



REVIEW OF STAFF STRENGTH
OF
SANITATION STAFF
OF
MEDICAL DEPARTMENT
OVER
MUMBAI DIVISION

(No. G.463/WR/WS-11/2018-19)

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EXECUTIVE SUMMARY

Sr. No. of Study	-	11
Case No.	-	G.463/WR/WS-11/2018-2019
Subject	-	Review of staff strength of Sanitation Staff of Medical department over Mumbai Division, due to outsourcing of cleaning activities.
Area	-	Mumbai Division
Division	-	Mumbai
Department	-	Medical
Authority	-	AGM/CCG
Terms of Reference	-	Assessment of Man power requirement – Corresponding to arising existing work load.
No. of Recommendations	-	Two
Projected Manpower	-	

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Gr. C	--	--	--	--	--	--	--
Gr. D	348	248	100	248	100	100	0
Total	348	248	100	248	100	100	0

Financial Implication	-	Total recurring Savings of Rs. 645.97 Lakh (approx.) per annum.
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I N D E X

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(i)

ACKNOWLEDGEMENT

The work study team is grateful to Shri M. G Dethe, AHO-BCT and all CHIs over BCT division for their whole hearted co-operation extended during the course of the study.

TERMS OF REFERENCE

As directed by AGM/CCG, a work study on review of staff strength of Sanitation Staff of Medical Department over Mumbai Division is to be conducted during the financial year 2018-19.

The work study has been conducted to assess actual man power requirement for carrying out the existing work load due to outsourcing of cleaning activities.

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METHODOLOGY ADOPTED

- Visit to work place
- Collection of data – staff strength / activities / work load.
- Observation of working system
- Scrutiny of data collected (critical analysis)
- Discussion with nominated officials
- Assessment of man power
- Recommendation for acceptance and implementation
- Finalization of Work Study.

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(iii)

SUMMARY OF RECOMMENDATIONS

Recommendation

Refer Para

Recommendation No.1

2.14.1

After critical analysis of present workload of Sanitation staff of Medical department of Mumbai Division, the work study team proposes 248 Gr. D posts against the sanctioned cadre of 348 Gr. D posts and 100 Gr. D posts are identified as surplus to the requirement and recommended for surrender immediately.

Recommendation No : 2

3.2

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. Hence, the Study team suggested that all the cleaning activities of Railway colonies under the jurisdiction of CHIs over Mumbai division may be outsourced to professional housekeeping firms.

Thus, after outsourcing, the sweeping & cleaning activities of all railway colonies, 248 posts of Safaiwalas may also be surrendered

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CHAPTER- I

INTRODUCTION

- 1.1 The Medical Department of the Indian Railway manages hospital and dispensary services in house for their employees. In addition, general sanitation of Railway Colonies and other Railway premises is also managed by the Medical Department.

Keeping in pattern with Medical and Health Services on Indian Railways it provides comprehensive health care through a close knit organization. The benefactors includes serving railway employees and their family members and dependents, retired railway employees and their dependents and certain other categories of staff such as licensed porters, vendors etc.

Medical Department also exercises vigil over portability of drinking water and monitoring of food quality both under PFA and quality control in railway premises. National Family Welfare and awareness programme like Pulse Polio Immunization programme, HIV/AIDs awareness programme, provision of Augmented First Aid facilities and maintenance of ARMEs, wherever is provided by observing various Health Days/Weeks.

Medical Department also issues sick and fit memos to Railway employees for sickness and fitness for resuming duty. Pre-medical test for new recruits or LDCE passed employees and routine health check up for line staff are the other activities of Medical Department.

- 1.2 **Medical Services**:-Full fledged hospitals with Indoor and Outdoor patient facilities have been provided at all the Divisional Headquarters and major workshop at PL, DHD, BL and GIM. Health Units have been provided at major railway colonies and establishment catering to them and the jurisdiction earmarked to each of them thus covering all the railway places and premises. There are 9 Hospitals and 47 Health Units and 8 Locked up dispensaries on Western Railway.

On BCT Division, there are Health Units at Badhwar Park, BCT, BA, BVI, BL, ST & NDB, along with the main Zonal Hospital at JRH.

- 1.3 **Sanitation Services** :The work of sanitation is carried out with the help of Health Inspectors and the cleanliness staff/safaiwalas in the Railway Residential Colonies and its surroundings.

