



WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA STAFF
WORKING UNDER CHI AT NEW DELHI, DELHI
& NIZAMMUDIN STATION
OF
DELHI DIVISION
2018-19

WORK STUDY TEAM

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Central Planning Cell
Northern Railway
Headquarters Office,
Baroda House, New Delhi.

EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office on the directives of SDGM/NR to identify redundant/unproductive activities with a view to eliminate wasteful expenditure and to improve manpower productivity of safaiwala staff supervised by Chief Health Inspector under Commercial department at New Delhi, Delhi & Nizammudin Station.

STAFF POSITION

The total sanctioned and on roll strength of Safaiwala staff of Commercial department at New Delhi, Delhi & Nizammudin Station is as under:-

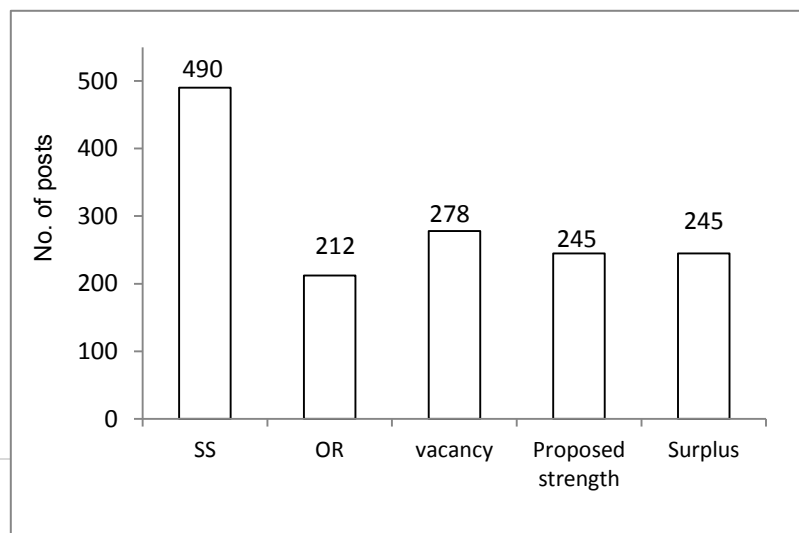
S.N.	Station	Category	S/S	O/R	Var.
1	CHI Stn NEW DELHI	Safaiwala	249	121	128
	CHI Stn DELHI		200	85	115
	CHI Stn Nizammudin		41	06	35
Total			490	212	278

No. of posts identified as surplus and recommended for surrender: -

Gr. 'C' = Nil
Gr. 'D' = 245 posts
Total = 245 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ■1178.11 lakh per annum.
Capital saving = Nil
Total = ■1178.11 lakh per annum



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SYNOPSIS

Cleanliness is an important aspect in human life as it provides not only good health but also helps to create better working environment. To increase the working efficiency, cleanliness in the work place of any organization plays an important role. To cope up the increased workload, certain activities have been outsourced where the safety is not involved i.e., cleaning, maintenance of assets in works department, catering and vending etc. It is also true that a lot of modernization and technological up-gradation and mechanized cleaning have been also adopted in cleaning activities by Railways.

Keeping above in view, SDGM/NR assigned work study on review of safaiwala staff working under supervision of Chief Health Inspector New Delhi, Delhi & Nizammudin stations of Commercial Department to Central Planning Cell HQ Office, Northern Railway with a view to economize utilization of existing safaiwala staff in face of existing system and also suggest ways and means to improve the quality of cleanliness standard.

During the conduct of study, the team visited the CHI/ New Delhi, Delhi & Nizammudin station, and studied the existing system of working of safaiwala staff and noted that most of the work of safaiwala staff is being done by contractual labour at stations and some of the activities are being carried out by departmental staff. The team observed that the activities being carried out by contractors are cheaper than the departmental labour. Keeping all aspects into consideration, the team has made recommendations in the report by identifying 245 posts of safaiwala staff supervised by Chief Health Inspector as surplus under Commercial Department at New Delhi, Delhi & Nizammudin station and recommended for surrender. If all the recommendations made in the report will be implemented in toto, a net recurring saving to the tune of ■1178.11 lakh per annum.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 245 posts of safaiwala staff are identified as surplus in Gr. ■5200-20200-1800 at New Delhi, Delhi and Nizammudin Rly. Station working under the administrative control of Sr.DCM/C/NDLS and recommended for surrender.	2.6.0	ADRM/Admn/NDLS Sr.DCM/C/NDLS Sr.DPO/NDLS

ACKNOWLEDGEMENT

The team is highly grateful to Shri Vikas Purwar, ADRM/Admn/NDLS, Sh. Hamendra Kumar, Sr.DCM/C/NDLS and Sh. Devender Kumar, Sr.DPO/NDLS and other functionaries in providing relevant data/information and giving valuable guidance and cooperation to the team during the conduct of study.

