

दक्षिण पूर्व मध्य रेलवे  
SOUTH EAST CENTRAL RAILWAY



कार्यालय  
वरिष्ठ उपमहाप्रबंधक, बिलासपुर

Office of the  
Sr. Dy. General Manager, Bilaspur.  
Tel.No. 64006(Rly), 07752-414229

पत्र सं. No. WS/H.U.-Med/BSP/1849

दिनांक Dated: 28.09.2018

The Divisional Railway Manager,  
S.E.C. Railway,  
Bilaspur.

Sub: Work study on "Review of existing cadre strength vis-a-vis workload of Railway Health Units under Medical Department in Bilaspur Division."

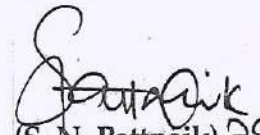
- Ref.: (1) This office L. No. WS/H.U.-Med./BSP/1489 dated 02.08.2018  
(2) CMS/BSP's office L. No. CMS/MED/BSP/Work Study/66/2013 dated 08.09.2018.  
(3) This office L. No. WS/H.U.-Med./BSP/1766 dated 17.09.2018  
(4) CMS/BSP's office L. No. CMS/MED/BSP/Work Study/66/2120 dated 24.09.2018.

The work study of Railway Health Units (Excluding Central Hospital/Bilaspur, CMS/BSP office) under Medical Department in Bilaspur Division has been conducted to review the existing cadre strength vis-a-vis workload in view of Multi-skilling concept, yardstick, outsourcing activities, need base requirement and optimum utilization of manpower. A draft study report was sent to your office vide letter under reference (1) to furnish the remarks and the remarks was received by this office vide letter under reference [2]. The remarks have been examined and a reply has been sent to CMS/BSP vide letter under reference [3]. Further, CMS/BSP has informed vide letter under reference [4] that work study report is accepted and vacant posts of Safaiwala & Malaria Khalasi will be surrendered in two phase.

Therefore, the draft study report is finalised with recommendation for surrender of 27 surplus posts [Safaiwala-24 (13 vac), Malaria Khalasi- 02 (vac) & Conservancy Khalasi-01 (vac)] in phase-wise [16 vacant posts in Phase-I & 11 Live posts in Phase-II after outsourcing of cleaning work and redeployment of staff] from Medical Department of Bilaspur Division.

Hence, it is requested that suitable instructions may be given to concerned officers for implementation of the work Study report and copy of surrender memorandum may be sent to this office so that progress of implementation of work study can be advised to Railway Board accordingly.

This has the approval of SDGM.

  
(S. N. Pattnaik) 28/9/2018

Asst. Work Study Officer  
For SR. DY. GENERAL MANAGER

Encl: 1 work study report.

Copy to:-

- 1) The Executive Director, E&R (ME), Railway Board for kind information.
- 2) Secretary/SECR for kind information of GM.
- 3) CMD/SECR/ BSP for kind information.
- 4) CMS/BSP, Sr.DPO/BSP for kind information and necessary action.



## **SOUTH EAST CENTRAL RAILWAY**

### **WORK STUDY CELL**

**Work study report on**

**Review of Existing Staff strength vis-à-vis WorkLoad  
Of Railway Health Units under Medical Department  
in Bilaspur Division**



### **OVER S.E.C. RAILWAY**

**WORK STUDY CELL  
S. E C. RAILWAY  
BILASPUR**

**STUDY NO.  
SEC/07/2018-19**

**SOUTH EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**ON**

**Review of Existing Staff strength Vis-à-vis Work Load  
of Railway Health Units under Medical Department  
in Bilaspur Division**

**OVER S.E.C. RAILWAY**

**GUIDED BY**

SRI AMIT KUMAR SINGH

**SR. DY. GENERAL MANAGER**

**LED BY**

SRI S. N. PATTNAIK

**ASST. WORK STUDY OFFICER**

**CONDUCTED BY**

SRI V. K. SINHA

**CH. WORK STUDY INSPECTOR**

SRI S. K. MISHRA

**WORK STUDY INSPECTOR**

**WORK STUDY CELL**

**S. E. C. RAILWAY, BILASPUR**

**STUDY No.**

**SEC/07/2018-19**

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## SUMMARY OF RECOMMENDATIONS & SUGGESTIONS

S#	Descriptions	Para ref.
	<p><b><u>RECOMMENDATIONS:</u></b></p> <p>On the basis of direct observations and critical analysis, the following recommendations and suggestions are made:</p>	
1.	<p><b><u>Loco Colony Health Unit/Bilaspur:</u></b> As per details given in Para 3.2.1, considering existing workload the requirement of staff under Loco Health unit/BSP comes to 05 against sanctioned of 06 and thus identified 01 (Vac,) surplus post of Staff nurse/Mid-Wife may be shifted to Champa Health Unit to meet the needful requirement.</p> <p><b><u>Railway Health Unit/Champa:</u></b> As per details given in Para 3.2.2, the requirement of staff under Railway Health unit/Champa comes to 04 against sanctioned of 04.</p> <p><b><u>Railway Health Unit/Korba:</u></b> As per details given in Para 3.2.3, the requirement of staff under Railway Health unit/Korba comes to 04 against sanctioned of 04.</p> <p><b><u>Railway Health Unit/Raigarh:</u></b> As per details given in Para 3.2.4, the requirement of staff under Railway Health unit/Raigarh comes to 09 against sanctioned of 20. Hence, 11 posts of Safaiwala/Malaria Khalasi are found surplus and should be surrendered in phase-wise (03 vacant posts in Phase-I &amp; 08 live posts in Phase-II after outsourcing of cleaning work). The live staff may be redeployed in suitable category as per extant rules.</p> <p><b><u>Railway Health Unit/Shahdol:</u></b> As per details given in Para 3.2.5, the requirement of staff under Railway Health unit/Shahdol comes to 51 against sanctioned of 62. Thus 11 vacant Posts (Conservancy Khalasi -01, Malaria Khalasi-01, Safaiwala-09) are identified as Surplus and recommended to surrender to achieve the economy.</p> <p><b><u>Railway Health Unit/Manendragarh:</u></b> As per details given in Para 3.2.6, the requirement of staff under Railway Health unit/Manendragarh comes to 28 against sanctioned of 28. At present there is no Staff Nurse and Dresser posted in Manendragarh Health Unit. Considering the existing workload (Avg. 70 patients daily), it is suggested that 01 Staff Nurse/Dresser is required and should be filled up on priority.</p> <p><b><u>Railway Health Unit/Koranji:</u></b> As per details given in Para 3.2.7, the requirement of staff under Railway Health unit/Karonji comes to 04 against sanctioned of 09. Hence, 05 (03 vacant) posts of Safaiwala are found surplus and should be surrendered after implementation of outsourcing of cleaning work. The live staff may be redeployed in suitable category as per extant rules. However, it is suggested that one Nurse may be deployed at this Health Unit for dressing, injections and caring of patients.</p> <p>In view of difficulties being faced by Railway employees and their dependents, the Work Study Team suggests that the visiting day of Doctor in Karonji H. U. may be increased to 03 days from 01 day in a week to provide adequate healthcare needs of staff &amp; their families residing in Darritola – Ambikapur section covering under Karonji Health unit and</p>	3.7.1

	for proper functioning of Health unit. <b><i>Therefore, out of total sanctioned of 133 posts, 27 surplus posts [Safaiwala-24 (13 vac), Malaria Khalasi- 02 (vac) &amp; Conservency Khalasi-01 (vac)] should be surrendered in phase-wise [16 vacant posts in Phase-I &amp; 11 Live posts in Phase-II after outsourcing of cleaning work and redeployment of staff] from Medical Department of Bilaspur Division considering present workload and outsourcing activities.</i></b>	
2.	It is suggested that cleaning activity of Railway colonies (Safaiwala activity) at Raigarh, Shahdol, Karonji and Manendragarh may be outsourced for better output and to reduce the financial implication and expenditure incurred on departmental Safaiwalas.	3.7.2
	<b><u>SUGGESTIONS:</u></b>	
1.	The 1800 GP posts belong to earstwhile Gr. 'D' Cadre of different categories viz. Hospital Attendant, Dispensary Cleaner, Ayah, Safaiwala, Malaria-Khalasi, Conservency Khalasi & Waterman working in Medical department may be merged as MTS (Multi-Tasking Staff) after imparting necessary in house Training (if so required) for optimum utilization of staff.	3.7.3
2.	In present scenario of computerization & digitalization it is the need of the hour to optimize the paperless working culture and to enhance the office facility, it is therefore suggested to provide one Computer Set with Printer/Internet facility at Health Units where not provided for various works like preparation of PCDO, letters, indent, muster roll, record keeping, printing & other related work.	3.7.4
3.	Keeping the Safety & Security of the Hospital premises in view, it is suggested to provide Chowkidar/security staff at Sub-Divisional Hospital/Shahdol.	3.7.5

## **CHAPTER-I**

### **INTRODUCTION**

**1.0** The study of Railway Health Units (Excluding Central Hospital/Bilaspur, CMS/BSP office) under Medical Department in Bilaspur Division has been undertaken to review the existing cadre strength vis-à-vis workload in view of Multi-skilling concept, yardstick, outsourcing activities, need base requirement and optimum utilization of manpower.

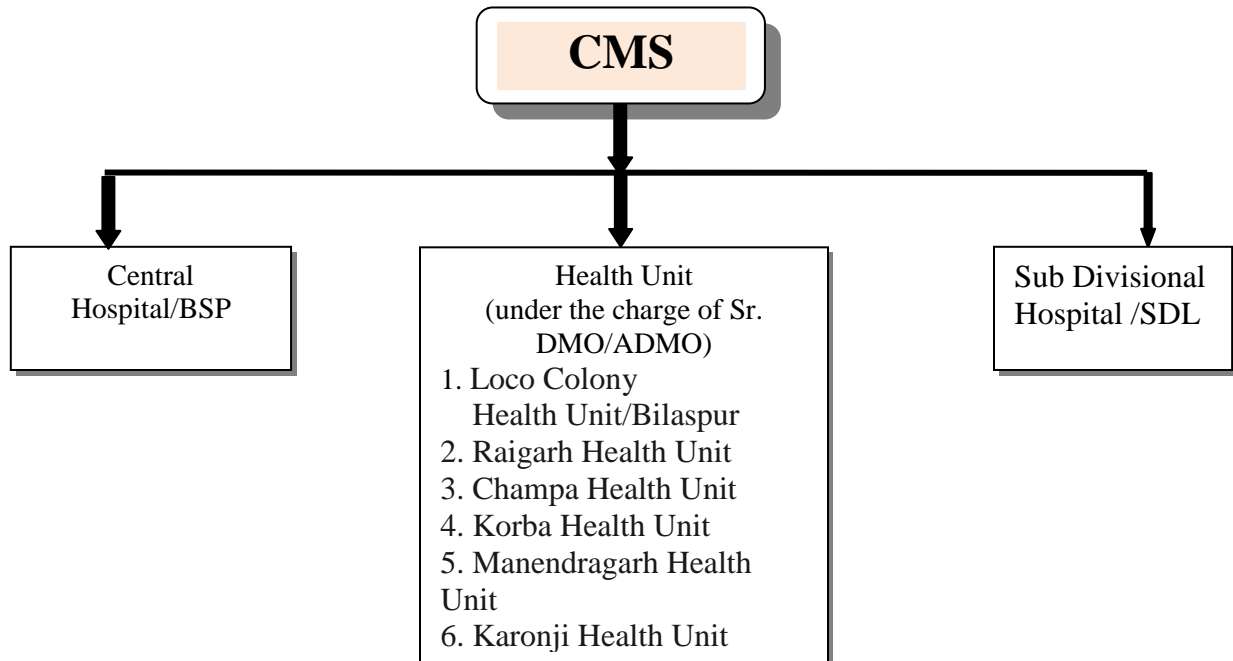
**1.1** The principal objective of the Railways Health Service is to render comprehensive and integrated health care services to the Railway employees and their families. Apart from this, facilities are also to be extended to retired personnel's and their dependents. The Health Unit provides primary health care to Railway employees & their dependants. It is also responsible for various medical examinations of the employees during induction as well periodically (PME) medical checkup of private employees of canteen, conservancy staff etc. The Medical Department is organizing various Health Awareness Camps, Immunization Programmes, Family Planning Education, St.Johns Ambulance activities etc.

