

**REVIEW  
OF  
STAFF STRENGTH  
OF  
SAFAIWALA (SANITATION)  
OF  
MEDICAL AND E&HM DEPARTMENT  
WORKING  
AT  
RAILWAY COLONY PNBE OF  
DANAPUR DIVISION  
(ECR/Effi/WSR/DNR/18-19/29)**

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**WORK-STUDY CELL  
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## **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, PNBE 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, PNBE 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, PNBE 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/PNBE 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, PNBE 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, PNBE 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, PNBE 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 – 42

MOR -17

Vacancy – 25

- 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, PNBE of Medical and EnHM Department of Danapur Divisional is 17 as against the sanctioned strength of 42 ( 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:-

<b>S.No.</b>	<b>colony</b>	<b>Quar- arter</b>	<b>Area (In sq.ft.)</b>		<b>Drain (In rft.)</b>
			<b>Road</b>	<b>Other area</b>	
1	<b>New railway colony</b>	149	Constructed road area 271198sft	Service building in colony 20811 sft	Main drain 5352rft.sm all drain 32084 rft
2	<b>Mithapur Colony</b>	50	Unconstructed area 55275 sft		
3	<b>New Mithapur Colony</b>	36	Surrounding of road area		
4	<b>R.M.S Colony</b>	28	130207.5 sft		
5	<b>Loco Colony</b>	67			
6	<b>Mahendru Colony</b>	26			
	<b>Total</b>	<b>356</b>		<b>--</b>	<b>--</b>

## CHAPTER -III

### 2.0 Critical analysis :

BOS – 42

MOR -17

Vacancy - 25

The actual strength of safaiwala( sanitation )is 17 as against the sanctioned strength of 42. 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:-

ii) Requirement of safaiwala (sanitation ) Patna:-

BOS – 44 MOR -44 Vacancy – 00

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

Requirement of safaiwala (sanitation) for sweeping work of colony:-

There are six colony in Rly colony PNBE in which two colony (New Mithapur colony and Mahendrughat colony ) are outsourced and also two colony ( New Rly. Colony and Loco colony) are partial outsourced .As per need base 02 staff is utilized for cleaning work for 02 colony ( Mithapur colony and RMS colony) and 01 staff is utilized for two partial outsourced colony.

Staff required for colony sweeping =  $02 \times 02 + 01 \times 02 = 06$

Requirement of safaiwala (sanitation) for sweeping of main, small drain and garbage removal and disposal :- As per observation two colony are outsourced and two colony are partial outsource Hence calculation of requirement of staff on need base is best option . Hence 04 staffs are sufficient for main drain, small drain and garbage removal and disposal of each colony .

Total staff required for this work = 04

Requirement of safaiwala (sanitation) for sweeping work of constructed and unconstructed road :-02 staffs are utilized for sweeping work of constructed and unconstructed road of two colony( Mithapur colony

and RMS colony) colony and 02 staffs are utilized for ( New Rly. Colony and Loco colony)

Staff required =02+02=04

Requirement of safaiwala (sanitation) for sweeping work of service building and other miscellaneous work. As per observation 01 staff is utilized for sweeping work of service building and miscellaneous works.

Total =06+04++04+01=15

LR@12.5%      12.5% of 15      =1.87=02(say)

Total = 15+02=17

Total requirement of sanitation staff= 42

Sanction strength      17 men

MOR      17 men

Vacancy      25 men

Excess as per requirement (42-17)      = 25 men

Work study team are observed that 17 safaiwala are required for present work load of cleaning of railway colony, PNBE of Danapur Division. Hence, work study team observed and discussed with concerning authority, that 25 vacant posts of safaiwala may be recommended for surrendered and it may be also recommended 17 posts for surrender after out sourcing of colony and service building.



## CHAPTER:- IV

### **Recommendation:- I**

BOS- 42                      MOR- 17                      Vacancy-25

After Practical assessment of work load and activities of sanitary staffs working in Railway colony, PNBE of Danapur Division, work study team has made its assessment of staff on need base. It is observed that 25 posts of Safaiwala may be recommended for surrender. And work study team has also recommended 17 posts of Safaiwala may be surrender after outsourcing.

Total Sanction Strength =42

Total Men on Roll                      =17

Total Staff required                      =17

Excess Staff                                      =42-17= 25 Staff

Excess Staff i.e 25 vacant posts of Safaiwala may be recommended for surrender.

### **Recommendation:- II**

Work study team also observed and discussion with concerning authority that 17 posts may be surrender after outsourcing.

Total recommendation for surrender, 25+17=42 and financial saving will be Rs.- 211.39 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	42	21139776
Total							42	211.39 lakh.

## CHAPTER VI

**Summary:-**

After critically examining the work load of category of Safaiwala (sanitation) working in **Railway Colony, PNBE** 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	42	17	42	25(vacant posts) and 17 posts after outsourcing	25 vacant post may be surrendered and 17 posts also may be surrender after outsourcing.
Total		42	17	42	42	

Total proposed for surrender = 25+17=42 (25 vacant post may be surrendered and 17 posts also may be surrender after outsourcing.)

**Annexure -I**

Sanction Strength of Safaiwala(sanitation) of Railway Colony, PNBE 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	42	17	25
	Total			42	17	25

**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**

**No.: - ECR/Eff./WSR/DNR/18-19/29**

**Dated:-08.03.2019**

DEnHM  
East Central Railway,  
Danapur

**Sub.:-** Work study report on adequacy of staff strength of Safaiwala (sanitation) of Railway Colony, PNBE 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, PNBE of Medical and EnHM Department of Danapur Division. The work study has recommended to surrender 42posts (25 vacant posts and 17 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**

<b>Study No.</b>	<b>ECR/Efficiency/WSR/DNR/18-19/29</b>
<b>Subject</b>	<b>Review of staff strength of safaiwala (sanitation) of Safaiwala(sanitation) of Railway Colony, PNBE of Medical and EnHM Department of Danapur Division</b>
<b>Area</b>	<b>Railway Colony, PNBE</b>
<b>Division</b>	<b>DNR</b>
<b>Department</b>	<b>of Medical and EnHM</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>02</b>
<b>Post recommended for surrender.</b>	<b>42</b>
<b>Financial Implication</b>	<b>211.39 Lac per annum</b>
<b>Month of Circulation</b>	<b>February 2019</b>

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**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**



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

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Efficiency/WSR/DNR/18-19/29**