sweeping and	during	
			continuous and constant picking	inspection.	
			up of refuse +thorough mopping	Spraying will	
			+ washing of spit spots	be arranged	
			+polishing the floor + thorough	once daily	
			cleaning and washing of all	and as when	
			sanitary eminities with	required	
			detergents and disinfectants	during	
			including wall with dadoos	inspections	
			Frequency: Twice daily+ as and		
			when required during		
			inspections.		
			Allotted workers should be		
			engaged both for machinery and		
	-1	Comme	manual activity		2
2	cleaning of	Sweeping , cleaning and			2
	columns	washing			
	with	washing			
	dadoos,				
	platform				
	edges,		Manual cleaning of colomns		
	room		with dadoos and sitting		
	corners,		arrangements and vaccum		
	walk		cleaners,		
	edges		Frequency: Machine to be		
	with		operated once daily and as and		
	smooth		when required during		
	surfaces,		inspections.		
	steps,		• Sweeping manual,		
	wall		Walk behing sweeper to		
	skirtings,		be used on FOBs, staircases by		
	tiled area,		manual cleaning		
	clearing		Allotted workers should he arranged both for machinery.		
	of		be engaged both for machinery		
	cobwebs,		and manual activity		
	seating				
	arrangem				
	ents, taps				
	and water				
	pedestals.				
	On				
	platforms				
	and				
	station				
	premises,				
1	sweeping	i l		I	

	T			1	
	and				
	cleaning				
	of foot				
	over				
	bridges(F				
	OB), all				
	stair cases				
	, one sub				
	way, VIP				
	launge,				
	General				
	waiting				
	halls ,				
	gents				
	/ladies				
	waiting				
	hall/room				
	s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber,				
	Booking				
	offices,				
	parcel				
	offices				
	and all				
	service				
	buildings				
	etc				
	(including				
	all toilets				
	and				
	bathroom				
	s)				
	8)				
-	<u> </u>		7 2		
1	T. 1	C 11 ::	Zone-2	m 1 1	4
1	Track no	Collection		To be done	4
	1,2,3 &4,	of garbage		manually	
	Goods	from			
	track,	tracks,			
	Drain	thorough			
	between	sweeping			
	track	of tracks			
	a acr	and	Thorough sweeping and		
			collection of refuse from tracks		
		cleaning of	after departure of every train		
		drains	and as and when required.		
		between	4		
		tracks after			
		departure			
		of every			
		train & as			
	1			l	
		and when			
		and when required.			

2	Garbage collection	Collection of garbage from tracks and platforms and other places into mobile garbage trolley and dumping in nominated dust bin.	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping yard.	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refus e, silt by battery operated mobile trolley to nominated dumping yard	1
			Zone 3		
1	Rag picking from plat forms end to Home Signals and Yard	Collection of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	The activity of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	2
			Safaiwalas required		13
			Supervisor		1
			Total		14

d) Summary of Man power requirement at CLX station over BZA Division:

Thus after practical observation of working system the requirement of Medical Safaiwalas under Health Inspectors of HI/CLX Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	Actual	Requirement	Deficient on sanctions
1	safaiwalas	3	11	14	11
	Total	3	11	14	11

e) Based on the above calculations, the actual requirement of Safaiwalas at CLX station works out to 14 posts over the present sanctions of 3 safaiwala posts and found 11 medical safaiwala is less than the requirement at CLX station.

f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	Sca	ale	No. of	Mean Pay as	DA	Emolu	Total
No		From	To	posts	per VII PC	@ 9%	ments P.M	Emoluments P.A
						9 /0	(in Rs.)	(in Rs.)
1	Safaiwala	18000	56900	3	37450	3371	122463	1469556
TOTAL			3				1469556	

g) Calculation of Annual payment for 14 contract staff after out sourcing cleaning activities at CLX station.

Sl. No	Category	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)	
1	Contract Safaiwala	373	14	359X365X14= 1906030/-	1906030X18.35/ 100=349756.5	1906030+ 349756.5= 2255786.5	
Ann	Annual Payment for contract staff						

3.7.4 **Tuni Station**:

- a) Tuni Railway station is classified as a "NSG-4" Category station.
- b) The sanctioned strength of Medical safaiwalas at Tuni Station is follows:

Category	Sanctioned Strength	Actual	No. of Vac./Excess
Safaiwalas	4	6	-2

S no	Asset	Activity	Sch. of work	Remarks	Men required					
	Zone -1									
1	Platform 1&2 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticide s, cleaning , clearing and washing	Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and	dryer +Ride	2					

up of refuse +thorough mopping Sp + washing of spit spots be +polishing the floor + thorough or	inspection. Spraying will be arranged once daily and as when required during	
sanitary eminities with red detergents and disinfectants du	inspections	
Cleaning of cleaning and washing with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangem ents, taps and water pedestals. On platforms and station premises, sweeping and cleaning of foot over bridges(F OB), all stair cases , one sub way, VIP		

