

WEST CENTRAL RAILWAY



WORK STUDY REPORT

ON

“Review of Conservancy Safaiwala of Bhopal division”

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SYNOPSIS

Indian Railway is one of the biggest transportation organizations among all other transport organizations in the country. In fact, Railway is backbone of the country's transport systems. In the recent time, Railway is facing tremendous competition from road and air. In the time of competition transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. As a result of which certain activities have become fully redundant/ obsolete from existing system. These technological up gradations have shown the considerable improvement in the efficiency and manpower productivity in Railways.

Keeping in view, all these constraints, Work Study Cell is assigned to conduct work study of '**Review of Conservancy Safaiwala of Bhopal division**' with a view to assess the staff requirement as per the existing workload after technological up gradation and 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 Conservancy Safaiwala of Bhopal division” has been taken as a ‘Crash Study’ for the year 2018-19.

1.2 There are two types of Safaiwala under Medical department Bhopal:

- 1 Conservancy safaiwala deals with cleaning of Railway Colonies as
. Sweeping, garbage disposal, cleaning of tank of quarters etc.
- 2 Hospital Safaiwala deals with cleaning of Railway Hospitals/ Dispensaries.

1.3 Activities of Conservancy Safaiwala:

- 1 Sweeping front and back of quarters.
.
- 2 Sweeping of the road.
.
- 3 Washing of lavatory floor.
.
- 4 Cleaning of common house drain and court yard.
.
- 5 Removal of refuse to nearest depot.
.
- 6 Spraying insecticide, bleaching power etc. in colony
. and its surrounding areas time to time.

1.4 Activities of Hospital Safaiwala:

- 1 Cleaning washing of commodes of latrine pane and
. chamber pots provided in the Hospital lavatory continuously when required.
- 2 Cleaning of water closets.
.
- 3 To clean and Sweep inside/outside of Ward, Doctor’s
. room, ICU etc.
- 4 To clean and washing Labour Ward, OPD etc.

- . 5 To clean verandas and corridors of wards, Office of
- . Administrative areas including stores and kitchens.
- 6 To clean Operation Theater, Surgical Ward,
- . Orthopedic Ward regularly.

1.5 Outsourcing:

There is a contract of for Safaiwala activities at Howbag railway colony of JBP has already functioning for a period of three years from 12.01.2009 to 11.01.2012 @ 55773.18 rupees per month as per letter no. JBP/H/Contract/9/HB/JBP dated 10.01.2009.

Some portion of new yard Itarsi Railway colony (nearly 450 residential/multi storey building) also given on contract.

1.6 Some Terms & conditions for running of contract:

- 1 Cleaning and disposal of garbage to be done by contractor.
- 2 Contractor shall be solely responsible for safety of machines & equipments. Loss & theft in this regard will be borne by contractor.
- 3 The contractor shall not demand/claim any price escalation on account of any reason of price hike or any other reason.
- 4 The supervision work will be carried out in co-ordination with Railway working and under the instructions of CHI.
- 5 All cleaning works shall be done as per the directions of CHI/HI and all the areas shall be kept cleaned.
- 6 Any damage to the railway equipment/property caused on account of negligence of party or his representative shall be recoverable fully from bill and decision of the Railway Administration shall be final and binding with the party.
- 7 The Railways shall not be responsible for death, injury or accident to contractor's employees.
- 8 The contractor shall be responsible for compliance with the provision of the payment of Wages Act.
- 9 The contract is liable to be terminated by Railways at

any time by giving short notice regarding termination of contract.

1 The contractor shall personally ensure supervision and
0 deploy supervisors exclusively to supervise the work.

1 Contractor's staff are not more than 30% should be
1 ladies.

1 The employees are not less than 18 years of age &
2 not above than 35 yrs.

1 Cleaning of open drains with the appropriate
3 tools/machines and the silt will be removed to the
nearest garbage collection point.

1 Contractor's staff should be present on duty in proper
4 uniform with florescent jacket, cap, shoes and
gumboots. All safety gadgets such as mask, helmet
etc will also be provided by the contractor.

