



WORK STUDY REPORT  
ON  
REVIEW OF C&W CLEANER  
WORKING UNDER S.S.E. (C&W)  
OF MECHANICAL DEPARTMENT  
OVER  
FIROZPUR DIVISION  
2019-20

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 C&W cleaner staff working under SSE/C&W of Mechanical Department over FZR Division.

### STAFF POSITION

The sanctioned and on roll strength of C&W Cleaner staff working under SSE/C&W over controlled by Sr.DME/C&W/FZR over FZR Division is as under:-

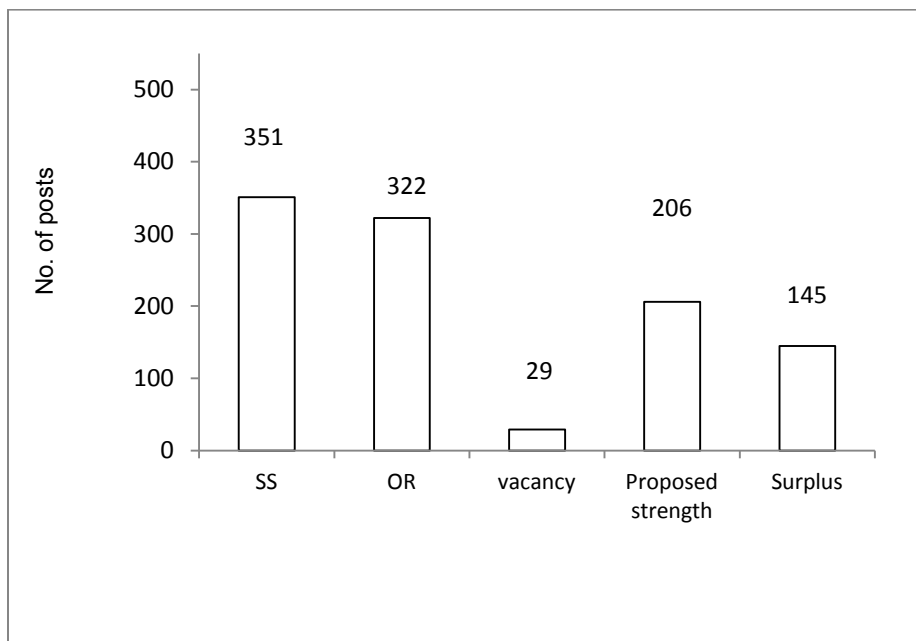
S.N.	Category	S/S	O/R	Var.
1	C&W Cleaner	351	322	-29
Total		351	322	-29

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

Gr. 'D' = 145 posts  
Total = 145 posts

### FINANCIAL IMPLICATIONS

Anticipated recurring savings = ■ 729.82 lakh per annum.  
Capital saving = Nil  
Total = ■ 729.82 lakh per annum



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## SYNOPSIS

Indian Railway is the principal mode of transport in the country. It provides safe, transport at reasonable cost and at the same time maintains financial viability of the system. It carries about 15 million passenger daily on its wide spread network of near 65000 routes kilometers.

With the introduction of modern techniques of working, the closure of piece meal loading and introduction of point to point loading of full rakes long haul loads, introduction of LHB, RCF coaches mechanized cleaning, change in working pattern i.e., outsourcing, washing and Mech. Cleaning of coaches & OBHS, have resulted in eliminating the wasteful expenditure. This not only reduce the stress of the workman but also reduce the workload to great extent.

Keeping above in view, SDGM/NR has assigned the work study to Central Planning Cell, HQ Office to conduct a review of C&W cleaning staff in Mechanical C&W Depots over FZR Division, with a view to eliminate the wasteful expenditure.

The team visited the C&W Depot of FZR Division and after thorough review of existing workload vis-a-vis sanctioned strength, the team identified 145 posts of C&W cleaner as surplus and recommended for surrender. After implementation of the recommendations made in the report in toto, the administration is likely to achieve a net recurring saving to the tune of ₹ 729.82 lakh per annum.

