

**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA
OF
MEDICAL DEPARTMENT
WORKING
IN
DOS & SEB of MUGHALSARAI DIVISION.
(ECR/Effi/WSR/MGS/18-19/19)**

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**WORK-STUDY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/MGS/18-19/19
Subject	Review of staff strength safaiwala of Medical Department at DOS & SEB of Mughalsarai Division.
Area	Medical Department .
Division	MGS
Department	Medical
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	05
Financial Implication	24.16 Lac per annum
Month of Circulation	November 2018

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SYNOPSIS

1. Indian Railways is one of the biggest transportation organisations among all other transport organisations in the country. In fact the

Railway is backbone of the country's transportation system. In the recent times, 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.

2. Indian Railways prime motto is to provide cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organisation to keep close watch on their expenditure and check the expenditure accordingly.
3. In Railways much emphasis is being given to cleanliness of Colony on premises.

TERMS OF REFERENCE

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

- a) To review staff strength of Safaiwala vis-à-vis workload of sanitation working under CHI/DOS & CHI/SEB of Medical Department of Mughalsarai Division with a view to identify the surplus manpower in above station .
- b) To assess the effective utilization of Safaiwala working under CHI/DOS & CHI/SEB of Medical Department of Mughalsarai Division .

METHODOLOGY ADOPTED

The work study team applied the following work study techniques for conducting the study :-

- ii) Data collection and its analysis the factual status & existing work load.
- iii) Discussion with concerning authority.
- iv) Reassessment of manpower requirement by applying need base .

Chapter-I

1.0 INTRODUCTION

- 1.1 Railway is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes more important to maintain hygiene to avoid spread of communicable diseases. Therefore, it is advised to have a setup which can ensure cleanliness and hygiene in the Railway colony premises
- 1.2 Special emphasis is being given by the Ministry of Railways on cleanliness. Apart from running of trains maintaining cleanliness in the Railway colonies is one of the prime objectives of the Railway.
- 1.3 Keeping the above objects in mind and also giving priority to the Railway main motto of safety, security, punctuality and cleanliness in particular this work study has been conducted to review the staff strength of Safaiwala under CHI/DOS & CHI/SEB of Medical Department of Mughalsarai Division.

CHAPTER-II

EXISTING SETUP

Cadre Position:-

Category wise sanctioned strength, on roll and vacancy position of Safaiwala Staff under CHI/DOS & CHI/SEB of Medical Department of Mughalsarai as on 29.10.18 is placed under table below:-

S.No.	Safaiwala	Pay Band	Grade pay	S. Strength	MOR	Vacancy
1.	DOS	5200-20200	1800	15	18	03
2.	SEB	5200-20200	1800	14	09	05
TOTAL				29	27	02

Detailed area of DOS colony.

S.No.	Colony	Quarter	Area (in sq .ft.)	S. Strength	Drain(in rft)
			Road	Other area	Main drain 8823 sq feet Small drain 13190 sq feet
1.	North colony	253	17000	Service building	
2.	South colony	140	7200	=10378 sq. ft	

Detailed area of SEB colony

S.No.	Colony	Quarter	Area (in sq .ft.)	S. Strength	Drain(in rft)
			Road	Other area	

1.	North colony	200	Data not found		Data not found
2.	South colony				

Duty roster :-

Season .	From	To	Remarks
Summer	05-10 hrs	15-18 hrs	1 st shift
	10-15 hrs	18-21 hrs	2 nd shift
Winter	06-11 hrs	14-17 hrs	1 st shift
	11-14 hrs	17-22hrs	2 nd shift

The activity of medical safaiwala :- Safaiwala are utilized for cleaning work of colony , service building and office , station premises area , drain cleaning and garbage disposal.

