

**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**To assess the utility of Safaiwala Operating  
Department of Samastipur Division**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**(ECR/Effi/WSR/SPJ/18-19/21)**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
SAFAIWALA  
OF  
OPERATING DEPARTMENT  
WORKING  
IN  
SAMASTIPUR DIVISION  
(ECR/Effi/WSR/SPJ/18-19/21)**

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

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>ECR/Efficiency/WSR/SPJ/18-19/21</b>
<b>Subject</b>	<b>Review of staff strength safaiwala of Operating Department of Samastipur Division.</b>
<b>Area</b>	<b>Operating Department .</b>
<b>Division</b>	<b>SPJ</b>
<b>Department</b>	<b>Operating</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations.</b>	<b>1</b>
<b>Post recommended for surrender.</b>	<b>80</b>
<b>Financial Implication</b>	<b>391.88 Lac per annum</b>
<b>Month of Circulation</b>	<b>November 2018</b>

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## **TERMS OF REFERENCE**

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

- a) To review Safaiwala vis-à-vis workload of Operating Department of Samastipur Division with a view to identify the surplus manpower in different section.

- b) To assess the effective utilization of Safaiwala working in Operating Department of Samastipur Division .
- c) To suggest ways and means to improve working of Safaiwala in Operating Department of Samastipur Division .

### **METHODOLOGY ADOPTED**

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Hold discussions at various levels with a view to produce fruitful results.
- iii) Reassessment of manpower requirement by applying on need base.

### **SYNOPSIS**

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. These technological up

gradations have shown the considerable improvement in the efficiency and manpower productivity in Railways.

2. Keeping in view, all these constraints, The Work Study Cell was assigned to conduct work study of safaiwala in Operating Department of Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala in Operating Department also plays a vital role in Indian Railways and leads in performance of any zonal Railway. A sanctioned strength 86 staff is provided in Operating Department of Samastipur Division. It deals with establishment and personnel matters of total men working in this division.
3. Safaiwala of Operating Department Samastipur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control by Sr.DOM and assisted by DOM, AOM, Dy.SS, SS and other staff of Operating Department. It deals with cleaning of E type station. At present 86 Sanction Strength & 74 men are working under Dy.SS &SS of Operating Department of Samastipur Division.

## **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 is utilized for some important cleaning work such as cleaning of E type and F type commercial station, service building, circulating area, drain and disposal of garbage etc

Competent Authority has approved a Work Study on “ Review of staff strength of Safaiwala of Operating Department of Samastipur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

## **CHAPTER-II**

### **2.0.0 Present scenario;-**

**2.1.0** The actual staff strength of Safaiwala of Operating Department of Samastipur Division is 74 as against the sanction strength of 86 (Reference-Annexure -I ) as per gradation list of Operating Department for the month of November 20 18.

**2.1.1 THE REQUIREMENT OF STAFF AT DIFFERENT POINTS AND LOCATIONS :-**  
Safaiwala of Operating Department is working under the control of Station superintendent, Commercial superintendent to arrive at a factual conclusion on requirement of staff of SPJ division. The work study team collected the workload of all activities. For calculation of manpower required, the team applied on spot observations and discussions at various levels.

The cleaning of E type and F type commercial station, service building, circulating area, drain, disposal of garbage and booking office is very essential to maintain the area.

**2.1.2 The activities of Operating Department as given below :-**

**E type station:-** At least 33 station and 05 halt station are under control of operating department and 06 commercial station are under control of commercial department. Safaiwala are utilized for cleaning work of booking office, station premises area, drain cleaning and garbage disposal.

Station wise sanctioned strength, on roll and vacancy position of Safaiwala Staff under Sr. DOM SPJ/Division as on 28.11.18 is placed under table below:-