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## SUMMARY OF RECOMMENDATIONS

Recom No.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 145 posts of C&W cleaner in Gr.■ 5200-20200-1800 are identified as surplus under SSE C&W controlled by Sr.DME C&W over FZR division and recommended for surrender.	2.6.0	ADRM/FZR Sr.DME/C&W/FZR Sr.DPO/FZR

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## ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Sukhwinder Singh, ADRM/FZR, Sh. V.K. Chadha, Sr.DME/C&W/FZR and Sh. Jusuf Kabir, Sr.DPO/FZR and other functionaries in providing relevant data/information and giving valuable guidance and cooperation to the team during the conduct of study.

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## 1.0.0 INTRODUCTION

1.1.1 Carriage & Wagon Department is responsible for scheduled maintenance & cleaning of coaching to ensure safe running of the rolling stock and proper cleaning of the coaching stock. After attending the due schedule of rolling stock and coach cleaning work, the maintenance staffs ensure the reliability and punctuality of the train. The C&W wing is entrusted the workload of coach cleaning which provide hygienic condition & atmosphere and satisfaction to the rail users during the spell of their journey.

1.2.0 Due to modernization in every sphere of railway working, modern coaches and equipments have been introduced to increase the productivity. The series of modernization, electronic/automatic equipment, like vacuum cleaners, surface cleaner, mopeds, wipers etc. have been introduced in the field of cleaning activities which has resulted in improved quality and standard of cleanliness and minimized time and manpower. In most of the coaching depots the mechanized coach cleaning work is being carried out on contract basis, which has not only reduce to workload of C&W, cleaning staff but also improve the economy and manpower productivity of the railway.

1.3.0 Keeping in view, SDGM/NR assigned the work study to conduct a review of cleaning staff working in mechanical C&W Depots over FZR Division with a view to reduce the surplus manpower after adoption of modern techniques. Efforts have been made to reduce the unproductive and obsolete activities and suggest ways and means to improve the technological up-gradation and advancement.

### 1.4.0 TERMS OF REFERENCE:

The following terms of reference have been adopted to conduct the study:-

- i) To review staff strength vis-à-vis existing workload.
- ii) To suggest ways and means to identify redundant/unproductive activities to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve the system economically in view of modernization and system development.

### 1.5.0 METHODOLOGY ADOPTED

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

- i) Collection of Data and its critical analysis.
- ii) Physical checks, spot observations and work sampling, analytical estimation and yardstick in vogue, if any.
- iii) Held discussions at various levels.

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2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED REQUIREMENT OF STAFF & RECOMMENDATIONS.

2.1.0 BRIEF DESCRIPTION

The coaching depots were set up to up keep the rolling stock and carry out the various maintenance schedule i.e., primary, secondary maintenance repairs/en-route passing examination, sick line attention, cleaning and watering etc. at nominated coaching depots/stations. C&W cleaners are responsible to carry out the cleaning activities like complete interior and exterior cleaning and washing of coaches, internal dry cleaning, watering in coaches, pit cleaning, garbage removal/disposal, depot premises cleaning, escorting of trains, pad locking/unlocking and linen management etc.

2.1.1 The study is confined to mechanical C&W cleaning staff, it is therefore essential to mention Mech. C&W Depots at different locations over FZR Division are as under:-

* FZR	* JUC
* ASR/Attari	* PTK/BG/NG, BJPL
* LDH	* JAT/UHP
* KATRA	

2.1.2 With the introduction of new technological upgradations in the sphere of cleanliness, like jet cleaning machines, outsourcing of coach cleaning activity jet steam cleaner, floor cleaning mops, brush or banister, washing down brush with handle, izol spray pumps etc. have decreased the working of cleaning staff. This has not only reduced stresses and workload of the cleaning staff but has also improved the standard of cleanliness. Due to adoption of modern techniques in cleaning activities, a huge expenditure is being incurred which necessitate the review of cleaning staff with a view to eliminate wasteful expenditure.



