



WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA STAFF WORKING UNDER
CHI COLONY OF MEDICAL DEPARTMENT
OVER
FIROZPUR DIVISION
2019-20

WORK STUDY TEAM

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DATE OF COMMENCEMENT: 01.06.2018
DATE OF COMPLETION : 12.04.2019

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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 working under CHI Colony under medical department over Firozpur Division.

STAFF POSITION

The total sanctioned and on roll strength of safaiwala staff working under CHI Colony under Medical department over Firozpur Division is as under:-

S.N.	Category	Grade in ■	S/S	O/R	Vacancy.
1	Safaiwala	5200-20200+1800	142	123	19
	Total		142	123	19

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

Group 'C'= NIL posts

Group 'D'= 67 posts

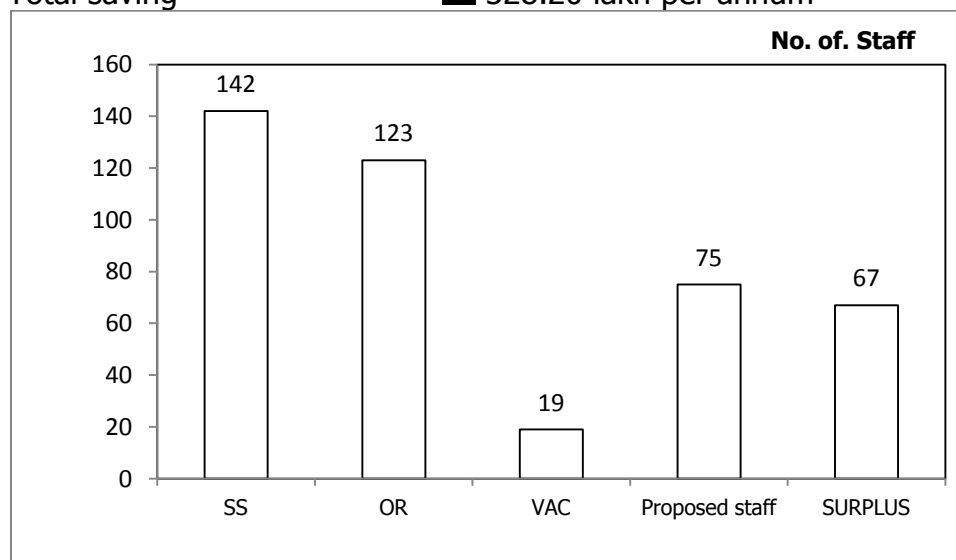
Total = 67 posts

FINANCIAL IMPLICATION:

Anticipated recurring saving = ■ 328.20 lakh per annum

Capital saving = Nil

Total saving = ■ 328.20 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, quality cleanliness standard is an evident in the work place of any organization. Due to introduction of new policies in railways, the contractual system is encouraged in some activities 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.

Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. Railway Stations, colonies and all work places are to be maintained in a hygienic and clean manner and adequate steps is to be taken at the planning stage itself. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sludge in a scientific manner. Sanitation services are provided in all the Railway premises including the Railway colonies, Railway stations, circulating areas, Railway Yards, offices, coaches and tracks. Cleanliness of these areas is multidisciplinary approach by various departments of the Railways viz. Medical, Engineering, Operating and Mechanical Department. The Medical Department performs the Sanitation job at Railway colonies under the supervision of Chief Health Inspectors.

Keeping above in view, SDGM/NR assigned work study on review of safaiwala staff working under CHI Colony under Medical Department over Firozpur Division 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/Railway colonies under the Administrative Control of CMS/FZR over Firozpur Division and studied the existing system of working of safaiwala staff and noted that most of the workload of safaiwala staff are being done by Departmental staff and conservancy work (Garbage removal) on contract basis. 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 two recommendations in the report identifying **67** posts of safaiwala staff as surplus under Medical Department over Firozpur Division 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 ■ **328.20** lakh per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S N	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 67 posts of Safaiwala staff in Gr. ■5200-20200-1800 has been identified as surplus and recommended for surrender under the administrative control of CMS/Divisional Hospital FZR over Firozpur Division	2.5.0	ADRM/FZR CMS/FZR Sr.DPO/FZR
2	It is proposed that cleaning work of all Type-I & II quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over FZR Division may be outsourced in line with the ongoing contractual works, under Medical Department and thus the resultant surplus posts of safaiwala should be surrendered.	2.7.0	-do-

ACKNOWLEDGEMENT

The team is highly grateful to Shri Sukhvinder Singh, ADRM/FZR, Dr. A. Chatterjee CMS/FZR, & 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.

