

**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA (SANITATION)
OF
MEDICAL AND E&HM DEPARTMENT
WORKING
AT
KIUL OF
DANAPUR DIVISION
(ECR/Effi/WSR/DNR/18-19/27)**

GUIDANCE BY

Neeraj Agrawal

SDGM

A. Khalifa

E.O

STUDY BY

B.K.Jha

E.I.

N. K. Singh

E.I

**WORK-STUDY CELL
East Central Railway
HAJIPUR**

TERMS OF REFERENCE

The study has been conducted under the following terms of references:

- a) To review of staff vis-a-vis workload of Safaiwala(Sanitation) of Railway Colony, Kiul of Medical and E&HM Department of Danapur Division with a view to identify the surplus manpower in unit.
- b) To assess the effective utilization of Safaiwala(Sanitation) of Railway Colony, Kiul working in Medical and E&HM Department of Danapur Division.
- c) To suggest ways and means to improve working of Safaiwala (Sanitation) of Railway Colony, Kiul of Medical and E&HM Department of Danapur Division.

METHODOLOGY ADOPTED

The following methodology adopted to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussions hold at various levels with a view to produce fruitful result.
 - Discussion with CMS/DNR and DEnHM/DNR
 - Discussion with concerning CHI/Kiul of Danapur Division
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying yard stick and need base.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still it is in progress in every sphere of the system. These technological upgradations have shown considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, the Work Study Cell was assigned to conduct work study of Safaiwala(Sanitation) of Railway Colony, Kiul of Medical and EnHM Department, Danapur Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala(Sanitation) of Railway Colony, Kiul of Medical and EnHM Department, Danapur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control by DEnHM/DNR and assisted by SSE/ EnHM and CHI/Hi of Division and other staff of Medical and EnHM Department. It deals with cleaning of Railway Colony, road, service building, circulating area, drain and disposal of garbage etc.

Chapter-I

INTRODUCTION

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide cheap and best transportation services to their users at desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. Now-a-days, Indian economy is facing tough time. So, it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

Safaiwala (Sanitation) is utilized for some important cleaning work such as cleaning of railway colony, road, service building, circulating area, drain and disposal of garbage etc

Competent Authority has approved a Work Study on “ Review of staff strength of Safaiwala(Sanitation) of Railway Colony, Kiul of Medical and EnHM Department of Danapur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER -II

Present scenario:

BOS - 14

MOR -11

Vacancy - 03

- 1.1** Railway is one of the biggest transport organization whose services are utilized by a large number of floating population. It becomes more important to maintain hygiene to avoid spread of any communicable disease. Therefore, it is advised to have a set up which can ensure cleanliness and hygiene in the Railway premises both in the station area and in the Railway colony.
- 1.2** Apart from running of trains & maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3** Sanitation and hygiene work is under the control of DEnHM/ DNR who is assisted by SSE/EnHM, CHI,HI and other staff of sanitation of Danapur Division.
- 1.4** The actual staff strength of Safaiwala(Sanitation) of Railway Colony, Kiul of Medical and EnHM Department of Danapur Divisional is 11 as against the sanctioned strength of 14 (Annexure -I) as per data given by DEnHM /DNR.

As per discussion with concerning authority station area is outsourced. Only sanitation work of colony and service building is done by railway staff. Details of area are as under:-

S.No .	colony	Quarter in Nos.	Area (In sq.ft.)	Drain (In rft.)
			Road	
1	Railway Colony kiul-(i) North colony. (ii) South colony	Type-I- 197 Type-II- 84 Type-III- 17 Type-IV- 04	Pacca Road = 193680sft Unconstructed road area 32280 sft . total sweeping area of colony =451920 sft	Small Drain= 12950 rft x2 (frequency 2times in day)=25900 rft Main Drain= 3300 rft x2 (frequency 2times in day)=6600 rft

CHAPTER -III

2.0 Critical analysis :

BOS – 14

MOR -11

Vacancy - 02

The actual strength of safaiwala(sanitation)is 11 as against the sanctioned strength of 14. Staff requirement for the present work load of sanitation is arrived at Yard stick and need base. The requirement of safaiwala (sanitation) of Railway Colony, Kiul of Danapur Division are as under:-

Requirement of safaiwala (sanitation) of Railway colony KIUL:-

BOS – 14 MOR -11 Vacancy -03

As per observation by work study team the present work load arrived on need base.

Requirement of safaiwala (sanitation) for sweeping work of colony:-As per need base 02 staff is utilized for cleaning work of colony.