CHAPTER -III

1.0 Critical analysis :

DOS

BOS – 15

MOR -18

Vacancy – +03

SEB

BOS – 14

MOR -09

Vacancy – +05

The actual strength of safaiwala(sanitation) is $18+09=27$ as against the sanctioned strength of $15+14=29$. The staff requirement for the present work load of sanitation is arrived on need base. The requirement of safaiwala (sanitation) for different work unit of medical department of DOS& SEB are as under:-

Requirement of safaiwala in DOS:-Requirement of safaiwala for following purpose -

- (i) Cleaning of office situated at colony;- As per need base 01 safaiwala are required .
- (ii) Road sweeping area;- As per need base 02 safaiwala are required .
- (iii) Surrounding area:- As per need base 02 safaiwala are required .
- (iv) Small drain:- As per need base 02 safaiwala are required .
- (v) Main drain :- As per need base 02 safaiwala are required .
- (vi) Garbage of road and surrounding area:- As per need base 02 safaiwala are required .
- (vii) Removal of slit/mud :- As per need base 02 safaiwala are sufficient for Removal of slit/mud .
- (viii) Dead Cattle removal :- 02 safaiwala are required for Dead Cattle removal .

Total = $01+02+02+02+02+02+02+02=15$

Requirement of safaiwala in SEB:-Requirement of safaiwala for following purpose as per need base -

- (i) Cleaning of office situated at colony;- As per need base 01 safaiwala are required .
- (ii) Road sweeping area;- As per need base 01 safaiwala are required .
- (iii) Surrounding area:- As per need base 02 safaiwala are required .
- (iv) Small drain:- As per need base 01 safaiwala are required .
- (v) Main drain :- As per need base 01 safaiwala are required .

- (vi) Garbage of road and surrounding area:- As per need base 01safaiwala are required .
- (vii) Removal of slit/mud and Dead Cattle removal :- As per need base 02 safaiwala are sufficient for Removal of slit/mud and Dead Cattle removal.

Total = 01+01+02+01+01+01+02=09

Total requirement of safaiwala at DOS and SEB=15+09=24

Sanctioned strength=15+14=29

Man on roll=18+09=27

Vacancy of safaiwala=29-27=02

Excess=29-24=05

Work study team observed that 24 safaiwala are required for present work load for cleaning of colony of DOS & SEB of medical department of Mughalsarai Division

As per discussion with concerning authority and work study team observed on need base, 05 safaiwala may be recommended for surrender .

CHAPTER - IV

RECOMMENDATION:-

Work study team after careful study of the utility of sanitation work at these Stations. 05 posts of Safaiwala under CHI/DOS & CHI/SEB of Medical department of Mughalsarai Division may be recommends for surrender.

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	No. of posts	Mean pay per month	Total pay per month per staff (Rs.)	Annual financial savings (Rs.)
1	Safaiwala	5200-20200	1800	05	37450	40281	2416860 i.e. 24.16 lac

CHAPTER VI

Summary:-

After critically examining the work load of category of Safaiwala working under in CHI/DOS & CHI/SEB of **Medical** Department of Mughalsarai Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on	Requiremen	Proposed	Remark
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			Roll	t as per WS	surrender	
1	Safaiwala	29	27	24	05	05 posts may be surrendered
Total		29	27	24	05	

Total post proposed for surrender = 05

Annexure -I

Sanction Strength of Safaiwala working under CHI/DOS and CHI/SEB of Medical Department of Mughalsarai Division .

Sl NO.	Category	Station	Pay scale	Grade	Sanctione	Men on	vacancy
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				Pay	d Strength	Roll	
1	Safaiwala	CHI/DOS	5200-20200	1800	15	18	+03
2	Safaiwala	CHI/SEB	5200-20200	1800	14	09	05
	Total				29	27	02



EAST CENTRAL RAILWAY

**WORK STUDY REPORT
ON**

**To assess the utility of Safaiwala working in under CHI/
DOS & CHI/ SEB of Medical dept.of Mughalsarai Division**

**EFFICIENCY CELL
EAST CENTRAL RAILWAY
HAJIPUR**

Study No. ECR/Efficiency/WSR/MGS/18-19/19

EAST CENTRAL RAILWAY

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

Dated:-24.12.2018

No.: - ECR/Eff./WSR/MGS/18-19/19

CMS

East Central Railway,
Mughalsarai

Sub.:- Work study report on adequacy of staff strength of safaiwala working under CHI/ DOS & CHI/SEB in Medical Department of Mughalsarai Division.

In connection with the above, it is intimated that work study has been conducted on adequacy of staff strength of safaiwala in working under CHI/ DOS & CHI/SEB in Medical Department of Mughalsarai Division. Work study team has recommended 05 posts of safaiwala for surrender.

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 the Railway Board .

(Adil.Khalifa)
Efficiency Officer
For SDGM

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

For SDGM