

WEST CENTRAL RAILWAY



WORK STUDY REPORT

ON

“Review of Safaiwala cadre on Commercial
department of Bhopal division”

Guided by
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EXECUTIVE SUMMARY

Name of work study	Review of Safaiwala cadre on Commercial department of Bhopal division
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Sanctioned strength, men on roll and vacancy position of Safaiwala cadre on Commercial department of Bhopal division is as under-

S.S.	M.O.R.	Vac./Excess
91	87	04

Total sanctioned strength of safaiwala cadre in commercial department has distributed at various stations of the division is as under-

Sr. No.	Station	Existing Sanctioned Strength
1	Talvadia	1
2	Bir	1
3	S. Banjari	1
4	Charkhera	1
5	Chanera	1
6	Barud	1
7	Khirkia	1
8	Bhurangi	1
9	Palasner	1
10	Harda	2
11	Timarni	2
12	Pagdhal	1
13	Banapura	2
14	Dharamkundi	1
15	Dulariya	1
16	Itarsi	8
17	Hoshangabad	6
18	Budni	1
19	Barkheda	1
20	Obedullaganj	2
21	Mandideep	2
22	Misrod	1
23	Habibganj	16
24	Bhopal	1
25	Nishatpura	1
26	Sukhi Sewania	1
27	Diwanganj	1

28	Salamatpur	1
29	Sanchi	2
30	Vidisa	6
31	Summer	1
32	Gulabganj	1
33	Ganj Basoda	6
34	Bareth	1
35	Kalhar	1
36	Mandibamora	2
37	Bina	4
38	Kanjia	1
39	Mugoali	2
40	Guneru Bamora	1
41	Piprai Gaun	1
42	Orr	1
43	Ashoknagar	3
44	Shadora Gaon	1
45	Piagara	1
46	Guna	5
47	Ruthyai	1
48	Kolaras	1
49	Shivpuri	2
50	Mohana	1
51	Panihar	1
52	Kumbhraj	1
53	Chachora Bina	1
54	Biaora Rajgarh	2
55	Sarangpur	1
56	Shajapur	
57	CYM/Itarsi	1
TOTAL		112

After pin pointing the Sanctioned Strength is 91 only.

3.2 Status of Mechanised Cleaning Contract of Bhopal division:

As on 31.08.2018

S.N.	Name of Station(s) Under Mechanized cleaning contract	Contract Details			Status of next tender
		Date of Award	Date of Completion	Extended date of completion, if any	
1	Bhopal	15.05.2016	14.05.2019	Handed over to EnHM Wing on 02.11.2017	
2	Itarsi	22.12.2014	21.12.2017		
3	Vidisha	27.04.2016	26.04.2019	NIL	NIL
4	Bina	09.04.2016	08.04.2019	NIL	NIL
5	Ashoknagar	20.10.2016	19.10.2018	NIL	Tender will be opened on 10.09.2018

6	Guna	01.10.2015	30.09.2018	NIL	Tender opened on 04.09.2018
7	Hoshangabad	01.10.2017	30.09.2020	Nil	NIL
8	Harda	Tender terminated on 07.02.2018			Tender opened on 06.08.2018 and under finalization.
9	Ganj Basoda	Tender terminated on 18.04.2018			Tender will be opened on 12.09.2018 opened on 27.08.2018.
10	Shivpuri	New Contract			Tender will be opened on 12.09.2018.

Critical Analysis

Vide Railway Board's Commercial Circular no. 47 of 2014 dated 26.11.2014 "In addition to the existing arrangement at C, D and E category stations for ensuring cleaning through utilization of imprest or departmental staff, option of outsourcing the cleaning work of C, D and E categories station should be considered."

Vacancies and absenteeism in the safaiwala cadre are the major cause of the failure of cleanliness of the stations. It can be recovered only by outsourcing.

Activities of safaiwala cadre are such type of activities which does not require any expertise, or the well trained staff. These services can be done at cheaper rate with better quality by outsourcing.

To improve the quality of cleanliness of major stations of division, Mechanized Cleaning Contracts have already been awarded at all the A and B category stations of the Bhopal division and may also be awarded some more stations of the Bhopal division.

In light of above facts, the work of Safaiwalas can easily be outsourced and posts involved can be surrendered.

Financial Implication on outsourcing of total 74 posts of Safaiwalas are as under:

Particular	Amount in Rs.
Mean of grade	37,450
DA @ 9%	3371
Transportation Allowances	1800
Salary Per Month	42,621
X 12 = Per annum	5,11,452
X No. of posts (74)	3,78,47,448
One Day Expenditure on A/C of Salary	1,03,692

Per day rate of labour as per minimum wages act	534
One Day Expenditure for contract labour (74)	39516
	1,03,692-39,516
Net savings per day if outsourced	=64,176
Net savings per annum	2,34,24,240

These calculations are, excluding PLB, Night Allowance and other allowances, Pass/PTO facilities, Medical and other welfare facilities.