**1.2 Name of Health Units/Sub-Divisional Hospital with Jurisdiction in Bilaspur Division:**

There are 01 Central Hospital, 01 Sub Divisional Hospital and 06 Health Units located over Bilaspur Division which are as under:

<b>S. No.</b>	<b>Name of Hospital/Health Unit</b>	<b>Jurisdiction</b>	<b>Section (KM.)</b>	<b>No. of Employee covered under H. U.</b>
1	Central Hospital/Bilaspur	Entire SECR	-	-
2	Loco Colony Health Unit/Bilaspur	Jairamnagar-Bilaspur Bilaspur-Chhulha	-	2229
3	Railway Health Unit/ Raigarh	Robertson-IB	88	3092
4	Railway Health Unit/ Champa	Kotmisonar-Kharsia Champa-Kothari Road	89	1460
5	Railway Health Unit/ Korba	Kothari Road-Gevra Road	40	1158
6	Sub Divisional Hospital/Shahdol	Anupur-Jhalwara	174	3012
7	Railway Health Unit/ Manendragarh	Chirimiri-Anupur Manendragarh- Udalkachhar Manendragarh-Tigerhill	141	2300
8	Railway Health Unit/ Karonji	Darritola-Ambikapur	93	640

**1.3 ORGANIZATIONAL SET UP:** The organization set up of Railway Hospital/Health Units in Bilaspur Division is as under :-



**1.4 Methodology:**

The following methodology has been adopted for conducting the study:

- (i) Collection of relevant data,
- (ii) Examination of records,
- (iii) Direct observations regarding working of staff,
- (iv) Interaction with officers and staff,
- (v) Critical Analysis,
- (vi) Applied Outsourcing and Multi-skilling concept,
- (vii) Need base requirement of staff.



## **CHAPTER-II**

### **2.0 OBSERVATIONS :**

**2.1 Staff Position:** The unit-wise cadre position of Railway Health Units (Excluding CMS/BSP office & Health Inspector) under Medical Department in Bilaspur Division vide CMS/BSP's office L. No. CMS/MED/BSP/Work Study/66/1553 dated 13.07.2018 and as per data collected is as under:

S#	Designation	G.P.	Level	Sanction	Actual	Vacancy
<b><u>Loco Colony Health Unit/Bilaspur:</u></b>						
1.	Pharmacist	4200	L-6	01	01	00
2.	Dresser	1900	L-2	01	01	00
3.	Midwife	1900	L-2	01	00	01
4.	Peon	1800	L-1	01	01	00
5.	Conservancy Waterman	1800	L-1	01	01	00
6.	Safaiwala	1800	L-1	01	01	00
<b>Total</b>				<b>06</b>	<b>05</b>	<b>01</b>
<b><u>Health Unit/Champa:</u></b>						
1.	Pharmacist	2800	L-5	01	01	00
2.	Dresser	2400	L-3	01	01	00
3.	Dispensary Cleaner	1800	L-1	01	01	00
4.	Peon	1800	L-1	01	01	00
<b>Total</b>				<b>04</b>	<b>04</b>	<b>00</b>
<b><u>Health Unit/Korba:</u></b>						
1.	Pharmacist	2800	L-5	01	01	00
2.	Staff Nurse	4600	L-7	01	01	00
3.	Dispensary Cleaner	1800	L-1	01	01	00
3.	Hospital Attendant	1800	L-1	01	01	00
<b>Total</b>				<b>04</b>	<b>04</b>	<b>00</b>
<b><u>Health Unit/Raigarh:</u></b>						
1.	Pharmacist	4200	L-6	01	01	00
2.	Dresser	1900	L-2	01	01	00
3.	Staff Nurse	4600		00	01	-01
3.	Midwife	1900	L-2	01	00	01
4.	Dispensary Cleaner	1800	L-1	01	01	00
5.	Peon	1800	L-1	01	01	00
6.	TADK	1800	L-1	01	00	01
7.	Safaiwala	1800	L-1	13	12	01
8.	Malaria Khalasi	1800	L-1	01	00	01
<b>Total</b>				<b>20</b>	<b>17</b>	<b>03</b>
<b><u>Sub-Divisional Hospital/Shahdol:</u></b>						
1.	Matron	5400	L-9	01	01	00
2.	Pharmacist	4200	L-6	01	01	00
3.	OS	4200	L-6	01	00	01
4.	Staff Nurse	4600	L-7	01	02	-01
5.	Radiographer	2800	L-5	01	01	00
6.	Lab Superintendent	4200	L-6	01	01	00
7.	Dresser	2400	L-2	01	00	01
8.	Dispensary Cleaner	1900	L-2	04	04	00

9.	Ayah	1800	L-1	04	04	00
10.	Hospital Attendant	1800	L-1	01	02	-01
11.	Peon	1800	L-1	02	01	01
12.	Consergency Khalasi	1800	L-1	01	00	01
13.	Malaria Khalasi	1800	L-1	01	00	01
14.	Safaiwala	1800	L-1	42	33	09
<b>Total</b>				<b>62</b>	<b>50</b>	<b>12</b>
<b>Health Unit/Manendragarh:</b>						
1.	Pharmacist	2800	L-5	01	01	00
2.	Dresser	1900	L-2	01	00	01
3.	Staff Nurse	4600	L-7	01	00	01
4.	Dispensary Cleaner	1800	L-1	01	01	00
5.	Peon	1800	L-1	01	01	00
6.	Safaiwala	1800	L-1	23	20	03
<b>Total</b>				<b>28</b>	<b>23</b>	<b>05</b>
<b>Health Unit/Karonji:</b>						
1.	Pharmacist	4200	6	01	01	00
2.	Dispensary Cleaner	1800	1	01	01	00
3.	Safaiwala	1800	1	07	04	03
<b>Total</b>				<b>09</b>	<b>06</b>	<b>03</b>
<b>GRAND TOTAL</b>				<b>133</b>	<b>109</b>	<b>24</b>

## 2.2 Working Hours of Railway Health Unit:

March – September : 08.00 a.m. – 12.00 p.m. & 17.00-19.00 p.m. [ Mon-Sat]

October – February : 08.30 a.m. – 12.30 p.m. & 16.30-18.30 p.m. [ Mon-Sat]

Wednesday/Friday : Half Day

Sunday : OFF/REST Day

## 2.3 Duties of Medical Staff working under Hospital/Health Unit:

### Duties of Pharmacist:

- Preparation of monthly, quarterly, half yearly returns and annual narrative report.
- ARME scale I
  - ❖ Stock Register.
  - ❖ Joint Inspection Register.
  - ❖ CMS Inspection Register.
  - ❖ Sr. DMO's Inspection Register.
  - ❖ ARME replacement/expiry Registers.
- First aid box.
  - ❖ Maintenance of First Aid box register.
  - ❖ Maintenance of recoupment of First aid boxes once in every 3 months.
- Issue of drugs to both serving and retired employees and their dependent.
- Accountal of drugs issued to patients.

- Attending to accident spot at the time of accident.
- Issue of MO28 to employees who report sick.
- Issue of fit certificate.
- Procedures of IOD.
- Preparation of returns of the sick and fit patients.
- Issue of Hospital permit.
- Issue of fit certificate to employees who produce PMC.
- Preparation of annual indent of drugs and quarters indent of book & forms and consumable. Correspondence work.

### **Duties of Nurses:**

- Handing and taking over the patients position.
- Checking vital signs and recording.
- Checking temperature of all admitted patients, minimum twice or 4<sup>th</sup> hourly as required.
- Accompany Medical officers for ward rounds and carry out their instructions.
- Supervising HA's and SC's in their work.
- Sending the patients for their investigations such as X-ray, Lab, etc.
- Attending Telephone messages and informing the concerned.
- Checking the emergency equipments, medicines, injections and line box daily.
- Indenting the medicines and disposable items daily.
- Checking BP and urine sugar for HT and DM patients twice daily.
- Giving health talk to patients about nutrition, hygiene, communicable disease, family welfare programme etc.
- Giving psychological support and advice to patients and their relatives.
- Taking ECG checking blood sugar with Glucometer in emergencies.
- Giving total nursing care to all patients according to their needs, eg., Catherisation, RT feeds, mouth care, sponge bath.
- Supervising the distribution of diet to patients.
- Sorting case sheets (discharge) at the end of each month.
- Supervising the disposal of used disposable items.
- Attending SPART movements and arranging staff.
- Checking Height, Weight and chest for medical examination.
- Maintaining of records.
- All works related to admission and discharge of patients (case sheet, Temp. chart, Diet Sheet, Lab Chart, instruction book, etc.)

### **Duties of Dresser:**

- Attending to all types of wounds and injuries.
- Preparing all types of Dressing materials like Sprit, Cotton pad, Bandages, Glycerine Sulphur.
- Autoclaving all dressing material used in Hospital and SPART.
- Assisting Medical Officers for Medical examination.
- Proper discarding of contaminated dressing materials.

**Duties of Dispensary Cleaner:**

- Cleaning of Sr.DMO's room, Matron Office, Dressing Room, OT, LR injection room, office, dispensary, stores and computer room and lab with disinfectants.

**Duties of Hospital Attendant:**

- Cleaning of Sr.DMO's room, Matron Office, Dressing Room, OT, LR injection room, office, dispensary, stores and computer room and lab with disinfectants.
- Carrying out all duties ordered by Matron, Nursing staff and paramedical staff.
- Attending SPART during accidents/drills.
- Cleaning SPART periodically.
- Collection of Stores & Medicines items from PGT, CBE, MAS.
- Maintaining garden.
- Receiving and shifting casualties.
- Accompanying Ambulance Van.
- Assisting Medical Officer for examining patients.
- Issuing OP Slips for Patients in the absence of Record Sorter.

**Duties of Radiographer:**

Taking X-rays and ECG of patients.

Preparing X-ray & ECG reports.

**Duties of Lab Supdt.:**

The following tests and observations are carried out by the Lab Superintendent:

- Hematology.
- Clinical pathology.
- Bio chemistry and serology.
- Liver function test.

The Lab does not function on Sundays, and works in general shift only. Microbiological tests are performed on urine, puss, sputum and body fluids.

- Collection of blood and other samples.
- Reporting the results in time.
- Attending special camp duties at various places like CAN,CLT, MAQ.
- Attending SPART, Siron calls.
- Indenting reagents, kits, strips, glass wares and disposable items.
- Supervising the discarding of disposable items.

**Duties of Safailwala: -**

- Sweeping.
- Cleaning of drains.
- Cleaning of sewer pipe lines, septic tanks holes.
- Removing dead animals in the vicinity.
- Spraying Insecticides for anti-holes/mosquito as a preventive measure.
- Attending works related to complaint/reports.