1.0.0 INTRODUCTION

1.1.1 New Delhi, Delhi & Nizamuddin stations are important stations of Northern Railway. A sufficient goods and passenger traffic passes through these stations. The Commercial Department has been entrusted the work of cleanliness of these railway stations, New Delhi, Delhi & Nizamuddin and their premises.

1.1.2 Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keep the person healthy but also increase the working efficiency. Due to change in government policy, certain activities where the safety aspect is not involved i.e., cleaning activities maintenance work in works branch of Engg. Deptt. loading/unloading of parcel and handling of guards/loco pilots boxes etc, are being carried out by contractual labour on contract basis successfully. By implementation of these policies, the quality of work has improved whereas the expenditure incurred on labour charges have reduced, as the establishment costs of government employee is very high. Technological advancements have also been introduced like jet cleaning machine, vacuum cleaner, modern wipers, improved infrastructure i.e., glazed floors, walls and stairs etc. This has resulted in less cleaning and encouragement of modern equipments, which has eased the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness.

1.1.3 Keeping in view of above, SDGM/NR allotted a work study on "Review of Safaiwala staff working under Commercial department at New Delhi, Delhi & Nizamuddin station under Commercial Department of Delhi division" with a view to economize utilization of existing safaiwala staff in face of existing workload

1.1.4 TERMS OF REFERENCE:

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

1. To review staff strength vis-à-vis existing workload.
2. To suggest ways and means to eliminate wasteful expenditure and unproductive/redundant activities.
3. To suggest ways and means to improve the standard of efficiency of sanitation working.

1.1.5 METHODOLOGY ADOPTED

The following method study and work measurement techniques were adopted to conduct the work study:-

1. Data collection and its critical analysis.

2. Physical check, Spot observations, Deployment, work sampling, Analytical Estimation & yard stick in vogue, if any.
- 3 Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED STAFF AND RECOMMENDATIONS.

2.1.0 BRIEF DESCRIPTION

New Delhi, Delhi & Nizamuddin station are important stations of Northern Railway. Safaiwala staff of Railway carries out the cleaning of the Railway Station & supervised by the CHI of the station. Most of the cleaning activities are carried out by the contractors labour on contractual basis and the remaining work of cleaning is carried out by the departmental staff like cleaning, mopping and sweeping of railway station platform & service building etc.

The safaiwala staff under Commercial Department is functioning under the administrative control of Sr.DCM/C/NDLS and supervised by Chief health inspector.

2.1.2 The study is confined to safaiwala staff under Commercial department supervised by Chief health inspector.

2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed staff position from DLI Division as well as from CHI Office at New Delhi, Delhi & Nizamuddin station. The team has taken into consideration the sanctioned strength, as provided by the Divisional Headquarter and on roll position as provided by CHI/station. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below:-

S.N.	Station	Category	Grade in	S/S	O/R	Var.
1	CHI Stn NEW DELHI	Safaiwala	5200- 20200+ 1800	249	121	128
2	CHI Stn DELHI		200	85	115	
3	CHI Stn Nizammudin		41	06	35	
Total				490	212	278

The above table reveals that the on roll strength is 212 against the sanctioned strength of 490 and 278 posts of safaiwala are lying vacant under CHI New Delhi, Delhi & Nizamuddin station.

2.3.0 CRITICAL ANALYSIS

Sanitation is an essential activity in any working/residential place. The working place as well as residential place of human being should be neat and clean which helps to keep the person healthy and fit. A sufficient number of safaiwala staff is deployed under Commercial department at New Delhi, Delhi & Nizamuddin station for upkeep of the standard of cleanliness. Due to introduction of advance technology and adoption of modern techniques, a lot of mechanized/sophisticated machines have been introduced in the sphere of cleaning i.e. jet cleaning machine, vacuum cleaner, electric wiper etc. which not only improve the standard of cleaning but also affects the utilization of available manpower. It is also true that after implementation of the 7th Central Pay Commission, the establishment cost of government employee has increased tremendously. Consequently, the railway has changed their policy and now it encourages contractual system in some departments where the safety is not directly involved i.e., cleaning, catering and vending, loading and unloading of parcels, maintenance work in works deptt., coach cleaning etc. which not only improve the quality of work but also reduce the expenditure. It was also noticed that the sufficient sanitation work under Commercial Department have been contracted out which has resulted reduction in the workload of departmental safaiwala staff.