## 2.2.0 STAFF POSITION:

The team collected the details staff position of cleaning staff working in coaching depots over FZR Division from Divisional DRM Offices as well as from each SSE C&W Depot incharges. The work study team has taken into consideration the sanctioned strength as supplied by the Divisional Office and the on roll position as supplied by each C&W Depot Incharges which is placed as Annexure No.II in the report and the summarized position is given as under:-

S. No.	C&W Depot	S/S	O/R	Variation
1	FZR	49	47	-2
2	JUC	36	31	-5
3	LDH	44	65	+21
4	ASR/Attari	77	83	+6
5	PTK/BJPL	46	34	-12
6	JAT/UHP	38	29	-9
7	KATRA	61	33	-28
Total		351	322	29

The table reveals that the on roll position of C&W cleaner is 322 against the sanction strength of 351 and 29 posts of C&W cleaner are lying vacant under SSE/C&W Depots over FZR Division.

## 2.2.1 DUTY OF C&W CLEANER:

- i) Cleaning and complete washing of Primary base coaches
- ii) Cleaning and complete washing of Secondary base coaches
- iii) Watering of coaches
- iv) Pad locking and unlocking of coaches
- v) Interior dry cleaning of terminal & RPC-4 trains
- vi) Cleaning and sweeping depot premises
- vii) Cleaning of pit lines and drains
- viii) Garbage removal from pit lines and its disposal

## 2.3.0 WORKLOAD

During the conduct of study, the work study team visited the C&W depots over FZR Division and collected the workload of the C&W cleaning staff. The detail workload is depicted as Annexure No.III in the report.

#### 2.4.0. CRITICAL ANALYSIS:

During the conduct of study team collected the workload as supplied by the Depot Incharges and studied carefully. The team observed that due to introduction of modernization, mechanized cleaning and outsourcing in the sphere of cleaning has decreased the workload of C&W cleaner to great extent.

- Introduction of Mechanized cleaning of coaches and depot premises cleaning on contract basis depots over FZR division i.e. FZR, ASR, JUC, JAT & SVDK etc has reduced the work load of C&W cleaners tremendously.
- The coach cleaning and depot premises cleaning are being carried out on contract basis for which the contractors are being paid Rs 21,55,85,038/- per annum.
- The coach cleaning work at LDH & PTK which is presently being carried out by departmental staff for which 44 & 46 staff has been proposed for LDH & PTK/BJPL respectively. If these depots are outsourced for mechanized cleaning work than 90 posts can be rendered surplus.
- After close observation in the work study report due to outsourcing, workload of coach cleaning activities has been reduced at FZR, ASR, JUC, JAT & SVDK etc. It is recommended that 145 posts are identifies surplus and recommended for surrender.