#### 2.4.1 Existing Deployment of Staff in Loco Health Unit/BSP:

S#	Name	Design.	Work Load
01	Dr. Aman Saraf	ADMO	Overall In-charge of Railway Loco Health Unit/BSP and responsible for ensuring Medical remedy to the Railway Staff belong to the Section (Line) of Jairam Nagar to Chhulha Station through examination, diagnosis and treatment of patients. As needed, patients might be referred by him to Central Hospital/ BSP. To diagnose the Line Patient, he has to visit Section (Pendra) once in a week.
02	Dr. Rajeev Kr. Yadav	ADMO	Deals the same responsibilities as mentioned above
03	Shri Rajendra Lodhi	Pharmacist	Deals with various works mentioned as under: <ul style="list-style-type: none"> <li>➤ Dispersing of Medicines.</li> <li>➤ Maintaining ledgers along with accountal of Medicines</li> <li>➤ Documentation of all Files and all Registers</li> <li>➤ All type of Correspondence work.</li> <li>➤ Maintenance of Medical items kept in ARME (Weekly).</li> <li>➤ Dealing of Sick &amp; Fit Cases</li> <li>➤ Organizing Health awareness Program time to time.</li> <li>➤ Replacement of First Aid Box.</li> </ul>
04	Shri Shrawan kr. Kewart	Dresser	<ul style="list-style-type: none"> <li>➤ Deals with routine activities of Dresser such as assisting to Doctors &amp; Nurse in treatment of Patients, providing first Aid to the needful Patients.</li> <li>➤ Assists in maintenance of ARME.</li> <li>➤ Attends Mock Drill for an emergency situation.</li> </ul>
05	Shri sanjay Kumar	Peon	Deals with miscellaneous activities as per instruction
06	Shri D. L. Patel (Blind)	Waterman	Basically, performs the duty of serving water and maintaining water utensils and also deals with some light work as & when required
07	Shri Birendra Kumar	Safaiwala	Carries out the activities related to cleanliness of Health Unit and ARME .

#### 2.4.2 Status of Hospital situated nearby Loco Health Unit/BSP:

S#	Name of Hospitals	Status	Location
1	Central Hospital/SECR/BSP	Main Railway Hospital	All the nearby Hospitals are situated within the radius of 2-7 KMs from Loco Health Unit/BSP
2	KIMS Hospital	PVT. Hospital Tie-up with Central Hospital/SECR	
3	Apollo Hospital	PVT. Hospital Tie-up with Central Hospital/SECR	
4	CIMS Hospital	State Govt. Main Hospital, Bilaspur	
5	District Hospital	State Govt. Hospital, Bilaspur	
6	Mahadev Hospital	Pvt. Hospital	
7	Many Small Hospitals & Nursing Homes		

### 2.4.3 Infrastructure/ Equipments available at Loco Health Unit/BSP :

S#	Name of Equipments	Quantity	Status
1	Refrigerator	01	Working
2	Electronic BP Machine	01	Working
3	Manual BP Machine	01	Working
4	Pulse Oximeter electronic	01	Working
5	Nebulizer	01	Working
6	Sugar Check machine	01	Working
7	Water cooling Machine	01	Working
8	Oxygen Cylinder with flow machine	02	Working
9	Patient Examining Table	01	Working

### 2.4.4 Month-wise Comparative Position of Patients attended/treated at Loco Health Unit/BSP in last 02 years:

S#	Month	No. of Patients attended in last two years	
		2016	2017
01	January	1215	1379
02	February	1219	1396
03	March	1280	1570
04	April	1302	1210
05	May	1406	1211
06	June	1390	1303
07	July	1300	1448
08	August	1401	1520
09	September	1700	1605
10	October	1675	1730
11	November	1580	1628
12	December	1912	1840
<b>Total</b>		<b>17380</b>	<b>17840</b>
<b>Average/Month (approx.)</b>		<b>1450</b>	<b>1500</b>
<b>Avg./day (approx.)</b>		<b>48</b>	<b>50</b>

### 2.4.5 Number of Patients referred from Loco Health Unit/BSP to Central Loco Hospital in last 02 years:

S#	Month	No. of Patients referred to Central Hospital/SECR in last two years	
		2016	2017
01	January	63	42
02	February	34	51
03	March	62	65
04	April	67	67
05	May	62	68
06	June	69	72
07	July	58	51
08	August	61	60
09	September	63	62
10	October	56	55
11	November	53	54
12	December	64	49
<b>Total</b>		<b>712</b>	<b>696</b>
<b>Average/Month (approx.)</b>		<b>59</b>	<b>58</b>
<b>Avg./day (approx.)</b>		<b>02</b>	<b>02</b>



#### 2.4.6 Number of Sick Cases dealt at Loco Health Unit/BSP in last 02 years:

S#	Month	No. of Sick Cases dealt in last two years			
		2016		2017	
		PMC	RMC	PMC	RMC
01	January	45	16	24	14
02	February	32	18	21	20
03	March	64	52	18	12
04	April	29	16	10	12
05	May	54	19	21	07
06	June	20	08	11	07
07	July	32	40	09	07
08	August	12	32	17	12
09	September	13	15	07	09
10	October	14	13	06	11
11	November	31	07	11	17
12	December	22	27	11	04
<b>Total</b>		<b>368</b>	<b>263</b>	<b>166</b>	<b>132</b>
<b>Average/Month (approx.)</b>		<b>31</b>	<b>22</b>	<b>14</b>	<b>11</b>
<b>Avg./day (approx.)</b>		<b>01</b>	<b>0.7</b>	<b>0.5</b>	<b>0.4</b>

#### 2.5.1 Existing Deployment of Staff in Health Unit/Champa:

S#	Name	Design.	Activities dealt
01	Dr. V. Kiran Kumar	ADMO	Overall In-charge of Health Unit/Champa. Treatment of Patient.
02	Ranjan Kumar	Pharmacist	Deals with the work load mentioned as under: 1. Issue of medicines to patients and attend patient in the absence of Doctor. 2. Accountal of medicines, consumable & perishable stores. 3. Maintenance of First Aid Box. 4. Preparation of indents of drugs, RMC/PMC/IOD certificate, monthly narrative report and maintenance of files/registers. 5. Correspondence work & clerical work.
03	S. K. Mehra	Dresser	Dressing of all types of wounds & injuries to the patients & assist Doctor.
04	R. K. Yadav	Dispensary Cleaner	Deals with cleaning of dispensary, assist Pharmacist in carrying out their duties..
05	Balram Sahu	Peon	Assist Doctor, Dak distribution & in official activities.

**2.5.2 Month-wise Comparative Position of Patients attended and RMC/PMC cases dealt at Health Unit/Champa in last 02 years:**

Month	No. of Patients attended		No. of RMC/PMC cases dealt	
	In the year 2016	In the year 2017	2016	2017
January	523	610	23	56
February	1100	508	45	46
March	504	616	45	55
April	521	467	64	39
May	617	467	70	42
June	777	558	60	45
July	752	605	63	43
August	644	634	60	48
September	767	608	45	42
October	516	515	38	37
November	493	552	41	43
December	540	582	36	49
<b>Total</b>	<b>7754</b>	<b>6722</b>	<b>590</b>	<b>545</b>
<b>Average/Month</b>	<b>646</b>	<b>560</b>	<b>50</b>	<b>45</b>
<b>Avg./day</b>	<b>26</b>	<b>22</b>	<b>02</b>	<b>02</b>

**2.6.1 Existing Deployment of Staff in Health Unit/Korba:**

S#	Name	Design.	Activities dealt
01	Dr. Saiyed Asif	CMP	Overall In-charge of Health Unit/Champa. Treatment of Patient.
02	Dinesh Kumar Tiwari	Pharmacist	Deals with the work load mentioned as under: 1. Issue of medicines to patients and attend patient in the absence of Doctor. 2. Accountal of medicines, consumable & perishable stores. 3. Maintenance of First Aid Box. 4. Preparation of indents of drugs, RMC/PMC/IOD certificate, monthly narrative report and maintenance of files/registers. 5. Correspondence work & clerical work.
03	Sompr Abha	Staff Nurse	Attending & caring of patients, checking temperature, B.P. of patients, Injection, Dressing, Autoclaving, Vaccination, maintaining of records and assist Doctor. OPD registration.
04	Pramod Deep	Dispensary Cleaner	Deals with cleaning of dispensary, assist Pharmacist/Nurse in carrying out their duties.
05	Kanhaiya Lal	HA	Keep the ward, furniture, other fittings clean, prepare the beds, dressing of wounds, transportation of all store items from Bilaspur to H. U., Dak distribution work.

**2.6.2 Month-wise Comparative Position of Patients attended/RMC/PMC cases dealt at Health Unit/Korba in last 02 years:**

Month	No. of Patients attended		No. of RMC/PMC cases dealt	
	In the year 2016	In the year 2017	2016	2017
January	669	606	36	49
February	651	617	42	59
March	872	774	68	58
April	400	340	34	27
May	563	497	54	53
June	600	588	56	75
July	740	682	51	53
August	576	659	39	40
September	678	712	64	55
October	626	587	45	45
November	643	784	56	59
December	566	748	38	94
<b>Total</b>	<b>7584</b>	<b>7594</b>	<b>2599</b>	<b>2684</b>
<b>Average/Month</b>	<b>632</b>	<b>633</b>	<b>217</b>	<b>224</b>
<b>Avg./day</b>	<b>26</b>	<b>26</b>	<b>09</b>	<b>09</b>

**2.7.1 Existing Deployment of Staff in Health Unit/Raigarh:**

S#	Name	Design.	Activities dealt
01	Dr. Sumit Singh Kaushal	CMP	Overall In-charge of Health Unit/Raigarh. Treatment of Patient.
02	CH. S. Ramamurty	Sr. Pharmacist	Deals with the work load mentioned as under: 1. Issue of medicines to patients and attend patient in the absence of Doctor. 2. Accountal of medicines, consumable & perishable stores. 3. Maintenance of First Aid Box. 4. Preparation of indents of drugs, RMC/PMC/IOD certificate, monthly narrative report and maintenance of files/registers. 5. Correspondence work & clerical work.
03	Sushma Dubey	Staff Nurse	Attending & caring of patients, checking temperature, B.P. of patients, Injection, Dressing, Autoclaving, Vaccination, maintaining of records and assist Doctor. OPD registration.
04	Pushpa Kumar	Dresser	Dressing of all types of wounds & injuries to the patients & assist Doctor.
05	Vinay Kumar Gond	Dispensary Cleaner	Deals with cleaning of dispensary, assist Pharmacist in carrying out their duties..
06	Ganesh Ram Sahu	Peon	Assist Doctor & in official activities.
<b>Safaiwala under CHI:</b>			
07	Gopal	Safaiwala	Deals with cleaning of road/drains, septic tanks, spraying insecticides, removal of dead animals etc. in
08	Chandraswarup	Safaiwala	

09	Prakash	Safaiwala	Railway colonies/Raigarh. In absence of Dispensary cleaner carry out cleaning of Dispensary, assist CHI in water/food sample collection & other related work.
10	Urmila	Safaiwala	
11	Moolchand	Safaiwala	
12	Mohit Lal	Safaiwala	
13	Vishwanath	Safaiwala	
14	Rajkumari	Safaiwala	
15	Luxmi Prasad Dadsena	Safaiwala	
16	Uttam Kumar Jatav	Safaiwala	
17	Patit Pawan Behera	Safaiwala	
18	Sitaram Paik	Safaiwala	

### 2.7.2 Performance of Health Unit/Raigarh for year 2017-18:

Items	H. U. RIG	Line (ROB-IB)
Total number of patients treated	10068	1109
Average attendance of patients per day	46	11
Total No. of Referred cases to other Hospital	262	-
No. of Man Day lost on RMC	5576	4177
No. of Man Day lost on IOD	374	508
Average No. of RMC/Man Day loss per day	1.46	1.31
No. of Multipurpose Health Drive conducted	01	02
No. of sterilization	01	00
No. of children given effective immunization	Referred to Distt. Hospital/RIG	

