

## **ACKNOWLEDGEMENT**

The Central Planning Organization takes this opportunity to express hearty thanks to the CWM/RYPs and also thanks to the CMS/BZA of Medical Department, Sr. DPO/BZA of Personnel department & Sr. DMO/RYPs of Medical Department and Dy. CPO/RYPs for their valuable guidance and co-operation in completion of the report.

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## **METHODOLOGY**

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

1. Collection of the details of work Load.
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 work Load by applying yardstick and practical observation of it.

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## **पञ्चदशः श्लोकः SYNOPSIS**

- ❖ **òãðæðÚð/SUBJECT:** REVIEW OF STAFF STRENGTH OF MEDICAL SAFAIWALAS AT RYPS.
- ❖ **Ñßðòİð"îðÜ/AUTHORITY:** Annual Programme of Work studies for the year 2018-19.
- ❖ **İ³ÚðÜðĐð çðü/ STUDY No:** G.276/2/WSSCR-25/2018-19
- ❖ **±ðòÃðòãðòİð "îð êð÷ëð/AREA OF ACTIVITY:** Colony of RYPS under Health Inspector.
- ❖ As approved by SDGM, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Medical Safaiwalas at RYPS colony.
- ❖ The Work study Team approached **Sr.DMO/RYPS** in order to conduct Work-study on Medical Safaiwalas working under Health Inspector of Railway colony/RYPS. In this connection, Sr.DMO/RYPS nominated CHI/RYPS to coordinate and associate the Work Study Team in assessing the requirement of Medical Safaiwalas of Railway colony.
- ❖ Medical Safaiwalas of RYPS have been entrusted with the job of maintaining sanitation, which includes not only cleanliness, but also process of elimination of pathogenic bacteria and germs from human habitation i.e., Railway premises. In this process sweeping and cleaning are the related activities involved in sanitation. Sweeping is an act of the process of cleaning the waste material of rubbish, litter, garbage etc., from the Railway premises.
- ❖ While assessing the requirement of Medical Safaiwala the following elements of the job performed by them, have been taken note of.
  - i) Collection, removal and disposal off rubbish and night soil from Railway premises and colonies etc.,
  - ii) Sweeping the road and surface area of the Railway Premises and colonies and collection of the sweeping and putting these in the dustbins and removal of cobwebs etc.,
  - iii) The area of bushes to be attended which is by the side of Roads & between the quarters.
  - iv) Cleaning the drains and carrying out periodic de-silting.
  - v) Undertaking all the other activities related to cleaning of colony.
- ❖ The available yardstick which is the basis to assess the requirement of Medical Safaiwalas, as per FA & CAO's Lr.No. A/FE/Medical/57/SC, dated 17.12.68.
  - a) For colony sweeping with @ 1 lakh to 1.2 lakhs sft in 08 hours by one safaiwala.
  - b) Open Drains: For Large drains with 6000 Rft & Small drains with 8000 Rft cleaning can be done in 08 hours by one safaiwala.
  - c) The Work-study Team has taken only the net sweep-able area attended for cleaning/sweeping activity only on the basis of practical observation of the work content while calculating the requirement.

- ❖ After considering above factors the actual sweepable area is arrived and the manpower requirement has been assessed accordingly.

#### Calculation of man power (Safaiwala) requirement at CHI/RYPS

S. No	Description	Area in sft/rft	Yardstick	Man power reqd
1	<b>Sweeping of RYPS colony Roads :-</b> Daily thorough sweeping of the outdoor surface area of the colony Roads and surrounding with rag picking	3,98,421 sft	1,20,000 sft. can be done in 08 hours by one safaiwala	3.32, say 4
2	<b>Daily thorough cutting &amp; Trimming of Bushes</b> along the Road & between the quarters	199210	--	2
3	<b>Sweeping Path ways of Railway Quarters of RYPS colony:-</b> Daily thorough sweeping of the outdoor surface area of the colony Path ways of Railway Quarters and surrounding with rag picking	46, 397	75,000 Sq.ft. can be done in 08 hours by one safaiwala	0.61, say 1
4	<b>Sweeping Stair cases of Railway Quarters of RYPS colony:-</b> Daily thorough sweeping of the outdoor surface area of the colony Stair cases of Railway Quarters and surrounding with rag picking	14, 569 sft	75,000 Sq.ft. can be done in 08 hours by one safaiwala	0.19, say 1
5	<b>Cleaning of drains:-</b> Daily regular cleaning of drains, removal of muck, removal of vegetation in drains, thorough de-silting.	10827 rft	8000 Sq.ft. can be done in 08 hours by one safaiwala	1.35, say 2
6	<b>a) Anti larval &amp; anti mosquito measures :-</b> sprinkling of larvacides on stagnated water, spraying of insecticides in residence once in fortnight, fogging in the colony as and when required at least once in month. <b>b) Service buildings:-</b> Cleaning of sanitary amenities in all offices with detergent and dis-infectants	--	--	1
		<b>Total</b>		<b>11</b>
		<b>LR/RG @ 22.5%</b>		<b>2</b>
		<b>Grand Total</b>		<b>13</b>