#### 2.4.2 Detail of contractual work under coach care centers over FZR Division.

SN	Depot	Description	Amount sanctioned for contractual work per annum in ■■■
1	FZR	Work of Mechanized cleaning of primary, secondary and terminal (RPC-4) trains along with provision of OBHS with toiletries and depot complex cleaning at coaching depot FZR vide letter No 1-RS/Misc/Cont/OBHS/FZR/2015-16 dt 10.07.2018.	18034170
2	JUC	Contract for work of Mechanized cleaning of secondary and terminal trains at coaching depot SVDK for a period of two years vide letter No 1-RS/Misc/Sec & Termi/Mechanized/SVDK/2018 dt 17.12.2018	60904849
3	ASR	Work of Mechanized cleaning of primary train coaches per day along with provision of OBHS in trains including toiletries in AC coaches and depot complex cleaning at coaching depot ASR for three years vide letter No 1-RS/Misc/Cont/CC/OBHS/ASR dt 29.12.2018.	39920090
		Work of Mechanized cleaning of Secondary train coaches per day at coaching depot ASR for two years vide letter No 1-RS/Misc/Cont/Sec Coach/ASR/2016 dt 17.07.2017.	26396574
		Contract for work of Mechanized cleaning of Terminal train coaches per day at coaching depot ASR for two years vide letter No 1-RS/Misc/Cont/Sec & terminal/mechanized cleaning/SVDK/2018 dt 17.12.2018.	17859935
5	JAT	Work for mechanized cleaning of Secondary trains, at JAT coaching depot JAT vide letter No 33/Misc cleaning/ Sec Coaches/ASR dt 18.08.2017. (120 coaches @ Rs. 318.78/coach )	13962564
		Work of Mechanized cleaning of primary train coaches per day along with provision of OBHS in trains including toiletries in AC coaches and depot complex cleaning at coaching depot JAT vide letter No 02/Mech cleaning/PM+OBHS ASR dt 03.2018. (57 coaches @ Rs. 335)	6969675
		Work of Mechanized cleaning of terminal trains at coaching depot at JAT vide letter No 07/Mech cleaning/ Sec Term coach/SVDK dt 05.12.2018 (63 coaches @ 225.49)	5185142
6	SVDK	Work of mechanized cleaning of coaches of Primary train coaches per day along with provision of OBHS in trains including toiletries in AC coaches, Buffing of stainless steel parts and depot complex cleaning of coaching depot SVDK for a period of three years.	19273869
		Work of mechanized cleaning of coaches of secondary and terminal train coaches at coaching depot SVDK for a period of two years.	7078170
Total			215585038

The above table reveals that ■■■215585038/- (Rs twenty one crore fifty five lakh eighty five thousand thirty eight) per annum are being spent on the above mechanized cleaning activities.

## 2.5.0 PROPOSED REQUIREMENT OF STAFF

During the conduct of study, the work study team collected the workload from the depot incharges in terms of coach cleaned per day and examined it carefully. The team has taken into consideration, the yardstick in vogue, deployment of staff, spot observation, change in working pattern, out sourcing and analytical estimation while proposing the requirement of staff. Most of the cleaning activities have already been carried out by outsourcing which are much economical than the Departmental staff. Some trains are running under OBHS (On Board Hygienic Services) scheme the work study team is of the opinion that this OBHS scheme be encouraged in railway to minimize the coach cleaning complaint on spot. The depot wise proposed requirement of staff is given in tables from 2.5.1 to 2.5.10 and the summarized position of proposed staff, surplus posts is mentioned in table No. 2.6.0

## 2.5.1 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE, FZR.

S.N	Activity	Coaches/ day	Yardstick in vogue	Calculated staff	Remarks
1	Complete washing and cleaning of primary based coaches	37	@ 0.65 men per coach	Nil	Outsourced
2	Complete washing and cleaning of secondary based coaches.	40	-do-	Nil	Outsourced
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	SF=Nil ME=45 Pass.50	@0.26/coach @0.23/coach @0.18/coach	Nil	Outsourced
4	Only interior dry cleaning Terminal RPC-4	ME= 61 Pass=72	@0.45 men per coach	-	Outsourced
5	Cleaning of inspection carriages i.e., RA	4	@1.76/insp. carriage	-	Outsourced
6	Watering	96 coaches	@0.04 man/coach	3.84	Only passing through trains.
7	Pad locking /unlocking, Primary Trains  Terminal trains	77  103	@ 40 coach/ man	1.92  2.57	RPC-4 which have lie over more than 2 hrs only.
8	Pit line sweeping, drain cleaning garbage removal and disposal & pest control.	--	--	--	Outsourced
9	For washing and cleaning of ART, ARME, sick line and other misc. work.	One ART & ARME	--	--	Outsourced
10	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	10.00	
	Total			18.33	
	Adding LR @ 12.5%			2.29	
	Total			20.62 say 21	

The proposed requirement of C&W cleaner comes to 21 against the sanction strength of 49 and 28 posts identified surplus and recommended for surrender.