### 2.8.1 Existing Deployment of Sub Divisional Hospital/SDL:

S#	Name	Design.	Work Load
01	Dr. Puneeth 'A'	ADMO	Overall In-charge of Sub Divisional Hospital/SDL and prides medical treatment to the Railway Staff belong to the Section (Line) of APR to JLW Station through examination, and diagnosis . To diagnose the Line Patient, he has to visit Section (Pendra) once in a week. As per need, patients might be referred by him to Central Hospital/ BSP and AMRITP Pvt. Hospital/SDL (Tie-up with Sub Divisional Hospital/SDL)
02	Smt. Heera Bai	Matron	She has to ensure the caring of patient during the diagnosis along with making proper co-ordination among the Medical Staff and she performs various other jobs also mentioned as under: <ul style="list-style-type: none"> <li>➤ Supervise the work of nurses, dressers, hospital attendants and their subordinates.</li> <li>➤ Maintains discipline among Para-Medical staff.</li> <li>➤ Deals with establishment matters of Hospital Staff.</li> <li>➤ Assists Doctors &amp; Officers as &amp; when Required.</li> <li>➤ Performs duty of a Nurses in absent of Nursing Staff.</li> </ul>
03	Shri A. K. Nandi	Pharmacist	Deals with various works mentioned as under: <ul style="list-style-type: none"> <li>➤ Dispersing of Medicines.</li> <li>➤ Maintaining ledgers along with accountal of Medicines</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Documentation of all Files and all Registers</li> <li>➤ All type of Correspondence work.</li> <li>➤ Maintenance of Medical items kept in ARME (Weekly).</li> <li>➤ Dealing of Sick &amp; Fit Cases</li> <li>➤ Organizing Health awareness Program time to time.</li> <li>➤ Replacement of First Aid Box.</li> </ul>
04	Shri Rahul Gautam	S/Nurse	Deals with Nursing Services and provide assistance to Matron and Doctor in routine activities.
05	Shri Harish Sharma	S/Nurse	
06	Shri S. K. Rai	Radiographer	In charge of X-ray Machine and deals with activities pertaining to X-ray services.
07	Shri Bishwanath Kumar	Lab. Supdt.	In-charge of Lab and deals with various type Tests related to Diagnosis of Patients. Keeps detailed logs, documents, and reports of daily activities
08	Shri Munna Lal	H/Atndt.	Hospital Attendants/Ayahs are working to carry out following activities: <ul style="list-style-type: none"> <li>➤ Patient Caring and assists them with personal hygiene needs and tasks (e.g., giving baths, changing bedpans, feeding, etc.)</li> <li>➤ Transports patients to appropriate areas throughout the hospital</li> <li>➤ Provides direct assistance to the nursing department.</li> <li>➤ Attend any other miscellaneous job as per instructions.</li> </ul>
09	Smt. Maya	H/Atndt.	
10	Shri Pradeep Kumar	Ayah	
11	Lamia Bai	Ayah	
12	Sushila Bai	Ayah	
13	Kuwatiya Bai	Ayah	
14	Narendra Kumar	Safaiwala	Carry out cleanliness and sanitation work along with other miscellaneous activities.
15	LamalKumar	Safaiwala	
16	Manoj Kumar	Safaiwala	
17	S. K. Yadav	Safaiwala	
18	S. K. Sattar	Peon	Deals with miscellaneous office activities such as File/Document movement, cleaning, providing assistance and perform other duties assigned by the senior staff.
19	SafaiWala Staff	Safaiwala	There are 33 Safaiwala staff are working in the supervision of CHI under the control of Sub Divisional Hospital /SDL. All the Safaiwala staff work in different places of Railway Colonies to clean, remove and dispose off Garbage, Sweep the Road & Other places and also clean the toilets along with drainage.

### 2.8.2 Infrastructure/ Equipments available at Sub Divisional Hospital/SDL :

S#	Name of Equipments	Quantity	Status
1	X-Ray Machine	01	Working
2	ECG Machine	01	Working
3	Suction Machine	01	Working
4	Dental chair	01	Working
5	Nebulizer	01	Working
6	Lab Auto Analyzer	01	Working
7	Refrigerator	01	Working
8	Electronic BP Machine	01	Working
9	Manual BP Machine	01	Working
10	Pulse Oxiometer electronic	01	Working
11	Oxygen Cylinder with flow machine	02	Working
12	Sugar Check machine	01	Working
13	Water cooling Machine	01	Working
14	Patient Examining Table	01	Working

**2.8.3 Month-wise Comparative Position of Patients attended/treated at Sub Divisional Hospital/SDL in last One & Half years:**

S#	Month	No. of Patients attended in last two years	
		2017	2018
01	January	1473	1394
02	February	1567	1435
03	March	1660	1465
04	April	1537	1519
05	May	1596	1567
06	June	1561	0000
07	July	1156	0000
08	August	1801	0000
09	September	1894	0000
10	October	1860	0000
11	November	1787	0000
12	December	1284	0000
<b>Total</b>		<b>21193</b>	<b>9398</b>
<b>Average/Month (approx.)</b>		<b>1766</b>	<b>1880</b>
<b>Avg./day (approx.)</b>		<b>59</b>	<b>63</b>

**2.8.4 Number of Patients referred from Loco Health Unit/BSP to Sub Divisional Hospital/SDL in last 02 years:**

S#	Month	No. of Patients referred to other Hospitals in last two years			
		2016		2017	
		Central Hospital/BSP	Other Hospital Tie-up with Health Unit	Central Hospital/BSP	Other Hospital Tie-up with Health Unit
01	January	00	00	04	00
02	February	00	00	Nil	01
03	March	00	00	01	00
04	April	00	00	02	00
05	May	00	00	02	01
06	June	00	00	00	00
07	July	00	00	01	00
08	August	00	00	02	00
09	September	00	00	02	00
10	October	00	00	01	00
11	November	00	00	00	00
12	December	00	08	02	01
<b>Total</b>		<b>00</b>	<b>08</b>	<b>13</b>	<b>03</b>
<b>Average/Month (approx.)</b>					
<b>Avg./day (approx.)</b>					



### 2.8.5 Number of Sick Cases dealt at Sub Divisional Hospital/SDL in last 02 years:

S#	Month	No. of Sick Cases dealt in last two years			
		2016		2017	
		PMC	RMC	PMC	RMC
01	January	92	116	76	89
02	February	107	117	85	105
03	March	79	141	59	101
04	April	63	117	78	114
05	May	85	125	95	116
06	June	78	131	82	99
07	July	72	142	58	106
08	August	66	128	76	114
09	September	48	151	89	120
10	October	37	118	54	122
11	November	66	105	91	104
12	December	61	102	69	116
<b>Total</b>		<b>854</b>	<b>1493</b>	<b>912</b>	<b>1306</b>
<b>Average/Month (approx.)</b>		<b>71</b>	<b>124</b>	<b>76</b>	<b>109</b>
<b>Avg./day (approx.)</b>		<b>02</b>	<b>04</b>	<b>03</b>	<b>04</b>

### 2.9.1 Existing Deployment of Staff in Health Unit/Manendragarh:

S#	Name	Design.	Activities dealt
01	Dr. Varsha Naval	DMO	Overall In-charge of Health Unit/Manendragarh. Treatment of Patient.
02	Dr. Aruna Beck	CMP	Line visit at Karonji H. U., Bijuri, Ambikapur & Anuppur.
03	Ashok Kumar	Pharmacist	Deals with the work load mentioned as under: 1. Issue of medicines to patients and attend patient in the absence of Doctor. 2. Accountal of medicines, consumable & perishable stores. 3. Maintenance of First Aid Box. 4. Preparation of indents of drugs, RMC/PMC/IOD certificate, monthly narrative report and maintenance of files/registers. 5. Correspondence work & clerical work.
04	Kanhaiya Lal	Dispensary Cleaner	Deals with cleaning of dispensary, assist Pharmacist in carrying out their duties..
05	Balram Sahu	Peon	Assist Doctor, Dak distribution & in official activities.
<b>Safaiwala under CHI:</b>			
06	Surendra Kumar	Safaiwala	Deals with cleaning of road/drains, septic tanks, spraying insecticides, removal of dead animals etc. in Railway colonies/Manendragarh. In absence of Dispensary cleaner carry out cleaning of Dispensary, assist CHI in water/food sample collection & other related work.
07	Rajesh Kumar	Safaiwala	
08	Sudama	Safaiwala	
09	Girija	Safaiwala	
10	Ashok Kumar	Safaiwala	
11	Ashok Kumar	Safaiwala	

12	Subhash Kumar	Safaiwala
13	Roshan Kumar	Safaiwala
14	Harilal	Safaiwala
15	Sanjay Kumar	Safaiwala
16	Rohit Kumar	Safaiwala
17	Ravi Shankar	Safaiwala
18	Kamal Prasad	Safaiwala
19	Sunil Kumar Meena	Safaiwala
20	P. Rao	Safaiwala
21	Asha Bai	Safaiwala
22	Sunita	Safaiwala
23	Luxman Singh	Safaiwala
24	Jokhan Bai	Safaiwala
25	Parshottam	Safaiwala

**2.9.2 Month-wise Comparative Position of Patients attended/RMC/PMC cases dealt at Health Unit/Manendragarh in last 02 years:**

Month	No. of Patients attended		No. of RMC/PMC cases dealt	
	In the year 2016	In the year 2017	Year 2016	Year 2017
January	1934	<b>2312</b>	146	105
February	2160	<b>2170</b>	158	124
March	2050	<b>1959</b>	165	107
April	1998	1234	179	80
May	1916	1815	221	149
June	1804	1935	154	161
July	1886	1835	134	137
August	2340	2122	147	124
September	2086	1986	130	135
October	1834	1915	129	139
November	1886	1935	128	161
December	1622	1846	133	161
<b>Total</b>	<b>23516</b>	<b>23064</b>	<b>1824</b>	<b>1583</b>
<b>Average/Month</b>	<b>1960</b>	<b>1922</b>	<b>152</b>	<b>133</b>
<b>Avg./day</b>	<b>78</b>	<b>77</b>	<b>06</b>	<b>05</b>

**2.10.1 Existing Deployment of Staff in Health Unit/Karonji:**

Karonji Health Unit is headed by Sr. DMO/MDGR and assisted by 01 Pharmacist, 01 D/cleaner & 04 Safaiwala. The details are as under:

S#	Name	Design.	Activities dealt
01	Dr. Varsha Naval		Overall In-charge of Health Unit/Manendragarh & Health Unit/Karonji. Treatment of Patient.
02	Thakur Amit Singh	Pharmacist	Deals with the work load mentioned as under: 1. Issue of medicines to patients and attend patient in the absence of Doctor. 2. Accountal of medicines, consumable & perishable stores. 3. Maintenance of First Aid Box. 4. Preparation of indent of drugs, monthly narrative report and maintenance of files/registers. 5. Correspondence work & clerical work.
03	Ajay Kumar	Dispensary Cleaner	Deals with cleaning of dispensary, assist Pharmacist in carrying out their duties..
04	Ram Kumar	Safaiwala	Deals with cleaning of Railway colonies/Karonji. In absence of Dispensary cleaner carry out cleaning of Dispensary, assist CHI in water/food sample collection & other related work.
05	Parwati Bai	Safaiwala	
06	Hari Lal	Safaiwala	
07	Vinay Kr. Sharma	Safaiwala	

**2.10.2 Month-wise Comparative Position of Patients attended/treated at Health Unit/Karonji in last 03 years:**

Month	No. of Patients attended		
	In the year 2015	In the year 2016	In the year 2017
January	325	385	112
February	357	272	121
March	275	432	102
April	344	163	87
May	281	206	115
June	313	208	135
July	247	201	148
August	331	218	173
September	260	176	132
October	343	123	107
November	343	124	115
December	316	96	98
<b>Total</b>	<b>3735</b>	<b>2604</b>	<b>1445</b>
<b>Average/Month</b>	<b>311</b>	<b>217</b>	<b>120</b>
<b>Avg./day</b>	<b>12</b>	<b>08</b>	<b>05</b>

## 2.11 Position of Railway Quarters:

Place/Station	Nos. of Rly. Quarters				Total	Maintained by
	Type-I	Type-II	Type-III	Type-IV		
Loco Colony/BSP	-	-	-	-	<b>1594</b>	Outsourcing staff
Railway Colony/Champa	83	55	13	05	<b>156</b>	Outsourcing staff
Railway Colony/Korba	-	-	-	-	<b>388</b>	Outsourcing staff
Railway Colony/Raigarh	-	-	-	--	<b>525</b>	Departmental staff
Railway Colony/ Shahdol	372	300	26	10	<b>708</b>	Departmental staff
Railway Colony/Manendragarh	226	233	12	11	<b>482</b>	Departmental staff
Railway Colony/Karonji	-	-	-	-	<b>105</b>	Departmental staff

## 2.12 Name of Hospital/Health Unit available nearby /tie-up with Railway Health Units/BSP Div.:

S#	Name of Railway Health Unit	Name of Tie-up Hospital/nearby hospital
1	Loco Colony Health Unit/Bilaspur	Central Hospital/BSP
2	Railway Health Unit/CPH	BDM Hospital, Mission Hospital.
3	Railway Health Unit/Korba	PHC/Korba
4	Railway Health Unit/Raigarh	Jindal Hospital, District Hospital/Raigarh
5	Railway Health Unit/Shahdol	District Hospital, Sri Ram Hospital, Amrita Hospital/SDL
6	Railway Health Unit/Manendragarh	SECL, Hospital/MDGR
7	Railway Health Unit/Karonji	PHC/Karonji, SECL Hospital/Bishrampur.