1.3.1 The following preventive measures are undertaken :

1. Surface cleanliness
2. Anti-mosquito and fly measures
3. Chlorination of water
4. Health welfare activities.

1.3.1.1 Surface Cleanliness

Cleaning and removal of garbage, cleanliness of open drains, upkeep of trenching ground and surface sanitation.

1.3.1.2 Anti-mosquito and Fly Measures :

Anti mosquito and anti fly measures as per existing practices in Railway Colonies.

1.3.1.3 Chlorination of Water

Chlorination of water at stations and colonies where water is supplied from open wells and the supply is not through the pipe line.

1.3.1.4 Health Welfare Activities

- (i) Monitoring of drinking water quality.
- (ii) PFA Act implementation and food hygiene in catering establishments within the Railway premises.
- (iii) Surveillance against common communicable diseases and suitable remedial action wherever warranted.
- (iv) Implementation of National Health Programme such as Universal Immunization of National Health Programmes, malaria control programme, family welfare programme, etc.

1.4 The work study has been conducted at following Chief Health Inspectors (CHI)'s Units - PL, BA, BVI, BL, ST, NDB & AN of BCT division. The Unit-wise nos. of quarters are as follows:-

No. of Quarters unit wise over BCT division				
Unit / Station	Type-I	Type-II & III	Type-IV & V /Transit	Total
PL	394	292	326	1012
BA	1374	1130	313	2817
BVI	651	837	7	1495
BL	1116	526	98	1740
ST	733	516	118	1367
NDB	482	138	22	642
AN	268	260	8	536
Total	5018	3699	892	9609

- 1.5 **Cadre** :- The Unit wise cadre position of Safaiwala staff working under Chief Health Inspectors (CHI) of BCT division are as follows :

Safaiwala				
Under CHI	Unit	Sanctioned Cadre	Man on Roll	Vacancy
CHI-PL	PL	54	37	17
CHI-BA	BA	58	32	26
CHI-BVI	BVI	31	20	11
	PLG	4	4	0
CHI-BL	BL	44	33	11
	BIM	2	0	2
CHI-ST	UDN	14	5	9
	ST	9	8	1
	NVS	7	1	6
CHI-NDB	NDB	13	12	1
CHI-AN	AN	10	10	0
Total		246	162	84

Anti Malaria Khalasi				
Under CHI	Unit	Sanctioned Cadre	Man on Roll	Vacancy
CHI-PL	PL	20	20	0
	BVI	8	8	0
	PLG	4	4	0
CHI-BL	BL	10	9	1
CHI-ST	ST	7	6	1
CHI-NDB	NDB	2	2	0
CHI-AN	AN	2	0	2
Total		53	49	4

Sanitation Khalasi				
Under CHI	Unit	Sanctioned Cadre	Man on Roll	Vacancy
CHI-PL	PL	7	4	3
CHI-BA	BA	6	3	3
CHI-BVI	BVI	9	8	1
CHI-BL	BL	8	4	4
Total		30	19	11

WC Khalasi				
Under CHI	Unit	Sanctioned Cadre	Man on Roll	Vacancy
CHI-BL	BL	1	0	1
CHI-NDB	NDB	1	1	0
CHI-AN	AN	1	1	0
Total		3	2	1

- 1.6 **Outsourcing the cleanliness activity:-** Indian Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. The age old system of manual cleaning has become obsolete. It not only requires a huge manpower but also is time consuming and not effective upto 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 manpower.

The Hon'ble Railway Minister announced during the Railway Budget 2014-2015 that a special drive is to be launched for improving the over-all status of sanitation/cleanliness of Railway Stations, Railway Colonies and Railway Office premises. 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.

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 VIIth Pay Commission recommendations.

The study has been undertaken with a view to analyze the feasibility of outsourcing the cleanliness activity on all the stations, Railway Colonies and Railway Office premises over Western Railway and to surrender Safaiwalas , when outsourcing is completed.

- 1.7 An item has been made in forth coming chapter to analyze each aspect of workload and requirement of man power.

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CHAPTER – II

EXISTING/PROPOSED WORKING SYSTEM OF HEALTH UNITS and SANITATION STAFF

2.0 GENERAL

Health Units and Sanitation staff of BCT Division is under the direct control of CMS/BCT, who is assisted by AHO/BCT & CHI/HIs at field units for smooth working of Sanitation Work/Section.

