



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

(No. G.463/WR/WS-27/2018-19)

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EXECUTIVE SUMMARY

Sr. No. of Study	-	27
Case No.	-	G.463/WR/WS-27/2018-2019
Subject	-	Review of staff strength of Sanitation Staff of Medical department over ADI Division, due to outsourcing of cleaning activities.
Area	-	Ahmedabad
Division	-	Ahmedabad
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. "D"	347	243	104	243	104	104	Nil
Total	347	243	104	243	104	104	Nil

Financial Implication	-	Total recurring Savings of Rs. 671.80 Lakh (approx.) per annum.
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INDEX

CHAPTER NO.	DESCRIPTION	PAGE NO.	
		FROM	TO
-	Acknowledgement & Terms of Reference	4	--
-	Methodology	5	--
-	Summary of Recommendations	6	--
I	Introduction	7	10
II	Critical Analysis of Existing manpower and Proposed manpower.	11	25
III	System Improvement	26	
IV	Financial Implications	27	--

(i)

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The work study team is grateful to:

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Shri Alok Agarwal	CHI ADI
Smt. Kavita Menon	CHI ADI
Shri. A K Tripathi	CHI- SBI-OC
Shri. Sandip Upadhaya	CHI- SBI -NC
Shri Nilesh Patel	CHI- KKF
Shri Mithun Kumar	CHI- VTA
Shri. Rajnikant. Parmar	CHI- MSH
Shri P. K. Sharma	CHI- PNU
Shri Mahesh Chaturvedi	CHI- VG
Shri Omkar M	CHI- DHG
Shri Manoj Kumar	CHI- GIM

And all Ch.OS and other Medical staff over ADI 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 ADI Division is to be conducted during the financial year 2018-19.

The work study has been conducted to assess 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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SUMMARY OF RECOMMENDATIONS

Recommendation

Refer Para

Recommendation No.1

<i>After critical analysis of present workload of Sanitation staff of Medical department of Ahmadabad Division, the work study team proposes 243 Gr. "D" posts against the sanctioned cadre of 347 Gr. "D" posts and 104 posts are identified as surplus and recommended for surrender immediately, in 1st Phase .</i>	3.12.1
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Recommendation No : 2

<i>After outsourcing, the sweeping & cleaning activities of all Railway colonies under Medical Department of ADI Division, the 243 Men on Roll posts of Safaiwala's may also be surrendered by immediately.</i>	3.12.2
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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.

On ADI Division, there are TWELVE Health Units at :

Sr. No	Health Unit	Location
1	1	AHMEDABAD
2	1	VATVA
3	1	KANKARIYA
4	1	SBI-STATION
5	1	AMBULANCE UNIT (SBI-WS)
6	1	VIRAMGAM
7	1	DHRANGADHRA
8	1	RADHANPUR
9	1	PALANPUR
10	1	MEHSANA
11	1	HIMATNAGAR
12	1	DRM-OFFICE-ASV

1.3 Sanitation Services : The work of sanitation is carried out with the help of Health Inspectors and the cleanliness staff/Safaiwala's 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

The 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 – ADI, SBI-OC, SBI-NC, VTA, KKF, MSH, PNU, MSH, VG, DHG, & GIM HMT of ADI division. The Unit-wise nos. of quarters are as follows:-

Sr. No.	Unit / Station	Type-I	No. of Quarters unit wise over ADI division				Total
			Type-II	Type-III	Type-IV	Type-v	
1	ADI	143	119		54	-	316
	Ex ADI	346	107		5	-	458
	Total	489	226		59	-	774
2	SBI-OC	357	98		21	-	476
	KLL	140	32		2	-	174
	SECTION	331	77		0	-	408
	Total	828	207		23	-	1058
3	SBI-NC	958	648		70	-	1676
4	KKF	1075	461		35	-	1571
5	VTA	112	159	0	0	-	271
6	MSH	264	223	17	0	-	504
	BLDI	138	30	0	0	-	168
	Total	402	253	17	0	-	672
7	PNU	1063	289		5	-	1357
8	VG	177	74		4	-	255
9	DHG	118	44	1	3	-	166
		267	68	0	1	-	336
	Total	385	112	1	4	-	502
10	GIM	896	447	24	0	-	1367
	Old Bhuj	70	20	1	0	-	91
	New Bhuj	44	8	0	0	-	52
	Total	1010	475	25	0	-	1510
Grant Total		6499	2947		200		9646