## 2.13 Scope of outsourcing:

It is observed that no technical aspect is involved in the job of Safaiwala, also no specific skill is required for Maintenance of Sanitation and upkeep i.e. for Sweeping/ cleaning of all types of drains, cleaning of sewer pipe lines, septic tanks, man holes, Removal of dead body of animals, etc. of Rly. Colony. Hence, in order to reduce the financial implication and expenditure incurred on departmental Safaiwalas, it is suggested that the work of Safaiwala may be outsourced and given on Contractual System.

## 2.14 Outsourced activity:

During course of work study, it is noticed that cleaning activities of Railway colonies situated in Champa, Korba, Umaria and Loco colony in Bilaspur have been outsourced fully. And at other places like Raigarh, Manendragarh, Karonji, Shahdol, , only lifting of garbage from Railway colony and transporting the same to the nominated dumping ground is outsourced.

## 2.15 ADVANTAGES OF OUTSOURCING OF SAFAIWALA ACTIVITIES :

- Monetary beneficial to Railway.
- Administrative convenience.
- Proper cleanliness and sanitation can be achieved.

## 2.16 Board's Guidelines on Outsourcing:

Railway board has circulated a letter regarding Safaiwala staff “to be outsourced to the maximum and remaining to be calculated as per Benchmarking norms.”

[DO letter no. E (MPP) 2006/1/89 dated 04.10.2006]

Further, Board has issued instructions on “Outsourcing” vide letter dated 10.01.2017, wherein it has been stated that more non-core activities which are not directly related with train operations and safety can be outsourced.

50127/16-17



**Government of India (Bharat Sarkar)  
Ministry of Railways (Rail Mantralaya)  
(Railway Board)**

No. E(MPP)2016/1/59

New Delhi, Dated 10.01.2017

**The General Managers,  
All Indian Railways &  
Production Units**

**Sub: Effecting savings in manpower costs.**

Effecting savings in manpower costs, increasing productivity and developing skilled human resources is essential for any organization. The action plan given below lays down some specific areas and timelines. This should receive due attention by all the concerned officers.

1. **Review of staff in Reservation Offices** be done in two stages-
  - a) By freezing the existing strength duly anticipating future needs.
  - b) By reviewing and locating surpluses, which could be used to meet the requirement of additional posts of ticket checking staff for new trains introduced over the years.

2. **Continuous review of crew links and requirements of Running Staff:** Review of crew links, faster running of goods trains, extension of Crew runs after due process of consultation with all the stakeholders, beyond the territorial limits of the Zone/division, considered.

3. **Zero based review of staff:** Board has issued instructions on "Pool of Surrendered Posts" vide letter dated 28.10.2016, wherein it has been stated that GMS/DRMs shall carry out a zero based review of all posts appearing in the Book Of Sanctions.

- This zero based review *inter alia* would include the following:-
- Total quantum of the work being carried out in that particular work unit/depot as of a fixed date every year, say 1<sup>st</sup> of April.
  - How much manpower is required for carrying out these activities given the present state of equipment/tools/procedures and yardsticks, etc.
  - Comparison of the above required manpower with the existing men on roll in that work unit/depot.
  - Possibility of meeting the shortage if any by re-deployment of posts from elsewhere.
  - The total departmental cost of this shortfall in available manpower even after redeployment if the entire requirement were to be met departmentally.
  - Possibility of outsourcing, by limiting the total outsourcing cost not exceeding 40%-50% of the total departmental cost of shortfall in manpower.



-2-

4. **Multi-skilling:** It can be planned from the initial stage itself in new activities and new workshops. The new activities would include sections being electrified, new lines, new sheds and maintenance depots. Even in the older establishments it can be encouraged by calling for suggestion from employees and employee Unions.

5. **Benchmarking:** The benchmarking data are issued regularly by the E&R directorate. The bench marking data needs to be worked out by taking total activities and total manpower (Departmental plus outsourced). The effort to bring the divisions higher than the All India Average to the AIBM level has to be followed up more rigorously. This will lead to huge reduction in costs and increased productivity.

6. **Outsourcing:** More non-core activities, which are not directly related with train operations and safety can be outsourced.

7. **Monitoring of Travelling Allowance and Overtime:** For example higher officials like branch officers and ADRMs can watch the trend of overtime and TA and take necessary steps to reduce avoidable travel out of station or restrict it to fewer numbers. As a suggestion, any TA bill for a period beyond 21 days should require to be countersigned by the branch officer concerned. Overtime can also be controlled by giving compensatory off wherever possible. The Supervisors (Traffic Inspectors, Loco Inspectors) who bring about the maximum reduction in overtime over their respective jurisdictions can be suitably rewarded. Monitoring of TA and OT are to be started w.e.f. 01.01.2007.

*Anuradha Singh*  
(Anuradha Singh)  
Director/ MPP  
Railway Board.



Ragini Yechury  
Executive Director (Trg. & MPP)

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

dated 4.10.2006

Dear Shri

Sub: Review of Sanctioned Strength and Creation of posts.

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

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

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

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

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

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

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

With regards,

Yours sincerely,

(Ragini Yechury)

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





35	Telecom staff					Due to reduction of advanced technology in the field of telecommunications as a part of benchmarking of this activity, the requirement of telecom staff, telephone operators etc. should be reduced through normal attrition.	72
36	Engineering Gateman					Total Gatemmen should be 3 for EI Roster and 4 for Continuous Roster which includes provision for LR, RG, Safety camp, medical etc.	
37	Gangmen and keyman and JE/SE/supervisors of P-way					Calculated requirement of gangmen should be based on the Copalakrishnan Committee Report. Least staff should be kept for branch lines where traffic is negligible. Supervisor should be 1 for 40 kms.	
38	Track Machine Organization					The strength of track m/c operation and maintenance staff should be based on number, type of machines available, their optimum utilization.	
39	Staff in Civil(Works), horticulture, water supply etc.					To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.	
40	Draftsmen in all deptts.					To be taken as diminishing category with use of CAD/CAM software.	
41	Vehicle drivers and vehicle maintenance staff					To be taken as diminishing category and activity to be outsourced.	
42	Painters in all deptts.					To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.	
43	Safaiwala in all deptts.					To be outsourced to the maximum and remaining to be calculated as per benchmarking norms.	
44	Catering staff, cooks, bearers etc.					To be taken over by IRCTC or outsourced.	

## **CHAPTER-III**

### **3.0 CRITICAL ANALYSIS & RECOMMENDATIONS:**

**3.1** The actual staff strength of Railway Health Units (Excluding CMS /BSP office & Health Inspector) under Medical Department in Bilaspur Division is 109 against the sanctioned strength of 133 as on 01.07.2018. The requirement of staff under Health units has been assessed based on the present workload, total number of inpatients/outpatients, Yardstick, outsourcing activities, Multi-skilling concept and direct observations.

### **3.2 Assessment of Requirement of Staff Health Unit-wise in Bilaspur Division:**

<b>3.2.1</b>	<b>Railway Loco Health Unit/BSP:</b>		
Category/ Designation	Sanction	On Roll	Brief of Duties, Workload & Analysis
ADMO	02	02	Presently, 02 Doctors (ADMO) have been posted against the existing 02 Sanctioned posts. Along with providing the Medical treatment to the Railway Staff residing opposite to main Station building/BSP, Both the Doctors have to visit Field alternatively to attend Line Patients in their Jurisdiction (Jairam Nagar to Chhulha Station ). In addition to that, they Organize Health Awareness Program in their Sections, attends ARME in case of Emergency and deal with Sick/Fit cases of Section Staff. Therefore, the posting of two Doctors cope up the Medical needs to the respective Railway employees along with their dependents.
Pharmacist	01	01	01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in detail in Para 2.2.2 and he performs his duty in General shift to dispense Medicines and carries out other Medical activities. There is one counter for issue of medicines to outpatients. On an average 40-50 prescriptions are dispensed with daily. On an average 02 RMC/PMC cases are dealt daily. Thus, the present deployment of 01 Pharmacist is justified.
Dresser	01	01	At present 01 Dresser is working against the sanctioned strength of 01. The duties of Dresser have been mentioned in Para 2.5. He works in general shift and assists to Doctors in diagnosis of average 40-50 Patients per day. Thus, the present deployment of 01 Dresser is justified.
Peon	01	01	01 Peon is working against the sanctioned strength of 01 post. He is utilized as MTS to carry out various activities in Health Unit to accomplish the routine work. Thus, the present deployment of 01 Peon is justified.
Waterman	01	01	01 Staff is working as Waterman against 01 Sanctioned post. As he has lost his sight, he is engaged in light work such as serving water, maintaining water utensils, miscellaneous suitable activities etc.. Keeping miscellaneous activities in view, the 01 post of waterman is justified. <i>However, in this regard, it is important to mention that in present scenario of MTS (Multi-Tasking Staff) the two separate posts of Peon &amp; Waterman should be merged and re-designated as MTS (Medical)</i>

Safaiwala	01	01	01 Staff has been deployed against one sanctioned post and he mainly carries out the activities related to Cleaning of Health Unit Premises, Sanitation and ARME cleaning. In view of maintaining cleanliness and Hygiene in Health Unit's premises the existing 01 post of Safaiwala is justified. However, Work Study Team opine that Safaiwala activities should be outsourced and subsequently 01 post of Safaiwala may also be categorized under MTS (Medical) to cater the need of Man power .
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### **Conclusion:**

*In view of above, it is concluded that , out of total 06 sanctioned posts excluding 02 ADMOs (Pharmacist-01, Staff Nurse-01 (Vac.), Dresser-01, Peon-01, Safaiwala-01, Waterman-01), the requirement of Staff for Loco Health Unit/BSP comes to 05 (Pharmacist-01, Dresser-01, Peon-01, Safaiwala-01, Waterman-01) and 01 vacant post of Staff Nurse may be shifted to Railway Health Unit/CPH by re-pinpointing the Cadre strength of respective Health Units as during the course of Study it came in to observation that 01 Dresser (posted at Health Unit/CPH) is not sufficient to meet the requirement of attending the Patients properly (particularly in case of Ladies patient).*

*Therefore, keeping the large nos. of Patients being attended at Health Unit/CPH in view and to provide the better Medical attention to Lady Patients it is rightly needed to deploy 01 Staff Nurse (Female) at Health Unit/CPH.*

*In addition to above, it is proposed that the Safaiwala activities may be outsourced under a Common Tender and all the existing posts belong to GP-1800 can be categorized under MTS (Medical) to ensure the optimum utilization of available Manpower.*

### **Summary:**

**On being summarized the above assessment it is stated that existing 05 Staff strength (against total sanction of 06 posts excluding 02 ADMOs) are justified with a recommendation to shift 01 post of Staff Nurse at Health Unit/CPH and to optimize the utilization available manpower implementation of MTS concept in terms of existing erstwhile Gr-'D' posts should be expedite.**