Staff required for colony sweeping = 02

Requirement of safaiwala (sanitation) for sweeping of main and small drain:- Small Drain= 12950 rft. Main Drain= 3300rft. As per need base 02 staff is utilized for main drain and 02 staff is utilized for small drain in two frequency of colony . Total staff required for sweeping of drain = 02+02 =04

Requirement of safaiwala (sanitation) for sweeping work of constructed and unconstructed road:-02 staff is utilized for sweeping work of constructed and for unconstructed road of colony .

Staff required for sweeping work of road =02

Garbage removal and disposal:- As per need base 02 staff is utilized for garbage removal and disposal

Total = 02+04+02+02=10

<u>LR@12.5%</u>	12.5% of 10	=1.25=01(say)
Total	= 10+01=11	

Total requirement of sanitation staff= 11

Sanction strength	14 men
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MOR	11 men
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Vacancy	03 men
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Excess as per requirement (14-11)	= 03 men
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Work study team are observed that 11 safaiwala are required for present work load of cleaning of railway colony, kiul of Danapur Division. Hence, work study team observed and discussed with concerning authority, that 03 vacant posts of safaiwala may be recommended for surrender and it may also be recommended 11 posts for surrender after out sourcing of colony and service building.

CHAPTER:- IV

Recommendation:- I

BOS- 14 MOR- 11 Vacancy-03

After Practical assessment of work load and activities of sanitary staffs working in Railway colony Kiul of Danapur Division, work study team has made its assessment of staff on need base. It is observed that 03 posts of Safaiwala may be recommended for surrender. And work study team has also recommended 11 posts of Safaiwala may be surrender after outsourcing.

Total Sanction Strength =14

Total Men on Roll =11

Total Staff required =11

Excess Staff =14 –11= 03 Staff

Excess Staff i.e 03 vacant posts of Safaiwala may be recommended for surrender.

Recommendation:- II

Work study team also observed and discussion with concerning authority that 11 posts may be surrender after outsourcing.

Total recommendation for surrender 03+11=14 and financial saving will be Rs.70.46 Lakh per annum.

CHAPTER: - V

FINANCIAL SAVINGS:-

If the recommendation of the study report is implemented, the annual recurring financial savings will be as under:

S.No .	Category	Scale of pay (Rs.)	Grade pay	Mean pay per month per staff	DA @12%	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.)
1	Safaiwala	5200- 20200	1800	37450	4494	41944	14	7046592
Total							14	70.46 lakh.

CHAPTER VI

Summary:-

After critically examining the work load of category of Safaiwala (sanitation) working in **Railway Colony, Kiul of** Medical and EnHM Department of Danapur Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	14	11	11	03(vacant posts) and 11 posts after outsourcing	03 vacant post may be surrendered and 11 posts may also be surrender after outsourcing.
Total		14	11	11	14	

Total proposed for surrender = 03+11=14

(03 vacant post may be surrendered and 11 posts may also be surrender after outsourcing.)

Annexure -I

Sanction Strength of Safaiwala(sanitation) of Railway Colony, Kiul of Medical and EnHM
Department of Danapur Division as on

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	14	11	03
	Total			14	03	03

EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Safaiwala(sanitation) of
Railway Colony, Kiul of Medical and EnHM Department
of Danapur Division**

EFFICIENCY CELL

**EAST CENTRAL RAILWAY
HAJIPUR**

Study No. ECR/Efficiency/WSR/DNR/18-19/27

EAST CENTRAL RAILWAY

**Office of the
General Manager (Vig.)
Hajipur**

Dated:-26.02.2019

No.: - ECR/Eff./WSR/DNR/18-19/27

DEnHM
East Central Railway,
Danapur

Sub.:- Work study report on adequacy of staff strength of Safaiwala (sanitation) of Railway Colony, Kiul of Medical and EnHM Department of Danapur Division.

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala(sanitation) of Railway Colony, Kiul of Medical and EnHM Department of Danapur Division. The work study has recommended to surrender 14 posts (03 vacant posts and 11 posts after outsourcing)of Safaiwala.

Hence, It is requested to scrutinize the work study report and send the reply within 10 days so that, the report may be finalized and intimated to Railway Board .

(A.Khalifa)
Efficiency Officer
For SDGM

Copy to: (i) PCPO/HJP for kind information please.
(ii) ADRM/DNR for kind information please.
(iii) Sr. DPO /DNR for kind information please.

For SDGM

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/DNR/18-19/27
Subject	Review of staff strength of safaiwala (sanitation) of Railway Colony, Kiul of Medical and EnHM Department of Danapur Division.
Area	Railway Colony, Kiul
Division	DNR
Department	of Medical and EnHM
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	02
Post recommended for surrender.	14
Financial Implication	70.46 Lac per annum
Month of Circulation	February 2019

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