#### ❖ Summary of Man power requirement for colony at RYPS:

Thus after observing the nature of duties based on need and applying the yardstick, practical observation of working system and also taking into account the net sweepable area, cutting & trimming of bushes, cleaning of drains etc the requirement of Medical Safaiwalas for the colony under Health Inspector/RYPS is summarized and furnished below:

S.No	Name of the Unit	Sanction	Actuals	Requirement as per yard stick and practical observation
1	Colony/RYPS	16	16	13
	<b>Total</b>	<b>16</b>	<b>16</b>	<b>13</b>

- Based on the above calculations, the actual requirement of safaiwalas for the colony of RYPS works out to 13 posts over the present sanctions of 15 safaiwala

posts and found 03 medical safaiwalas are excess to the requirement at colony/RYPS.

- ❖ Railway Board **Lr. No. E(MPP) 2016/1/59 dated 10/01/2017** stated that carry out **zero based review of staff and outsource the Non-core activities** which are not directly related with train operation and safety. Hence, study conducted on Medical safaiwalas and worked out actual requirement of staff on **zero based review** for out sourcing the cleaning activity which is not directly related with train operation and safety.

- For the proposal of outsourcing cleaning activity of Railway colony/RYPS, following factors are observed.

**I Annual Payment (salary) for departmental safaiwalas**

**II Annual Payment for contractor of cleaning activity**

**III Total Amount of Saving after outsourcing**

- **I) Calculation of Annual Salary for 16 departmental safaiwalas (taken minimum pay and minimum grade pay for calculation purpose)**

Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 7%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
	From	To						
Safaiwala	18000	56900	16	37450	1800	2621	641136	7693632
<b>Total</b>			<b>16</b>					<b>7693632</b>

- **II) Annual Payment for contractor of cleaning activity**  
**Calculation of Annual payment for 13 contract safaiwalas after out sourcing cleaning activity at RYPS colony.**

Category /station colony	Pay per day to Contract Safaiwala including VDA	No. of Contract Safaiwalas	Pay per year to Contract Safaiwalas	PF and ESI@ 18.35% (13.61EPF+ 4.74 ESI)	Total Emoluments per annum (Rs.)
Contract Safaiwala/ RYPS	359	13	359X13X365= 17,03,455/-	17,03,455X 18.35/ 100=3,12,584/	17,03,455+ 3,12,584= 20,16,039/-
<b>Total</b>		<b>13</b>			<b>20,16,039/</b>

**III) Total Amount saving after out sourcing the cleaning activity at colony/RYPS**

= Annual payment for 16 departmental safaiwalas - Annual payment for 13 contract safaiwalas:-

76,93,632 - 20,16,039= **Rs. 56,77,593/-**.

- ❖ Thereby work study team calculated and deduced **total Annual amount Saving after out sourcing the cleaning activity of Railway colony/RYPS is 56,77,593/-**.

Hence, recommended as follows.

**Recommendation :**

- It is recommended to **surrender 16 posts from sanctions of Medical Safaiwalas** after outsourcing the cleaning activity at Railway colony/RYPS.