**The summary of proposed requirement of is as under:**

S#	Post/Category	Sanction	Requirement of Manpower		Surplus	Remarks
			Existing	Proposed		
1	Pharmacist	01	01	01	00	*In view of rightsizing the existing Cadre strength, the 01 vacant post of Staff Nurse should be shifted at Health Unit/CPH to the requirement effectively.
2	Dresser	01	01	01	00	
3	Staff Nurse*	01	00	00	01	
4	Peon	01	01	01	00	
5	Conservancy Waterman	01	01	01	00	
6	Safaiwala	01	01	01	00	
<b>Total</b>		<b>06</b>	<b>05</b>	<b>05</b>	<b>01</b>	

<b>3.2.2</b>	<b><u>Railway Health Unit/Champa:</u></b>		
<b>Category/ Designation</b>	<b>Sanction</b>	<b>On Roll</b>	<b>Brief of Duties, Workload &amp; Analysis</b>
ADMO	01	01	Working as over in-charge of Champa Health Unit. Treatment of patients, attending emergency call, administrative works, conduct Health Awareness Camp.
Pharmacist	01	01	At present 01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in Para 2.3. He works in general shift. There is one counter for issue of medicines to outpatients. On an average 25 prescriptions are dispensed with daily. On an average 02 RMC/PMC cases are dealt daily.  Thus, the present deployment of 01 Pharmacist is justified.
Dresser	01	01	At present 01 Dresser is working against the sanctioned strength of 01. The duties of Dresser have been mentioned in Para 2.3. He works in general shift. On an average 25 patients are treated daily.  Thus, the present deployment of 01 Dresser is justified.
Dispensary Cleaner	01	01	At present 01 Dispensary Cleaner is working against the sanctioned strength of 1. He is utilised for cleaning of Dispensary, carrying store items and assist Pharmacist. He works in general shift.  Thus, the present deployment of 01 Dispensary Cleaner is justified.
Peon	01	01	At present 01 Peon is working against the sanctioned strength of 01. He is attached with ADMO, accompany Doctor in line duty/station call and also utilised for various Group 'D' works.  Thus, the present deployment of 01 Peon is justified.
<b><u>Remarks:</u></b> <b>Thus, considering existing workload the requirement of staff under Railway Health unit/Champa comes to 04 against sanctioned of 04. However, it is suggested that one Nurse may be deployed at this Health Unit to attend ladies patients.</b>  <b>At present there is no computer provided in Champa Health Unit. So, it is suggested to provide one Computer with Printer/Internet facility at this H. U. for various works like preparation of PCDO, letters, indent, muster roll, record keeping, printing &amp; other related work.</b> <b>At present sanitation work of Champa Railway colony is outsourced.</b>			

<b>3.2.3</b>	<b><u>Railway Health Unit/Korba:</u></b>		
<b>Category/ Designation</b>	<b>Sanction</b>	<b>On Roll</b>	<b>Brief of Duties, Workload &amp; Analysis</b>
ADMO (CMP)	01	01	Working as over in-charge of Korba Health Unit. Treatment of patients, attending emergency call, administrative works, conduct Health Awareness Camp.
Pharmacist	01	01	At present 01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in Para 2.3. He works in general shift. There is one counter for issue of medicines to outpatients. On an average 26 prescriptions are dispensed with daily. On an average 09 RMC/PMC cases are dealt daily.  Thus, the present deployment of 01 Pharmacist is justified.
Staff Nurse	01	01	At present 01 Nurse is working against the sanctioned strength of 01. The duties of Nurse are mentioned in Para 2.3. She works in general shift. On an average 26 patients are treated daily.  Thus, the present deployment of 01 Nurse is justified.
Dispensary Cleaner	01	01	At present 01 Dispensary Cleaner is working against the sanctioned strength of 1. He is utilised for cleaning of Dispensary, carrying store items and assist Pharmacist. He works in general shift. Thus, the present deployment of 01 Dispensary Cleaner is justified.
Hospital Attendant	01	01	At present 01 HA is working against the sanctioned strength of 01. He is attached with ADMO, accompany Doctor in line duty/station call and also utilised for various Group 'D' works. Thus, the present deployment of 01 HA is justified.
<b><u>Remarks:</u></b> Thus, considering existing workload the requirement of staff under Railway Health unit/Korba comes to 04 against sanctioned of 04. At present sanitation work of Korba Railway colony is outsourced.			

<b>3.2.4</b>	<b><u>Railway Health Unit/Raigarh:</u></b>		
<b>Category/ Designation</b>	<b>Sanction</b>	<b>On Roll</b>	<b>Brief of Duties, Workload &amp; Analysis</b>
ADMO	01	01	At present, 01 CMP is working as In-charge of Raigarh Health Unit. Treatment of patients, attending emergency call, administrative works, conduct Health Awareness Camp. Total No. of Railway Employees working in ROB-IB section = 3092.
Pharmacist	01	01	At present 01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in Para



			<p>2.3. He works in general shift. There is one counter for issue of medicines to outpatients. On an average 55 prescriptions are dispensed with daily. On an average 10 RMC/PMC cases are dealt daily.</p> <p>Thus, the present deployment of 01 Pharmacist is justified.</p>
Staff Nurse	01	01	<p>At present 01 Nurse is working against the sanctioned strength of 01. The duties of Nurse are mentioned in Para 2.3. She works in general shift. On an average 45 patients are treated daily.</p> <p>Thus, the present deployment of 01 Nurse is justified.</p>
Dresser	01	01	<p>At present 01 Dresser is working against the sanctioned strength of 01. The duties of Dresser have been mentioned in Para 2.3. He works in general shift. On an average 55 patients are treated daily.</p> <p>Thus, the present deployment of 01 Dresser is justified.</p>
Dispensary Cleaner	01	01	<p>At present 01 Dispensary Cleaner is working against the sanctioned strength of 1. He is utilised for cleaning of Dispensary/ARME, carrying store items and assist Pharmacist. He works in general shift.</p> <p>Thus, the present deployment of 01 Dispensary Cleaner is justified.</p>
Peon	01	01	<p>At present 01 Peon is working against the sanctioned strength of 1. He is attached with ADMO, accompany Doctor in line duty/station call and also utilised for various Group 'D' works.</p> <p>Thus, the present deployment of 01 Peon is justified.</p>
TADK	01	00	<p>01 Post of TADK is lying vacant since long time. But the TADK post comes under ACMS/RIG which is required.</p>
Safaiwala (Under CHI/RIG)	13	12	<p>At present 12 Safaiwala are working against the sanctioned strength of 13 under CHI. Presently cleaning work of Railway colonies of Raigarh are carried out by departmental Safaiwala. Total No. of Railway Quarters in Raigarh = 525.</p> <p>During discussion held with CHI/Pharmacist, it is found that the cleaning activity of Railway colonies/Raigarh is under process of outsourcing. Thus, after implementation of outsourcing of cleaning activity, there will be no need of departmental Safaiwala.</p> <p>However, 03 Safaiwala are proposed for carrying out misc. work like assist CHI in water sample/food sample collection, collection of medicines &amp; store items, cleaning of Dispensary/ARME in absence of Dispensary Cleaner, Dak courier &amp; other related work.</p> <p>Thus, 10 (01 vacant) posts of Safaiwala are found surplus.</p>



Malaria Khalasi	01	00	01 Post of Malaria Khalasi is lying vacant since long time. At present, the work of Malaria Khalasi is managed by existing Safaiwala which may be continued. Considering present trend and MTS concept, 01 vacant post of Malaria Khalasi is found surplus.

**Remarks:**

Thus, considering existing workload and proposal of outsourcing of Safaiwala activity the requirement of staff under Railway Health unit/Raigarh comes to 09 against sanctioned of 20. Hence, 11 (03 vacant) posts of Safaiwala/Malaria Khalasi are found surplus and should be surrendered in phase-wise (03 vacant posts in Phase-I & 08 live posts in Phase-II after outsourcing of work). The live staff may be redeployed in suitable category as per extant rules.

**3.2.5** **Railway Sub-Divisional Hospital/Shahdol:**

Category/ Designation	Sanction	On Roll	Brief of Duties, Workload & Analysis
ADMO	01	01	Presently, 01 Doctor (ADMO) have been posted against the existing 01 Sanctioned posts. Along with providing the Medical treatment to the Railway Staff and their dependents residing under the jurisdiction (APR to JLW). In addition to that, they Organize Health Awareness Program in their Sections, and deal with Sick/Fit cases of Section Staff. Therefore, the posting of 01 Doctor against the sanction of 01 post of ADMO is justified.
Matron	01	01	As described in Para 2.3.2, a Matron has to work as supervisor in Charge in Health Unit/Hospital and she supervise the work of Nurses, Dressers, Hospital Attendants, Safai karamcharis & other subordinate staff. Thus, existing 01 post of Matron is justified.
Pharmacist	01	01	01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in detail in Para 2.3.2 and he performs his duty in General shift to dispense Medicines and carries out other Medical activities. There is one counter for issue of medicines to outpatients. On an average 55-60 prescriptions are dispensed with daily. On an average 02-04 RMC/PMC cases are dealt daily. Thus, the deployment of 01 Pharmacist against the sanctioned post is justified.
Staff Nurse	01	01	Presently, Two Staff Nurse (Male Staff-01 & Female Staff-01) against 01 sanctioned post are working to provide nursing services such as checking the vital Parameters like Pulse rate, Blood Pressure, Respiration etc. to the patient of sub- Divisional Hospital/SDL. However, operation of one excess post to the existing Sanction defeats the purpose of rightsizing the Cadre Strength as this volume of work load can be catered by filling up the vacancy of 01 post of Dresser. Therefore, the deployment of 01 additional Staff Nurse is not justified and it is recommended to redeploy the same at needy place as per suitability..

Lab Superintendent	01	01	Keeping the importance of sample collection timely & the test of vital medical parameters like blood Test, Urine test etc., the present sanctioned one post of Lab Superintendent is justified.	
Radiographer	01	01	To operate the available X-ray Machine and to detect abnormality pertaining to X-ray examination, the deployment of one Radiographer is essential and thus the existing 01 post of radiographer is justified.	
OS	01	00	During the course of Study, it is revealed that 01 sanctioned post of OS has been vacant since July-2016 and due to which the required Ministerial works are being dealt by the Matron and the Pharmacist posted there who have been deployed to perform their designated duties. Therefore, to avoid the involvement of Medical Staff in Clerical jobs and simultaneously to protect the Promotional avenue of Ministerial Staff the existing 01 sanctioned post of OS is justified and effort should be made to fill up vacant post of OS.	
Dresser	01	00	As in many cases of medical treatment dressing & bandaging is required and to provide the first Aid treatment during serious injury is very essential, the one sanctioned post of Dresser is justified and it is needed to expedite the ongoing process (as informed by the Medical Staff) of filling up the vacancy of Dresser.	
Conservancy Khalasi	01	00	The main duty of Malariya Khalasi & Conservancy Khalasi are to protect the locality from insects & mosquitoes by spraying adequate insecticides and to keep the locality free from Water logging and garbage spoiling .	
Malaria Khalasi	01	00	But, in present scenario these activities may easily be carried out in mechanized way by hiring of insecticide spraying machines and Garbage cleaning vehicle. In addition to above, the rest of the work can be accomplished by deploying Safaiwala Staff. Moreover, it is to mention that 02 post of Khalashi (Malaria Khalasi-01 & Conservancy Khalasi-01) have been lying vacant for a long time and treating these posts under Shrinking Category in modern circumstances it is proposed to these two posts Khalasi should be surrendered.	
Dispensary cleaner	04	04	04 Staff are working as Dispensary Cleaner to maintain the cleanliness Hygiene in the premises (Indoor & Outdoor) of the Sub. Divisional Hospital. Keeping the greater status of Sub. Divisional Hospital in view and comparatively dealing of more workload than a small Health Unit , the existing 04 post of Dispensary Cleaner is justified.	<p><b><u>Remarks:</u></b></p> <p>It is pointed out that the requirement of Staff against the existing sanctioned nos. of various posts such</p>
Ayah	04	04	Out of total sanctioned 07 posts (Ayah-04 & Hospital Attendent-03) , 06 Staff (Ayah-04 & Hospital Attendent-02) have been deployed to carry out various activities such as Caring of Patients and assists them with personal hygiene as per needs and tasks (e.g.,	