## 2.5.2 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE ASR & ATTARI

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	129	@ 0.65 men per coach	Nil	Outsourced
2	Complete washing and cleaning of secondary based coaches.	186	-do-	Nil	Outsourced
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	ME=114	@0.23 men/coach	Nil	Cleaning work Outsourced under OBHS
4	Only interior dry cleaning	217	@0.45 men per coach	Nil	Outsourced
5	Cleaning of inspection carriages i.e., RA	NIL	NIL	NIL	Outsourced
6	Watering	-	@0.04/coach -	Nil	Outsourced
7	Pad locking/unlocking primary trains Secondary trains Terminal trains	129+ 186+ 217=532	@ 40 coach per men	13.30	
8	Pit line sweeping drain cleaning garbage removal and disposal pest control.	-	-	-	Outsourced
9	For washing and cleaning of ART, ARME & sick line & other misc. work.	One	-	2.00	
10	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	15.00	
	Total			30.30	
	Adding LR @ 12.5%			3.78	
	Total			34.08 say 34	

The proposed requirement comes to 34 against the sanction strength of 77 and 43 posts identified as surplus and recommended for surrender.

### 2.5.3 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE LDH.

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	Nil	@ 0.65 men per coach	Nil	Workload nil
2	Complete washing and cleaning of secondary based coaches.	Nil	-do-	Nil	-do-
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	SF=374  ME=518	@0.23 men/coach  @0.23 men/coach	Nil  Nil	OBHS  OBHS
4	Only interior dry cleaning RPC-4	81	As per prevailing practice	11.0	Passenger trains
5	Cleaning of inspection carriages i.e., RA	NIL	NIL	NIL	NIL
6	Watering	804	6 man/shift (as per prevailing practice)	18.00	Departmental
7	Pad locking/unlocking	81	@ 40 coach per men	2.0	
8	Pit line sweeping drain cleaning garbage removal and disposal and stabling line. For washing and cleaning of ART, ARME & sick line.	One ART	As per practice	1.00	No washing line
9	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.			7.00	
	Total			39.00	
	Adding LR @ 12.5%			4.87	
	Total			43.87 say 44	

The proposed requirement of C&W cleaner comes to 44 against the sanctioned strength of 44 as there is no contract work at C&W depot LDH.

#### 2.5.4 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE JUC.

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	Nil	@ 0.65 men per coach	Nil	-
2	Complete washing and cleaning of secondary based coaches.	Nil	-do-	-	-
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	SF= nil ME= Nil Pass=nil	@0.26 men/coach @0.23 men/coach @0.18 men/coach	Nil Nil Nil	Outsourced under OBHS
4	Only interior dry cleaning	74	@0.45 men per coach	Nil	Outsourced
5	Watering	100 trains	3 man in each shift	9.00	Deptt.
6	Pad locking/unlocking of terminal trains	74	@ 40 coach/ men	1.85	Deptt.
7	Pit line sweeping drain cleaning garbage removal and disposal pest control.	One pit only	As per practice	Nil	Outsourced
8	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	Coach holding= nil	As per prevailing practice	7.00	
	Total			17.85	
	Adding LR @ 12.5%			2.23	
	Total			20.08 say 20	

The proposed requirement of C&W cleaner comes to 20 against the sanction strength of 36 and 16 posts identified as surplus and recommended for surrender.



## 2.5.5 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE PTK BG.

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	Nil	-	-	-
2	Complete washing and cleaning of secondary based coaches.	Nil	-	-	-
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	63	@0.23 coaches/men	4.34	Departmental @ 30% of total staff
4	Only interior dry cleaning	58	As per prevailing practice	20.00	Departmental
5	Watering	58	@ 0.04 coach per man	Nil	Watering done by interior dry cleaner staff
6	Pad locking/unlocking of terminal trains	58	As per prevailing practice	1.00	Deptt.
7	Pit line sweeping, drain cleaning, garbage removal/disposal & pest control washing and cleaning of ART, ARME & sick line,	One washing line, One ART	As per practice	1.00	Departmental
8	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	3.00	
	Total			29.34	
	LR @ 12.5%			3.66	
	Total			33.00	