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

Sr. No.	CHI-Unit	Category	Sanction Cadre	On Roll	Vacancy
1	ADI	Safaiwala	40	29	11
2	SBI-OC	Safaiwala	52	33	19
3	SBINC	Safaiwala	55	40	15
4	KKF	Safaiwala	58	37	21
5	VTA	Safaiwala	09	06	03
6	MSH	Safaiwala	36	24	12
7	PNU	Safaiwala	25	20	05
8	VG	Safaiwala	23	19	04
9	DHG	Safaiwala	07	06	01
10	GIM	Safaiwala	42	29	13
	Total		347	243	104

- 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 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 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 **VIIIth 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 Safaiwala's , 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 ADI Division is under the direct control of CMS/ADI, 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 up to 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) Kutch rah 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 :

❖ World health day	:	07 th April
❖ World Thalassaemia day	:	08 th May
❖ World hypertension day	:	17 th May
❖ World No-Tobacco day	:	31 st May
❖ World breast feeding week	:	1 st to 7 th Aug
❖ World mosquito day	:	20 th Aug
❖ Diabetes simulation month	:	October
❖ First Aid training	:	November
❖ World T.B. day	:	24 th March
❖ World cancer day	:	04 th Feb
❖ World AIDS day	:	01 st Dec
❖ 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, Safaiwala's, 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
5. Pulse polio & other camps	:	Appx. 01 camp per month

2.5 Yardstick for Safaiwala's 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.**

Chapter III

3.00 Work load & Critical Analysis

- 3.1 The value of staff cost in shape of output is very less. The work can be managed which much less cost spent at present.
- 3.1.1 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.
- 3.1.2 Thus, immediate process for outsource of Safaiwala's activities would have been beneficiary to the Railway Administration looking to the cleanliness activities with improve manner by use of automation and new equipments as well as saving of revenue.
- 3.1.3 There is no recent yard stick of Western Railway for numbers of Safaiwala's required for given numbers of quarters/particular area.
- 3.1.4 The available yardstick is very old and there are more changes in working pattern. This was issued by CMD/CCG vide letter No. E/261/10 dated 06.11.1963 which is not applicable as per current scenario.

3.2 Critical Analysis of workload & Assessment of manpower of Sanitation staff of ADI Division :-

3.2.1 Chief Health Inspector– ADI (CHI-ADI) :

- 3.2.2 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-ADI is as under:-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	40	29	11
Total	40	29	11

3.2.3 Workload of CHI - ADI

- 3.2.4 The Railway Quarters available under the jurisdiction of CHI –ADI is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-ADI	143	119	54	316
EX-ADI	216	114	03	333
TOTAL	359	233	57	649

Total Area 1,07,601 Sq.Ft.

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
25000 RF	50000 RF	46l

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

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested		Pulse polio	Welfare camps arranged
			FSSAI	R/CL	Bact.		
2015-16	2548	150	120	2900	175	01	2
2016-17	2015	201	120	2993	208	02	2
2017-18	5668	250	97	3158	265	02	2

3.2.7 Cleaning Contract position of CHI – ADI 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 – ADI	NIL	NIL	NIL	NIL

3.2.8 During the Work-study it has been noticed that **649** nos. of Railway Quarters including Type I, II, III, IV & V shown under jurisdiction of CHI ADI.