	1			1	T
	launge, General waiting halls , gents /ladies waiting hall/room s, open waiting halls, retiring rooms, SS chamber, Booking offices, parcel offices and all service buildings etc (including all toilets and bathroom s)				
			Zone-2		
1	Track no 1,2,3 &4, Goods track, Drain between track	Collection of garbage from tracks, thorough sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required.	Thorough sweeping and collection of refuse from tracks after departure of every train and as and when required.	To be done manually	2
2	Garbage collection	Collection of garbage from tracks and platforms and other places into mobile	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping yard.	Collection of garbage from entire platform, station premises, tracks, yard and	1

		garbage trolley and dumping in nominated dust bin.	Zone 3	transporting garbage/refus e, silt by battery operated mobile trolley to nominated dumping yard	
1	Rag	Collection	Zone	The activity of	2
	picking	of rag from		rag picking	
	from plat	Plat forms		involves ,	
	forms end to Home	end to home		picking individual	
	Signals	Signals and		pieces of rag	
	and Yard	Yard	Thorough collection of rag	thrown all	
		cleaning,	from platform ends to Home	over the	
		Frequency:	Signals and Yard and to be	places and	
		Rag	transported and disposed of	cannot be	
		picking to	nominated dust bins.	equated to	
		be done two times		sweeping, so the yardstick	
		for shift of		is revised	
		8 hrs – 17		60000 sft in 8	
		hrs		shift by one	
				Safaiwala	
			Safaiwalas required		9
			Supervisor		1
			Total		10

d) Summary of Man power requirement at Tuni station over BZA Division:

Thus after applying the yardstick, practical observation of working system and also taking into account the net sweeping area, the requirement of Medical safaiwalas under HI/Tuni Station over BZA Division is summarized and furnished below:

	Total	4	6	10	6
1	safaiwalas	4	6	10	6
S.No	Designation	Sanction	Actual	Requirement	Deficient on sanctions

e) Based on the above calculations, the actual requirement of Safaiwalas at Tuni station works out to 10 posts over the present sanctions of 4 safaiwala posts and found 6 medical safaiwalas are less than the requirement at Tuni station.

f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	Sc	ale	No. of	Mean Pay as	DA @	Emolume	Total
N o		From	То	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A
								(in Rs.)
1	Safaiwala	18000	56900	4	37450	3371	163284	1959408
	TOTAL			4				1959408

g) Calculation of Annual payment for 14 contract staff after out sourcing cleaning activities at Tuni station.

Sl. No	Category	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)	
	Contract	272	10	373X365X10=	1361450X18.35/	1361450+	
1	Safaiwala	373	10	1361450/-	100=249826	249826= 1611276	
Annı	Annual Payment for contract staff						

h) Total Amount Saving after out sourcing the cleaning activity at Tuni station = Annual payment for 4 departmental safaiwalas - Annual payment for 10 contract staff for one year. i.e. 1959408- 1611276 = Rs. 348132/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at Tuni station is 348132/-.

3.7.5 **Bhimavaram Station:**

- a) BVRM & BVRT Railway station is classified as a "NSG-4&3" Category stations.
- b) The sanctioned strength of Medical safaiwalas at BVRM Station is follows:

Category Sanctioned Strength		Actual	No. of Vac./Excess
Safaiwalas	9	16	-7

c) Calculation of manpower requirement at BVRM station:

S	Asset	Activity	a	Remarks	Men						
no	125500	11001,103	Sch. of work		required						
	Zone -1										
1	Platform	Sweeping	Through sweeping +	Walk behind	2						
	1&2	and	continuous and constant	scrubber							
	circulating	Mopping +	collection of refuse, washing of	dryer +Ride							
	areas,	Spraying	betel nut stains, fish water	on scrubbers							
	station	of	leakage stains, food and drink	+ jet cleaner							
	premises,	insecticide	stains etc`	+mini floor							
	portions etc	s, cleaning	Frequency: Twice daily +as and	scrubber +							
		, clearing	when required (for cleaning of	one							
		and	parcel stains on both the ends of	insecticidal							
		washing	platforms as after loading in the	power							
			trains and cleaning of stains	sprayer are							
			from the moving trolley)	deployed for							
			Through cleaning of columns	cleaning							
			with dadoos, platform edges,	Frequency:							
			room corners, walk edges with	machines to							
			smooth surfaces, steps, wall	be operated							
			skirtings, tiled area, clearing of	twice daily 6							
			cobwebs, seating arrangements,	as and when							
			taps and water pedestals.	required							
			Through sweeping and	during							
			continuous and constant picking	inspection.							
			up of refuse +thorough mopping	Spraying will							
			+ washing of spit spots	be arranged							
			+polishing the floor + thorough	once daily							
			cleaning and washing of all	and as when							
			sanitary eminities with	required							
			detergents and disinfectants	during							