2.1 The sanitation work can be basically divided into :

1. General Sweeping
2. Cleaning
3. Anti Malaria operation
4. Health Welfare Activities :- Monitoring of drinking water quality, food hygiene in catering Establishment on Railway Premises.

2.1.1 General Sweeping involves the following :

- (i) Sweeping of surrounding area of Class III and IV quarters upto the extent of 20 feet single/double storey.
- (ii) Cleaning of verandas and staircases of multiple storied buildings.
- (iii) Officer bungalows surroundings.
- (iv) Open spaces in front of the buildings.
- (v) Approach roads to and from quarters, colony roads.

2.1.2 Cleaning

- (a) Big surface drains between 6" and 12" depth
- (b) Small surface drains
- (c) Kutchah drains
- (d) Washing of surface drains
- (e) Cleaning and desalting of man holes
- (f) Cleaning and desalting of gully traps and catch pits
- (g) Cleaning of soak pits, oleanders, septic tanks and dug wells.

2.1.3 Anti Malaria Operations :

Anti malaria operation basically includes anti larval and space spraying, fogging and cleaning of open drains and its surrounding for easy flow of sewage water, storm drain water, so that there is no clogging of water in the area and prevent mosquito larva in the surrounding area.

2.1.4 Health Welfare Activities

Health Inspectors are responsible for

- (a) PFA Act in food hygiene in catering QC establishment of the stations and colonies.
- (b) Quality of potable water in colonies and stations under HI's jurisdiction
- (c) National Health Programme etc.

2.2 The following health & welfare days are celebrated by Medical department by arranging camps, every year :

1. World health day	:	07 th April
2. World Thalassaemia day	:	08 th May
3. World hypertension day	:	17 th May
4. World No-Tobacco day	:	31 st May
5. World breast feeding week	:	1 st to 7 th Aug
6. World mosquito day	:	20 th Aug
7. Diabetes simulation month	:	October
8. First Aid training	:	November
9. World T.B. day	:	24 th March
10. World cancer day	:	04 th Feb
11. World AIDS day	:	01 st Dec
12. World Heart day	:	29 th Sept.

2.3 The above mentioned health & welfare camps are organized jointly by all the concerned officers & officials of medical department i.e. Doctors, nurses, health inspectors, dressers, pharmacists, safaiwalas, etc.

2.4 The anti-malaria activities and other health & welfare activities are carried out by concerned health inspectors, as per following schedules :

1. Space Spray	:	Pre-monsoon & post-monsoon
2. Fogging	:	Pre-monsoon & post monsoon
3. Food sample testing	:	10 samples per month
4. Water sample testing	:	15 samples per month
Pulse polio & other camps	:	Appx. 01 camp per month

2.5 Yardstick for Safaiwalas issued by CMD/CCG vide letter No. E 261/10 dated 06.11.1963 is as follows :-

1.	Sweeping of quarters & surrounding area upto the extent of 20 ft for class-IV employees i.e. Type-I	50 qtrs/safaiwala (single storey bldg.) 75 qtrs/safaiwala (double storey bldg.)
2.	Sweeping of quarters & surrounding area upto the extent of 20 ft for class-III employees i.e. Type-II & III	30 qtrs/safaiwala (single storey bldg.) 45 qtrs/safaiwala (double storey bldg.)
3.	Sweeping of quarters & surrounding area upto the extent of 20 ft for Officer Quarters i.e. Type-IV & V	15 qtrs/safaiwala
4.	General sweeping, inclusive of all.	50,000 sq.ft(Pucca) 25,000 sq.ft(Kutcha)
5	Latrine cleanings	30 seats/safaiwala

2.5.1 The available yard stick is very old and there are more changes in working pattern. ***Hence, this work study is conducted on the basis of need base requirement and outsourcing of cleaning activities.***

2.6 **Critical Analysis of workload & Assessment of manpower of Sanitation staff of BCT Division :-**

2.7 **Chief Health Inspector– Lower Parel (CHI-PL) :**

2.7.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-PL is as under :-

Category	Sanctioned cadre	Man on roll	Vacancy
Safaiwala	54	37	17
Anti Malaria Khalasi	20	20	0
Sanitation Khalasi	7	4	3
WC Khalasi	--	--	--
Total	81	61	20