The proposed requirement of C&W cleaner comes to 33 under PTK/BG

## 2.5.6 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE PTK/NG

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	46	As per prevailing practice	3.00	Deptt
2	Complete washing and cleaning of secondary based coaches.	Nil	--	--	--
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	Nil	Nil	Nil	Nil
4	Only interior dry cleaning	Nil	Nil	Nil	Nil
5	Cleaning of inspection carriages i.e., RA	NIL	NIL	NIL	NIL
6	Watering	46	-	-	Watering by deptt. staff maintaining/ cleaning primary base coaches.
7	Pad locking/unlocking	46	40 coaches/ Men, As per practice	1.15	40 coaches/men
8	Pit line sweeping drain cleaning garbage removal and disposal pest control. For washing and cleaning of ART, ARME & sick line & other misc. work.	One ART	As per practice	1.00	
9	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	1.00	
	Total			6.15	
	LR @ 12.5%			0.76	
	Total			6.91 say 07	

The proposed requirement of C&W cleaner comes to 07 under PTK/NG

## 2.5.7 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE BJPL/NG

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	Nil	Nil	Nil	Nil
2	Complete washing and cleaning of secondary based coaches.	42	As per prevailing practice	3.00	Deptt
3	Watering	42	-	-	Managed by the sec. coach cleaning staff.
4	Pit line sweeping drain cleaning garbage removal and disposal pest control. For washing and cleaning of ART, ARME & sick line & other misc. work.	--	As per practice	1.00	-
5	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	1.00	
	Total			5.00	
	LR @ 12.5%			0.62	
	Total			5.62 say 06	

The proposed requirement of C&W cleaner comes to 06 under BJPL/BG

Total proposed staff at PTK/BG, PTK/NG & BJPL

PTK/ BG=33

PTK/ NG=07

BJPL =06

Total = 46

The proposed requirement of C&W cleaner comes to 46 under PTK/BG, PTK/NG & BJPL against the sanction strength of 46 as there is no contract work at C&W depot PTK/BG, PTK/NG & BJPL.

## 2.5.8 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE JAT

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	57	@ 0.65 men per coach	Nil	Outsourced
2	Complete washing and cleaning of secondary based coaches.	120	-do-	Nil	Outsourced
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	SF=122 (OBHS 66+56 others) ME=60 (OBHS 22+ 38 others) Pass=Nil	@ 0.26 men/coach  @0.23 men/coach -		Outsourced
4	Only interior dry cleaning	63	@0.45 men per coach	-	Outsourced
5	Watering	-	-	-	Outsourced
6	Pad locking/unlocking (Primary, secondary & terminal trains)	240	As per practice	6.00	40 coach per men
7	Pit line sweeping drain cleaning garbage removal and disposal pest control.	-	-	-	Outsourced
8	For washing and cleaning of ART, ARME & sick line & other misc. work.	One ART	-	2.00	
9	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	6.00	
	Total			14.00	
	Adding LR @ 12.5%			1.75	
	Total			15.75 say 16	

## 2.5.9 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE UHP

S.N	Activity	Coaches/ day	Yardstick vogue in	Calculated staff	Remarks
1	Complete washing and cleaning of primary based coaches	Nil	-	-	-
2	Complete washing and cleaning of secondary based coaches.	Nil	-	-	-
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	15 trains 26  Nil	-- -- Nil	-- Nil Nil	Outsourced  Outsourced Outsourced
4	Only interior dry cleaning	26		Nil	Outsourced
5	Cleaning of inspection carriages i.e., RA	NIL	NIL	NIL	--
6	Watering	Nil	-	-	--
7	Pad locking/unlocking	Nil	-	-	--
8	Pit line sweeping drain cleaning garbage removal and disposal pest control.	--	-	-	Outsourced
9	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	--	--	2.00	
	Total			2.00	
	Adding LR @ 12.5%			0.25	
	Total			2.25 say 2.00	

JAT =16

UHP =02

Total=18

The proposed requirement of C&W cleaner for JAT & UHP comes to 18 against the sanction strength of 38 and 20 posts identified as surplus and recommended for surrender.

