



SOUTH EAST CENTRAL RAILWAY
BILASPUR

A STUDY REPORT ON REVIEW OF EXISTING
CADRE STRENGTH VIS-A-VIS WORKLOAD OF
SAFAIWALA CATEGORY
(BILASPUR SETTLEMENT) UNDER HEALTH
INSPECTORS OF MEDICAL DEPARTMENT IN
BILASPUR DIVISION

GUIDED BY
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WORK STUDY CELL
S. E. C. RAILWAY
BILASPUR
STUDY NO.
SEC/08/2018-19

SOUTH EAST CENTRAL RAILWAY

WORK STUDY REPORT

ON

**Review of Existing Cadre strength
vis-a-vis workload
of Safaiwala Category staff Under Health Inspectors of
Bilaspur Settlement area of Medical Department in
Bilaspur Division**

OVER S.E.C. RAILWAY

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SUMMARY OF RECOMMENDATION & SUGGESTIONS

Recomm. No.	Description	Para Ref.
1	At present, the sanctioned strength of Safaiwala staff working under Health Inspectors in Bilaspur Settlement area under Medical Department in BSP Division is 167 and the actual strength is 143 . As per details given in para 3.2.4, the requirement of Safaiwala for sanitation of Railway colonies in CHI units in Bilaspur settlement area comes to 143 against the sanction strength of 163. <i>Hence 24 vacant posts are identified as surplus and should be surrendered.</i>	3.3.1
2	The L-1 posts of different categories viz. Safaiwala, Mal-Khalasi & Con Khalasi working under Health Inspectors in Medical department/BSP Div. Should be merged and converted into MTS after necessary in house training (if so required) for optimum utilisation of staff. <i>It should be implemented within three months.</i>	3.3.2
3	At present 12 safaiwala staff are utilised at Budhwari Bazaar for various cleaning activities. The Work Study team recommend for outsourcing the entire cleaning activity at Budhwari Bazar which may be run and managed by merchants and vendors at Budhwari Bazar. <i>It should be implemented within six months.</i>	3.3.3
4	<i>As cleaning activity is purely non-core activity and has no direct connection with train operation and safety, this activity may be outsourced (Ref. Para 3.2.4 & 3.2.5) and balance posts to be surrendered in phase manner along with progress of outsourcing of cleaning activities. It should be implemented within six months.</i>	3.3.4

CHAPTER-I

INTRODUCTION

1.0 Safaiwala Category under CHI/HI of Medical department /BSP settlement area:

- 1.1** Indian Railway is the biggest transport organization in India and playing an important role in the development and economy of the country. Along with the Commercial activities, the Railways have to fulfil the social obligations also, especially at the time of natural calamity and towards the weaker sections of the society. For the healthy existence of such an important organization it is necessary to be financially viable, which can be achieved by ensuring optimum utilization of the resources i.e. Man, Material and Machinery.

With the implementation of 7th pay commission, the establishment charges have gone up drastically and hence manpower has become an important factor in bringing economy in the system. In order to check the cost of manpower, the Railway administration issues guidelines from time to time, in the form of yardsticks, circulars etc. Now-a-days, benchmarking is being utilized to ensure best utilization of manpower. Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business, followed by learning how this excellence was achieved and then setting out to improve the efficiency of those units, which were left behind. The optimum utilization may further be ensured by multi skilled use of man power. With the introduction of computers in the offices, paper activities has been reduced considerably resulting in further possibilities of diminution in manpower has become mandatory due to lesser manual exercise in all the offices over entire railways.

Vide Railway Board's letter No.E(MPP)2016/1/59 dated 10.01.2017, the non-core activities which are not directly related with train operations and safety can be outsourced. As cleaning activity is purely non-core activity and has no direct connection with train operation and safety, this activity may be outsourced.

Vide Railway Board's letter No.E(MPP)2018/21/1 dated 12.01.2018, Railway Board has decided to review the cadre of safaiwala in the Railways, especially where the work has been outsourced and the money value of the posts surrendered will be transferred to the vacancy bank.

As cleaning activity is purely non-core activity and has no direct connection with train operation and safety, the activity of safaiwala activity under Health Inspectors/BSP settlement area of Medical department is reviewed by Work Study team.