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**1.0 İİçÄððãðĐðð INTRODUCTION:**

- 1.1 **Ü÷âðð÷ü "îó ØððòÜð"îð / 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 advised 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. Apart from running of trains, maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.2 **çðüμððâðĐððÜðÜð Üð÷ ãððòİ 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 out efforts have to be made to contain it. In order to exercise control over expenditure, Railway Board identified certain non-core activities which are not directly related with train operations and safety can be out sourced as per RB Lr. No. E(MPP) 2016/1/59 dated 10/01/17.
- 1.3 **òÜİðð÷¾á "îó İððòÜ"îâİððĐðð / GENESIS OF THE REPORT:** Keeping the above objects in mind and giving priority to the Railway main motto of safety, security, punctuality and cleanliness in particular, the Central Planning Organization under the control of SDGM conducted Workstudy on "**Review of staff strength of Medical Safaiwalas at RYPS colony.**"
- 1.4 **çðŒîðý "îðÜðá ;ðøÜ òüμðò"îÄçðð òãðØðð±ð "îð ÜðèÄãð/ WORK & IMPORTANCE OF SANITATION AND MEDICAL DEPT:** Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. The modern scientific term is Environmental Engineering. 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 sweeping, collection and disposal of refuse, sewage and sullage in a scientific manner.
- 1.5 The Medical Department maintains cleanliness at railway stations and colonies where Health Inspectors are posted. The Commercial Department maintains other colonies, stations, and also the Goods Offices, Parcel offices etc., 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. A Janitor who has staff working under his control looks after the sanitation in big offices.
- 1.6 Safaiwalas situated in Railway Colony of Medical Branch are responsible for up keeping staff area around the staff quarters, service buildings. The Workstudy team studied this activity of Medical Safaiwalas of Railway colony at RYPS and presented this report.

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## **2.0** **Scenario: Existing Conditions**

## 2. 1 BRIEF HISTORY

- The Wagon Workshop, Guntupalli was sanctioned by the Ministry of Railways in the year 1973 at an estimated cost of Rs 26 Crores with an infrastructure to repair 10000 FW units per year. **The foundation stone** was laid by **Late Smt. Indira Gandhi, Prime Minister of India on 07.04.1974**. This workshop was **formally inaugurated on 16-07-1976** by Shri K.S.Rajan, General Manager, South Central Railway.
- It is one of the **Premier Workshops** on Indian Railways planned to cater for repairs to different classes of **Broad Gauge Wagons**.
- It is situated within a periphery of 12 km from the historical city of VIJAYAWADA, on the banks of holy river KRISHNA. Also, it is encircled by prominent historical places like Kondapalli Fort, Vundavalli Caves and Akkanna Madanna Caves, Indra keeladri (Godess Durga temple), etc.
- This work shop has turned out 515 VUs during June, 2018 against Railway Board's monthly target of 510 VUs in terms of working days.

## 2.2 ROLE PLAY OF DEPARTMENTS:

**A) MEDICAL:**

- 1) Medical Dept. is vested with the responsibility for cleanliness of A-1, A & B Class station.
- 2) Health Inspectors are posted to maintain the station in good fettle condition. Besides the primary responsibility of Health Inspector, Station Masters will have the overall supervision with regard to cleanliness.
- 3) Areas up to 500m from the end of platforms on either side.
- 4) Awarding contracts for rag picking and garbage cleaning from the pick up point to final disposable point.

**B) OPERATING:**

- 1) Station Managers/Station Masters are responsible for the maintenance of cleanliness of D & E class stations. Besides, they are also responsible to maintain the minimum level of cleanliness at 'F' class stations.
- 2) Suitable creation of cash imprest for the above purpose and its regular upkeep, traffic Inspectors are made responsible for the regular recoupment of cash imprest of stations in their jurisdiction.

**C) 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 Traveling Public are communicated through PA system and by placing educative boards at prominent places.
- 5) Section Commercial Inspectors are responsible for maintenance of cleanliness and proper use of Station Imprest cash.

**D) 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, i.e., areas from 500 mtrs of one station to the similar point of the adjoining station.
- 3) Cleanliness of all stations structures over and above '8' height.
- 4) Awarding contracts for rag picking, debris cleaning and defecation in the inter- station areas.

**E) 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.

**F) 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.

**G) GRP:**

- 1) To clear the un-authorized dead bodies on the platforms as early as possible.

### 2.3 BROAD CATEGORIZATION OF CLEANING ACTIVITIES AT COLONIES :

- Maintenance of cleanliness at all Rly. Colonies manually.
- Removal of debris from railway premises.
- Garbage disposal management.
- Cleaning of drains.
- Cleaning sanitary amenities at service buildings.