## 2.5.10 PROPOSED REQUIREMENT OF STAFF FOR COACH CARE CENTRE SVDK

S.N	Activity	Coaches/ day	Yardstick in vogue	Proposed staff	Remarks
1	Complete washing and cleaning of primary based coaches	68	@ 0.65 men per coach	--	Outsourced
2	Complete washing and cleaning of secondary based coaches.	20	-do-	--	Outsourced
3	Enroute train passing, turn round terminating, originating trains inclusive of cleaning and examination at platforms (UP & DN pair of trains to be counted as one rake)	SF=Nil ME=Nil Pass=Nil	-- -- --	nil	OBHS
4	Only interior dry cleaning	60	@0.45 men per coach	Nil	Outsourced
5	Cleaning of inspection carriages i.e., RA	NIL	NIL	NIL	NIL
6	Watering	148	-	-	Outsourced
7	Pad locking/unlocking	148	40 coach/man	3.70	
8	Pit line sweeping drain cleaning garbage removal and disposal pest control.	--	--	--	Outsourced
9	Cleaner staff proposed for emergent situation of coach cleaning & depot cleaning, other unforeseen work and misc activities etc.	Coach holding= 185	As per prevailing practice	12.00	
	Total			15.70	
	Adding LR @ 12.5%			17.66	
	Total			18.0 say 18	

The proposed requirement of C&W cleaner comes to 18 against the sanctioned strength of 61 and 43 posts identified as surplus and recommended for surrender.

2.6.0 THE SUMMARISED EXISTING SANCTION, PROPOSED AND SURPLUS/SHORTAGE OF POSTS OF C&W CLEANER UNDER SSE C&W DEPOTS OVER FZR DIVISION IS GIVEN AS UNDER:-

S. No.	SSE/C&W DEPOT	Sanction strength	Proposed staff	Surplus (+) Shortage (-)
1	FZR	49	21	+28
2	ASR/ATTARI	77	34	+43
3	LDH	44	44	--
4	JUC	36	20	+16
5	PTK/BJPL	46	46	--
6	JAT/UHP	38	23	+15
7	KATRA	61	18	+43
TOTAL		351	206	145

The above table reveals that the proposed requirement of C&W cleaner comes to 206 against the sanction strength of 351 and 145 posts of C&W cleaner in Gr. ■ 5200-20200-1800 identified as surplus and recommended for surrender.

RECOMMENDATION NO.1

It is proposed that 145 posts of C&W cleaner in Gr. ■ 5200-20200-1800 identified as surplus under SSE/C&W, controlled by Sr.DME/C&W over FZR Division and recommended for surrender.

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### 3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications under SSE/C&W over FZR Division.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts Rs.	Anticipated annual recurring saving Rs.
1	C&W cleaners	5200-20200+ 1800	1	145	41 944	729,82,560/-
Total				145		729,82,560/-

No. of posts identified as surplus: -

Group 'D' = 145 posts

Total = 145 posts

Anticipated recurring saving = ■ 729.82 lakh per annum

Capital saving = Nil

Total saving = ■ 729.82 lakh per annum

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#### 4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength working under SSE/C&W under the administrative control of Sr.DME/C&W/FZR is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Sanctioned strength	Total annual expenditure
1	C&W Cleaner	5200-20200-1800	41 944	351	17,66,68,128/-
Total				351	17,66,68,128/-

The above table reveals that total expenditure on C&W cleaners working under SSE/C&W over FZR division comes to ■17,66,68,128/- on the above sanctioned strength every year.

4.1.2. The annual expenditure on the proposed staff working under SSE C&W under the administrative control of Sr.DME/C&W/FZR is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed strength	Total annual expenditure
1	C&W Cleaner	5200-20200-1800	41,944	206	10,36,85,568/-
Total				206	10,36,85,568/-

The above table reflects that after the implementation of the work study report, the expenditure on the proposed C&W Cleaner staff will come to ■10,36,85,568/-. Therefore the expenditure will be reduced from ■17,66,68,128/- to ■10,36,85,568/- per annum.