2.4.0 REQUIREMENT OF STAFF

2.4.1 During the conduct of study, the team visited the office of CHI New Delhi, Delhi & Nizamuddin station and discussed the existing workload of safaiwala with Chief Health Inspector Incharge. It was also observed that at stations most of the cleaning activities have been outsourced whereas some of the cleaning activities are being done by the departmental staff.

2.4.2. Keeping all these facts in view, the team observed that the cleaning standard being maintained by the contract labour is better and cheaper than the departmental staff. Therefore, the team opines that other cleaning activities should also be outsourced. This will not only increased the manpower productivity but also improve the economy of the system. In any emergency, or discrepancy between department and contractor, some departmental staff should always be there. This departmental staff can be utilized to meet exigencies. Thus team proposes some staff to assist CHI of the station in day

to day working. The team has taken into consideration the deployment of staff, held discussion at various level, analytical estimation and yardstick in vogue while proposing the requirement of staff. The location wise proposed requirement of safaiwala staff under CHI New Delhi, Delhi & Nizammudin station is discussed as under:-

2.5.0 NEW DELHI

The sanitation work at New Delhi is supervised by the CHI/New Delhi. New Delhi is very important station for hygienic and cleaning point of view due to high passenger density. The main locations from cleaning point of view are station buildings, drains, circulating area and rag picking from track etc.

2.5.1 PROPOSED REQUIREMENT OF SAFAIWALA STAFF UNDER CHI AT NEW DELHI RAILWAY STATION:-

S.N	DESCRIPTION	PROPOSED STAFF	REMARKS
1	For office work and dak carrier and day to day working.	6	2 each in three shift
2	For brooming, mopping, rag picking, dust bin cleaning, garbage removal, washing & granite cleaning up to 6" of platform No.1, Area= 7410 sq.mtr. 79731.6 sq.ft.	Nil	Outsourced
'A' NEW DELHI BUILDING AJMERI GATE SIDE		Nil	Outsourced
3	For brooming, mopping and dust bin cleaning of offices on ground floor, area 524.78 sq.mtr. (5657.12 sft) @ 8000/sw. $5657.12/8000=0.70*3$ shift=2.1 say 3	3	1 each in three shift
4	For brooming, cleaning & dust bin cleaning, railing cleaning & toilet & bathroom cleaning of waiting room with two stair cases and lifts area=283.52 sq.m.	Nil	Outsourced
5i	For brooming, moping, rag picking, dust bin cleaning, garbage removal & its disposal to a suitable place of general waiting area including passengers hall and two stair cases area 1781 sq.m.	Nil	Outsourced
6	For brooming, mopping, rag picking, dust bin cleaning & washing of water booth cleaning of kota stone in between FOB 2 & 3 including water booths.	Nil	Outsourced
7	For brooming, rag picking, mopping, dust bin cleans, garbage removal & its disposal, granite cleaning and washing once a day of platform No.16, Area 8512 sq.m.	Nil	Outsourced
8	For brooming, mopping, dust bin cleaning of circulating area Ajmeri Gate side Area 20,000 sq.m.	Nil	Outsourced
9	For brooming & dust bin cleaning of parcel office (Ajmeri Gate side) DLI end & NE-2 parcel	3	1 staff per shift
10	For brooming, mopping, dust bin cleaning and toilet	3	1 each in three