		<u>'</u>		T	1
			including wall with dadoos	inspections	
			Frequency: Twice daily+ as and		
			when required during		
			inspections.		
			Allotted workers should be		
			engaged both for machinery and		
			manual activity		
2	cleaning	Sweeping ,			2
	of	cleaning and			
	columns	washing			
	with				
	dadoos,				
	platform				
	edges,				
	room				
	corners,				
	walk				
	edges				
	with				
	smooth				
	surfaces,		Manual cleaning of colomns		
	steps,		with dadoos and sitting		
	wall		arrangements and vaccum		
	skirtings,		cleaners,		
	tiled area,		Frequency: Machine to be		
	clearing		operated once daily and as and		
	of		when required during		
	cobwebs,		inspections.		
	seating		 Sweeping manual, 		
	arrangem		 Walk behing sweeper to 		
	ents, taps		be used on FOBs, staircases by		
	and water		manual cleaning		
	pedestals.		Allotted workers should		
	On				
	platforms		be engaged both for machinery		
	and		and manual activity		
	station				
	premises,				
	sweeping				
	and				
	cleaning				
	of foot				
	over				
	bridges(F				
	OB), all				
	stair cases				
	, one sub				
	way, VIP				
	launge,				
	General				
	waiting				
	halls ,				
	gents				
	/ladies				
	waiting				

	hall/room s, open waiting halls, retiring rooms, SS chamber, Booking offices, parcel offices and all service buildings				
	etc (including all toilets and bathroom s)				
			Zone-2		
1	Track no 1,2,3 &4, Goods track, Drain between track	of garbage from tracks, thorough sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required.	Thorough sweeping and collection of refuse from tracks after departure of every train and as and when required.	To be done manually	2
2	Garbage collection	Collection of garbage from tracks and platforms and other places into mobile garbage trolley and dumping in nominated dust bin.	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping yard.	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refus e, silt by battery operated mobile trolley to	1

1	Rag picking from plat forms end to Home Signals and Yard	Collection of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Zone 3 Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	nominated dumping yard The activity of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in	2
		hrs		8 shift by	
				one Safaiwala	
			Safaiwalas required	Bururwuru	9
			Supervisor		1
			Total		10

• Calculation of manpower requirement at BVRT station

S no	Asset	Activity	Sch. of work	Remarks	Men required
ш			requireu		
1	Platform 1&2 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticide s, cleaning , clearing and washing	Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse +thorough mopping + washing of spit spots		2

			alagning and southing of 11	and as1	
			cleaning and washing of all sanitary eminities with detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	and as when required during inspections	
2	cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangem ents, taps and water pedestals. On platforms and station premises, sweeping and cleaning of foot over bridges(F OB), all stair cases , one sub way, VIP launge, General waiting halls ,	Sweeping , cleaning and washing	Manual cleaning of colomns with dadoos and sitting arrangements and vaccum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. Sweeping manual, Walk behing sweeper to be used on FOBs, staircases by manual cleaning Allotted workers should be engaged both for machinery and manual activity		2

	T			T	
	gents				
	/ladies				
	waiting				
	hall/room				
	s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber,				
	Booking				
	offices,				
	parcel				
	offices				
	and all				
	service				
	buildings				
	etc				
	(including				
	all toilets				
	and				
	bathroom				
	s)				
	Γ=	·	Zone-2	I —	_
1	Track no			To be done	2
	1,2,3 &4,	of garbage		manually	
	Goods	from			
	track,	tracks,			
	Drain	thorough			
	between	sweeping			
	track	of tracks			
		and	Thorough sweeping and		
		cleaning of	collection of refuse from tracks		
		drains	after departure of every train		
			and as and when required.		
		between	•		
		tracks after			
		departure			
		of every			
	Ī			•	
		train & as			
		train & as and when			
2	Garbage	and when		Collection of	1
2	Garbage collection	and when required. Collection			1
2		and when required. Collection of garbage		garbage from	1
2		and when required. Collection of garbage from tracks	Collection of garbage from	garbage from entire	1
2		and when required. Collection of garbage from tracks and	entire platform, station	garbage from entire platform,	1
2		and when required. Collection of garbage from tracks and platforms		garbage from entire platform, station	1
2		and when required. Collection of garbage from tracks and platforms and other	entire platform, station	garbage from entire platform, station premises,	1
2		and when required. Collection of garbage from tracks and platforms and other places into	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt	garbage from entire platform, station premises, tracks, yard	1
2		and when required. Collection of garbage from tracks and platforms and other places into mobile	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile	garbage from entire platform, station premises, tracks, yard and	1
2		and when required. Collection of garbage from tracks and platforms and other places into mobile garbage	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and transporting	1
2		and when required. Collection of garbage from tracks and platforms and other places into mobile garbage trolley and	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile	garbage from entire platform, station premises, tracks, yard and transporting garbage/refus	1
2		and when required. Collection of garbage from tracks and platforms and other places into mobile garbage trolley and dumping in	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and transporting garbage/refus e, silt by	1
2		and when required. Collection of garbage from tracks and platforms and other places into mobile garbage trolley and	entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and transporting garbage/refus	1

		dust bin.		operated mobile trolley to nominated dumping yard	
			Zone 3		
1	Rag picking from plat forms end to Home Signals and Yard	Collection of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	The activity of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	2
			Safaiwalas required		9
			Supervisor		1
			Total		10

d) Summary of Man power requirement at BVRM & BVRT stations over BZA Division:
Thus after practical observation of working system, the requirement of Medical safaiwalas under HI/Tuni Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	Actual	Requirement	Deficient on sanctions
1	safaiwalas	9	16	20	11
	Total	9	16	20	11

e) Based on the above calculations, the actual requirement of Safaiwalas at **BVRM & BVRT** stations works out to 20 posts over the present sanctions of 9 safaiwala posts and found 11 medical safaiwalas are less than the requirement at **BVRM & BVRT** stations.

f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	Sc	cale	No. of	Mean Pay as	DA @	Emolume	Total
N o		From	To	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A
								(in Rs.)
1	Safaiwala	18000	56900	9	37450	3371	367389	4408668
	TOTAL			9				4408668

g) Calculation of Annual payment for 20 contract staff after out sourcing cleaning activities at BVRM & BVRT stations.