2.7.2 Workload of CHI - PL

2.7.2.1 The Railway Quarters available under the jurisdiction of CHI –PL is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-PL	394	292	326	1012

2.7.2.2 The details regarding **open drains** and **common latrines** of CHI-PL is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutcha	Pucca	
Nil	300 metres	46l

2.7.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- PL is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	2548	150	16	71	1882	336	01
2016-17	2015	201	62	42	1805	335	02
2017-18	5668	250	52	90	2678	458	02

2.7.3 Cleaning Contract position of CHI – PL is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI- PL	M/S City Logic - Palghar	2 years	Wadala Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of Wadala Railway Colony by 5 Labours per day for a period of 2 years.

2.7.4 After critical analysis of present workload, the work study team justifies, 61 Safaiwala/Khalasi for present workload ***on need base requirement*** for CHI-PL unit, against sanctioned cadre of 81 posts and thereby 20 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.7.5 ***Thus, for CHI-PL Unit, the present available 61 posts of Safaiwala/Khalasi are justified and 20 posts of safaiwala/Khalasi are recommended for surrender.***

2.8 **Chief Health Inspector– Bandra (CHI-BA) :**

2.8.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-BA is as under :-

Category	Sanctioned cadre	Man on roll	Vacancy
Safaiwala	58	32	26
Sanitation Khalasi	06	03	03
Total	64	35	29

2.8.2 **Workload of CHI - BA**

2.8.2.1 The Railway Quarters available under the jurisdiction of CHI –BA is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BA	1374	1130	313	2817

2.8.2.2 The details regarding **open drains** and **common latrines** of CHI-BA is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
Nil	7606 metres	429

2.8.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- BA is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	8254	123	--	98	2021	216	01
2016-17	5949	65	--	46	2431	233	01
2017-18	6725	92	--	55	1898	254	02

2.8.3 Cleaning Contract position of CHI – BA is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-BA	M/S Karm Enterprises	2 years	Pali Hill, BA	Manual Cleaning, Sweeping, Rodent control & upkeep of D Block, Pali Hill & Bldg. No. 228 to 230 of Bandra Railway Colony by 3 Labours per day for a period of 2 years.
	M/S Able Associates	2 years	STC (East, West & South/East)	Manual Cleaning, Sweeping, Rodent control & upkeep of STC (East, West & South/East)Railway Colony by 9 Labours per day for a period of 2 years.
	M/S City Logic – Palghar	2 years	BA Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of Bldg. No. 231 to 233 of BA Railway Colony by 2 Labours per day for a period of 2 years.

2.8.4 After critical analysis of present workload, the work study team justifies, 35 Safaiwala/Khalasi for present workload **on need base requirement** for CHI-BA unit, against sanctioned cadre of 64 posts and thereby 29 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.8.5 **Thus, for CHI-BA Unit, the present available 35 posts of Safaiwala/Khalasi are justified and 29 posts of safaiwala/Khalasi are recommended for surrender.**

2.9 **Chief Health Inspector– Borivali (CHI-BVI) :**

The CHI-BVI looking after two units i.e Borivali(BVI)Unit & Palghar (PLG) Unit.

2.9.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-BVI is as under :-

Category	Sanctioned cadre			Man on roll			Vacancy		
	BVI	PLG	Total	BVI	PLG	Total	BVI	PLG	Total
Safaiwala	31	4	35	20	4	24	11	0	11
Anti Malaria Khalasi	20	8	28	20	8	28	0	0	0
Sanitation Khalasi	9	0	9	8	0	8	1	0	1
Total	60	12	72	48	12	60	12	0	12

2.9.2 **Workload of CHI – BVI**

2.9.2.1 The Railway Quarters available under the jurisdiction of CHI –BVI is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BVI	651	837	7	1495

2.9.2.2 The details regarding **open drains** and **common latrines** of CHI-BVI is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutcha	Pucca	
Nil	Nil	48

2.9.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- BVI is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	13776	111	53	--	1304	425	--
2016-17	16699	111	48	--	1349	458	--
2017-18	15614	48	61	--	1402	533	--

2.9.3 Cleaning Contract position of CHI – BVI is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-BVI	M/S Able Associates	2 years	BSR Railway Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of BSR Railway Colony by 9 Labours per day for a period of 2 years.