Hospital Attendant	01	02	<p>giving baths, changing bedpans, feeding, etc.), Transporting patients to appropriate areas throughout the hospital, Providing direct assistance to the nursing department etc.</p> <p>However, it is pointed out that there are 02 Hospital Attendants working against 01 sanction post which is not justified. Therefore, the one additional staff working as Hospital Attendant should be redeployed at elsewhere..</p> <p>In view of Multi-Tasking concept, keeping the availability of sufficient manpower in view, Work Study Team opine that the existing deployment of 05 Staff (Ayah-04 &amp; Hospital Attendent-01) is sufficient to meet the requirement and remaining 01 post of Hospital Attendant operated in excess to the sanction may be redeployed to a needy place (such as at Karonji Health Unit</p>	as Dispensary cleaner/ Ayah/ Hospital Attendants/ Peon on need base analysis. To ensure the optimum utilization of available manpower, it is proposed to merge these above mentioned posts under the Category of Multi-Tasking Staff (MTS)												
Peon	01	01	<p>Against the 01 sanctioned post of Peon One staff is posted to carry out miscellaneous office activities like handling of Files/Documents/Register Telephone attending cleaning office rooms, Water serving etc..</p> <p>Keeping the requirement of dealing these activities, the existing 01 post of Peon is justified.</p>													
Safaiwala (Under CHI/SDL)	42	33	<p>At present, 33 Staff have been deployed against the total sanction of 42 Safaiwala posts. All the 33 staff are being utilized in various locations of Railway Colony area of Shahdol.</p> <p>Based on the SDGM Office's Letter no. WS/Med. Safai./NGP/1324, dated 12.11.2014 wherein it has been stated that 01 safaiwala should be deployed for 25 Dwelling Units (i.e. Railway Qtrs.), the total requirement of Safaiwala staff may be assessed as under:</p> <table><tr><th>Description</th><th>Assessment</th></tr><tr><td>As per letter no. स्वास्थ्य/चिकी/SDL/07/018 dated 27.06.18 the total nos. of Railway Qtrs. =</td><td>708</td></tr><tr><td>As per Yardstick, 01 Safaiwala will be deputed for =</td><td>25</td></tr><tr><td>Requirement of Safaiwala Staff for 708 Qtrs (708/25)=</td><td>29</td></tr><tr><td>Need based requirement of Safaiwala for attending miscellaneous activities =</td><td>04</td></tr><tr><td colspan="2"><b>Total requirement of Safaiwala Staff to cope the existing work load comes to =29 + 04 = 33</b></td></tr></table> <p><b>Thus, net Safaiwala posts identified as surplus = 42-33= 09 and which are recommended for surrender to achieve economy.</b></p>		Description	Assessment	As per letter no. स्वास्थ्य/चिकी/SDL/07/018 dated 27.06.18 the total nos. of Railway Qtrs. =	708	As per Yardstick, 01 Safaiwala will be deputed for =	25	Requirement of Safaiwala Staff for 708 Qtrs (708/25)=	29	Need based requirement of Safaiwala for attending miscellaneous activities =	04	<b>Total requirement of Safaiwala Staff to cope the existing work load comes to =29 + 04 = 33</b>	
Description	Assessment															
As per letter no. स्वास्थ्य/चिकी/SDL/07/018 dated 27.06.18 the total nos. of Railway Qtrs. =	708															
As per Yardstick, 01 Safaiwala will be deputed for =	25															
Requirement of Safaiwala Staff for 708 Qtrs (708/25)=	29															
Need based requirement of Safaiwala for attending miscellaneous activities =	04															
<b>Total requirement of Safaiwala Staff to cope the existing work load comes to =29 + 04 = 33</b>																

**Conclusion:**

**In view of above, it is concluded that , out of total sanctioned of 62 posts excluding 01 ADMO (Matron -01, Pharmacist-01, Staff Nurser-01 Radiographer-01, Lab Superintendent-01, OS-01 (Vac), Dresser-01 (Vac), Dispensary Cleaner-04, Ayah-04, Hospital Attendant-01, Peon-02 (01-Vac), Conservancy Khalasi -01 (Vac), Malaria Khalasi-01 (Vac.), Safaiwala-42 ), the requirement of Staff comes to 51 (Matron -01, Pharmacist-01, Staff Nurser-01 Radiographer-01, Lab Superintendent-01, OS-01 (Vac), Dresser-01 (Vac), Dispensary Cleaner-04, Ayah-04, Hospital Attendant-01, Peon-02 (01-Vac), , Safaiwala-33) and therefore 11 Posts (Conservancy Khalasi -01 (Vac), Malaria Khalasi-01 (Vac.), Safaiwala-09) are identified as Surplus and recommended to surrender to achieve the goal of high economy and efficiency.**

***In addition to above, it is proposed that the Safaiwala activities may be outsourced under a Common Tender and all the existing posts belong to GP-1800 can be categorized under MTS (Medical) to ensure the optimum utilization of available Manpower.***

**3.2.6 Railway Health Unit/Manendragarh:**

Category/ Designation	Sanction	On Roll	Brief of Duties, Workload & Analysis
DMO	03	02	<p>Sr. DMO is working as over all in-charge of Manendragarh Health unit and 01 CMP working as relieving duty/ Line Visit duty of Karonji H. U., Bijuri, Ambikapur &amp; Anuppur to provide healthcare needs to staff. During discussion with DMO/Pharmacist, it is noticed that 02 months ago there were 03 Doctors (01 IRMS &amp; 02 CMP) posted under Manendragarh H. U but at present 02 Doctors are working. Present One CMP is working as relieving duty at Shahdol/Raigarh H. U. Due to shortage of Doctor, Doctor is not visiting Line Duty at Karonji H. U. and other locations.</p> <p>Total No. of Railway Employees covering under Manendragarh Health Unit &amp; Karonji H. U. = 2300 + 640. Besides this, on an average 03 members per employee may be counted as dependent. Since Doctor's visit is not regular at Karonji Health unit which causes inconvenience to patients. Patients have to go to other places viz. Manendragarh, Bishrampur, Ambikapur for treatment/RMC/PMC/IOD due to non-availability of Doctor at Karonji Health unit.</p> <p>Therefore, looking at the trend of patients, it is suggested that 01 vacant post of Doctor should be filled up on priority for proper Line visit and to provide healthcare needs of staff &amp; their families covering under Karonji Health unit.</p>
Pharmacist	01	01	<p>At present 01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in Para 2.3. He works in general shift. There is one counter for issue of medicines to outpatients. On an average 70 prescriptions are dispensed with daily. On an average 05 RMC/PMC cases are dealt daily.</p> <p>Thus, the present deployment of 01 Pharmacist is justified.</p>

Staff Nurse	01	00	<p>At present no Nurse is posted. The duties of Nurse have been mentioned in Para 2.3. On an average 70 patients are treated daily.</p> <p>Therefore, considering the existing workload, 01 Staff Nurse is required for administering injections and vaccinations to patients and may be filled up on priority.</p>
Dresser	01	00	<p>At present no Dresser is posted. The duties of Dresser have been mentioned in Para 2.3. On an average 70 patients are treated daily.</p> <p>Therefore considering the existing workload, 01 Dresser is required for dressing work and may be filled up on priority.</p>
Dispensary Cleaner	01	01	<p>At present 01 Dispensary Cleaner is working against the sanctioned strength of 1. He is utilised for cleaning of Dispensary/ARME, carrying store items and assist Pharmacist. He works in general shift.</p> <p>Thus, the present deployment of 01 Dispensary Cleaner is justified.</p>
Peon	01	01	<p>At present 01 Peon is working against the sanctioned strength of 01. He is attached with DMO, accompany Doctor in line duty/station call and also utilised for various Group 'D' works.</p> <p>Thus, the present deployment of 01 Peon is justified.</p>
Safaiwala (Under CHI/MDGR)	23	20	<p>At present 20 Safaiwala are working against the sanctioned strength of 23. Presently cleaning work of Railway colonies of Manendragarh are carried out by departmental Safaiwala. Total No. of Railway Quarters in Manendragarh = 482.</p> <p>During discussion held with CHI, it is found that there are many problems faced in working of departmental Safaiwala:</p> <ul style="list-style-type: none"> <li>(i) Old age,</li> <li>(ii) Drunkenness,</li> <li>(iii) Not interested in Safaiwala activity due to high education,</li> <li>(iv) No channel of promotion in Safaiwala category</li> </ul> <p>Therefore, cleaning activities of Railway colonies (Safaiwala activity) may be outsourced for better output and also to achieve economy. Thus, after implementation of outsourcing of cleaning activity at Manendragarh Railway Colony, the post of Safaiwala will be surplus.</p>

**Remarks:**

Thus, considering existing workload the requirement of staff under Railway Health unit/Manendragarh comes to 28 against sanctioned of 28.

At present there is no Staff Nurse and Dresser posted in Manendragarh Health Unit. Considering the existing workload (Avg. 70 patients daily), it is suggested that 01 Staff Nurse & 01 Dresser are required and may be filled up on priority.

It is suggested that cleaning activity of Railway colonies (Safaiwala activity) may be outsourced for better output and also to achieve economy.

**3.2.7 Railway Health Unit/Karonji:**

Category/ Designation	Sanction	On Roll	Brief of Duties, Workload & Analysis
Sr. DMO	01	00	<p>Sr. DMO/MDGR is working as In-charge of Health unit/KJZ. During discussion with Pharmacist, it is noticed that one Doctor from Manendragarh H. U. visited Karonji Health unit only two days in a week prior to March'2018 but after March'2018 only one day in a week. It is observed that for the last 03 years (2014, 2015, 2016) the average no. of patients was 10 but in the year 2017-18 it is 05.</p> <p>Total No. of Railway Employees working in DTL-ABKP section = 640. Besides this, on an average 03 members per employee may be counted as dependent.</p> <p>Since Doctor's visit is not regular at this Health unit which causes inconvenience to patients and number of patients have been reduced year by year. Patients have to go to other places viz. Manendragarh, Bishrampur, Ambikapur for treatment/RMC/PMC/IOD due to non-availability of Doctor at Karonji Health unit.</p> <p>Therefore, looking at the trend of patients, it is suggested that the visiting day of Doctor in this H. U. may be increased to 03 days from 01 day in a week for proper functioning of Health unit and to provide healthcare needs of staff &amp; their families residing in Darritola – Ambikapur section covering under Karonji Health unit.</p>
Pharmacist	01	01	<p>At present 01 Pharmacist is working against the sanctioned strength of 01. The duties of Pharmacist are mentioned in Para 2.3. He works in general shift. There is one counter for issue of medicines to outpatients. On an average 04 patients are dispensed with daily. At present, injection and dressing facility are not available here.</p> <p>Thus, the present deployment of 01 Pharmacist is justified. And 01 Nurse may be deployed to provide injection and dressing facility in Health Unit/KJZ.</p>
Dispensary Cleaner	01	01	<p>At present 01 Dispensary Cleaner is working against the sanctioned strength of 01. He is utilised for cleaning of Dispensary, carrying store items and assist Pharmacist. He works in general shift.</p> <p>Thus, the present deployment of 01 Dispensary Cleaner is justified.</p>

Safaiwala	07	04	<p>At present 04 Safaiwala are working against the sanctioned strength of 07. Presently cleaning work of Railway colonies of Karonji are done by departmental Safaiwala.</p> <p>Total No. of Railway Quarters in Karonji = 105.</p> <p>During course of work study, it is found that the cleaning activity of Railway colonies/Karonji is under process of outsourcing. Thus, after implementation of outsourcing of cleaning activity, the post of Safaiwala will be surplus.</p> <p>However, 02 Safaiwala are proposed for carrying out misc. work like, cleaning of Dispensary in absence of Dispensary Cleaner, Dak courier, assist CHI in water sample/food sample collection &amp; other related work.</p> <p>Thus, 05 (03 vacant) posts of Safaiwala are found surplus.</p>
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**Remarks:**

