



SOUTH EASTERN RAILWAY
STUDY ON THE SURPLUS STAFF
DUE TO OUTSOURCING OF CLEANING
ACTIVITIES AT DRM OFFICE, ADRA
& RUNNING ROOM, BKSC



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STUDY NO. EFF/894

SYNOPSIS

1.	Name of the work study	Study on the surplus staff due to outsourcing of cleanliness activities at DRM office ,ADA & Running Room, BKSC.
2.	Terms of reference	Study on the feasibility of outsourcing the cleanliness activities of DRM building and circulating area of Adra & Running Room BKSC.
3.	Aim	Achieve a quantum reduction in manpower requirement for sustaining financial viability of IR with rising manpower costs
4.	Projected manpower re-deployment/ surrender.	Surrender = 15 Gr'D' post
5.	Anticipated/projected savings	Rs. 78 Lakhs (Approx) per annum.
6.	No of recommendations made	Two
7.	Critical analysis & observations	The cleaning of the rooms in the DRM office, Officers Rest House and Transit Rest House at Adra and Crew lobby, Running Room BKSC should be outsourced to private agency and the existing staff after undergoing multi skilling training to be redeployed.
8.	Brief note on recommendations	<p><u>Rec-I</u> 06 post of safaiwala from Engineering Department presently working in cleaning job at DRM office Adra to be redeployed and surrendered upright</p> <p><u>Rec-II</u> 04 Gr'D' post from Electrical and 05 Gr'D' post from Mechanical = 09 post to be rendered surplus after outsourcing and surrendered outright</p>
9.	Department concerned	Multi (Engg, Mech & Elect)

C O N T E N T S

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CHAPTER-I

1.0. INTRODUCTION

Railways had managed the majority, or even the totality, of internal non-core processes, which support core operations and these were carried out by our own personnel and resources. The need of the day is to concentrate basically on the core activities relating to the transportation part.

These non-core activities can be handled by skilled experts who possess expertise in their respective fields. This shall lead to better focus on the core activities, better risk management, increasing in-house efficiency and finally improvement in services leading to customer delight.

Today, the Railways' financial position is under considerable stress. The loss of market share to road transport in the freight business, lack of operational flexibility, especially in pricing, high and unrequited cost, a huge pension liability and inadequate internal generation of resources coupled with skewed investment decisions, driven by different factors have combined to bring the railways to a difficult(financial) situation. This has resulted in the increase of Operating ratio. Planning Commission , in its Working Group Report for the XIIth Plan (2012-17) on Railway Sector, has recommended for hiving off of non- transportation tasks. The entire range of activities falling outside the core transportation operations such as manufacturing of rolling stock, parcels, management of major stations and staff colonies etc. should be critically reviewed from the perspective of either retention or outsourcing / hiving off. These activities can be classified into two categories: One group consisting of activities that are required for transport but can be done by another agency more efficiently(e.g. cleaning ,provision of linen in trains & running room, catering services etc.). Enhancing profitability would be essential to generate sufficient internal surplus for funding the capacity augmentation and modernization plans. Railways financial need to be improved to be able to support the capacity augmentation and modernization plans. Hon'ble MR has also reiterated the need for a specialized House-keeping body for improving the standards of hygiene and cleanliness. Indian Railways is duty bound to provide high standards of cleanliness at all levels.

In view of the above, the present study on outsourcing of cleanliness activities in DRM building and its circulating area at Adra and maintenance of cleaning activities and provision of linen etc through outsourcing in running room/ BKSC has been taken as one of the study

CHAPTER – II

2.0 STAFF STRENGTH

- 2.1 The Sanctioned cadre of the Safaiwala staff provided for DRM office by Engineering department Adra and Mechanical (Loco) & Electrical (Running) staff provided at Running Room/ BKSC is as follows :-

Engineering Department - ADRA						
Srl. No	Category	Level	Sanctioned	On-Roll	Vacancy	Excess
1	Safaiwala	2	06	06	00	00
						00
	TOTAL		06	06	00	00
Mechanical (Loco) - BKSC						
	Bearer	2	05	02	03	00
	Asstt. Cook	2	00	01	(+)01	01
	Masalchi	2	00	02	(+)02	02
	Halwai	2	00	01	(+)01	01
	TOTAL		05	06		01
Electrical (Running) - BKSC						
	Asstt. Cook	2	01	01	00	00
	Masalchi	2	00	02	00	02
	Bearer	2	03	03	00	00
	TOTAL		04	06	00	02

CHAPTER –III

3.0. EXISTING SYSTEM OF WORKING

- 3.1 The cleaning of DRM building and its surroundings including Officers Rest House & Transit Rest House at Adra is presently being undertaken by the safaiwalas under Engineering Department. These safaiwalas are normally entrusted with the job of sweeping the floors of all the rooms available in the service building, rest house and transit rest house. They also sweep the surrounding area of the DRM building. A total of **06** on roll staff against the sanction of **06** staff are utilized for this purpose.
- 3.2 The sweeping and cleaning of all rooms of loco running room, kitchen, dinning hall, bathrooms toilets, verandah and washing of linens at crew lobby and running room were maintained by the mechanical department but presently this has been transferred to electrical department. The staff deputed for this job normally does these work as because the kitchen has already been outsourced to private agency. Now the mechanical as well as the electrical staff who were earlier working in the crew lobby and running room are doing the cleaning and other allied jobs.

CHAPTER-IV

4.0 Critical Analysis and Recommendation

- 4.1 The cleaning of the rooms in the DRM office, Officers Rest House and Transit Rest House at Adra should be outsourced to private agency. The 06 on roll safaiwalas to be given multi skilling training and redeployed to some other units as per exigency and there after these posts may be surrendered outright.

Recommendation-I

06 post of Safaiwala from Engineering Department presently working in cleaning job at DRM office Adra to be redeployed and the surplus post to be surrendered upright

- 4.2 The sweeping and cleaning of all rooms of loco running room, kitchen, dinning hall, bathrooms toilets, verandah and washing of linens at crew lobby and running room were maintained by the mechanical department but presently this has been transferred to the electrical department under Sr.DEE (OP)/ADA. Both the staff of mechanical & Electrical department who were earlier attached to the crew lobby and running room have been utilized with the maintenance work. Since the kitchen work is outsourced the cleaning and other work should also be outsourced to private agency. This will reduce the overhead cost and the staff surplus can be utilized in some other work after undergoing multi skilling training. Presently **06 Gr'D'** staff (Bearer=2, Asstt. Cook=01, Masalchi=02 & Halwai=1) from Mechanical department and **06 Gr'D'** staff (Asstt. Cook=01, Masalchi= 02 & Bearer=03) from Electrical department are performing the above jobs. After outsourcing these 06 + 06 = 12 posts the existing staff to be redeployed as per exigency and the resultant surplus to be surrendered outright.

Recommendation-II

04 Gr'D' post from Electrical and 05 Gr'D' post from Mechanical = 9 post to be rendered surplus after outsourcing and surrendered outright

CHAPTER- V

5.0 FINANCIAL EVALUATION

In reference to the recommendations made in the work study report the financial evaluation on the basis of surrender of 15 Group'D' posts is as under:-

SURRENDER/REDEPLOYMENT OF 15 POSTS							
Sl.No	Designation	Scale of Pay	No.of Post	Average Pay	DA (5%)	Monthly cost per staff	Total cost per month
	Group 'D'	Level-2	15	41150	2058	43208	6,48,120
			15				6,48,120

The annual savings on account of surrender of '15' posts = Rs.6,48,120 x 12

= **Rs. 77,77,440/-**

Say 78 lakhs approx. per annum