3.2.9 The Work study of sanitation staff (Safaiwala's) of Railway Colonies of Medical Department have been undertaken with a view to analyze the feasibility of outsourcing the cleanliness activities of Railway Colonies over Western Railway and to surrender Safaiwala's , when outsourcing is completed.

Case Study:

Looking to the above scenario the team of work-study Inspectors have conducted case study of outsourcing process of CHI- ADI.

- Proposal of outsourcing of sanitation activity for a period of 03 years amounting of Rs. 20,13,978/- was put by CHI- ADI through their concern officer to Divisional finance for finance vetting
- The said proposal was returned to CMS- ADI by Divisional Finance of ADI Division without vetted with following observation.
- The name of the work may be corrected in outer sheet.
- As per item 37 of model SOP part "A" (Work Matter) sanction of DRM's is required for outsourcing the work, as work is being proposed first time.
- To neutralise the expenditure the surrender of vacant post may be proposed.

- vi. The possibility to maintain the work departmentally may be explored by suitable transfer of the staff from other health unit, where the work already been outsource
- vii. The finance has returned the file to CMS-SBI for above compliance, accordingly, file was put up to DRM for administrative approval on 11.12.2017 and DRM was awarded approval for outsourcing of sanitation activities of GIM Railway Colony on 18.12.2017.
- viii) The finance had vetted the said proposal on 29.01.2018.
- ix) The vetted proposal sent back to CMS- ADI and CMS marked file to ACMS for tender process on 07.02.2018. Wherein, DMO issued instruction to CHI- ADI that outsourcing of sanitation activities should not be based on labour but it should be based on works on 31.03.2018.
- x) The work study Inspectors have studied the above case and noticed that even after the approval of DRM, the authority of the Medical Department not in position to process the tender after lapse of almost one year.
- xi) No estimate was prepared & put up to the concerned officer and they have not process any tender for sanitation for out sourcing of sanitation activities even after of DRM approval.

The process of outsourcing was kept a side almost one year after the approval of DRM and delay for outsourcing of sanitation activities was not been reported to the DRM till date.

After critical analysis of present workload, the work study team justifies, 29 Safaiwala's for present workload ***on need base requirement*** for CHI-ADI unit, against sanctioned cadre of 40 posts and thereby 11 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.2.10 Thus, for CHI-ADI Unit, the present available 29 posts of Safaiwala's are justified till outsourcing is done and 11 vacant posts of Safaiwala's are recommended for surrender immediately.

3.3 Chief Health Inspector– Sabarmati Old Colony(CHI-SBI-OC) :

3.3.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of **CHI-SBI-OC** is as under :-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	51	33	18
Sanitation Khalasi	01	0	01
<i>Total</i>	52	33	19

3.3.2 Workload of **CHI-SBI-OC**

3.3.3 The Railway Quarters available under the jurisdiction of **CHI-SBI-OC** is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
SBI-OC	357	98	21	476
KLL	130	32	2	164
SECTION	331	77	0	408
Total	818	207	23	1048

3.3.4 The details regarding **open drains** and **common latrines** of **CHI-SBI-OC** is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
Nil	437 RM	
		429

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

Year	Space Spray	Fogging	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
			FSSAI	QC	R/CL	Bac t.		
2015-16	60		50-50	98	1971	181	01	
2016-17	34		36-36	46	1909	141	01	
2017-18	24		50-50	55	1893	128	02	

The Target for food sample collected per month is 4.

3.3.6 Cleaning Contract position of **CHI-SBI-OC** 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-SBI-OC	NIL	NIL	NIL	NIL

After critical analysis of present workload, the work study team justifies, 33 Safaiwala's for present workload ***on need base requirement*** for CHI-SBI-OC unit, against sanctioned cadre of 52 posts and thereby 19 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.3.7 ***Thus, for CHI-SBI-OC Unit, the present available 33 posts of Safaiwala's are justified till outsourcing is done and 19 vacant posts of Safaiwala's are recommended for surrender immediately.***

