

**WORK STUDY ON THE
REVIEW OF STAFF STRENGTH
OF
SAFAIWALA's OF MECHANICAL DEPARTMENT
OVER
BCT- DIVISION
DUE TO OUTSOURCING OF CLEANING ACTIVITIES
(No.G.463/WR/WS-30/2018-19)**

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EXECUTIVE SUMMARY

Serial No. - **30**

Study No. - WR/WS-30/2018-2019

Case No. - G.463/WR/WS-30/2018-2019

Subject - Review of staff strength of Safaiwala,
of Mechanical Dept. over BCT-Division due to
outsourcing of cleaning activities.

Area - BCT-Division.

Department - Mechanical

Authority - AGM-CCG

Terms of Reference - Assessment of Man Power requirement –
Corresponding to existing staff strength.

No. of Recommendations - 1 (One)

Summary of Recommendations - Placed at Page No. 6

Projected Manpower :

Sr. No.	Designation	Sanction Cadre	Excess if any	Recommendation to surrender	Remarks
1	Safaiwala	33	33	33	Due to outsource of Safaiwala activities.

Financial Implication - Recurring Savings of Rs.**213** Lakhs
(approx.) per annum.

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Shri Prafula V. Kohade	Sr. DME-BCT
Shri Iftekhar Ahmed Bepari	SSE(G)-BCT

and their staff of Mechanical and Personnel Department of BCT- Division for the assistance given by them during the course of the study.

TERMS OF REFERENCE

As per Additional General Manager's directives Secy/PG has instructed to conduct a work study to review the staff strength of Safaiwala, of Mechanical Department over BCT-Division. Accordingly, a study has been conducted with a view to assess the requirement of man power as a result of outsourcing of cleaning activities to private contractors over BCT-Division.

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METHODOLOGY

- | | | |
|-------------------|---|---|
| Collection | - | of data required for conducting the work study. |
| Observation | - | of area wise and activity wise working system. |
| Critical Analysis | - | of data collected, existing staff strength, deployment, quantum of work load arising. |
| Discussion | - | with Co-ordination Personnel & Mechanical officers and Staff in regard to workload arising and actual requirement of staff. |
| Consideration | - | of suggestions and guidelines given by Co- ordination officer. |
| Assessment | - | Critical examination of existing of working and Comparison with cost of Manpower provided by Railway vis-a-vis opting for outsourcing the activity. |
| Identification | - | of surplus posts available over and above the need based requirement and discussion with Sr. DME-BCT and SSE(G)-BCT at the time of Study. |
| Proposal | - | for adoption of change in existing working system. |
| Finalization | - | of work study report with recommendation. |

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SUMMARY OF RECOMMENDATIONS

Recommendation No.

Para No.

Recommendation No. 1

2.2.3

The Safaiwala's have been deployed by Railway as well as cleaning contractors at 07 units of Mechanical Department. As cleanliness activities have been completely outsourced to Private contractors on 07 units (i.e. CWS-BCT,CWS-BDTS,CWS-BSR,CWS-BL,CWS-BIM,CWS-ST & CWS-NDB) therefore 33 surplus posts of Safaiwala may be surrendered immediately.

Summary of Recommendation:-

Sr. No.	Designation	Sanction Cadre	Excess if any	Recommendation to surrender	Remarks
1	Safaiwala	33	33	33	Due to outsource of Safaiwala activities.

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CHAPTER-I

INTRODUCTION :

- 1.0 Indian Railways is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. The age old system of manual cleaning has become obsolete. It not only requires a huge man power but also is time consuming and not effective up to satisfactory levels. The present trend is to provide mechanized cleaning equipments, which provide hygienic environment instilling high satisfaction levels to the users. Moreover it is also cost effective with less involvement of man power.
- 1.1 The Hon'ble Railway Minister announced during the Railway Budget 2014-2015 that a special drive is to be launched for improving passenger and cleanliness with continued focus to enhance passenger comforts, facilities, ambience and aesthetics. A great emphasis has been given to improve the over-all status of sanitation/Cleanliness of Railway Stations. Railway Board has issued guidelines for Mechanized cleaning of the different categories of Railway Stations for providing a greater importance to improve the overall levels of sanitation/cleanliness.
- 1.2 Presently, more than half of the total working expenses are expended towards staff costs in the Indian Railways. The administration should plan towards achieving a quantum reduction in Man power costs, especially those relating to the non core activities, for sustaining the financial viability of the Indian Railways taking into account the impact of VII Pay commissions.
- 1.3 The study has been undertaken with a view to analyze the feasibility of out sourcing the cleanliness activity of Safaiwala's of Mech Dept- BCT Division, over Western Railway and to re-deploy the surplus safaiwala as per requirement within same dept.

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CHAPTER-II

2.0 Activities of Cleanliness

2.1 With a view to improve the standard of cleanliness, Indian Railway have planned multipronged action by synergizing technology, education of users and provision of mechanised equipments. Various measures taken include introduction of mechanised cleaning process, award of rag packing/garbage disposal contracts etc.