1.2 The study of Safaiwala category working under Health Inspectors Station-wise of Medical Department/BSP Division has been undertaken to review the existing workload and requirement of staff, in view of Railway Board's instructions communicated vide letter No. E(MPP)2006/1/89, dated 04.10.2006 that the cleaning activities of all departments are to be outsourced and also to improve efficiency by implementing the multi skilling/MTS concept. The following methodology has been adopted for conducting the study:

- (i) Collection of relevant field data,
- (ii) Examination of records,
- (iii) Direct observations regarding working of staff,
- (iv) Interaction with officers and staff and
- (v) Critical Analysis.

1.3 The stations which are covered by Medical Department for overall cleanliness of railway colonies in Bilaspur division are given below:-

- | | |
|---------------|-------------------|
| (i) Bilaspur | (ii) Raigarh |
| (iii) Shahdol | (iv) Manendragarh |
| (v) Karonji | |

1.4 The stations which are covered by outsourcing agents for overall cleanliness of railway colonies in Bilaspur division are given below:-

- | | |
|---------------------|--------------|
| (i) Champa | (ii) Korba |
| (iii) Brajarajnagar | (iv) Anuppur |
| (v) Umaria | (v) Bilaspur |

CHAPTER - II

2.0 Observations:

2.1 Staff Position:-

The position of Safaiwala & other cleaning staff working under Health Inspectors of Medical Department in Bilaspur settlement area furnished as per data collected is as under:-

S#	Designation	P.B.	Level	Sanction	Actual	Vacancy
CHI(I/C)/Bilaspur:						
1	Safaiwala/Jamadar	18000-56900	L-1	27	17	10
2	Malaria KSI			05	09	-04
3	Conservancy KSI			04	05	-01
Total				36	31	05
CHI/NW-I/Bilaspur:						
1	Safaiwala	18000-56900	L-1	44	41	03
2	Malaria KSI			01	00	01
Total				45	41	04
CHI/NE-I/Bilaspur:						
1	Safaiwala/Jamadar	18000-56900	L-1	37	33	04
2	Malaria KSI			02	00	02
3	Conservancy KSI			02	01	01
Total				41	34	07
CHI/NE-II/Bilaspur:						
1	Safaiwala/Jamadar	18000-56900	L-1	44	36	08
2	Malaria KSI			01	01	00
Total				45	37	08
CHI/BSP stn.:						
1	Safaiwala	18000-56900	L-1	00	00	00
2	Conservancy KSI			00	00	00
Total				00	00	00
Grand Total				167	143	24

2.2 Set up of Bilaspur Railway Colony:-

Total Railway Quarters situated at Bilaspur in Bilaspur division are as under:-

Data regarding Staff Quarters of Bilaspur Settlement area.

Sl No.	Description	SSE(W)East/ BSP	SSE(W)West /BSP	SSE(W)Nort h/BSP	SSE(W)/ SOUTH/BSP	Total
1	Number of Type I Quarters having only one room.	389	447	7	555	1398
2	Number of Type I Quarters having more than one room.	183	231	0	124	538
3	Number of Type II Quarters.	580	648	48	332	1608
4	Number of Type III Quarters.	84	190	22	5	301
5	Number of Type IV Quarters.	7	84	55	2	148
6	Number of Type IV Spl. Quarters.	0	0	73	0	73
7	Number of Type V Quarters and above.	3	0	99	0	102
	Total	1246	1600	304	1018	4168

Data regarding Service Buildings of Bilaspur Settlement area.

S#	SERVICE BUILDINGS	DATE OF COMM.	AREA (Mtr ²)
01.	GM ANNEXE BUILDING	1964	6100.00
02.	OLD GM OFFICE	1984	976.30
03.	IT CENTRE	1945	274.50
04.	SSE(W) HORTICULTURE OFFICE	1945	122.96
05.	GM OFFICE BUILDING COMPLEX	2005	8100.00
06.	DRM OFFICE BUILDING COMPLEX	1945	6250.00
07.	SR.DEE + SR.DSC + SR.DSO+ACR CELL OFFICE BUILDING	1985	884.04
08.	REPEATER BUILDING	2006	114.00
09.	CASH AND PAY OFFICE	2008	265.50
10.	TCI,L-1 OFFICE	1994	126.11
11.	GSD BUILDING	2007	224.61
		2007	161.10
		2010	213.20
		2015	175.95
12.	RRC BUILDING	1965	266.18