	cleaning of offices on Ajmeri Gate Side		shift
'B' PAHAR GANJ SIDE AT NEW DELHI RAILWAY STATION			
1	For brooming, mopping, dust bin cleaning & toilet cleaning of offices on platform No,1 area 1500 sq.m.(16170 sft) @8000/sw $16170/8000=2.02$, $2.02*3$ shift =6.0	6	2 staff in three shift
2	For brooming, rag picking and garbage removal from VIP gate, area 3000 sq.m.	Nil	Outsourced
3	For brooming, rag picking & garbage removal from saloon siding, tourist platform area 10,000 sq.m.	Nil	Outsourced
4	For brooming, mopping, dust bin cleaning, toilet cleaning from RPF post, area 500 sq.m.	1	Departmental
5	For brooming, and garbage removal from IOW road, Area 5000 sq.m. (53900 sft) @60000/sw, $53900/60000=0.89*3$ shift=2.67 say 3	3	Departmental
6	For brooming, mopping and dust bin leaning of offices on 1 st Floor Area=2000 sq.m. (21560 sft) $21560/8000=2.69$ say 3*3shift=9	9	Departmental
7	For brooming , mopping, dust bin cleaning, garbage removal & its disposal & toilet & bathroom cleaning of retiring room, dormitories room of 1 st & 2nd Floor Total 12 nos.= retiring room, 02 nos dormitories. (1 st floor= 1set, 2 nd floor=1set, 2 dormitory=2set total 4 set) @01 sw for each set, $4\text{ set}*3=12$	12	1 staff for 1 set (total 4 set) in three shift
8	For brooming, mopping & washing of corridor & stair case Area=1000 sq.m.(10780 sft)	4	2 in morning shift, 1 each in evening & night shift
9	For brooming, rag picking, dust bin cleaning VDC floor washing of Pahar Ganj side circulating area= 13080 sq.m.	Nil	Outsourced
10	For brooming, mopping, dust bin cleaning SS pillar cleaning & washing of concourse current reservation hall=460 sq.m.	Nil	Outsourced
11	For brooming, mopping, rag picking, dust bin cleaning, garbage removal & washing of concourse area=1380 sq.m.	Nil	Outsourced
12	For brooming, mopping, rail cleaning dust bin cleaning, garbage removal, granite cleaning & washing of 2 nd class booking hall & reservation hall Area= 1500 sq.m.	Nil	Outsourced
13	For brooming , rag picking, mopping, dust bin cleaning, granite cleaning up to 6:, garbage removal, washing of platform No.1 Area, 7410 sq.m.	Nil	Outsourced
14	For brooming, rag picking, mopping, dust bin cleaning, garbage removal, toilet & bath room cleaning & washing of waiting hall at platform No 1 Area 600 sq.m.	Nil	Outsourced
15	For brooming and dust bin cleaning of parcel offices on (Ajmeri Gate side) Area 600 sq.m. Outward parcel offices on Thomson Road.	Nil	Outsourced
16	For brooming, mopping, rag picking, dust bin cleaning, rail mopping and garbage removal and its disposal of 1 st Floor booking hall including passages & two stair case	Nil	Outsourced

	Area 1781 sq.m.		
17	For brooming, mopping, dust bin cleaning, rail cleaning, toilet and bath room cleaning for ladies & gents waiting room on 1 st Floor area 300 sq.m.	Nil	Outsourced
18	For brooming, mopping, dust bin cleaning toilet cleaning of booking office and Mezzanine floor.	Nil	Outsourced
19	For brooming, mopping, dust bin cleaning, garbage removal, toilet and bath room cleaning of retiring room and dormitories.10 Nos. retiring room 2 nos. dormitories	Nil	Outsourced
20	For brooming, mopping and washing of corridor and stair case with vasta Area 800 sq.m.(8624 sft) @ 8000/sw. $8624/8000 = 1.07$ say $1 \times 3 = 3$	3	1 each in three shift
21	For brooming, mopping, dust bin cleaning and toilet cleaning of offices on Ajmeri Gate Side	Nil	Outsourced
22	For washing & toilet cleaning Pahar Ganj side	3	1 each in three shift
23	For brooming, mopping, washing and toilet cleaning of toilet complex at Platform No. 6/7,8/ 9, 10/11, 12/13,14/15 & 16	Nil	Outsourced
24	For brooming, mopping, water booth cleaning, cleaning of reservation chart board, signing board, pillars, cow web, posters, wall sides, wet mopping. Platform no 2/3 Area=7574 sq.m. or =81416.2 sq.ft. @ 45000 sq.ft. per s.wala-1.81x3 shift=5.43 or say 6 For washing @ 20,000 sq.ft./S.wala= 4.07	Nil	Outsourced
25	For brooming, mopping, cleaning of water booths, reservation chart board, signing board, pillars, removal of cow web, posters, stain of granite side of wall & wet mopping of platform no. 4/5. Area =7358 sq.m. or 79122.08 sq.ft. @ 45000 sq.ft./s.wala=1.80 x3 shift =5.40 For washing @ 20,000/- sq.ft./s.wala=3.95 or say 4	Nil	Outsourced
26i	For brooming, mopping and cleaning of water booths and its net, reservation chart board, signing board, pillars, removal of cow web posters, stain of granite, side of wall & stairs, & wet mopping of platform No.6/7 Area =8540 sq.m. or 91890.4 sq.ft. @ 45000 sq.ft./s.wala=2.04 x 3 shift=8.12 or say 8 For washing @ 20,000 sq.ft./s.wala=4.59 or say 5 men	Nil	Outsourced
27i	For brooming & mopping of platform No.8/9, cleaning of water booth and its net, reservation chart board, signing board, pillars, removal of cow web, posters, stain of granite side of wall & stairs Area=5918 sq.m or 63677.68 sq.ft. @ 45000 sq.ft. per s.wala=1.42x3 shifts=4.26 or say 4 For washing @ 20,000 sq.ft./s.wala=3.18 or say 3	Nil	Outsourced
28	For brooming & mopping of platform No.,10/11 Cleaning water booths, reservation chart, signing board, pillars, removal of cow web posters Area=5175 sq.m or 55683 sq.ft.@ 45,000/- sq.ft. per	Nil	Outsourced