Hence, the utility of Safaiwala in commercial department of BPL division will become nil.

Recommendation:-

With a view to achieve economy and quality cleanliness, outsourcing has been awarded at the above 9 stations and all the 54 sanctioned posts of these stations should be immediately surrendered.

Outsourcing has been proposed for the remaining 10 stations and after implementation of contract; all the 20 sanctioned posts of these stations should also be surrendered.

SYNOPSIS

Cleanliness of stations over Bhopal division has been performed by Safaiwala cadre of Commercial department. These staffs are responsible for the cleanliness of railway stations premises and railway colonies.

A large number of rail users have been served at the railway stations. For cleaning of stations and their circulating area, a large number of Safaiwalas have been deployed at the stations.

To achieve better cleanliness of stations of the division, it is necessary to adopt modern tools, equipments and procedures; it will be best done by outsourcing. Honorable Minister of Railways has declared his point of view during Rail Budget speech of 2014 regarding appropriate cleanliness of stations by outsourcing.

To achieve the quality cleanliness, Mechanized Cleaning Contracts have already been awarded at all the 'A' and 'B' category stations of the Bhopal division. Division can expand this out sourcing at the C, D and E category stations.

Keeping in view, all these constraints, Work Study Cell is assigned to conduct work study of ***'Review of Safaiwala cadre on Commercial department of Bhopal division'*** with a view to assess the staff requirement as per the existing workload after outsourcing. To arrive at the actual requirement of staff, the team held discussions with officers and supervisors of this division.

CHAPTER-I

INTRODUCTION

- 1.1** Work Study on “Review of Safaiwala cadre on Commercial department of Bhopal division” has been taken as a ‘Crash Work Study’ for the year 2018-19.
- 1.2** Cleanliness of stations over Bhopal division has been performed by Safaiwala cadre of Commercial department. These staff are responsible for the cleanliness of railway stations premises and railway colonies.
- 1.3** A large number of rail users have been served at the railway stations. For cleaning of stations and their circulating area, a large number of Safaiwalas have been deployed at the stations.
- 1.4** To achieve better cleanliness of stations of the division, it is necessary to adopt modern tools, equipments and procedures; it will be best done by outsourcing. Honorable Minister of Railways has declared his point of view during Rail Budget speech of 2014 regarding appropriate cleanliness of stations by outsourcing.
- 1.5** Hon’ble Prime Minister has launched on 2nd October, 2014 “Swachha Bharat Abhiyan” (Clean India Mission). It is a national campaign for cleanliness of the entire nation includes the all cities, villages, government offices, stations etc. It is also brought up in the Indian Railway. Hon’ble Minister for Railways has launched “Swachha Rail Swachha Bharat” during budget speech of 2015. Guidelines regarding cleanliness have been issued by Railway Board to the zonal railways and all zonal railways are going to upgrade their cleaning system very seriously and fast.
- 1.6** To achieve the quality cleanliness, Mechanized Cleaning Contracts have already been awarded at all the ‘A’ and ‘B’ category stations of the Bhopal division. Division can expand this out sourcing at the C, D and E category stations.

CHAPTER-II

SAFAIWALAS OF COMMERCIAL DEPTT.

Safaiwala category in commercial department is responsible for the cleanliness of railway stations premises and railway colonies.

- 2.1** Sanctioned strength, men on roll and vacancy position of Safaiwala cadre on Commercial department of Bhopal division is as under-

S.S.	M.O.R.	Vac./Excess
91	87	04

- 2.2** Total sanctioned strength of safaiwala cadre in commercial department has distributed at various stations of the division is as under-

Sr. No.	Station	Existing Sanctioned Strength
1	Talvadia	1
2	Bir	1
3	S. Banjari	1
4	Charkhera	1
5	Chanera	1
6	Barud	1
7	Khirkia	1
8	Bhurangi	1
9	Palasner	1
10	Harda	2
11	Timarni	2
12	Pagdhal	1
13	Banapura	2
14	Dharamkundi	1
15	Dulariya	1
16	Itarsi	8
17	Hoshangabad	6
18	Budni	1
19	Barkheda	1
20	Obedullaganj	2
21	Mandideep	2
22	Misrod	1
23	Habibganj	16