Sl. No	Catego ry	Pay per day to Contract Safaiwala including VDA	No. of Contra ct staff	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)		
	Contract	373	20	373X365X20=	2722900X18.35/	2722900+		
1	Safaiwala 373	373	20	2722900/-	100=499652	499652= 3222552		
Ann	Annual Payment for contract staff							

h) Total Amount Saving after out sourcing the cleaning activity at BVRM & BVRT stations = Annual payment for 13 departmental safaiwalas - Annual payment for 20 contract staff for one year. i.e. 4408668- 3222552 = Rs. 1186116/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at Tuni station is 1186116/-.

3.7.6 Rajahmundry Station:

- a) RJY Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at RJY Station is follows:

Category	Sanctioned Strength	Actual	Vac
Safaiwalas	$2\overline{7}$	6	21

S no	Asset	Activity	Sch. of work	Remarks	Men required
			Zone -1		
1	Platform 1&2/3 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticide s, cleaning , clearing and washing	Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse +thorough mopping + washing of spit spots +polishing the floor + thorough cleaning and washing of all sanitary eminities with	Walk behind scrubber dryer +Ride on scrubbers + jet cleaner +mini floor scrubber + one insecticidal power sprayer are deployed for cleaning Frequency: machines to be operated twice daily 6 as and when required during inspection. Spraying will be arranged once daily and as when required	5

	1	 		T	
2	cleaning	Sweeping ,	detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	during inspections	2
	of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangem ents, taps and water pedestals. On platforms and station premises, sweeping and cleaning of foot over bridges(F OB), all stair cases , one sub way, VIP launge, General waiting halls , gents /ladies	cleaning and washing	Manual cleaning of colomns with dadoos and sitting arrangements and vaccum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk behing sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be engaged both for machinery and manual activity		

	ı			1	ı
	waiting				
	hall/room				
	s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber,				
	Booking				
	offices,				
	parcel offices				
	and all				
	service				
	buildings				
	etc				
	(including				
	all toilets				
	and				
	bathroom				
	s)				
	,				
			Zone-2		
1	Track no	Collection		To be done	3
	1,2 & 3	of garbage		manually	
	Goods	from			
	track,	tracks,			
	Drain	thorough			
	between	sweeping of tracks			
	track	and	Thorough sweeping and		
		cleaning of	collection of refuse from tracks		
		drains	after departure of every train		
		between	and as and when required.		
		tracks after			
		departure			
		of every			
		train & as			
		and when			
		required.			
2	Garbage	Collection		Collection of	1
	collection	of garbage		garbage from	
		from tracks		entire	
		and	Collection of carbons from	platform,	
		platforms	Collection of garbage from entire platform, station	station	
		and other	premises, tracks, yard and	premises,	
		places into	transporting garbage/refuse, silt	tracks, yard	
		mobile	by battery operated mobile	and	
		garbage	trolley to nominated dumping	transporting	
		trolley and	yard.	garbage/refus	
		dumping in	jana.	e, silt by	
		nominated		battery	
		dust bin.		operated	
				mobile	

1	Rag	Collection	Zone 3	trolley to nominated dumping yard The activity	2
	picking from plat forms end to Home Signals and Yard	of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	
			Safaiwalas required		13
			Supervisor		1
	03.5		Total	<i>p</i>	14

d) Summary of Man power requirement at RJY station over BZA Division:

Thus after practical observation of working system, the requirement of Medical safaiwalas under HI/RJY Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	Actual	Requirement	Excess on sanctions
1	safaiwalas	27	6	14	13
	Total	27	6	14	13

e) Based on the above calculations, the actual requirement of Safaiwalas at RJY station works out to 14 posts over the present sanctions of 27 safaiwala posts and found 13 medical safaiwalas are excess to the requirement at RJY station.

f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	Sc	ale	No. of	Mean Pay as	DA @	Emolume	Total
N o		From	То	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A (in Rs.)
1	Safaiwala	18000	56900	27	37450	3371	1102167	13226004
	TO	TAL		27				13226004

g) Calculation of Annual payment for 14 contract staff after out sourcing cleaning activities at RJY station.

Sl. No	Categ ory	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)
1	Contra ct Safaiw ala	373	14	373X365X14= 1906030/-	1906030X18.35/ 100=349757	1906030+ 349757= 2255787
Ann	ual Payı	nent for contra	ct staff		•	2255787

h) Total Amount Saving after out sourcing the cleaning activity at RJY station =Annual payment for 35 departmental safaiwalas - Annual payment for 14 contract staff for one year. i.e. 13226004- 2255787 = Rs. 10970217/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at RJY station is 10970217/-.