	s.wala=1.23x3 shift= 3.69 or say 4 For washing @ 20,000 sq.ft. per s.wala=2.78 or say 3		
29	For brooming, mopping of platform No. 12/13 Area 6460 sq.m or 69509.6 sq.ft. @ 45,000 sq.ft./s.wala =1.54x3 shift=4.62 or say 5 For washing @ 20,000 sq.ft./s.wala=3.47 or say 4	Nil	Outsourced
30	For brooming and mopping of platform No.14/15, cleaning of water booths, reservation chart board, pillars, removal of cow web, posters, stain of granite, side of wall and stairs. Area=7400 sq.m or 79624 sq.ft. =5.31 or say 5 For washing @ 20,000 sq.ft./s.wala=3.98 or say 4	Nil	Outsourced
31	For brooming, washing and mopping cleaning of stairs, pillars, removal of cow web, posters, stain of side wall and stairs & wet mopping of FOB-I. Area 2275 sq.m=24479 sq.ft. @ 8000 sq.ft./s.wala= 3.05x3 shift = 9.15 or say 9	Nil	Outsourced
32	For brooming, mopping of FOB-II, cleaning of stairs, signing board, pillars, removal of cow web, posters, stain of side & walls Area=1800 sq.m=19368 sq.ft. @ 8000 sq.ft./s.wala=2.42 x3 shift=7.26 or say 7	Nil	Outsourced
33	For brooming & mopping of FOB No.III, cleaning of stairs, walls, signing board, removal of posters, stain of side wall and stairs etc. Area 28000 sq.m or 30128 sq.ft @ 8000 sq.ft. per s. wala=3.76 x 3 shift=11.29 or say 11	Nil	Outsourced
34	For sweeping path way DLI & HNZM end @ one each side	4	In two shift
35	For brooming & use of lime, bleaching powder, removal of posters from club road area	3	Departmental
36	For brooming of power cabin & CYM office wet mopping, toilet complex washing use of phenyl, lime & bleaching powder etc.	3	1 each in three shift
37	For brooming, application of lime, bleaching powder etc, in Rly dust bin area	Nil	Outsourced
38	For brooming & cleaning of wash basin, wet mopping, toilet complex cleaning, washing and use of phenyl, lime and bleaching, behind base kitchen area.	2	1 each in two shift
39	For brooming, cleaning of wash basin, sign board pillars, removal of cow web, stains of granite, side wall and stairs.	2	2 each in two shift
40	For cleaning of water booths at various platforms & sewer line cleaning	Nil	Outsourced
41	For cleaning of roof of platform shed	4	2 each in two shift
42	For brooming, cleaning of wash basin, washing and use of phenyl, lime and bleaching of RR.	3	1 each in three shift
43	For cleaning, SS Office, Parliament canteen, CTI Office,		3 in Parliament

	PI & R. Room.	5	canteen 2 SS Office, CTI Office, PI & R. Room.
44	For cleaning and for misc. use a gang of 8 men for cow web, cleaning, sign board, pillars, posters, reservation chart and store handling.	Nil	Outsourced
45	For national Health Programme a gang of 3 men	3	Departmental
46	For supervision of the cleaning staff S. Jamadar	9	3 staff each in three shift
47	For rag picking from all track adjoining to platform No.1 to 16 and yard line.	Nil	Outsourced
48	For cleaning, desilting, garbage removal and its disposal to a suitable place.	Nil	Outsourced
49	Saloon siding, tourist platform & VIP gate.	Nil	Outsourced
50	Scooter parking 20000 sft	1	Departmental
51	Sewer line CYM office, NDCR, RPF both side, power cabin etc	3	Departmental
52	TTE Rest house	3	
53	RPF thana	3	
Total		104	
LR @ 12.5% & RG @ 16.5%		30.16	
Total		134.16	
Total		134.16 say 134	

The proposed requirement of safaiwala comes to 134 against the sanctioned strength of 249 and 115 posts of safaiwala are identified as surplus and recommended for surrender under CHI/NDLS.