#### 2.4 Safaiwalas of Medical Department:

**ꠘꠞꠤꠢꠦ ꠘꠞꠥ ꠘꠞꠥ ORGANISATION:** For the administrative convenience, Medical Department of RYPS is headed by Chief Medical Superintendent/BZA and in turn assisted by Sr.DMO/RYPs at SDH/RYPs. Chief Health Inspector/colony is directly under the control of Sr.DMO/RYPs

2.5 **SCALE CHECK:** The consolidated scale check of Medical Safaiwalas under Health Inspectors/RYPS as on 01.07.2018 as per the book of sanctions provided by personnel branch is furnished below:

Category		Pay Band & Grade Pay		As on
Safaiwala/ Sr. Safaiwala/ Safaiwala Jamadar/ Sr.Safaiwala Jamadar/Sanitary Khalasi		PB-1 Rs.5200-20200 plus Rs.1800 Grade Pay.		01.07.2018.
S.No.	Unit	San	Act	Vac
1	Colony/RYPS	16	16	0
<b>TOTAL</b>		<b>16</b>	<b>16</b>	<b>0</b>

## 2.6 DUTIES OF CHIEF HEALTH INSPECTOR /HEALTH INSPECTOR:

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 out break 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) Carry out census of the colony and maintain Birth and Death register.
- f) 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.
- g) Look after the sanitary arrangements for fair and festivals in his jurisdiction.
- h) Monitor the quality of the water supplied by testing for residual chlorine and collecting samples for bacteriological analysis.
- i) Carry out anti mosquito, anti fly and other pest control measures.
- j) Carry out all administrative duties of his office and staff under him.
- k) Be responsible for efficient maintenance of sanitation in colonies /stations.
- l) 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.
- m) Meet Jamedar daily and receive their reports of complaints regarding sanitation if any, investigate them, have them attended and report to his officer.
- n) Note down any defects in the drains and latrines, urinals etc., and arrange to get them repaired by Engineering Department.
- o) Visit each trenching ground at least three times a week and must see that all night soil is properly buried there.
- p) 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:**

2.7.1 **Sanitary Jamadar (Sanitary Maistry):** He will be responsible to extract the work from Safaiwalas as per the instructions of Health Inspector.



- 2.7.2 **Medical Safaiwalas of Railway colonies:** They perform the following duties and participate in cleaning activities as per the instructions of CHI/HI for work earmarked.
- Cleaning the sweeping area around Railway quarters in Railway colonies.
  - Cleaning of drains.
  - Cleaning of sanitary amenities.
  - Garbage disposal management.

## 2.8 STAFF WORKING UNDER CHI/RYPs:

In order to have first-hand information, the Work-study team visited office of Health Inspectors, Work spots in Colony and furnished the following information like Position of staff, distribution of staff and work Load below:

### Actual position of Safaiwala available:

S.No	Names of Saifaiwala	Designation
1	M.Lakshmi	Mestry
2	Kanthi	Safaiwala
3	Siva Parvathi	Safaiwala
4	Manga	Safaiwala
5	Susheela	Safaiwala
6	Padma	Safaiwala
7	Sakku Bai	Safaiwala
8	Mary	Safaiwala
9	Padma	Safaiwala
10	Dhana Lakshmi	Safaiwala
11	Mariamamma	Safaiwala
12	Manik	Safaiwala
13	Pillai	Safaiwala

### 2.8.1 Safaiwala/RYPs- Workload

Total Quarters:

Type - I	Type - II	Type - III	Type - IV	Type - V	Total
64	356	116	28	2	566

- Staff Quarters: 566 Units
- Area of Colony: 33,899 Sq.M
- Service Buildings: 10,130 Sq.M
- Roads: 9.25 KMs/37,000Sq.M (9.257X 4.00 Meters)
- Open Drains: 3300 meters
- Stair case: 1354 Sq meters
- Path Ways : 1354 Sq meters

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**3 İĐâĐĐ÷÷μĐĐĐŦŦĐ"İ òăĐăăă÷æĐŦĐ /CRITICAL EXAMINATION:**