3.4 Chief Health Inspector– Sabarmati New Colony (CHI-SBI-NC) :

3.4.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of **CHI-SBI-NC** is as under

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala	55	40	15
Total	55	40	15

3.4.2 Workload of CHI-SBI-NC

3.4.3 The Railway Quarters available under the jurisdiction of **CHI-SBI-NC** is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-SBI-NC	958	648	70	1676

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
6300 SQ mts.& 25000 Sq Ft twice a day	28200 SQ MTs and 50000 twice a day	60

Total Surrounding area is 1635581 & Stair case area is 70167 Sq. Feet. Open drain 457.5 RG Mtrs. Stair case 124 SQ MT & Manhole 138.

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	24	-	2154	60	2	12
2016-17	24	-	2086	60	2	12
2017-18	24	-	2086	63	2	12

The Sabarmati New Colony is the major colony under supervision of medical department having 1676 Railway Quarters which is divided into two parts. Earlier the cleaning contract was awarded in the year 2015 for a period of two years. After completion of two year contract, no fresh contract were process for cleaning activities.

3.4.6 Cleaning Contract position of **CHI-SBI-NC** 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-SBI-NC	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 40 Safaiwala's for present workload **on need base requirement** for CHI-SBI-NC unit, against sanctioned cadre of 55 posts and thereby 15 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.4.7 *Thus, for CHI-SBI-NC Unit, the present available 40 posts of Safaiwala's are justified till outsourcing is done and 15 vacant posts of Safaiwala's are recommended for surrender immediately.*

3.5 Chief Health Inspector– Kankariya (CHI-KKF) :

3.5.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-KKF is as under :-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	58	37	21
Total	58	37	21

3.5.2 Workload of CHI-KKF

3.5.3 The Railway Quarters available under the jurisdiction of CHI-KKF is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-KKF	1075	461	35	1571

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
146277	94676	--

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	24	-	2154	60	2	12
2016-17	24	-	2086	60	2	12
2017-18	24	-	2086	63	2	12

3.5.6 Cleaning Contract position of CHI-KKF 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-KKF	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 37 Safaiwala's for present workload ***on need base requirement*** for CHI-KKF unit, against sanctioned cadre of 58 posts and thereby 21 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.5.7 *Thus, for CHI-KKF Unit, the present available 37 posts of Safaiwala's are justified till outsourcing is done and 21 vacant posts of Safaiwala's are recommended for surrender immediately.*

3.6 Chief Health Inspector– Vatava (CHI-VTA) :

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

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	9	6	3
Total	9	6	3

3.6.2 Workload of CHI-VTA

3.6.3 The Railway Quarters available under the jurisdiction of CHI-VTA is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-VTA	112	159	-	271

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
Total area 125000 Sq. Feet.		NIL

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	864	-	24	24	2	12
2016-17	875	-	24	24	2	12
2017-18	1185	-	24	26	2	12

3.6.6 Cleaning Contract position of CHI-VTA 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-VTA	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 6 Safaiwala's for present workload ***on need base requirement*** for CHI-VTA unit, against sanctioned cadre of 9 posts and thereby 3 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.6.7 ***Thus, for CHI-VTA Unit, the present available 6 posts of Safaiwala's are justified till outsourcing is done and 3 vacant posts of Safaiwala's are recommended for surrender immediately.***

3.7 Chief Health Inspector– Mehasana (CHI-MSH) :

3.7.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-MSH is as under :-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	28	22	06
Sanitation Khalasi	02	02	00
At BLDI	06	00	06
Total	36	24	12

3.7.2 Workload of CHI-MSH

3.7.3 The Railway Quarters available under the jurisdiction of CHI –MSH is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-MSH	167	261	19	447
BLDI	138	30	00	168
Total	305	291	19	615

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
490000	200000	24
Varandha 10000 Sq. Ft	Surrounding of quaters 20000 SQ ft.	
Drainage Small 1200RFT	Drainage Medium 600 RFT	Drainage Big 400 RFT

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	60	-	1931	161	02	01
2016-17	34	-	1909	141	02	01
2017-18	24	-	1893	128	02	01

3.7.6 Cleaning Contract position of CHI-MSH 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-MSH	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 24 Safaiwala's for present workload ***on need base requirement*** for CHI-MSH unit, against sanctioned cadre of 36 posts and thereby 12 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.7.7 Thus, for CHI-MSH Unit, the present available 24 posts of Safaiwala's are justified till outsourcing is done and 12 vacant posts of Safaiwala's are recommended for surrender immediately.

