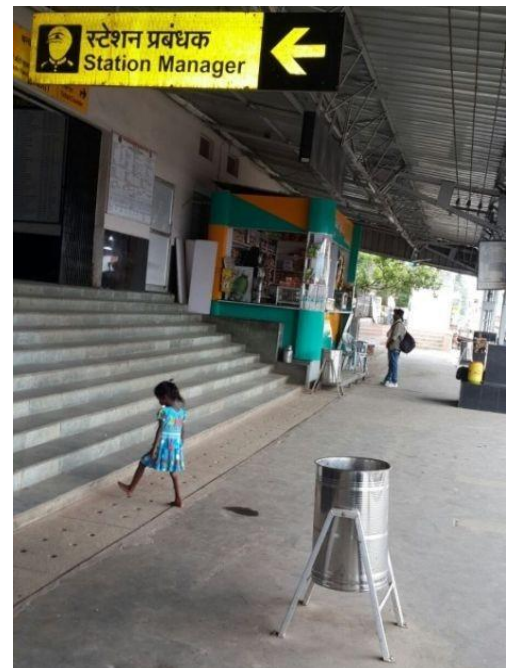




SOUTH EASTERN RAILWAY

REVIEW OF STAFF STRENGTH OF MISCELLANEOUS NON-SAFETY CATEGORIES (MEDICAL SAFAIWALAS) RANCHI DIVN.



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STUDY NO. EFF/875

SYNOPSIS

1.	Name of the work study	Review of staff strength of Miscellaneous non-safety categories – Medical Safaiwalas in RNC divn.
2.	Terms of reference	The study has been taken in the Annual Programme 2018-19 to review the staff strength of safaiwalas category in medical department of RNC division considering the present scenario.
3.	Aim	To study the feasibility of outsourcing the cleanliness activities in Railway colony in RNC divn.
4.	Projected manpower surrender.	Surrender = 10 ‘vacant’ posts.
5.	Anticipated/projected savings	39 lakhs per annum (approx)
6.	No of recommendations made	One.
7.	Critical analysis & observations	The cleaning related works such as colony sweeping and dumping of garbages are presently undertaken by Medical (RPHO) staff. This may be outsourced in a phased manner and the existing vacant posts may be surrendered.
8.	Brief note on recommendations	<u>Rec-I</u> : A total of 10 vacant posts to be surrendered outright.
9.	Department concerned	Medical.

C O N T E N T S

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CHAPTER – I

1.0. INTRODUCTION

Indian Railway is the lifeline of the country. It plays a vital role in providing quick, affordable and safe transportation to all rail users. Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keeps the person healthy but also increases the working efficiency. The age-old system of manual cleaning has become obsolete. It not only requires a huge man-power but also is time consuming and not effective up to satisfactory levels. Due to change in government policy, certain activity like cleaning, maintenance in Engineering works, loading/unloading/leasing of parcels, handling of guards/drivers boxes etc. are being carried out by contractual labours on contract basis successfully which has resulted in reduced maintenance cost. The present trend is to provide mechanized cleaning equipments, which provide hygienic environment instilling high satisfactory level to the users. Moreover it is also cost effective with less involvement of man-power. Technological advancements have also been introduced recently like jet cleaning machines, vacuum cleaners, modern wipers, improved working systems/procedures, construction of improved infrastructure i.e. glazed floors, walls, stairs etc. This has resulted less cleaning and encouragement of modern equipments, which has affected the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness.

For a greater importance to improve the overall status of sanitation/ cleanliness, Railway Board has issued guidelines for Mechanized cleaning of the different categories of railway stations. A great emphasis is also being placed on the cleanliness & hygienic conditions at the railway hospitals & colonies.

The study has been undertaken as per the instructions of Rly. Bd. to review the staff strength of all Miscellaneous non-safety categories. The requirement of Safaiwalas linked with the cleanliness activities under CMS / RNC has been reviewed.

1.1 **TERMS OF REFERENCE**

The following terms of reference were adopted for the conduct of study:-

To review existing staff strength vis-à-vis workload

To suggest ways and means to eliminate wasteful expenditure on unproductive/redundant activities

To suggest ways and means to improve standard and efficiency of sanitation working.

1.2 **METHODOLOGY ADOPTED**

The following method study and work measurement techniques were adopted: -

Data collection and its critical analysis

Direct observation of the pattern of working.

Interaction with all the field officials and Branch Officers.