## WORK STUDY REPORT DETAILED CHART

Department : - Mechanical

Name of study : - Review of C&W Cleaner working under SSE/C&W of Mechanical Department over FZR Division.

Activity Centre :- SSE C&W Depots over FZR Division.

SN	Sub activity	Brief description of workload	Actual staff deployed	Work study report recommendations	Representative workload
1	C&W Depot, FZR, LDH, ASR, PTK/BJPL, JAT/UHP, SVDK	Cleaning of coaches, washing line, Pit cleaning, paid locking, watering in coaches, passing through trains primary/secondary base trains coach cleaning interior dry cleaning etc.	S/S=351 O/R=322 Vac=-29	C&W cleaner SS= 351 Proposed=206 Surplus=+145	Cleaning of primary/secondary, base coaches, cleaning of passing through train terminating/originating etc.

## LIST OF ANNEXURES

S.N.	Description	Annexure No.
1	Authority Letter to conduct the work study report No. 16-CP/04/WS/2019-20 for conducting review on C&W cleaner working under SSE/C&W over FZR Divn,	I
2	Statement showing category wise, the sanctioned strength and on roll position of C&W staff working under SSE/C&W over FZR Division	II
3	Statement showing workload of C&W Depots over FZR Division.	III

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## Annexure No.II

Statement showing category wise, Depot wise, sanctioned strength and on roll position of C&W staff working under SSE/C&W over FZR Division.

S. No.	C&W Depot	Category	Pay Scale + Grade Pay	S/S	O/R	Variation
1	FZR	C&W Cleaner	5200-20200+1800	49	47	-2
2	JUC			36	31	-5
3	LDH			44	65	+21
4	ASR/Attari			77	83	+6
5	PTK/BJPL			46	34	-12
6	JAT/UHP			38	29	-9
7	KATRA			61	33	-28
Total				351	322	29

Statement showing workload of C&W Depots over FZR Division.

C&W Depot	No of coach per day			
	Primary	Secondary	Terminal	Passing Through
FZR	37	40	103	95
ASR/ATT	129	186	217	114
LDH	--	--	81	892
JUC	--	--	74	--
PTK/BG	--	--	58	63
PTK/NG	46	--	--	--
BJPL	--	42	--	--
JAT	57	120	63	182
UHP	--	--	26	15 trains
SVDK	68	20	60	--

## **Salient features of work study report No. 16-CP-04/WS/2019-20**

Sub: "work study report on review of C&W cleaner staff working under SSE/C&W of Mechanical Department over Firozpur division"

Staff Position:

Sanctioned Strength of C&W Cleaner = 351

On Roll strength of C&W Cleaner = 322

Vacancy = 29

1. Introduction of Mechanized cleaning of coaches and depot premises cleaning on contract basis depots over FZR division i.e. FZR, ASR, JUC, JAT & SVDK etc has reduced the work load of C&W cleaners tremendously.
2. The coach cleaning and depot premises cleaning are being carried out on contract basis for which the contractors are being paid Rs 21,55,85,038/- per annum.
3. The coach cleaning work at LDH & PTK which is presently being carried out by departmental staff for which 44 & 46 staff has been proposed for LDH & PTK/BJPL respectively. If these depots are outsourced for mechanized cleaning work than 90 posts can be rendered surplus.
4. After close observation in the work study report due to outsourcing, workload of coach cleaning activities has been reduced at FZR, ASR, JUC, JAT & SVDK etc. It is recommended that 145 posts are identifies surplus and recommended for surrender.

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

Gr. 'D' C&W Cleaner = 145 posts

### **FINANCIAL IMPLICATIONS**

Anticipated recurring savings = ₹ 729.82 lakh per annum.

Capital saving = Nil

Total = ₹ 729.82 lakh per annum