S#	SERVICE BUILDINGS	DATE OF COMM.	AREA (Mtr ²)
13.	SERMC DIVL RUUNIG STAFF	1965	335.35
14.	RAIL SANSKRITIK NIKETAN	1982	1316.00
15.	ADHARSILA	1965	177.80
16.	E.SUB STATION NO-9	1965	110.16
		1965	83.02
		1965	17.23
17.	CHI EAST OFFICE	1965	32.20
		1965	27.89
		1965	2.72
18.	RPF BARRACK COMPLEX	1965	167.17
		1965	208.56
		1965	56.62
		1965	9.90
		1965	9.90
		1965	2.25
		1965	260.64
		1965	260.64
		1965	34.74
		1965	53.99
		1965	21.26
		1965	21.26
		1965	375.18
		1965	21.26
		1965	164.42
		1965	4.19
		1965	16.22
		1965	144.57
		1965	3.00
		1965	100.80
		1965	40.54
		1965	66.82
		2013	248.90
		2014	569.70
19.	EM PRIMARY SCHOOL	1960	201.45
		1960	290.16
		1960	453.60
		1960	181.11
		2014	360.00
20.	HMHS SCHOOL	1960	372.57
		1960	525.20
		1960	245.72
		1960	199.91
		1960	377.23
		2003	406.77
		1960	343.04
		1960	16.64
		1960	14.75
		2014	576.80
21.	NEI COMPLEX	1902	1001.28
		2015	437.50
		2015	494.40
		2013	44.14

S#	SERVICE BUILDINGS	DATE OF COMM.	AREA (Mtr ²)
22.	NICETECH SCHOOL	1984	314.10
23.	LITTLE BUNNY SCHOOL CAMPUS	1984	304.32
		1984	544.41
		1984	285.00
		2012	69.93
		2012	14.14
		2012	91.80
		2015	48.00
24.	SSE/ BAZAR OFFICE	1960	150.00
25.	URBAN BANK	1945	611.00
26.	SR.DEN CO OFFICE	1920	970.00
		1994	292.00
27.	SBI BUILD	1920	435.60
28.	SC/ST OFFICE	1965	44.80
29.	ARPA PUMP HOUSE	1920	30.00
30.	OLD WIRELESS PUMP HOUSE	1920	48.00
31.	SERMC ZONAL & DIVISIONAL OFFICE	1920	425.50
32.	SSE(W) AST OFFICE	1956	128.51
		1956	302.40
		1956	396.00
		2012	162.50
33.	ARPA ELECT. SS NO-10	1920	30.50
34.	MAHANADI ORH	1945	196.96
35.	P-HOUSE No-9 NE	1960	36.52
36.	P-HOUSE No-15 NE	1960	18.06
37.	SS NO -15 RTS	1960	78.30
38.	P-HOUSE NO- 3B RPF	1980	12.78
39.	FILTER HOSE	2012	33.01

2.3 Workload of Health Inspector: The Health Inspector have to perform the following duties.

DAILY

1. Maintenance of Muster Roll of the Health Inspectors & Group "D" Staff
2. Deployment of the staff and Maintenance of Record
3. Maintenance of the LAP Register of the Health Inspectors & Group "D" Staff
4. Maintenance of the CL Register of the Health Inspectors & Group "D" Staff
5. Arranging DAK for Segregation and issue Official letters to the Chief Health Inspectors Bilaspur settlement area.
6. Maintaining the DMTR Register
7. Maintaining the CS Register
8. Conducting RCL Testing
9. Preparing Birth and Death Certificates and issuing
10. Correspondence with Division and HQ.