3.7.7 <u>Tenali Station:</u>

- a) TEL Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at TEL Station is follows:

Category	Sanctioned Strength	Actual	Vac
Safaiwalas	18	10	8

S no	Asset	Activity	Sch. of work	Remarks	Men required
			Zone -1		
1	Platform 1,2/3&4/5 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticide s, cleaning , clearing and washing	Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, and tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse +thorough mopping + washing of spit spots	Walk behind scrubber dryer +Ride on scrubbers + jet cleaner + mini floor scrubber + one insecticidal power sprayer are deployed for cleaning Frequency: machines to be operated twice daily 6 as and when required during inspection. Spraying will be arranged once daily	3

			cleaning and washing of all sanitary eminities with detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	required during inspections	
2	cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangem ents, taps and water pedestals. On platforms and station premises, sweeping and cleaning of foot over bridges(F OB), all stair cases , one sub way, VIP launge, General waiting halls ,	Sweeping , cleaning and washing	Manual cleaning of colomns with dadoos and sitting arrangements and vaccum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk behing sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be engaged both for machinery and manual activity		3

	4				
	gents				
	/ladies				
	waiting				
	hall/room				
	s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber,				
	Booking				
	offices,				
	parcel				
	offices				
	and all				
	service				
	buildings				
	_				
	etc				
	(including				
	all toilets				
	and				
	bathroom				
	s)				
	T	T	Zone-2	1	T
1	Track no			To be done	4
	1,2,3,4&5	of garbage		manually	
	track,	from			
	Drain	tracks,			
	between	thorough			
	•	uiorougii			
ı	track	sweeping			
	track	_	Thousand arranging and		
	track	sweeping	Thorough sweeping and		
	track	sweeping of tracks and	collection of refuse from tracks		
	track	sweeping of tracks and cleaning of	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains	collection of refuse from tracks		
	track	sweeping of tracks and cleaning of drains between	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains between tracks after	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains between tracks after departure	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains between tracks after departure of every	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains between tracks after departure of every train & as	collection of refuse from tracks after departure of every train		
	track	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when	collection of refuse from tracks after departure of every train		
		sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required.	collection of refuse from tracks after departure of every train	Collection	
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection	collection of refuse from tracks after departure of every train	Collection of	1
2		sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage	collection of refuse from tracks after departure of every train	garbage from	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks	collection of refuse from tracks after departure of every train and as and when required.	garbage from entire	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and	collection of refuse from tracks after departure of every train and as and when required. Collection of garbage from	garbage from entire platform,	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms	Collection of garbage from entire platform, station	garbage from entire platform, station	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and	Collection of garbage from entire platform, station premises, tracks, yard and	garbage from entire platform,	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt	garbage from entire platform, station	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile	garbage from entire platform, station premises,	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other places into mobile	Collection of refuse from tracks after departure of every train and as and when required. Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other places into mobile garbage	Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile	garbage from entire platform, station premises, tracks, yard and transporting	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other places into mobile garbage trolley and	Collection of refuse from tracks after departure of every train and as and when required. Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and transporting garbage/refus	1
2	Garbage	sweeping of tracks and cleaning of drains between tracks after departure of every train & as and when required. Collection of garbage from tracks and platforms and other places into mobile garbage	Collection of refuse from tracks after departure of every train and as and when required. Collection of garbage from entire platform, station premises, tracks, yard and transporting garbage/refuse, silt by battery operated mobile trolley to nominated dumping	garbage from entire platform, station premises, tracks, yard and transporting	1

		dust bin.		operated mobile trolley to nominated dumping yard	
	T	T	Zone 3	1	T
1	Rag picking from plat forms end to Home Signals and Yard	Collection of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	The activity of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	2
			Safaiwalas required		13
			Supervisor		1
			Total		14

d) Summary of Man power requirement at TEL station over BZA Division:

Thus after practical observation of working system, the requirement of Medical safaiwalas under HI/TEL Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	Actual	Requirement	Excess on sanctions
1	safaiwalas	18	10	14	4
	Total	18	10	14	4

- e) Based on the above calculations, the actual requirement of Safaiwalas at TEL station works out to 14 posts over the present sanctions of 18 safaiwala posts and found 4 medical safaiwalas are excess to the requirement at TEL station.
- f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	So	ale	No. of	Mean Pay as	DA @	Emolume	Total
N o		From	То	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A (in Rs.)
1	Safaiwala	18000	56900	18	37450	3371	734778	8817336
	TOTAL			18				8817336

g) Calculation of Annual payment for 14 contract staff after out sourcing cleaning activities at TEL station.

Sl. No	Category	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)	
1	Contract Safaiwala	373	14	373X365X14= 1906030/-	1906030X18.35 / 100=349757	1906030+ 349757= 2255787	
Annı	Annual Payment for contract staff						

h) Total Amount Saving after out sourcing the cleaning activity at TEL station = Annual payment for 18 departmental safaiwalas - Annual payment for 14 contract staff for one year. i.e. 8817336 - 2255787 = Rs. 6561549/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at TEL station is 6561549/-.