	M/S Yuva Vikas Sanstha	2 years	BSR Railway Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of JOS(AT) Railway Colony by 5 Labours per day for a period of 2 years.
	M/S Ganesh Power Laundry	2 years	Virar Cashed Railway Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of Virar Cashed Railway Colony by 3 Labours per day for a period of 2 years.

2.9.4 After critical analysis of present workload, the work study team justifies, 48 Safaiwala/Khalasi for present workload ***on need base requirement*** for Borivali unit, against sanctioned cadre of 60 posts and thereby 12 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender. The work study team also justifies, 12 Safaiwala/Khalasi for present workload ***on need base requirement*** for Palghar unit, against sanctioned cadre of 12 posts. Thus, the work study team justifies, 60 Safaiwala/Khalasi for present workload ***on need base requirement*** for CHI-BVI, against sanctioned cadre of 72 posts and thereby 12 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.9.5 ***Thus, for CHI-BVI (BVI & PLG) Unit, the present available 60 posts of Safaiwala/Khalasi are justified and 12 posts of safaiwala/Khalasi are recommended for surrender.***

2.10 **Chief Health Inspector– Valsad (CHI-BL) :**

The CHI-BL looking after two units i.e. Valsad (BL) Unit & Bilimora (BIM) Unit.

2.10.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-BL is as under :-

Category	Sanctioned cadre			Man on roll			Vacancy		
	BL	BIM	Total	BL	BIM	Total	BL	BIM	Total
Safaiwala	44	2	46	33	0	33	11	2	13
Anti Malaria Khalasi	10	0	10	9	0	9	1	0	1
Sanitation Khalasi	8	0	8	4	0	4	4	0	4
WC Khalasi	1	0	1	0	0	0	1	0	1
Total	63	2	65	46	0	46	17	2	19

2.10.2 **Workload of CHI – BL**

2.10.2.1 The Railway Quarters available under the jurisdiction of CHI –BL is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BL	1116	526	98	1740

2.10.2.2 The details regarding **open drains** and **common latrines** of CHI-BL is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
2000(BL)+500(BIM)	2000(BL)+2300(BIM)	Nil

2.10.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- BL is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	2548	88	100	--	1192	312	02 + 06
2016-17	2015	103	81	--	1114	306	02 + 08
2017-18	5866	86	100	--	1553	301	02 + 05

2.10.3 Cleaning Contract position of CHI – BL is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-BL	M/S Ganesh Power Laundry	2 years	BIM Railway Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of Virar Cashed Railway Colony by 9 Labours per day for a period of 2 years.

2.10.4 After critical analysis of present workload, the work study team justifies, 46 Safaiwala/Khalasi for present workload ***on need base requirement*** for Valsad (BL) unit, against sanctioned cadre of 63 posts and thereby 17 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender. The Unit of Bilimora (BIM) is outsourced. Hence, two vacant posts at BIM are recommended for surrender. Thus, the work study team justifies, 46 Safaiwala/Khalasi for present workload ***on need base requirement*** for CHI-BL, against sanctioned cadre of 65 posts and thereby 19 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.10.5 ***Thus, for CHI-BL (BL & BIM) Unit, the present available 46 posts of Safaiwala/Khalasi are justified and 19 posts of safaiwala/Khalasi are recommended for surrender.***

2.11 **Chief Health Inspector– Surat (CHI-ST) :**

The CHI-ST looking after three units i.e. Udhana(UDN) unit, Surat(ST) unit & Navsari(NVS) unit.

2.11.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-ST is as under :-

Category	Sanctioned cadre			Man on roll			Vacancy		
	UDN	ST	NVS	UDN	ST	NVS	UDN	ST	NVS
Safaiwala	14	9	7	5	8	1	9	1	6
Anti Malaria Khalasi	0	7	0	0	6	0	0	1	0
Total	14	16	7	5	14	1	9	2	6
Total	37			20			17		

2.11.2 Workload of CHI – ST

2.11.2.1 The Railway Quarters available under the jurisdiction of CHI –ST is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BL	733	516	118	1367