PERIODICAL

11. Collecting Food Samples for Quality control as per target
12. Collecting water Sample for BACT/Chemical as per target
13. Collecting Food samples Under FSSAI as per target

14. Receiving the Food Samples from the Way side station's Health Inspector in the Bilaspur division and entering in the Food Sample Register.
15. Receiving the Reports from the State Food Testing Laboratories/Raipur and Water samples from Pathology/Bilaspur and entering in the Register
16. Distributing the Food Samples Reports to the concerned CHI/ BSP Division
17. Distributing the Water Samples Reports to the concerned CHI/ BSP Division
18. Inform to the Sr DCM/BSP for penalty if the unsatisfactory Reports are found in the Food samples.
19. Preparing the Cash Imprest .
20. Sending samples in time to the State Food Testing Laboratory Raipur which the Health Inspectors were collected in the Bilaspur Division from the various Stations.
21. Inspection of Pantry Cars and various tea stalls in the Bilaspur Division
22. Preparing the Muster Roll of the Health Inspectors & Group "D" Staff on 10 th day of the every month
23. Preparing the MCDO on 21 st day of the every month and Submitting Divl Office
24. Preparing the MCDO on 1st day of the every month and submitting Zonal Office
25. Preparing the MCDO of Birth & Death and submitting the 2nd day of the every month to the Birth & Death Department State Government Bilaspur.
26. Collecting the Data of Birth & Death Reports from the Central Hospital/Bilaspur last day of the every month and entries in birth and death register for record in CHI I/C office.
27. Procuring the materials and issuing to the CHI/His of the Bilaspur Division.

2.4 Staff-wise existing workload:

2.4.1 Duties of Safaiwala: - Main duties of Safaiwala are :-

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

2.4.2 Duties of Malaria Khalasi/Conservancy Khalasi:-

- a. Spraying Insecticides for anti-holes/mosquito as a preventive measure.
- b. Jungle cutting.(Cutting grass nearby drains)
- c. Ensuring proper water flow in the drains.

2.4.3 Duties of Malaria Jamadar:- Malaria Jamadar is dealt with supervising the work of Malaria KSI/ Conservancy KSI.

2.5 SCHEDULE DUTIES AND WORKING FREQUENCY BSP RAILWAY COLONY

S#	Work	Frequency
01.	Removal of chokes/obstructions and desilting of all small drains.	Daily
	Removal of chokes/obstructions and desilting of all major outfall drains.	Daily
	Removal of chokes/obstructions and desilting of all underground drains.	When & Where Required
02.	Sweeping of Roads, surroundings and open area at back to back of the quarters etc.	Daily

03.	Vegetation/grass cutting by the side/neck of all open drains(up to 1.5 distance from neck of drain)	When & Where Required
04.	Removal of chokes from underground sewer pipe lines/ Inspection chambers/sludge removal from manholes by using Mechanized gadget(Mud Pump)	When & Where Required
05.	Collection removal and disposal of Bio-degradable garbage, debris and drain mud etc. from garbage accumulation/generation points and dumping the same at dumping ground nominated by Railway administration by using Mechanized carrier.	Daily

2.6 **Duty Hours:**

From 1st April to 30th Sep: Two shifts- (i) 6.00 – 11.00 hrs. & (ii) 14.00-17.00 hrs. 6 days in a week. Weekly Rest given on Sunday.

From 1st Oct - 31st March: Two shifts- (i) 6.30 – 11.30 hrs. & (ii) 14.00-17.00 hrs. 6 days in a week. Weekly Rest given on Sunday.

2.7 **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.

2.8 **Outsourced activity:**

It is found that only lifting of garbage from dustbins/ storage points and transporting the same to the nominated dumping ground is outsourced.

2.9 **Utilisation of Safaiwala staffs under CHI units:-** Utilisation of Safaiwala staffs under CHI units are as under-

2.9.1 CHI(I/C)/Bilaspur: Out of total 31 Safaiwala, 01 conservancy KSI is utilized at CMD office, 01 Malaria KSI and 05 Safaiwala are utilized at CMS office and 01 Ladies Safaiwala is utilized at OPD to assist the Pharmacist. Others are utilized in section.

2.9.2 CHI(NE-I)/Bilaspur:- Total Safaiwala under CHI(NE-I)/Bilaspur is 33 against total sanction of 36. Total 528 Railway quarters are there under jurisdiction of CHI(NE-I). Sweeping and cleaning of Railway Colony area including colony road and excluding 10 feet of surrounding area of Quarters, cleaning of out fall drain, open big and small drains, disposal of dead animals, cleaning of septic tank, man hole & sewer pipe line of colony and Spraying Insecticides for Anti-flies & Anti-mosquito.