3.8 Chief Health Inspector– Palanpur (CHI-PNU) :

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

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	23	20	03
Sanitation Khalasi	02	00	02
Total	25	20	05

3.8.2 Workload of CHI - PNU

3.8.3 The Railway Quarters available under the jurisdiction of CHI – PNU is as follows:-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-PNU	1063	289	05	1357

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
1357	15174	NIL

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	85	-	311	-	02	08
2016-17	79	-	353	-	02	15
2017-18	82	-	264	-	02	13

3.8.6 Cleaning Contract position of CHI – PNU 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-PNU	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 20 Safaiwala's for present workload ***on need base requirement*** for CHI-PNU unit, against sanctioned cadre of 25 posts and thereby 5 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.8.7 Thus, for CHI-PUN Unit, the present available 20 posts of Safaiwala's are justified till outsourcing is done and 5 vacant posts of Safaiwala's are recommended for surrender immediately.

3.9 **Chief Health Inspector– Virangam (CHI-VG) :**

3.9.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-VG is as under:-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	23	19	04
Sanitation Khalasi	00	00	00
Total	23	19	04

3.9.2 **Workload of CHI - VG**

3.9.3 The Railway Quarters available under the jurisdiction of CHI –VG is as follows:-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-VG	177	74	04	255

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
-	30450	-

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	48	-	79	-	-	02
2016-17	35	-	79	-	-	02
2017-18	37	-	88	-	-	02

3.9.6 Cleaning Contract position of CHI – VG 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-VG	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 19 Safaiwala's for present workload ***on need base requirement*** for CHI-VG unit, against sanctioned cadre of 23 posts and thereby 4 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.9.7 ***Thus, for CHI-VG Unit, the present available 19 posts of Safaiwala's are justified till outsourcing is done and 4 vacant posts of Safaiwala's are recommended for surrender immediately.***

3.10 Chief Health Inspector– Dhangadhra (CHI-DHG) :

3.10.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-DHG is as under :-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala	07	06	01
Sanitation Khalasi	00	00	00
Total	07	06	01

3.10.2 Workload of CHI - DHG

3.10.3 The Railway Quarters available under the jurisdiction of CHI – DHG is as follows:-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-DHG	118	44+ 01	03	166
Maliya Colony	267	68+00	01	336
Total	385	113	04	502

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

Open Drains (In Running meters)		No. of common latrines
Kutchra	Pucca	
-	-	-

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	23	-	1365	85	02	02
2016-17	23	-	1304	101	02	05
2017-18	24	-	1288	126	02	05

3.10.6 Cleaning Contract position of CHI – DHG 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-DHG	Nil	Nil	Nil	Nil

After critical analysis of present workload, the work study team justifies, 6 Safaiwala for present workload ***on need base requirement*** for CHI-DHG unit, against sanctioned cadre of 7 posts and thereby 1 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.10.7 ***Thus, for CHI-DHG Unit, the present available 6 posts of Safaiwala's are justified till outsourcing is done and 1 vacant posts of Safaiwala's is recommended for surrender immediately.***

3.11 **Chief Health Inspector– Gandhidham (CHI-GIM) :**

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

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	41	28	13
Sanitation Khalasi	01	01	00
Total	42	29	13