2.5.2 PROPOSED REQUIREMENT OF SAFAIWALA STAFF UNDER CHI AT DELHI RAILWAY STATION:-

S.N	DESCRIPTION	PROPOSED STAFF	REMARKS
1	Brooming of PF No 1	Nil	Outsourced
2	Brooming of PF No 2/3	Nil	Outsourced
3	Mc Donald Area and behind PRS up to RPF Post	Nil	Outsourced
4	Brooming of PF No 4/5 & 6/7	Nil	Outsourced
5	Brooming of PF No 8, clock room & escalator area	Nil	Outsourced
6	Brooming of PF No 9/10, 11/12, 11/13, 14/15 & 16	Nil	Outsourced
7	Ride on sweeper machine and walk behind scrubber	Nil	Outsourced

8	Washing of platform in night ship gang no 1 & 2	Nil	Outsourced
9	Brooming of parcel, lease parcel <i>Machhalee and Gaddha Parcel site</i>	Nil	Outsourced
10	Rag picking from tracks and drains	Nil	Outsourced
11	Rag picking from tracks Track ½, 3/4, 5/6, 7/8, 9 and center line Track parcel 20, blast line 1,2,3, & 4 , track 10, 11 12/13, 14 & center line, 15 and center line, track no 16 and stabling line 24, 25 & 26	Nil	Outsourced
12	Washing of track 1 – 3, 4-7, 9 & 8 and its side wall by High Pressure Jet Machine (HPJM) Washing of track 10/11, 12/13 14/15, 16 & booking hall, and its side wall by High Pressure Jet Machine (HPJM)	Nil	Outsourced
13	Desilting and removal of garbage of drain from track 1, 2, 3, 4, 5, 6, 7, 8 & 9 10, 11, 12, 13, 14, 15, & 16	Nil	Outsourced
14	Cleaning of water booth and cow web	Nil	Outsourced
15	Brooming and cleaning of offices of SSE/AC, SSE/PS, Dy CYM east,	Nil	Outsourced
16	Sr Railway Magistrate court and CPS store/ offices	Nil	Outsourced
Chandni Chowk side circulating area:			
17	East circulating area up to metro gate	Nil	Outsourced
18	west circulating area up to Fateh Puri	Nil	Outsourced
19	Main circulating area	Nil	Outsourced
20	Taxi/scooter/NMV lane	Nil	Outsourced
21	Ride on sweeper machine and walk behind scrubber	Nil	Outsourced
22	Walk behind scrubber and High Pressure Jet Machine (HPJM)	Nil	Outsourced
23	Garbage removal (by trolley/battery rickshaw)	Nil -	Outsourced
24	Garbage removal from main dustbin to MCD dumping yard	nil	Outsourced
25	Power cabin	nil	Outsourced
26	Brooming of foot path of East and West	Nil	Outsourced

27	Brooming of FOB East and West	Nil	Outsourced
28	Kashmiri Gate side circulating area, parcel, booking hall and offices	Nil	Outsourced
29	Walk behind scrubber and Drier, single disc scrubber and vacuum cleaner	Nil	Outsourced
30	For office work and dak carrier and day to day working.	4	2 each in two shifts
31	Safai Jamadar to assist CHI for supervision of the contractor/cleaning staff.	6	2 each in three shifts
32	Cleaning and washing of East booking hall 1800 sqmt (19404 sft)@ 8000/-sw $19404/8000=2.42 \times 3$ shift = 7.26 say 7	7	3 in morning two each in evening and night shifts
33	Cleaning and washing of main hall of main porch 3000 sqmt (32340)@ 8000/-sw. 4.04×3 shift=12.12 say 12	12	4 each in three shifts
34	Cleaning and washing of west hall and PRS hall 2000 sqmt (21560) @ 8000/- s.w = 3.69×3 shift=8.07 say 8.	8	3 each in morning, evening and 2 in night shift.
35	Cleaning and washing of 1 st & 2 nd AC waiting room 120 sqmt (1293.6 sft)@ 1 for each set = 2 set x 3 shift= 6.	6	2 each in three shift.
36	Cleaning and washing of west dormitory and offices 2000 sqmt (21560) @ 8000/- s.w = 2.69×3 shift=8.07 or say 8	8	3 each in morning and evening and 2 in night shift.
37	Cleaning and washing of east side retiring room varanadas, first floor and stair, sleeper class waiting room 980 sqmt (10564 sqft) @ 8000/- s.w = $10564/8000=1.32 \times 3$ shifts=3.96 or say 4.	4	2 in morning and 1 evening and night shift.
38	Cleaning and washing of dormitory and officers rest house @ 1 for each set , two set x three shift=6	6	2 each in three shift.
39	Cleaning and washing of RPF post, PRS, CBS Officers/VIP room 1820 sqmt (19619.6 sft) @ 8000/- s.w $\times 19619.6/8000=2.45 \times 3$ shift=7.35 or say 7	7	3 in morning 2 each in evening and night shift.
40	Cleaning and washing of RPF barrack	1	
41	Parliament canteen	1	
	Total	70	
	LR @ 12.5% & RG@ 16.5% total =29%	20.3	
	Total	90.3 or say 90	