2.9.3 CHI(NE-II)/Bilaspur:- Total Safaiwala under CHI(NE-II)/Bilaspur is 37 against total sanction of 45. Total 429 Railway quarters and 1500 shops/vendors at Budhwari Railway market are there under jurisdiction of CHI(NE-II). Sweeping and cleaning of Railway Colony area including colony road and excluding 10 feet of surrounding area of Quarters, cleaning of out fall drain, open big and small drains, disposal of dead animals, cleaning of septic tank, man hole & sewer pipe line of colony and Spraying Insecticides for Anti-flies & Anti-mosquito.

- 2.9.4 CHI(NW-I)/Bilaspur:-** Total Safaiwala under CHI(NW)/Bilaspur is 41 against total sanction of 45. Total 1000 Railway quarters are there under jurisdiction of CHI(NW-I). Sweeping and cleaning of Construction colony, Nurse Colony and Officers Colony area including colony road and excluding 10 feet of surrounding area of Quarters, cleaning of out fall drain, open big and small drains, disposal of dead animals, cleaning of septic tank, man hole & sewer pipe line of colony and Spraying Insecticides for Anti-flies & Anti-mosquito.
- 2.9.5 CHI(NW-II)/Bilaspur:-** The cleaning activities under this unit is outsourced which is carried out by outsourcing agents in supervision of departmental health inspector.
- 2.9.6 CHI(Loco)/Bilaspur:-** The cleaning activities under this unit is outsourced which is carried out by outsourcing agents in supervision of departmental health inspector.

CHAPTER-III

3.0 CRITICAL ANALYSIS & RECOMMENDATIONS :

3.1 The critical analysis has been done based on existing workload of Safai Karmchhari, outsourcing and Multi-Tasking concept.

3.2 Assessment of requirement of Safaiwala staff under Health Inspectors for Railway Colonies in Bilaspur Settlement area :

3.2.1 Position of Railway Quarters in Bilaspur Settlement area:

The position of total railway quarters in Bilaspur Settlement is as follows:-

Incharge	Type-I	Type-II	Type-III	Type-IV	Type-V	Total
SSE/W/ East	572	580	84	7	3	1246
SSE/W/ West	678	648	190	84	0	1600
SSE/W/ South	679	332	5	2	0	1018
SSE/W/ North	7	48	22	128	99	304
Total	1936	1608	301	221	102	4168

- Total Type-I Railway Quarters in Bilaspur Settlement area = 1936
- Total Type-II Railway Quarters in Bilaspur Settlement area = 1608
- Total Type-III Railway Quarters in Bilaspur Settlement area = 301
- Total Type-IV Railway Quarters in Bilaspur Settlement area = 221
- Total Type-V Railway Quarters in Bilaspur Settlement area = 102
- Total Railway Quarters (All Types) in Bilaspur Settlement area = 4168

- 3.2.2
- The cleaning activities of all service buildings in Bilaspur settlement area are already outsourced.
 - The cleaning activity under the jurisdiction of CHI(Loco) & NW-II is already outsourced.
 - Departmental cleaning activity is carried out under the jurisdiction of CHI/NE-I, NE-II and NW-I & CHI (I/C).

3.2.3 At present, the cleaning activity at Budhwari Bazaar is done by departmental safaiwala and the deployment of Safaiwala staff is as follows:-

<u>No. of Staff</u>	<u>Distribution of work</u>
01	Cleaning of drainage near Mulkraj hotel.
01	Cleaning of all drainages near Mahesh hotel, old post office road and bus stand to Titli chowk.
01	Cleaning of all drainages near Verma cell.
01	Sweeping of roads inside Budhwari Bazar.
01	Cleaning of drainage from Railway Institute to Sona Sweets.
01	Cleaning of all drainages inside Budhwari Bazar.
01	Sweeping of roads at Budhwari Bazar (specified).
01	Sweeping of roads at Budhwari Bazar (specified).
01	Sweeping of roads at Budhwari Bazar (specified).
01	Sweeping of roads at Budhwari Bazar (specified).
02	Sweeping of roads at Budhwari Bazar (specified).
<u>Total 12 staff</u>	

The above 12 safaiwala staff are utilised at Budhwari Bazaar. The Work Study team recommend for outsourcing of the entire cleaning activity at Budhwari Bazar, Bilaspur.