3.7.8 Eluru Station:

- a) EE Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at EE Station is follows:

Category	Sanctioned Strength	Actual	No. of Vac./Excess
Safaiwalas	7	7	0

c) Calculation of manpower requirement:

S Asso	Activit	y Sc	ch. of work	R	Remarks	Men required
JI.	•	Z	one -1	<u>, </u>		<u> </u>
Platfor 1&2/circulareas statio prem portio	and and Moppin Sprayir of ses, insections etc s, clean	ring teide stains etc' ring betel nut so leakage stains etc' ring when require parcel stains and from the more through clowith dadoor room corners smooth sure skirtings, till cobwebs, see taps and wate Through continuous a up of refuse + washing +polishing to leakage stains etc' ring when require parcel stains and from the more through clowith dadoor room corners smooth sure skirtings, till cobwebs, see taps and wate through continuous a up of refuse + washing +polishing to leakage stains etc' ring stains etc' ring betel nut so leakage stains etc' ring when require parcel stains and from the more through continuous a up of refuse + washing +polishing to leakage stains etc' ring stains etc' ring when require parcel stains etc' ring when require parcel stains etc' ring parcel stains etc' ring when require parcel stains and from the more through clowers.	sweeping and con f refuse, washin stains , fish washins, food and of Twice daily +ared (for cleaning son both the en safter loading is cleaning of solving trolley) deaning of colors, platform en ers, walk edges rfaces, steps, ded area, clearing eating arrangementer pedestals. sweeping and constant pic +thorough more	stant so desired so de	Valk behind crubber ryer +Ride n scrubbers jet cleaner mini floor crubber + ne nsecticidal ower prayer are eployed for leaning requency: nachines to e operated wice daily 6 s and when equired uring nspection. praying will e arranged nce daily nd as when	2

2	Cleaning of columns with dadoos, platform edges, room corners,	Sweeping , cleaning and washing	detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	during inspections	2
	walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangem ents, taps and water pedestals. On platforms and station premises, sweeping and cleaning of foot over bridges(F OB), all stair cases , one sub way, VIP launge, General waiting halls , gents /ladies		Manual cleaning of columns with dadoos and sitting arrangements and vacuum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk being sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be engaged both for machinery and manual activity		

	waiting				
	hall/room s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber, Booking				
	offices,				
	parcel				
	offices				
	and all service				
	buildings				
	etc				
	(including				
	all toilets				
	bathroom				
	s)				
			Zone-2		
1	Track no	Collection	Zone-2	To be done	2
	1,2&3	of garbage		manually	_
	track,	from			
	Drain	tracks,			
	between track	thorough sweeping			
	***************************************	of tracks	Thomoson swanning and		
		and	Thorough sweeping and collection of refuse from tracks		
		cleaning of	after departure of every train		
		drains between	and as and when required.		
		tracks after			
		departure			
		of every			
		train & as and when			
		required.			
2	Garbage	Collection		Collection of	1
	collection	of garbage from tracks		garbage from	
		and		entire platform,	
		platforms	Collection of garbage from	station	
		and other	entire platform, station premises, tracks, yard and	premises,	
		places into	transporting garbage/refuse, silt	tracks, yard	
		mobile garbage	by battery operated mobile	and transporting	
		trolley and	trolley to nominated dumping	garbage/refus	
		dumping in	yard.	e, silt by	
		nominated		battery	
		dust bin.		operated mobile	
				moone	

1	Rag	Collection	Zone 3	trolley to nominated dumping yard The activity	2
	picking from plat forms end to Home Signals and Yard	of rag from Plat forms end to home Signals and Yard cleaning, Frequency: Rag picking to be done two times for shift of 8 hrs – 17 hrs	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	of rag picking involves , picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	
			Safaiwalas required		9
			Supervisor		1
	03.7		Total		10

d) Summary of Man power requirement at EE station over BZA Division:

Thus after practical observation of working system, the requirement of Medical safaiwalas under HI/EE Station over BZA Division is summarized and furnished below:

1	Total			10	3
1	safaiwalas	7	7	10	3
S.No	Designation	Sanction	Actual	Requirement	Deficient on sanctions

- e) Based on the above calculations, the actual requirement of Safaiwalas at EE station works out to 10 posts over the present sanctions of 7 safaiwala posts and found 3 medical safaiwalas are less to the requirement at EE station.
- f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	Category	Sca	ale	No. of	•	DA @	Emolume	Total
No		From	То	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A (in Rs.)
1	Safaiwala	18000	56900	7	37450	3371	285747	3428964
	TOTAL			7				3428964

g) Calculation of Annual payment for 10 contract staff after out sourcing cleaning activities at EE station.

Sl. No	Categ ory	Pay per day to Contract Safaiwala including VDA	No. 01 Contract	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)	
1	Contra ct Safaiw ala	373	10	373X365X10= 1361450/-	1361450X18.35/ 100=249826	1361450+ 249826= 1611276	
Ann	Annual Payment for contract staff						

h) Total Amount Saving after out sourcing the cleaning activity at EE station =Annual payment for 7 departmental safaiwalas - Annual payment for 10 contract staff for one year. i.e. 3428964- 1611276 = Rs. 1817688/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at Tuni station is 1817688/-.