The proposed requirement comes of safaiwala to 90 against the sanctioned strength of 200 and 110 posts of safaiwala are identified as surplus and recommended for surrender under CHI/Delhi Railway Station.

2.5.3 Proposed requirement of safaiwala staff at HNKM

S.No.	Activity	Staff proposed	Remarks
1	Brooming & sweeping of circulating area NKM Side 221420.88 sqft., 3 shifts	Nil	Outsourced
2	Brooming & sweeping of circulating area S.K.K	Nil	Outsourced

	side 8180 sqft.		
3	Washing, cleaning of platform No.1 and water booths at platform no.1 Area 109890.00 sqft.	Nil	Outsourced.
4	Brooming & leaning of FOB 1 Delhi side with new constructed waiting room & booking office and hall area 288848.22 sqft.	Nil	Outsourced
5	Brooming & cleaning of FOB2 Okhla side with waiting room, booking office, retiring room, clock room and enquiry office area 41544.25 sqft	Nil	Outsourced
6	Washing & cleaning of platform no. 2/3 with water booth area 63401.00 sqft.	Nil	Outsourced
7	Washing & cleaning of platform no. 4/5 with toilet & water booth area 55220.66 sqft.	Nil	Outsourced
8	Washing & cleaning of platform no.6/7 with toilet and water booth.	Nil	Outsourced
9	Brooming & sweeping of parcel platform no.8 with office S.K.K. side	3	Departmental 2 morning and 1 evening shift
10	Brooming and sweeping of both TTE rest House, area 10764.26	Nil	Outsourced
11	Sweeping & cleaning of reservation office, power supply and signal offices, area 17222.82 sq.ft.@ 8000/- s.w. =2.15 x 3 shifts=6.65 or say 7	7	Departmental 3 morning/2 evening and 2 power supply and signal office
12	Brooming and sweeping of collie rest house, scoter and car parking, area 2691.06	Nil	Outsourced
13	Washing and cleaning of washable apron =4 nos.area 72120 sqft.	Nil	Outsourced
14	Brooming and sweeping of kaucha track adjoining passenger platforms, area 93756.6	Nil	Outsourced
15	Rag picking from track adjoining parcel, platform , goods and main loco lines (8 nos) area 134983.85	Nil	Outsourced
16	Cleaning and desilting of surface drains 6 nos area 31108.71 sqft	Nil	Outsourced
17	For supervision of cleaning work Safai jamadar.	3	Departmental
18	For brooming and cleaning of new parcel area NZM side area 21500 sqft	Nil	Outsourced
19	For CHI Office Dak courier, sample collection and day to day working.	3	Departmental
	Total	16	
	Adding LR 12.5% & RG 16.5% = 29%	4.64	
	Total	20.64 or say 21	

The proposed requirement comes to 21 against the sanctioned strength of 41 and 20 posts of safaiwala staff identified as surplus and recommended for surrender under CHI/NZM station.

2.6.0 The summarized position of sanctioned, proposed staff and surplus posts are given as under:-

SN	CHI	Category	Sanctioned Strength	Proposed staff	Surplus posts
1	New Delhi	S/Wala	249	134	115
2	Delhi	S/Wala	200	90	110
3	NZM	S/Wala	41	21	20
Total			490	245	245

The above table reveals that the proposed requirement of safaiwala staff comes to 245 against the sanctioned strength of 490 and 245 posts are identified as surplus and recommended for surrender under CHI/New Delhi, Delhi and Nizamuddin.

RECOMMENDATION NO.1

It is proposed that 245 posts of safaiwala staff are identified as surplus in Gr. ■5200-20200-1800 at New Delhi, Delhi and Nizamuddin Rly. Station working under the administrative control of Sr.DCM/C/NDLS and recommended for surrender.