- 3.2.4** The Yard Stick for Safaiwala for Railway Colonies is about 25 dwelling units for one Safaiwala. As the cleaning activity under the jurisdiction of SSE/W/South is already outsourced, hence total no. of Railway Quarters where cleaning activities carried out by Departmental Safaiwala staff under CHI/HI units in Bilaspur settlement area comes to $1246+1600+304=3150$.

As per yardstick, total requirement of safaiwala comes to $= 3150/25 = 126$.

Additional manpower requirement for miscellaneous activities @10% = 13.

For supervising activity, 01 staff per unit is required. So total requirement for supervising activity under CHI/NE-I, NE-II and NW-I and CHI(I/C) = $01 \times 4 = 04$.

Hence total requirement of Safaiwala under CHI units of Bilaspur settlement area comes to $= 126+13+04 = 143$.

Total sanctioned strength of Safaiwala under CHI units in Bilaspur settlement area = 167.

Hence, total safaiwala post found surplus = $167-143 = 24$.

- 3.2.5** As per Railway Board's letter No. E(MPP)2016/1/59 dated 10.01.2017, the non-core activities which are not directly related with train operations and safety can be outsourced. As cleaning activity is purely non-core activity and has no direct connection with train operation and safety, hence this activity may be outsourced.

- 3.2.6** As per Railway Board's letter No. E(MPP)2018/21/1 dated 12.01.2018, Railway Board has decided to review the cadre of safaiwala in the Railways, especially where the work has been outsourced and the money value of the posts surrendered will be transferred to the vacancy bank.

3.3 **RECOMMENDATIONS:**

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

- 3.3.1** At present, the sanctioned strength of Safaiwala staff working under Health Inspectors in Bilaspur Settlement area under Medical Department in BSP Division is **167** and the actual strength is **143**. As per details given in para 3.2.4, the requirement of Safaiwala for sanitation of Railway colonies in CHI units in Bilaspur settlement area comes to 143 against the sanction strength of 163. ***Hence 24 vacant posts are identified as surplus and should be surrendered.***
- 3.3.2** The L-1 posts of different categories viz. Safaiwala, Mal-Khalasi & Con Khalasi working under Health Inspectors in Medical department/BSP Div. Should be merged and converted into MTS after necessary in house training (if so required) for optimum utilisation of staff. ***It should be implemented within three months.***
- 3.3.3** At present 12 safaiwala staff are utilised at Budhwari Bazaar for various cleaning activities. The Work Study team recommend for outsourcing the entire cleaning activity at Budhwari Bazar which may be run and managed by merchants and vendors at Budhwari Bazar. ***It should be implemented within six months.***
- 3.3.4** ***As cleaning activity is purely non-core activity and has no direct connection with train operation and safety, this activity may be outsourced and balance posts to be surrendered in phase manner along with progress of outsourcing of cleaning activities. It should be implemented within six months.***

CHAPTER-IV

4.0 FINANCIAL EVALUATION & RESULTS :

4.1 Savings due to surrender of 24 identified surplus posts:-

Designation	Scale of pay	Level	No. of Post to be surrendered	Mean pay	Cost per Month per staff (Mean Basic pay+ D.A. @ 9%)	Total cost per month (in ₹)	Total cost per year (in ₹)
Safaiwala/ Con. Khalasi	18000- 56900	L-1	24	37450	40821	979704	11756448
TOTAL			24				11,756,448

Thus, recurring savings to the tune of **₹ 11, 756, 648** say **₹ 118 lakhs** Per annum can be achieved due to surrender of **24 posts** of Safaiwala/Conservancy Khalasi working under Health Inspectors of Bilaspur settlement area of Medical Department/BSP Div. and surrender memorandum to be issued by Sr. DPO/BSP/SECR.

-X-X-