3.7.9 SLO Station:

- a) SLO Railway station is classified as a "NSG-3" Category station.
- b) The sanctioned strength of Medical safaiwalas at SLO Station is follows:

Category	Sanctioned Strength	Actual	No. of Vac./Excess
Safaiwalas	14	7	7

c) Calculation of manpower requirement:

S no	Asset	Activity	Sch. of work	Remarks	Men required
110	1		Zone -1		required
1	Platform 1&2/3 circulating areas, station premises, portions etc	Sweeping and Mopping + Spraying of insecticide s, cleaning , clearing and washing	Zone -1 Through sweeping + continuous and constant collection of refuse, washing of betel nut stains, fish water leakage stains, food and drink stains etc` Frequency: Twice daily +as and when required (for cleaning of parcel stains on both the ends of platforms as after loading in the trains and cleaning of stains from the moving trolley) Through cleaning of columns with dadoos, platform edges, room corners, walk edges with smooth surfaces, steps, wall skirtings, tiled area, clearing of cobwebs, seating arrangements, taps and water pedestals. Through sweeping and continuous and constant picking up of refuse +thorough mopping + washing of spit spots	Walk behind scrubber dryer +Ride on scrubbers + jet cleaner +mini floor scrubber + one insecticidal power sprayer are deployed for cleaning Frequency: machines to be operated twice daily 6 as and when required during inspection. Spraying will be arranged	2
			+ washing of spit spots +polishing the floor + thorough cleaning and washing of all	be arranged once daily	

		sanitary amenities with detergents and disinfectants including wall with dadoos Frequency: Twice daily+ as and when required during inspections. Allotted workers should be engaged both for machinery and manual activity	required during inspections	
of	Sweeping , cleaning and washing	Manual cleaning of columns with dadoos and sitting arrangements and vacuum cleaners, Frequency: Machine to be operated once daily and as and when required during inspections. • Sweeping manual, • Walk behind sweeper to be used on FOBs, staircases by manual cleaning • Allotted workers should be engaged both for machinery and manual activity		2

	/1	 			
	/ladies				
	waiting				
	hall/room				
	s, open				
	waiting				
	halls,				
	retiring				
	rooms, SS				
	chamber,				
	Booking				
	offices,				
	parcel				
	offices				
	and all				
	service				
	buildings				
	etc (in aludin a				
	(including all toilets				
	and bathroom				
	s)				
			Zone-2		
1	Track no	Collection		To be done	3
	1,2&3	of garbage		manually	
	track,	from			
	Drain	tracks,			
	between	thorough			
	track	sweeping			
		of tracks	m 1 1 1 1		
		and	Thorough sweeping and		
		cleaning of	collection of refuse from tracks		
		drains	after departure of every train		
		between	and as and when required.		
		tracks after			
		departure			
		of every			
		train & as			
		and when			
		required.			
2	Garbage	Collection of		Collection of	1
		garbage from		garbage from	
		tracks and		entire platform,	
		platforms and	Collection of garbage from	station	
		other places	entire platform, station	premises,	
		into mobile	premises, tracks, yard and	tracks, yard and	
		garbage	transporting garbage/refuse, silt	transporting	
		trolley and	by battery operated mobile	garbage/refuse,	
		dumping in	trolley to nominated dumping	silt by battery	
		nominated	yard.	operated	
		dust bin.	-	mobile trolley	
				to nominated	
				dumping yard	

		Zone 3		
1	picking from plat forms end to Home Signals	Thorough collection of rag from platform ends to Home Signals and Yard and to be transported and disposed of nominated dust bins.	The activity of rag picking involves picking individual pieces of rag thrown all over the places and cannot be equated to sweeping, so the yardstick is revised 60000 sft in 8 shift by one Safaiwala	
		Safaiwalas required		10
		Supervisor		1
		Total		11

d) Summary of Man power requirement at SLO station over BZA Division:

Thus after practical observation of working system, the requirement of Medical safaiwalas under HI/SLO Station over BZA Division is summarized and furnished below:

S.No	Designation	Sanction	tion Actual Requirement		Excess on sanctions
1	safaiwalas	14	7	11	3
	Total	14	7	11	3

e) Based on the above calculations, the actual requirement of Safaiwalas at SLO station works out to 11 posts over the present sanctions of 14 safaiwala posts and found 3 medical safaiwalas are excess to the requirement at SLO station.

f) Calculation of Annual Salary for departmental safaiwalas (taken mean pay for calculation purpose):

Sl	0 0		No. of	Mean Pay as	DA @	Emolume	Total	
N		From	To	posts	per VII PC	9%	nts P.M (in Rs.)	Emolumen ts P.A
							(III 143.)	(in Rs.)
1	Safaiwala	18000	56900	14	37450	3371	571494	6857928
TOTAL			14				6857928	

g) Calculation of Annual payment for 11 contract staff after out sourcing cleaning activities at SLO station.

Sl. No	Category	Pay per day to Contract Safaiwala including VDA	No. of Contra ct staff	Pay per year to Contract Staff	PF and ESI@ 18.35% (13.61 EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)				
1	Contract Safaiwala	373	11	373X365X10= 1497595/-	1497595X18.35/ 100=274809	1497595+ 274809= 1772404				
Annı	Annual Payment for contract staff									

h) Total Amount Saving after out sourcing the cleaning activity at SLO station = Annual payment for 14 departmental safaiwalas - Annual payment for 11 contract staff for one year. i.e. 6857928- 1772404 = Rs. 5085524/-. Thereby work study team calculated annual saving after out sourcing the cleaning activity at Tuni station is 5085524/-.