S.No.	Station	Sanction Stranth	MOR	Vacancy
1.	Koparia (KFA)	02	02	00

2.	Sonbarsha Kachhari (SBM)	03	02	01
3.	Panchgachhia (PGC)	02	02	00
4.	Garhbaruari (GEB)	03	02	01
5.	Bajjnathpur (BYP)	02	01	01
6.	Budhma (BDMA)	02	02	00
7.	Muktapur (MKPR)	03	03	00
8.	Muhammadpur (MHP)	02	02	00
9.	Kamtaul (KML)	03	02	01
10.	Jogiara (JGA)	02	02	00
11.	Bajpatti (BJT)	02	02	00
12.	Riga (RGA)	02	02	00
13.	Dhang (DAG)	03	02	01
14.	Kundwachainpur (KWC)	02	02	00
15.	Adapur (ADX)	03	02	01
16.	Semra (SRA)	02	02	00
17.	Mahwal (MHL)	03	02	01
18.	Kaparpura (KVC)	03	03	00
19.	Valmikinagar Road (VKNR)	02	02	00
20.	Kumarbag (KUMB)	02	02	00
21.	Majhulia (MJL)	03	02	01
22.	Kakarghati (KKHT)	02	02	00
23.	Tarsarai (TRS)	03	02	01
24.	Pandaul (PDW)	02	02	00
25.	Rajnagar (RJA)	03	02	01
26.	Khajauli (KJI)	03	02	01
27.	Lohnaroad (LNO)	02	02	00
28.	Tamuria (TMA)	02	00	02
29.	Mahrail (MHRL)	03	02	01
30.	Vachaspatinagar	02	02	00

	(VPH)			
31.	Bhagwanpurdesua (BGDS)	02	02	00
32.	Angarghat (ARG)	02	02	00
33.	Singhiaghat (NRN)	03	02	01
34.	Salauna (SLNA)	03	02	01
35.	Imli (IML)	02	02	00
36.	Olapur (OLP)	02	02	00
37.	Garha (GARA)	02	02	00
38.	Paramjeevar Tarajeevar (PATR)	02	02	00
39.	Jubbasahni (JUBS)	02	02	00
Total		86	74	12

## CHAPTER - III

**CRITICAL EXAMINATION:-**

- 3.1** The actual staff strength of safaiwala of Operating department of SPJ Division is 74 against the sanctioned strength of 86. The staff requirement for the present work load at Operating Department of SPJ Division are arrived at based on the need base. Sanitation work of Junction/Stations has already been outsourced. Road side Stations have sanctioned cash imprest about Rs. 10000 to 15000 for miscellaneous and Sanitation work.
- 3.2** Requirement of safaiwala in E type station under control of SS & Dy.SS of Operating department of SPJ division:- 39 station are out sourced. Safaiwala is utilized for cleaning work of station premise area , booking counter, drain cleaning , garbage disposal work and dead animal disposal etc. As per need base work of safaiwala started in division/Stations/Halts by private Agency . Hence there is no need of safaiwala .

#### **CHAPTER:- IV**

**Recommendation:-**

BOS – 86

MOR -74

Vacancy – 12

After Practical assessment of work load and activities of safaiwala working in operating department of Samastipur Division, work study team has made its assessment of staff on need base. 06 posts of Safaiwala has already recommended for surrender previously. 80 posts of Safaiwala is excess than requirement due to outsourcing of all the Stations of Samastipur Division .

Total Sanction Strength =86

Total Men on Roll =74

Total Staff required =00

Excess Staff =80

Excess Staff i.e 80 posts of Safaiwala may be recommended for surrender and financial saving will be Rs.391.88 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	Level	No. of posts	Mean pay per month	Total pay per month per staff (Rs.)	Annual financial savings (Rs. In lakh)
1	Safaiwala	5200- 20200	1800	I	80	37450	40821	39188160 i.e.391.88

## **CHAPTER VI**

### **Summary:-**

After critically examining the work load of category of Safaiwala working in **Operating** Department of Samastipur Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	86	74	00	80	80 posts may be surrendered
Total		86	74	00	80	

Total post proposed for surrender = 80

**Annexure -I**

Sanction Strength of Safaiwala of Operating Department of Samastipur  
Division as on 28.11.2018

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	86	80	06
	Total			86	80	06

**EAST CENTRAL RAILWAY**

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

**Dated:-24.12.2018**

**No.: - ECR/Eff./WSR/SPJ/18-19/21**

Sr.DOM  
East Central Railway,  
Samastipur

**Sub.:- Work study report on adequacy staff strength of Safaiwala  
of Operating Department of Samastipur Division.**

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala of Operating Department of Samastipur Division. The work study team has recommended to surrender of 80 Posts 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) PCOM/ HJP for kind information please.  
(ii) PCPO/HJP for kind information please.  
(iii) ADRM/SPJ for kind information please.  
(iv) Sr. DPO /SPJ for kind information please.

For SDGM