CHAPTER-II

2. CONSERVANCY SAFAIWALA

Conservancy safaiwala are deployed at Bhopal, Itarsi, Bina, Guna, and Harda. Sanctioned strength, men on roll and vacancy position of Conservancy Safaiwala over BPL division is as under:-

Category	Conservancy Safaiwala		
	SS	MOR	VAC
Conservancy Safaiwala	120	99	21

2.1 Conservancy Safaiwala at Itarsi:

2.1.1 Workload:

Total No. of quarters	2695
Total length of small & big drains (in feet)	213896
Total length of roads & circulating area (in Sq. feet)	218924

Sr	Type of Qtrs.	No. of Qtrs.
1	MAP	304
2	MA	03
3	H	26
4	TY	25
5	MB	24
6	K	95
7	RBI	1066

8	RBII	615
9	B	02
1 0	C	01
1 1	D	48
1 2	E	02
1 3	F	08
1 4	G	19
1 5	J	03
1 6	RBIII	122
1 7	RBIV	328
1 8	RBV	02
1 9	Non Std	02
	Total	2695

There is a cleaning contract for New Yard Colony/Itarsi for approx 450 quarters has already functioning.

2.2 Conservancy Safaiwala at Bina:

Workload:

Total No. of quarters	1456
Total length of small & big drains (in feet)	29575
Total length of roads & circulating area (in Sq. mtrs)	14000

Sr .	Type of Qtrs.	No. of Qtrs.
1	MAP, MA	114
2	MB	17
3	B	04
4	C	09

5	D	77
6	E	02
7	F	34
8	G	04
9	J	124
10	H	78
11	K	353
12	RBI	406
13	RBII	164
14	RBIII	32
15	RBIV	05
16	Non Std.	33
	Total	1456

2.5 **Conservancy Safaiwala at Guna:**

2.3.1 Workload:

Total No. of quarters	355
Total length of small & big drains (in feet)	16200
Total length of roads & circulating area (in Sq. mtrs)	12300

Sr	Type of Qtrs.	No. of Qtrs.
7	RBI	147
8	RBII	89
9	B	13
10	C	04
11	D	02
19	Non Std.	100
	Total	355

2.5 **Critical Analysis:**

Present sanctioned strength of conservancy Safaiwala is very old and after that period, extension of colonies has

been continuing. No additional staffs has been sanctioned for these new establishments.

Bhopal, Itarsi, Bina and Guna are the major depots of railway employees a large number of railway colonies are exist at these stations. Deficiency of safaiwala causes negligence and shortage in cleanliness and other required necessary assistance given by Safaiwala cadre.

Safaiwala work is such activity, which does not require any expertise, or the well trained staff. The service can be got at cheaper rate by out sourcing. To improve the quality of cleanliness of major stations of division, Mechanized Cleaning Contracts have been awarded at so many offices and major stations of the division. So, that the outsourcing of safaiwala activities will be helpful for achieve quality of cleanliness and financial economy.

2.6 Advantages of Outsourcing Activities:

- a) Monetary Saving compared to present system.
- b) Availability of physically fit person for the job.
- c) No detention to trains due to absenteeism, absconding from duty, incapability of doing the job due to old age etc.
- d) Administrative convenience.
- e) Less / no union activities therefore better work culture.
- f) Enforce conditions as per the requirement and benefits to Railways.
- g) Saving of valuable manpower.

2.5 Feasibility of Outsourcing:

Financial Implication for outsourcing of Conservancy Safaiwala is as under

Paricular	Amount
For Railway Safawala	
Mean of grade	37,450
DA @ 9%	3371
Transportation	1800
Salary per month	42621

X12 = Per Annum	5,11,452
X No. of posts (10 for example)	5,114,520 Say, Rs. 51.14 Lakh

Financial implication shown above, is excluding PLB, Night Allowance, Pass/PTO, other allowances, Medical/welfare facilities and the expenditure on account of material required for cleaning.

For Out Sourcing	
Per day rate of private labour	@ Rs.534/- or Rs.13896/- per month
Per Annum = Rs.534 x 365x10	19,49,100 Say, Rs. 19.49 lakh

Saving Per Annum = (51.14 - 19.49) lakh	Rs. 31.65 Lakh (For 10 Safaiwala only)
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Above table shows a huge difference in amount paid to railway servant and private safaiwala.

2.6 Recommendation:

With a view to achieve better quality of cleanliness and economy, it is recommended to award (station wise, colony wise) contract for conservancy safaiwala activities over Bhopal division and all the 21 vacant posts of Conservancy Safaiwala should be surrendered immediately.

CHAPTER-III

3

FINANCIAL IMPLICATION

Financial implication on surrender of 21 vacant posts of Conservancy Safaiwala of Bhopal division is as under-

Paricular	Amount
For Railway Safawala	
Mean of grade	37,450
DA @ 9%	3371
Transportation	1800
Salary per month	42621
X12 = Per Annum	5,11,452
X No. of posts (21)	1,07,40,492
	Say, Rs. 1.07 Crore

Say Rs. 1.07 Crore Per Annum