Critical examination of the existing system of working and comparison with cost of manpower provided by Railways vis-à-vis opting for outsourcing the activity.

CHAPTER – II

2.0 STAFF STRENGTH

- 2.1 The safaiwalas including conservancy and other sanitary staff are entrusted with the job of cleaning the Railway Colonies and surroundings of the Railway Hospitals/Units, bush cutting & anti-malarial activities etc. The concerning staff are under the administrative control of CMS/RNC. The cadre strength of these staff is as under:-

S.No	Designation	Sanctioned	On Roll	Excess	Vacancy
1	Safaiwala	62	52	0	10
2	Hosp. Cleaner	3	3	0	0
Total		65	55	0	10

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING

- 3.1 The house to house garbage collection and its disposal and the cleaning activities in the Hatia & Ranchi Railway colony are carried out by the Medical staff.
- 3.2 The safaiwalas working under RPHO are utilized for cleaning of drains, sweeping of colonies, dumping and de-sludging of sanitary tanks, de-silting and cleaning of man-holes & drains and removing of blockage of sewer lines etc. The safaiwalas are utilized for sweeping of railway colonies and dumping the same in a particular spot and from where the same is collected and disposed by agency. Apart from this, they are also utilized in collection of water samples and anti-malarial activities.
- 3.3 Ranchi division has a large number of railway quarters spread throughout the division basically at RNC, Hatia & Muri. Due to radical change in technology, the age old aqua privy lavatories have been converted into septic tanks long back.
- 3.4 Apart from sanitation, the conservancy staffs are also engaged in health promotional activities like Pulse polio immunization, National Filarial control programme, maintenance of sanitation during disaster, relief & rescue operations, railway accidents, etc. Mosquito control activities are also looked after by the Malaria Khalasis under health department.
- 3.5 The medical department is under the process of outsourcing the Cleaning & Sweeping of entire Railway Colony at Hatia alongwith disposal of garbage for a period of 2 years at a cost of around Rs. 70 lakhs to out-agency.
- 3.6 The Ranchi Railway colony is presently under rate contract with M/s Tejnarayan Pandey till 31.07.2018 as the tender process is under finalization.
- 3.7 Cleanliness in the MURI Railway colony is wholly taken care departmentally by the staff of Medical deptt.

CHAPTER-IV

4.0 CRITICAL ANALYSIS WITH RECOMMENDATIONS :

- 4.1 Sanitation is an essential activity in any working place. As it not only keeps human beings healthy but also affects the working efficiency. The cleaning and sweeping of railway colonies, cleaning of drains, dumping and de-sludging of sanitary tanks, de-silting and cleaning of man-holes & drains and removing of blockage of sewer lines etc. were being performed by safaiwala staff, which is controlled by concerned health inspectors. Mostly the cleaning activities are being done manually.
- 4.2 The medical department is under the process of finalizing the outsourcing of the cleaning & sweeping of entire Railway Colony at Hatia alongwith disposal of garbage for a period of 2 years at a cost of around Rs. 70 lakhs.
- 4.3 The Ranchi Railway colony is presently under rate contract with M/s Tejnarayan Pandey till 31.07.2018 as the tender process is under finalization.
- 4.4 The cleanliness activity relating to garbage disposal by mechanized transport in colonies and stations is under finalization of being outsourced at RNC division. It is also true that the establishment cost of government employees has increased tremendously in the recent days. As such the railway administration should take necessary initiatives to outsource the non-core activities pertaining to maintaining cleanliness. The study has been taken up with a view to achieve cost neutrality for the financial involvement in the execution of the contract.
- 4.5 There are 10 vacant posts in Safaiwala category at present. To achieve cost neutrality, these vacant posts may be rendered surplus as soon as outsourcing tender is finalized.

Recommendation – I :

The 10 vacant posts of Safaiwala may be surrendered outright.

CHAPTER-V

5.0 FINANCIAL EVALUATION

In reference to the recommendations made in the study report the financial evaluation on the basis of surrender of **10** posts is as under:-

SURRENDER OF 10 VACANT POSTS							
Sl.No	Designation	Scale of Pay	No.of Post	Average Pay	DA (5%)	Monthly cost per staff	Total cost per month
1	Level-1	18000 — 43600	10	30800	1540	32340	323400
			10				323400

The annual savings on account of surrender of **10** ‘vacant’ posts = Rs.323400 x 12

= **Rs. 38,80,800/-**

Say 39 lakhs per annum

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