2.11.2.2 The details regarding **open drains** and **common latrines** of CHI-ST is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
400(UDN)+50(ST)+80(NVS)	250(UDN)+300(ST)+250(NVS)	Nil

2.11.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- ST is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	685	81	48	--	1269	209	02 (Polio)+20(Welfare)
2016-17	729	62	44	--	1295	207	02 (Polio)+20(Welfare)
2017-18	1428	60	63	--	1336	240	02 (Polio)+21(Welfare)

2.11.3 Cleaning Contract position of CHI – ST is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-ST	Nil			

2.11.4 After critical analysis of present workload, the work study team justifies, 5 Safaiwala/Khalasi for present workload **on need base requirement** for Udhna(UDN) unit, against sanctioned cadre of 14 posts and thereby 9 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender. 14 Safaiwala/Khalasi for present workload **on need base requirement** for Surat(ST) unit, against sanctioned cadre of 16 posts and thereby 2 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender and 1 Safaiwala/Khalasi for present workload **on need base requirement** for Navsari(NVS) unit, against sanctioned cadre of 7 posts and thereby 6 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender. The Unit of Navsari (NVS) may be outsourced immediately. Thus, the work study team justifies, 20 Safaiwala/Khalasi for present workload **on need base requirement** for CHI-ST, against sanctioned cadre of 37 posts and thereby 17 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.11.5 **Thus, for CHI-ST (UDN, ST & NVS) Unit, the present available 20 posts of Safaiwala/Khalasi are justified and 17 posts of safaiwala/Khalasi are recommended for surrender.**

2.12 **Chief Health Inspector– Nandurbar (CHI-NDB) :**

2.12.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-NDB is as under :-

Category	Sanctioned cadre	Man on roll	Vacancy
Safaiwala	13	12	1
Sanitation Khalasi	2	2	0
WC Khalasi	1	1	0
Total	16	15	1

2.12.2 **Workload of CHI - NDB**

2.12.2.1 The Railway Quarters available under the jurisdiction of CHI –NDB is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BA	482	138	22	642

2.12.2.2 The details regarding **open drains** and **common latrines** of CHI-NDB is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
Nil	1000 metres	NIL

2.12.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- NDB is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	1401	49	53	--	1001	217	02
2016-17	1719	49	42	--	991	208	02
2017-18	1326	49	44	--	1087	222	02

2.12.3 Cleaning Contract position of CHI – NDB is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-NDB	M/S Mangal Singh Ram Singh	2 years	NDB Railway Colony	Manual Cleaning, Sweeping, Rodent control & upkeep of NDB Railway Colony by 2 Labours per day for a period of 2 years.

2.12.4 After critical analysis of present workload, the work study team justifies, 15 Safaiwala/Khalasi for present workload ***on need base requirement*** for CHI-NDB unit, against sanctioned cadre of 16 posts and thereby 1 post of safaiwala/Khalasi is found excess to the requirement and recommended for surrender.

2.12.5 ***Thus, for CHI-NDB Unit, the present available 15 posts of Safaiwala/Khalasi are justified and 1 post of safaiwala/Khalasi is recommended for surrender.***

2.13 **Chief Health Inspector– Amalner (CHI-AN) :**

2.13.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-AN is as under :-

Category	Sanctioned cadre	Man on roll	Vacancy
Safaiwala	10	10	0
Sanitation Khalasi	3	1	2
Total	13	11	2

2.13.2 **Workload of CHI - AN**

2.13.2.1 The Railway Quarters available under the jurisdiction of CHI – AN is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-AN	268	260	8	536

2.13.2.2 The details regarding **open drains** and **common latrines** of CHI-AN is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutcha	Pucca	
200 metres	2100 metres	Nil

2.13.2.3 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- AN is as follows :-

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio& Welfare camps arranged
			FSSAI	QC	R/CL	Bact.	
2015-16	IRS	Outdoor in every week,	27	--	738	208	2
2016-17	IRS		23	--	724	204	2
2017-18	IRS		24	--	847	220	2

2.13.3 Cleaning Contract position of CHI – AN is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. Of Labour deployed by the contractor.
CHI-AN	Nil			

2.13.4 After critical analysis of present workload, the work study team justifies, 11 Safaiwala/Khalasi for present workload ***on need base requirement*** for CHI-AN unit, against sanctioned cadre of 13 posts and thereby 2 posts of safaiwala/Khalasi are found excess to the requirement and recommended for surrender.