3.8 Comparison statement of man power and their way

Station	Class	San	No. of	Excess	Surrender Value	Wages of	Savings on
			staff		of departmental	outsourcing	outsourcing
			Required		staff per year	staff per year	_
GDR	NSG-3	14	14	0	6857928	2255787	4602147
OGL	NSG-3	14	10	4	6857928	1611276	5246652
CLX	NSG-4	3	14	-11	1469556	2255787	-786231
TUI	NSG-4	4	10	-6	1959408	1611276	348132
BVRM/T	NSG-4/3	9	20	-11	4408668	3222552	1186116
RJY	NSG-1	27	14	13	13226004	2255787	10970217
TEL	NSG-3	18	14	4	8817336	2255787	6561549
EE	NSG-3	7	10	-3	3428964	1611276	1817688
SLO	NSG-3	14	11	3	6857928	1772404	5085524
TO	ΓAL	110	117	-7	53883720	18851932	35031794

- 3.9 In the present scenario, due to increase in Operating Ratio, there is a financial burden on Railways. To overcome this crunch and in order to exercise control over expenditure, Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by Safaiwalas is one such non-core activity, which does not require any expertise, and the services can be got at cheaper rate owing to abundance of manpower available in our country.
- 3.10 As per Rly Board commercial Circular No.107 of 2006 dated 04-01-2007 and the corrigendum dated 2014 the Zonal Railways should go for mechanized cleaning at all A,B,C,D&E category stations and delegated powers to DRMs of the divisions to grant contracts of outsourcing the cleaning activity involving large component mechanized cleaning.
- 3.11 Total annual amount saving after out sourcing the cleaning activities at above said stations = Annual payment for 110 departmental safaiwalas for one year Annual payment for 117 contract safaiwalas for one year. Due to outsourcing of cleaning activity savings of Rs 35031794/- can also be achieved. Hence it is recommended to outsource the cleaning activity at these stations.

3.12 Recommendation-I:

It is recommended to surrender 110 posts of Medical Safaiwalas after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.

3.13 SAVE position of Safaiwala Maistries:

S No	Station	San	Act	Vac
10.	GDR	1	0	1
11.	OGL	1	0	1
12.	CLX	1	0	1
13.	TEL	2	2	0
14.	EE	1	0	1
15.	RJY	3	2	1
16.	SLO	1	0	1
17.	TUNI	1	0	1
18.	BVRM	1	0	1
	Total	12	4	8

- **3.14** It is observed that that there are 12 sanctioned posts of Safaiwala maistries with 4 on roll staff and 8 vacancies are existing at the above said 9 stations.
- 3.15 After outsourcing the cleaning activities at the above 9 stations, the posts of Safaiwala Maistry will be redundant. Hence the following recommendation is made.

3.16 Recommendation-II:

It is recommended to surrender the 12 redundant posts of Safaiwala Maistry after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.

** ** **

4.0 FINANCIAL REPERCUSSIONS:

4.1 When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts over Vijayawada division will be as follows:

Station	Class	San	No. of	Exce	Surrender Value	Wages of	Savings on
			staff	ss/	of departmental	outsourcing	outsourcing
			Required	short	staff per year	staff per year	
			-	age			
GDR	NSG-3	14	14	0	6857928	2255787	4602147
OGL	NSG-3	14	10	4	6857928	1611276	5246652
CLX	NSG-4	3	14	-11	1469556	2255787	-786231
TUI	NSG-4	4	10	-6	1959408	1611276	348132
BVRM/T	NSG-4/3	9	20	-11	4408668	3222552	1186116
RJY	NSG-1	27	14	13	13226004	2255787	10970217
TEL	NSG-3	18	14	4	8817336	2255787	6561549
EE	NSG-3	7	10	-3	3428964	1611276	1817688
SLO	NSG-3	14	11	3	6857928	1772404	5085524
TO	ΓAL	110	117	-7	53883720	18851932	35031794

Safaiwala Maistries

S1	Category	Scale		No. of	Mean	DA	Emoluments P.M	Total Emoluments
N o		From	To	posts	Pay	@ 9%	(in Rs.)	P.A (in Rs.)
1	afaiwala Maistries	18000	56900	12	37450	3371	489852	5878224
				12			489852	5878224

 $Total\ Annual\ Savings\ of\ Medical\ Safaiwalas\ and\ Safaiwala\ Maistries = 35031794 + 5878224 = 40910018/-$

On implementation of the recommendations annual savings of **Rs. 409.1/- lakhs** will be incurred.

$\underline{CHAPTER-5}$

RECOMMENDATIONS

Recommendations	Para No.
Recommendation-I: It is recommended to surrender 110 posts of Medical Safaiwalas after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.	3.12
Recommendation-II: It is recommended to surrender the 12 redundant posts of Safaiwala Maistry after outsourcing the cleaning activities at GDR, OGL, CLX, TUI, BVRM, RJY, TEL, EE & SLO stations.	3.16

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