3.11.2 Workload of CHI - GIM

3.11.3 The Railway Quarters available under the jurisdiction of CHI – GIM is as follows:-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-GIM	896	447	24	1367
Old Bhuj	70	20	01	91
New Bhuj	44	08	00	52
Total	1010	475	25	1510

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
15744	49692	-

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

Year	Food samples Tested		Water samples Tested		Pulse polio	Welfare camps arranged
	FSSAI	QC	R/CL	Bact.		
2015-16	50	-	1616	124	02	02
2016-17	53	-	1688	103	02	02
2017-18	47	-	1576	141	02	02

3.11.6 Cleaning Contract position of CHI – GIM 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-GIM	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, 29 Safaiwala's for present workload ***on need base requirement*** for CHI-GIM unit, against sanctioned cadre of 42 posts and thereby 13 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.11.7 ***Thus, for CHI-GIM Unit, the present available 29 posts of Safaiwala's are justified till outsourcing is done and 13 vacant posts of Safaiwala's are recommended for surrender immediately.***

- 3.12 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 ADI Division is as follows :-

<i>CHI-UNIT</i>	<i>Sanctioned Cadre</i>	<i>Man on Roll</i>	<i>Vacancy Position</i>	<i>Proposed Staff</i>	<i>Surplus Identified</i>	<i>Refer Para</i>
ADI	40	29	11	29	11	3.2.10
SBI-OC	52	33	19	33	19	3.3.7
SBI-NC	55	40	15	40	15	3.4.6
KKF	58	37	21	37	21	3.5.7
VTa	9	6	3	6	3	3.6.7
MSH	36	24	12	24	12	3.7.6
PNU	25	20	5	20	5	3.8.7
VG	23	19	4	19	4	3.9.7
DHG	7	6	1	6	1	3.10.7
GIM	42	29	13	29	13	3.11.7
TOTAL	347	243	104	243	104	

3.12.1 Recommendation No.1

After critical analysis of present workload of Sanitation staff of Medical department of Ahmadabad Division, the work study team proposes 243 Gr. "D" posts against the sanctioned cadre of 347 Gr. "D" posts and 104 posts are identified as surplus and recommended for surrender immediately, in 1st Phase .

3.12.2 Recommendation No.2

After outsourcing, the sweeping & cleaning activities of all Railway colonies under Medical Department of ADI Division and 243 Men on Roll posts of Safaiwala's may also be surrendered by immediately.

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CHAPTER-IV

SYSTEM IMPROVEMENT

- 4.0** 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.
- 4.1** 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 Open Drains (Kutchra & Pucca), circulating area, etc. by using modern & mechanized tools and machines to be used in place of manual cleaning.
 - 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 Medical Unit, Railway Colonies & Railway premises.**
 - viii.** The cleaning activities in colony premises need not be continuous 8 hrs duty whereas it should be done in break up duties. i.e. four hours in the morning and four hours in the evening. As such the outsourcing may be done accordingly so as to save Railway revenue and optimum utilisation of manpower
 - ix)** All cleaning activities club together and one single contract to be awarded rather than awarding various contract for cleaning, rag picking and other various activities in one unit.
 - x)** The outsourcing of sanitation activity may be process immediately without further delay and after awarding of contract, remaining on roll posts of Safaiwala's may be immediately surrender by deploying the existing staff to other department as per laid down procedure.

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CHAPTER – V

5.0 FINANCIAL IMPLICATION

5.1. On critical examination of all the activities carried out by Sanitation staff of Medical department of ADI Division and looking at the existing work load, the work study team proposes, 104 Gr. D posts against the sanctioned cadre of 347 are identified as surplus to the requirement and recommended for surrender immediately.

5.2 On implication of the study report and surrendering the 104 posts of Sanitation staff of Medical department of ADI 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	104	Rs. 6,45,968/-	Rs. 6,71,80,672/-
Total	104		Rs. 6,71,80,672/-

5.3 On implementation of the recommendations brought out in the work study report, annual recurring saving of **Rs. 671.80 Lakh** per annum can be achieved.

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