24	Bhopal	1
25	Nishatpura	1
26	Sukhi Sewania	1
27	Diwanganj	1
28	Salamatpur	1
29	Sanchi	2
30	Vidisa	6
31	Summer	1
32	Gulabganj	1
33	Ganj Basoda	6
34	Bareth	1
35	Kalhar	1
36	Mandibamora	2
37	Bina	4
38	Kanjia	1
39	Mugoali	2
40	Guneru Bamora	1
41	Piprai Gaun	1
42	Orr	1
43	Ashoknagar	3
44	Shadora Gaon	1
45	Piagara	1
46	Guna	5
47	Ruthyai	1
48	Kolaras	1
49	Shivpuri	2
50	Mohana	1
51	Panihar	1
52	Kumbhraj	1
53	Chachora Bina	1
54	Biaora Rajgarh	2
55	Sarangpur	1
56	Shajapur	
57	CYM/Itarsi	1
TOTAL		112

After pin pointing the Sanctioned Strength is 91 only.

CHAPTER-III

3. **OUTSOURCING OF SAFAIWALA's ACTIVITIES**

Absenteeism, vacancies and slackness of safaiwalas cadre are the major causes of lack of cleanliness. It reflects very embarrassing and unhygienic, outlook to passengers.

It can be sorted out only with the help of outsourcing. Mechanized cleaning contract have already been successfully running at 'A' and 'B' category stations under specified terms and conditions.

Vide Railway Board's Commercial Circular, No. 47 of 2014 dated 26.11.2014 "In addition to the existing arrangement at C, D and E category stations for ensuring cleaning through utilization of imprest or departmental staff, option of outsourcing the cleaning work of C, D and E categories station should be considered."

3.1 These activities are broadly classified in two types.

3.1.1 a. Mechanized Activities

Sr. No.	Machine/Equipment to be used
1	Ride on Heavy Duty Industrial Scrubber Drier
2	Heavy Duty Industrial Scrubber Drier electrically Operated
3	Ride on sweeping cum Drier
4	Ride on Sweeping Machines(Diesel/petrol Driven)
5	High pressure Jet cleaning machine
6	Industrial wet & dry vacuum / heavy duty Suction cleaner
7	Walk behind Sweepers

3.1.2 b. Manual Activities

Sr. No.	Activity
1	Rag picking & Garbage disposal
2	Disposal of complaints and other manual activities
3	Other Cleaning activities

**3.2 Status of Mechanised Cleaning Contract of Bhopal division:
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10	Shivpuri	New Contract			Tender will be opened on 12.09.2018.

3.4 Proposal of the Mechanized Cleaning Contract is as under:

S.N	Station	Existing Sanctioned Strength	Status
1	Harda	2	Already awarded.
2	Itarsi	8	Already awarded.
3	Hoshangabad	6	Already awarded.
4	Vidisa	6	Already awarded.
5	Bina	4	Already awarded.
6	Ashoknagar	3	Already awarded.
7	Guna	5	Already awarded.
8	Habibganj	16	Already awarded.
9	Ganj Basoda	6	
	TOTAL	54	
1	Timarni	2	May be awarded.
2	Banapura	2	May be awarded.
3	Obedullaganj	2	May be awarded.
4	Mandideep	2	May be awarded.
5	Sanchi	2	May be awarded.
6	Mandibamora	2	May be awarded.
7	Mugoali	2	May be awarded.
8	Shivpuri	2	May be awarded.
9	Biaora Rajgarh	2	May be awarded.
10	Mandibamora	2	May be awarded.
	TOTAL	20	
	GRAND TOTAL	74	

As seen from the above 08 stations have already been outsourced but having some sanctioned strength of departmental safaiwala and rest of above 10 stations may also be proposed for outsourcing, as these are relatively bigger stations. Good agencies can be deployed at these stations.

3.3 Critical Analysis

Vide Railway Board's Commercial Circular no. 47 of 2014 dated 26.11.2014 "In addition to the existing arrangement at C, D and E category stations for ensuring cleaning through utilization of imprest or departmental staff, option of outsourcing the cleaning work of C, D and E categories station should be considered."

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3.5 Recommendation:-

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CHAPTER-IV

Anticipated financial implication on the surrender of 74 posts of Safaiwala cadre of Commercial department will be as under-

Particular	Amount
Mean of grade	37,450
DA @ 9%	3371
Transportation	1800
Salary Per Month	42621
X 12 = Per annum	5,11,452
X No. of posts (74)	3,78,47,448
Expenditure on wages of private labours@rate of 534/-	1,44,23,340
Say	2.34 Crore

On surrender of above 74 surplus posts, the anticipated saving works out to **Rs. 2.34 crores per annum.**