- 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 Director is in charge of the Public health Administration and the responsibility for carrying out this work is shared among the Medical, Transportation, Mechanical and Engineering departments.
- 3.2 Sanitation is a device through which public Health can be safeguarded. It means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. The modern scientific term is Environmental Engineering. 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 itself. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sullage in a scientific manner. Sanitation services are to be provided in all the Railway premises including the railway colonies, railway stations, circulating area, railway yards, office, coaches and the track. Cleanliness of these areas is a multi-disciplinary approach by various departments.
- 3.3 The Work study Team approached **Sr.DMO/RYPS** in order to conduct Work-study on Medical Safaiwalas working under Health Inspector of Railway colony/ RYPS. In this connection, Sr.DMO/RYPS nominated CHI/RYPS to coordinate and associate the Work Study Team in assessing the requirement of Medical Safaiwalas of Railway colony.
- 3.4 Medical Safaiwalas of RYPS have been entrusted with the job of maintaining sanitation, which includes not only cleanliness, but also process of elimination of pathogenic bacteria and germs from human habitation i.e., Railway premises. In this process sweeping and cleaning are the related activities involved in sanitation. Sweeping is an act of the process of cleaning the waste material of rubbish, litter, garbage etc., from the Railway premises.
- 3.5 While assessing the requirement of Medical Safaiwala the following elements of the job performed by them, have been taken note of.
- i) Collection, removal and disposal off rubbish and night soil from Railway premises and colonies etc.,
  - ii) Sweeping the road and surface area of the Railway Premises and colonies and collection of the sweeping and putting these in the dustbins and removal of cobwebs etc.,

- iii) The area of bushes to be attended which is by the side of Roads & between the quarters.
- iv) Cleaning the drains and carrying out periodic de-silting.
- v) Undertaking all the other activities related to cleaning of colony.

3.6 The available yardstick which is the basis to assess the requirement of Medical Safaiwalas, as per **FA & CAO's Lr.No. A/FE/Medical/57/SC, dated 17.12.68.**

- a) For colony sweeping with @ 1 lakh to 1.2 lakhs sft in 08 hours by one safaiwala.
- b) Open Drains: For Large drains with 6000 Rft & Small drains with 8000 Rft cleaning can be done in 08 hours by one safaiwala.
- c) The Work-study Team has taken only the net sweep-able area attended for cleaning/sweeping activity only on the basis of practical observation of the work content while calculating the requirement.

### 3.7 Work Load of RYPS Colony:

- **Total Quarters Position at RYPS:**

Type - I	Type - II	Type - III	Type - IV	Type - V	Total
64	356	116	28	2	566

- Path Ways : 4312 Sq.Mts or 46, 397 sft
- Stair Case : 1354 Sq.Mts or 14, 569 sft
- Roads : 37,028 Sq.Mts (1 sqm = 10.76 sqft) or 3,98,421 sft
- Open Drains : 3300 Mtrs or 10827 ft (1m=3.28ft)
- Clearing/Cutting of bushes along the Road & between quarters:  
9257 m X 2m = 18514 sqm = 199210 sft

3.8 After considering above factors the actual sweepable area is arrived and the manpower requirement has been assessed accordingly.

### Calculation of man power (Safaiwala) requirement at CHI/RYPS

S. No	Description	Area in sft/rft	Yardstick	Man power reqd
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2	<b>Daily thorough cutting &amp; Trimming of Bushes</b> along the Road & between the quarters	199210	--	2
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4	<b>Sweeping Stair cases of Railway Quarters of RYPS colony:-</b> Daily thorough sweeping of the outdoor	14, 569 sft	75,000 Sq.ft. can be done in 08 hours by	0.19, say 1

	surface area of the colony Stair cases of Railway Quarters and surrounding with rag picking		one safaiwala	
5	<b>Cleaning of drains:-</b> Daily regular cleaning of drains, removal of muck, removal of vegetation in drains, thorough de-silting.	10827 rft	8000 Sq.ft. can be done in 08 hours by one safaiwala	1.35, say 2

6	<b>a) Anti larval &amp; anti mosquito measures :-</b> sprinkling of larvacides on stagnated water, spraying of insecticides in residence once in fortnight, fogging in the colony as and when required at least once in month. <b>b) Service buildings:-</b> Cleaning of sanitary amenities in all offices with detergent and dis-infectants	--	--	1
		<b>Total</b>		<b>11</b>
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		<b>Grand Total</b>		<b>13</b>

### 3.9 Summary of Man power requirement for colony at RYPS:

Thus after observing the nature of duties based on need and applying the yardstick, practical observation of working system and also taking into account the net sweepable area, cutting & trimming of bushes, cleaning of drains etc the requirement of Medical Safaiwalas for the colony under Health Inspector/RYPS is summarized and furnished below:

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1	Safaiwala	16	16	13
	<b>Total</b>	<b>16</b>	<b>16</b>	<b>13</b>

- Based on the above calculations, the actual requirement of safaiwalas for the colony of RYPS works out to 13 posts over the present sanctions of 16 safaiwala posts and found 03 medical safaiwalas are excess to the requirement at colony/RYPS.