2.13.5 ***Thus, for CHI-AN Unit, the present available 11 posts of Safaiwala/Khalasi are justified and 2 posts of safaiwala/Khalasi are recommended for surrender.***

- 2.14 **Proposed and Surplus Staff** :- Unit/Station wise summary of Sanctioned Cadre, Man on Roll, Vacancy position, Proposed and Surplus Staff of **Sanitation Staff** (i.e. Safaiwala, Anti Malaria Khalasi, Sanitation Khalasi & WC Khalasi) of Medical Department of BCT Division is as follows :-

CHI	Unit	Sanctioned Cadre	Man on Roll	Vacancy Position	Proposed Staff	Surplus Identified	Refer Para
CHI-PL	PL	81	61	20	61	20	2.7.5
CHI-BA	BA	64	35	29	35	29	2.8.5
CHI-BVI	BVI	60	48	12	48	12	2.9.5
	PLG	12	12	0	12	0	
CHI-BL	BL	63	46	17	46	17	2.10.5
	BIM	2	0	2	0	2	
CHI-ST	UDN	14	5	9	5	9	2.11.5
	ST	16	14	2	14	2	
	NVS	7	1	6	1	6	
CHI-NDB	NDB	16	15	1	15	1	2.12.5
CHI-AN	AN	13	11	2	11	2	2.13.5
Total		348	248	100	248	100	

2.14.1 **Recommendation No.1**

After critical analysis of present workload of Sanitation staff of Medical department of Mumbai Division, the work study team proposes 248 Gr. D posts against the sanctioned cadre of 348 Gr. D posts and 100 Gr. D posts are identified as surplus to the requirement and recommended for surrender immediately.

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CHAPTER-III

SYSTEM IMPROVEMENT

- 3.0 The Hon'ble Railway Minister announced during the Railway Budget 2014-2015 that a special drive is to be launched for improving the over-all status of sanitation/cleanliness of Railway Stations, Railway Colonies and Railway Office premises. 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.
- 3.1 In order to achieve high standard of cleanliness at Railway stations, Trains & Railway premises, Railway Board had issued guidelines under sanitation policy, which are as under :
- i. Development of infrastructure i.e. drainage, washable aprons, mechanized cleaning, etc.
 - ii. Proper drainage & water supply arrangement.
 - iii. Improving the motivation of Safaiwala staff.
 - iv. Aggressive education of the users in social hygiene.
 - v. The amenities work such as platform surface, circulating area, etc. should be developed keeping mechanized cleaning system into account.
 - vi. Development of Tool & Plant and equipments – modern & mechanized tools and machines to be used in place of manual cleaning.
 - vii. **Awarding of cleaning contracts – professional housekeeping firms may be appointed for cleaning of Railway stations, trains & Railway premises.**
 - viii. All toilets at stations should be `Pay & Use` system.
 - ix. Driver, Guard & TTE running rooms, ORH & SRH should be outsourced for cleaning & maintenance.

3.2 **Recommendation No : 2**

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. Hence, the Study team suggested that all the cleaning activities of Railway colonies under the jurisdiction of CHIs over Mumbai division may be outsourced to professional housekeeping firms.

Thus, after outsourcing, the sweeping & cleaning activities of all railway colonies, 248 posts of Safaiwalas may also be surrendered

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CHAPTER – IV

3.0 FINANCIAL IMPLICATION

3.1. On critical examination of all the activities carried out by Sanitation staff of Medical department of Mumbai Division and looking at the existing work load, the work study team proposes, 248 Gr. D posts against the sanctioned cadre of 348 Gr. D posts and 100 Gr. D posts are identified as surplus to the requirement and recommended for surrender immediately.

3.2 On implication of the study report and surrendering the 100 posts of Sanitation staff of Medical department of Mumbai Division, found surplus to the requirement, annual recurring saving will be achieved as tabulated below :-

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per Employee</i>	<i>Annual saving in Rs.</i>
Group-D	100	Rs. 6,45,968	Rs. 6,45,96,800
Total	100		Rs. 6,45,96,800

3.5 On implementation of the recommendations brought out in the work study report, annual recurring saving of **Rs. 645.97 Lakhs** per annum can be achieved.

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