**Thus, considering existing workload and proposal of outsourcing of Safaiwala activity the requirement of staff under Railway Health unit/Karonji comes to 04 against sanctioned of 09. Hence, 05 (03 vacant) posts of Safaiwala are found surplus and should be surrendered after implementation of outsourcing of cleaning work. The live staff may be redeployed in suitable category as per extant rules. However, it is suggested that one Nurse/Dresser may be deployed at this Health Unit for dressing, injections and caring of patients.**

**In view of difficulties being faced by Railway employees and their dependents, Work Study Team suggests that the visiting day of Doctor in Karonji H. U. may be increased to 03 days from 01 day in a week to provide healthcare needs of staff & their families residing in Darritola – Ambikapur section covering under Karonji Health unit and for proper functioning of Health unit.**

**3.3 Drawback In The Existing System of Safaiwala Activities:-**

Work study team has observed during discussion held with CHI & their staff that the present system of working of Maintenance of Sanitation and upkeep of Railway colony i.e. for Sweeping/ cleaning of roads/drains, cleaning of sewer pipe lines, septic tanks, man holes, Removal of dead body of animals, Spraying Insecticides for anti-flies & anti-mosquito & use of disinfectants etc. of Rly. Colony by safaiwala renders unfavourable productivity i.e. improper cleanliness of Railway colonies at Manendragarh area for the few reasons as under:-

- Absconding from duty due to drunkenness.
- Physical problems due to old age.
- No channel of promotion in Safaiwala category, having high education and thus, the staff loses the interest in working.

**3.4 Advantages Of Outsourcing Of Safaiwala Activities :**

Safaiwala activities comes under non-safety and non-core activity. In present system, Railways have adopted contract system in non-core activities. The advantages of outsourcing of Safaiwala activity are as under:

- Monetary beneficial to Railway.
- Administrative convenience.
- Proper cleanliness and sanitation can be achieved.



### 3.5 Existing & Proposed Deployment of staff Health Unit-wise over Bilaspur Division:

S#	Name of Health Unit	Present No. of Staff deployed	Proposed deployment of staff
1	Loco Colony Health Unit/Bilaspur	05	05
2	Railway Health Unit/ Champa	04	04
3	Railway Health Unit/ Korba	04	04
4	Railway Health Unit/ Raigarh	17	10
5	Sub Divisional Hospital/Shahdol	50	51
6	Railway Health Unit/ Manendragarh	23	28
7	Railway Health Unit/ Karonji	06	04
<b>TOTAL</b>		<b>109</b>	<b>106</b>

### 3.6 Summary of Sanction, Present & Proposed staff strength of Railway Health Units in Medical Department/Bilaspur Division:

S#	Designation	Sanction	Actual	Proposed Strength	No. of identified Surplus post
<b><u>Loco Colony Health Unit/Bilaspur:</u></b>					
1.	Pharmacist	01	01	01	00
2.	Dresser	01	01	01	00
3.	Midwife/Nurse	01	00	01	00
4.	Peon	01	01	01	00
5.	Conservancy Waterman	01	01	01	00
6.	Safaiwala	01	01	01	00
<b>Total</b>		<b>06</b>	<b>05</b>	<b>06</b>	<b>00</b>
<b><u>Health Unit/Champa:</u></b>					
1.	Pharmacist	01	01	01	00
2.	Dresser	01	01	01	00
3.	Dispensary Cleaner	01	01	01	00
4.	Peon	01	01	01	00
<b>Total</b>		<b>04</b>	<b>04</b>	<b>04</b>	<b>00</b>
<b><u>Health Unit/Korba:</u></b>					
1.	Pharmacist	01	01	01	00
2.	Staff Nurse	01	01	01	00
3.	Dispensary Cleaner	01	01	01	00
3.	Hospital Attendant	01	01	01	00
<b>Total</b>		<b>04</b>	<b>04</b>	<b>04</b>	<b>00</b>
<b><u>Health Unit/Raigarh:</u></b>					
1.	Pharmacist	01	01	01	00
2.	Dresser	01	01	01	00
3.	Staff Nurse	00	01	01	00
3.	Midwife	01	00	00	00
4.	Dispensary Cleaner	01	01	01	00
5.	Peon	01	01	01	00
6.	TADK	01	00	01	00
7.	Safaiwala	13	12	03	10
8.	Malaria Khalasi	01	00	00	01
<b>Total</b>		<b>20</b>	<b>17</b>	<b>09</b>	<b>11</b>

<b>Sub-Divisional Hospital/Shahdol:</b>					
1.	Matron	01	01	01	00
2.	Pharmacist	01	01	01	00
3.	OS	01	00	01	00
4.	Staff Nurse	01	02	01	00
5.	Radiographer	01	01	01	00
6.	Lab Superintendent	01	01	01	00
7.	Dresser	01	00	01	00
8.	Dispensary Cleaner	04	04	04	00
9.	Ayah	04	04	04	00
10.	Hospital Attendant	01	02	01	00
11.	Peon	02	01	02	00
12.	Conservancy Khalasi	01	00	00	01
13.	Malaria Khalasi	01	00	00	01
14.	Safaiwala	42	33	33	09
<b>Total</b>		<b>62</b>	<b>50</b>	<b>51</b>	<b>11</b>
<b>Health Unit/Manendragarh:</b>					
1.	Pharmacist	01	01	01	00
2.	Dresser	01	00	01	00
3.	Staff Nurse	01	00	01	00
4.	Dispensary Cleaner	01	01	01	00
5.	Peon	01	01	01	00
6.	Safaiwala	23	20	23	00
<b>Total</b>		<b>28</b>	<b>23</b>	<b>28</b>	<b>00</b>
<b>Health Unit/Karonji:</b>					
1.	Pharmacist	01	01	01	00
2.	Dispensary Cleaner	01	01	01	00
3.	Safaiwala	07	04	02	05
<b>Total</b>		<b>09</b>	<b>06</b>	<b>04</b>	<b>05</b>
<b>GRAND TOTAL</b>		<b>133</b>	<b>109</b>	<b>106</b>	<b>27</b>

### 3.7 **RECOMMENDATIONS & SUGGESTIONS:**

On the basis of above observations and critical analysis, the following recommendations and suggestions are made:

#### 3.7.1 **Loco Colony Health Unit/Bilaspur:**

As per details given in Para 3.2.1, considering existing workload the requirement of staff under Loco Health unit/BSP comes to 05 against sanctioned of 06 and thus identified 01 (Vac,) surplus post of Staff nurse/Mid-Wife may be shifted to Champa Health Unit to meet the needful requirement.

#### **Railway Health Unit/Champa:**

As per details given in Para 3.2.2, the requirement of staff under Railway Health unit/Champa comes to 04 against sanctioned of 04.

#### **Railway Health Unit/Korba:**

As per details given in Para 3.2.3, the requirement of staff under Railway Health unit/Korba comes to 04 against sanctioned of 04.

#### **Railway Health Unit/Raigarh:**

As per details given in Para 3.2.4, the requirement of staff under Railway Health unit/Raigarh comes to 09 against sanctioned of 20. Hence, 11 posts of Safaiwala/Malaria Khalasi are found

surplus and should be surrendered in phase-wise (03 vacant posts in Phase-I & 08 live posts in Phase-II after outsourcing of cleaning work). The live staff may be redeployed in suitable category as per extant rules.

**Railway Health Unit/Shahdol:**

As per details given in Para 3.2.5, the requirement of staff under Railway Health unit/Shahdol comes to 51 against sanctioned of 62. Thus 11 vacant Posts (Conservancy Khalasi -01, Malaria Khalasi-01, Safaiwala-09) are identified as Surplus and recommended to surrender to achieve the economy.

**Railway Health Unit/Manendragarh:**

As per details given in Para 3.2.6, the requirement of staff under Railway Health unit/Manendragarh comes to 28 against sanctioned of 28.

At present there is no Staff Nurse and Dresser posted in Manendragarh Health Unit. Considering the existing workload (Avg. 70 patients daily), it is suggested that 01 Staff Nurse/Dresser is required and should be filled up on priority.

**Railway Health Unit/Koronji:**

As per details given in Para 3.2.7, the requirement of staff under Railway Health unit/Koronji comes to 04 against sanctioned of 09. Hence, 05 (03 vacant) posts of Safaiwala are found surplus and should be surrendered after implementation of outsourcing of cleaning work. The live staff may be redeployed in suitable category as per extant rules. However, it is suggested that one Nurse may be deployed at this Health Unit for dressing, injections and caring of patients.

In view of difficulties being faced by Railway employees and their dependents, the Work Study Team suggests that the visiting day of Doctor in Koronji H. U. may be increased to 03 days from 01 day in a week to provide adequate healthcare needs of staff & their families residing in Darritola – Ambikapur section covering under Koronji Health unit and for proper functioning of Health unit.

***Therefore, out of total sanctioned of 133 posts, 27 surplus posts [Safaiwala-24 (13 vac), Malaria Khalasi- 02 (vac) & Conservancy Khalasi-01 (vac)] should be surrendered in phase-wise [16 vacant posts in Phase-I & 11 Live posts in Phase-II after outsourcing of cleaning work and redeployment of staff] from Medical Department of Bilaspur Division considering present workload and outsourcing activities.***

- 3.7.2** It is suggested that cleaning activity of Railway colonies (Safaiwala activity) at Raigarh, Shahdol, Koronji and Manendragarh may be outsourced for better output and to reduce the financial implication and expenditure incurred on departmental Safaiwalas.

**Suggestions:**

- 3.7.3** The 1800 GP posts belong to erstwhile Grr. 'D' Cadre of different categories viz. Hospital Attendant, Dispensary Cleaner, Ayah, Safaiwala, Malaria-Khalasi, Conservancy Khalasi & Waterman working in Medical department may be merged and should be treated as MTS (Multi-Tasking Staff) after imparting necessary in house Training (if so required) for optimum utilization of staff.
- 3.7.4** In present scenario of computerization & digitalization it is the need of the hour to optimize the paperless working culture and to enhance the office facility, it is thereby suggested to provide one Computer Set with Printer/Internet facility at Health Units where not provided for various works like preparation of PCDO, letters, indent, muster roll, record keeping, printing & other related work.
- 3.7.5** Keeping the Safety & Security of the Hospital premises in view, it is suggested to provide Chowkidar/security staff at Sub-Divisional Hospital/Shahdol.

## **CHAPTER-IV**

### **4.0 FINANCIAL EVALUATION & RESULTS:-**

#### **Savings due to surrender of 27 identified surplus posts:-**

<b>Design.</b>	<b>Level (7<sup>th</sup> CPC)</b>	<b>G.P. (6<sup>th</sup> CPC)</b>	<b>Pay Structure (7<sup>th</sup> CPC)</b>	<b>No. of Post to be surrendered</b>	<b>Mean pay of the level</b>	<b>Approx. Cost per Month per staff (Mean Basic pay+ D.A. @ 7%)</b>	<b>Total cost per month (in Rs.)</b>	<b>Total cost per year (in Rs.)</b>
Safaiwala	Level-1	1800	18000-56900	24	37450	40070	961680	11540160
Malaria Khalasi	Level-1	1800	18000-56900	02	37450	40070	80140	961680
Conservancy Khalasi	Level-1	1800	18000-56900	01	37450	40070	40070	480840
<b>TOTAL</b>				<b>27</b>				<b>12982680</b>

Thus, recurring savings to the tune of Rs. 12982680 say Rs. 130 lakh Per annum can be achieved due to surrender of 27 posts of Safaiwala/Malaria Khalasi from Medical Department of Bilaspur Division and surrender memorandum to be issued by Sr. DPO/BSP/SECR.