3.10 Railway Board **Lr. No. E(MPP) 2016/1/59 dated 10/01/2017** stated that carry out **zero based review of staff and outsource the Non-core activities** which are not directly related with train operation and safety. Hence, study conducted on Medical safaiwalas and worked out actual requirement of staff on **zero based review** for out sourcing the cleaning activity which is not directly related with train operation and safety.

- For the proposal of outsourcing cleaning activity of Railway colony/RYPS, following factors are observed.

#### **I Annual Payment (salary) for departmental safaiwalas**

#### **II Annual Payment for contractor of cleaning activity**

#### **III Total Amount of Saving after outsourcing**

- **I)** Calculation of Annual Salary for 16 departmental safaiwalas (taken minimum pay and minimum grade pay for calculation purpose)

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Total			16	7693632				

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**Calculation of Annual payment for 13 contract safaiwalas after out sourcing cleaning activity at RYPS colony.**

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Contract Safaiwala/ RYPS	359	13	359X13X365= 17,03,455/-	17,03,455X 18.35/ 100=3,12,584/-	17,03,455+ 3,12,584= 20,16,039/-
<b>Total</b>		<b>13</b>			<b>20,16,039/-</b>

**III) Total Amount saving after out sourcing the cleaning activity at colony/RYPS = Annual payment for 16 departmental safaiwalas - Annual payment for 13 contract safaiwalas:-**  
76,93,632 - 20,16,039= **Rs. 56,77,593/-.**

- ❖ Thereby work study team calculated and deduced **total Annual amount Saving after out sourcing the cleaning activity of Railway colony/RYPS is 56,77,593/-.**

Hence, recommended as follows.

**Recommendation :**

- It is recommended to **surrender 16 posts from sanctions of Medical Safaiwalas** after outsourcing the cleaning activity at Railway colony/RYPS.

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## ἸΟΥδδαῦδ - 4

### CHAPTER – 4

#### 4.0 ðãðÃðóÚð ÑðòÜÂððÙð FINANCIAL REPERCUSSIONS:

**4.1** When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts at RYPS will be as follows:

- **Calculation of Annual Salary for 16 departmental safaiwalas (taken minimum pay and minimum grade pay for calculation purpose)**

Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 7%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
	From	To						
Safaiwala	18000	56900	16	37450	1800	2621	641136	7693632
<b>Total</b>			<b>16</b>	<b>7693632</b>				

- **II) Annual Payment for contractor of cleaning activity**  
**Calculation of Annual payment for 13 contract safaiwalas after out**  
**sourcing cleaning activity at RYPS colony.**

Category /station colony	Pay per day to Contract Safaiwala including VDA	No. of Contract Safaiwal as	Pay per year to Contract Safaiwalas	PF and ESI@ 18.35% (13.61EPF+ 4.74 ESI)	Total Emolument s per annum (Rs.)
Contract Safaiwala/ RYPS	359	13	359X13X365= 17,03,455/-	17,03,455X 18.35/ 100=3,12,584/	17,03,455+ 3,12,584= 20,16,039/-
	<b>Total</b>	<b>13</b>			<b>20,16,039/</b>

**III)Total Amount saving after out sourcing the cleaning activity at colony/RYPS = Annual payment for 16 departmental safaiwalas - Annual payment for 13 contract safaiwalas:-**  
**76,93,632 - 20,16,039= Rs. 56,77,593/-.**

- ❖ Thereby work study team calculated and deduced **total Annual amount Saving after out sourcing the cleaning activity of Railway colony/RYPS is 56,77,593/-.**

Hence, recommended as follows.

**òçďŒîďŒòŮăďŒ Recommendation :**

- It is recommended to **surrender 16 posts from sanctions of Medical Safaiwalas** after outsourcing the cleaning activity at Railway colony/RYPs.

**On implementation of the recommendations, annual savings of Rs. 51.96 Lakhs will be accrued.**

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## ġ:ÜđđÜđ - 5

### CHAPTER – 5

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## RECOMMENDATION

Sl. No.	Description	Para No.
01	<p><b><u>Recommendation:</u></b></p> <p>➤ It is recommended to <b>surrender 16 posts from sanctions of Medical Safaiwalas</b> after outsourcing the cleaning activity at Railway colony/RYPS.</p>	<b>3.10</b>

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