2.7.0 **Detail of contractual work being carried out under CHI stations, NDLS, DLI & HNZM.**

CHI Station	Activities	Amount per month in lakhs	Amount per year in Rs.
1 New Delhi	Mechanized cleaning of PF No.1 to PF No.5, track No. 1 to 4, FOB1, circulating area PG side, all waiting rooms at PF No.1, booking Office & hall, main hall, current reservation hall, New concourse hall, o2 urinal complex, VIP gate, tourist PF & Line, salon line, sewer line and misc. work of Zone A & etc. 21.09.17 to 20.09.2018.	19,65,068.75	23580825.00
2	Mechanized cleaning of PF 6/7 to 12/13 track No. 5 to 13 A toilet complex at PF No.6/7, 8/9 & 12/13, sewer line and misc. work of Zone B & etc.21.09.17 to 20.09.18	1961601.25	23539215.00
3	Mechanized cleaning of PF No.14/15,16 track No. 14,15,16 Main hall AG side, booking Office	1965068.75	23580825.00

	& Hall, waiting room ladies and gents, General toilet ladies and gents at Ist floor AG side, circulating area, & kota stone between FOB-II & III, VIP gate AG side, sewer line and misc. work of Zone C & etc.		
Delhi	Mechanized cleaning of nominated stations area of Delhi Rly. Station 01.04.2018 to 31.03.2019.	-	58420558.26 per year
NZM	Mechanized cleaning of nominated station area of NZM railway station 05.10.2016 to 04.10.2018.		17879381.17
	Total		147000804.43

The above table reveals that Rs. 147000804.43 is being spent per annum on mechanized cleaning of nominated stations area at New Delhi, Delhi & NZM stations.

3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts Rs.	Anticipated annual recurring saving Rs.
1	Sanitation staff	5200-20200+ 1800	1	245	40 072	117811680
Total				245		117811680

No. of posts identified as surplus: -

Group 'C'= NIL posts

Group 'D'= 245 posts

Total = 245 posts

Anticipated recurring saving = ■1178.11 lacs per annum.

Capital saving = Nil

Total saving = ■1178.11 lacs per annum.

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Sanitation staff working under CHI/New Delhi Rly. Station, the administrative control of Sr.DCM/NEW DELHI is tabulated as under:-

SNDCL/NW DELHI is tabulated as under:						
S N	Station	Category	Pay Scale + Grade Pay	Monthly value per posts	Sanctioned strength	Total annual expenditure
1	NDLS	Safaiwala	5200-20200+ 1800	40072/-	249	119735136/-
2	DLI		5200-20200+1800		200	96172800/-
3	NZM		5200-20200+1800		41	10715424/-
Total					490	235623360/-

The above table reveals that CHI/New Delhi, DLI, NZM the total annual expenditure is ■235623360/- per annum on the above sanctioned strength every year.

4.1.2. The annual expenditure on the proposed staff working under CHI/New Delhi Rly. Station is tabulated as under:-

S N	Station	Category	Pay Scale + Grade Pay	Monthly value per posts	Sanctioned strength	Total annual expenditure
1	NDLS	Safaiwala	5200-20200+ 1800	40072/-	134	64435776/-
2	DLI		5200-20200+1800		90	43277760
3	NZM		5200-20200+1800		21	10098144/-
Total					245	117811680 /-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ■117811680/-. Therefore the expenditure will be reduced from ■235623360/-to ■117811680/-.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/13/18-19 dt. 19/04/2018.	I
2	Category and grade wise sanctioned and on roll position of sanitation staff under CHI/New Delhi Rly. Station.	II

WORK STUDY REPORT DETAILED CHART

Department : - Commercial

Name of study : - Review of Safaiwala staff under CHI/New Delhi, Delhi & NZM Rly. Station of Delhi Division.

Activity Centre : - New Delhi. Delhi and NZM Railway Stations

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	New Delhi, Delhi and Nizamuddim Rly. Stations.	Safaiwala Staff= S/S=490 O/R=212 Vac=278	SS = 490 Proposed = 245 Surplus = 245	Cleaning, sweeping, mopping, pest control activities, conservancy work, rag picking, surface cleaning of platform at New Delhi Delhi & NZM Rly. station.

Annexure No.II

Category wise and grade wise sanctioned and on roll position of safaiwala staff working
under CHI/Rly. Station New Delhi

SN	CHI	Category	Grade in Rs.	S/S	O/R	Var.
1	New Delhi	S/Wala	5200-20200+1800	249	121	128
2	Delhi	S/Wala	5200-0200+1800	200	85	115
3	NZM	S/Wala	5200-20200+1800	41	06	35
Total				490	212	278