2.1.1 Intensive Mechanised cleaning of Coaches.

Incentive Mechanised cleaning of Coaches, in the coaching depots through professional agencies is being carried out. Heavy duty machines such as high pressure jet cleaner, floor scrubber, vacuum suction cleaner etc are deployed for the purpose.

2.1.2 On Board House Keeping Scheme (OBHS).

On Board Housekeeping Scheme (OBHS) has been prescribed in all Rajdhani, Shatabdi, Duronto & other important long distance Mail/Express trains for frequent cleaning of toilets, doorways aisles & passenger compartments during the run of the trains.

2.1.3 Clean Train Station Scheme.

Clean Train Station Scheme has been prescribed for limited mechanised cleaning attention to identified trains during their scheduled stoppages Enroute at nominated "Clean Train Station" with focus on cleaning and disinfecting of toilets, doorways and aisles. The same has been done under the guidelines of Railway Board for which stations have been nominated by Railway Board.

2.1.4 In addition to regular cleanliness Mechanical Department is also responsible for Setting up of Mechanised laundry for washing linen and award of pest and rodent control in trains. To improve the effectiveness of the pest and rodent control, measures are being regularly reviewed. Major constraint is vulnerability of coaches for entry of pest and rodent at coaching depots, station yard etc.

In view of the high density passenger traffic, maintenance of cleanliness of trains and stations are the major challenges for Mechanical department which very high priority for ensuring proper standards of cleanliness at trains & stations monitoring by Mechanical Department.

2.1.5 Cleanliness awareness campaigns are also launched for education of the rail users to ensure a satisfactory level of cleaning at Railway Stations and in Trains.

2.1.6 The cadre of safaiwala of Mechanical Department at BCT Division:

Unit	Cadre
Sr. DMR-BCT	0
CWS-BCT	05
CWS-BDTS	06
DFO-BA	00
CWS-BSR	02
CWS-BL	08
CWS-BIM	02
CWS-UDN	00
CWS-ST	05
CWS-NDB	05
Total	33

2.1.7 The activities of Safaiwalas have been outsourced by the Mechanical Department for all units and existing Safaiwalas have been utilized for khalasis works as various vacancies not fill up in Khalasi/HL.

2.1.8 During the study it has been also noticed that cadre of Khalasi is 641 out of 576 manpower available and 59 vacancies shown in Khalasi cadre.

2.1.9 It has been also noticed that the cadre of Safaiwala is 33 wherein actual working Safaiwalas are more than 33. The file is under process by the Mechanical Department for redeployments of additional Safaiwalas.

2.1.10 The Safaiwalas working under CWS-BCT, CWS-BDTS, CWS-BSR, CWS-BL, CWS-BIM, CWS-ST & CWS-NDB required to be redeployed as these manpower of Safaiwala found surplus during the work study.

2.1.11 During the work study it has been pointed out that activities of Safaiwalas had been outsourced from past many years. After out sourced of these activities there was need to surrender these posts by re-deploying the originals cadre at division. However, non of posts were surrender and these posts have been utilised for Khalasi/helper.

2.2 **Existing System of working.**

2.2.1 **Sweeping of Platforms:** The major work of Safaiwala comprises of sweeping of depots, trains & platforms. They are also engaged in sweeping of yards.

2.2.2 The system of working

The Work study team made a detailed study into all the aspects of working of Safaiwalas and have concluded that:

- (i) The cleanliness activity by Safaiwala of Mechanical Department under BCT division had already been outsourced to private contractor which has been observed that greater discipline and accountability for higher standard of cleanliness as also to tackle the problem of high absenteeism amongst Safaiwalas.
- (ii) It has been noticed that the contractors deploy the full sanctioned strength of employees at each station in order to achieve higher standard of cleanliness.
- (iii) The posts of Safaiwala which have been deployed at units & trains where cleaning activities have been outsourced to private contractors, may be surrendered immediately.

2.2.3 **Recommendation No.1**

The Safaiwalas have been deployed by Railway as well as cleaning contractors at 07 units of Mechanical Department. As cleanliness activities have been completely outsourced to private contractors on 07 units (i. e. CWS-BCT, CWS-BDTS, CWS-BSR, CWS-BL, CWS-BIM, CWS-ST & CWS-NDB) therefore 33 surplus posts of Safaiwalas may be surrendered immediately.

Summary of Recommendation

Recommendation	Sanctioned Cadre	Excess, if any	Recommended for Surrender
1	33	33	33
Total	33	33	33

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CHAPTER- III

FINANCIAL IMPLICATION

- 3.1 After carefully scrutinizing the current scenario of Safaiwalas the work study team has identified a total of **33 posts as surplus**.

Recommendations	Surplus staff of Gr-D	Annual saving per person (In Rs.)	Total Savings (In Rs.)
Recommendation No.1	33	6,45,968/-	2,13,16,944/-
Total	33	6,45,968/-	2,13,16,944/-

- 3.2 On implementation of the recommendations brought out in the work study report annual recurring savings of **Rs. 213 Lakhs per annum** can be achieved.

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