1.0 INTRODUCTION

1.1 Indian Railway is the lifeline of the country. It plays a vital role in providing quick, affordable and safe transportation to all rail users. Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keeps the person healthy but also increases the working efficiency. The age-old system of manual cleaning has become obsolete. It not only requires a huge man-power but also is time consuming and not effective up to satisfactory levels. Due to change in government policy, certain activity like catering, cleaning, maintenance in Engineering works, loading/unloading/leasing of parcels, handling of guards/drivers boxes etc. are being carried out by contractual labours on contract basis successfully which has resulted in reduced maintenance cost. The present trend is to provide mechanized cleaning equipments, which provide hygienic environment instilling high satisfactory level to the users. Moreover it is also cost effective with less involvement of man-power. Technological advancements have also been introduced recently like jet cleaning machines, vacuum cleaners, modern wipers, improved working systems/procedures, construction of improved infrastructure i.e. glazed floors, walls, stairs etc. This has resulted less cleaning and encouragement of modern equipments, which has affected the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness. For a greater importance to improve the overall status of sanitation/ cleanliness, Railway Board has issued guidelines for Mechanized cleaning of the different categories of railway stations. A great emphasis is also being placed on the cleanliness & hygienic conditions at the railway hospitals & colonies. The study has been undertaken with a view to analyze the requirement of sanitation staff linked with the cleanliness activities and other non-core activities which can likely be off loaded under CMS/FZR. Over and above, the study is also undertaken to see the feasibility of outsourcing some of the activities.

1.2 Firozpur Division is an important division of Northern Railway spread over the territories of Jammu & Kashmir, Punjab and Himachal Pradesh. A sufficient goods and passenger traffic passes through Firozpur Division, Medical Department has been entrusted the work of cleanliness of Railway colonies.

1.3 Keeping in view above, SDGM/NR assigned a work study on "Review of safaiwala staff working under CHI/colony of medical department over Firozpur division" with a view to optimum utilization of existing safaiwala staff to cope up the existing workload

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/unproductive/redundant activities.
3. To suggest ways and means to improve the standard of cleaning activities.

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, 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

2.1.1 Firozpur division is an important division of Northern Railway. Railway safaiwala staff carries out the cleaning activities at Railway colony & premises. The cleaning activity carried out by Railway staff in the division is supervised by the CHI of medical Department. Safaiwala staff is utilized for cleaning/sweeping of offices, Railway colonies, roads, surrounding area and drains etc. The safaiwala staff under medical department is functioning under chief health inspector/health inspector at different colonies over Firozpur Division.

2.1.2 The study is confined to safaiwala staff under medical department. It is therefore, essential to mention the CHI headquarters controlled by CMS/ Firozpur at different locations over FZR Division which are as under:-

1. Chief Health Inspector/colony, FZR
2. Chief Health Inspector/colony, LDH
3. Chief Health Inspector/colony, JAT
4. Chief Health Inspector/colony, JUC
5. Chief Health Inspector/colony, JRC
6. Chief Health Inspector/colony, PTK
7. Chief Health Inspector/colony, ASR
8. Chief Health Inspector/colony, B-Block, ASR

2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed sanctioned strength of safaiwala staff from 'P' Branch of FZR Division as well as from each CHI Office. The team has taken into consideration the sanctioned strength, as provided by the Divisional Headquarter and on roll position as provided by each CHI. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below :-

S. No.	Colony CHI	S/S	O/R	Vacancy
1	Firozpur (FZR)	34	29	05
2	Ludhiana (LDH)	25	20	05
3	Jalandhar City (JUC)	23	22	01
4	Jalandhar Cantt (JRC)	05	01	04
5	Amritsar (ASR)	16	15	01
6	Amritsar (ASR- B Block)	20	17	03
7	Jammu Tawi (JAT)	08	08	00
8	Pathankot (PTK)	11	11	00
Total		142	123	19

The above table reveals that the on roll strength is 123 against the sanctioned strength of 142 and 19 posts of safaiwala are lying vacant under CHI/HI/colony over FZR Division.

2.2.2 Work Load:-

During the conduct of study the work study team collected the work load in terms of Number of Quarters, area of open ground, roads, park, length of drains etc. from each CHI/colony. The detail of which is placed as annexure No. III in the report and the summarized position of the same is depicted as under

I Quarters:

Type of Qtr	FZR	LDH	JUC	JRC	ASR	ASR B Blk	JAT	PTK	Remarks
Type-I S/S	511	620	515	175	735	--	--	294	Work load of Qtrs taken in Number
Type-I D/S	132	445	60	77	25	534	325	154	
Type-II S/S	192	340	480	11	141	--	02	136	
Type-II D/S	206	144	101	94	16	352	185	42	
Type-III S/S	47	69	27	14	24	--	04	25	
Type-III D/S	29	64	--	--	54	22	19	--	
Type-IV S/S	65	52	21	06	78	--	08	07	
Type-IV D/S	--	--	--	--	--	11	--	--	
Type -V	20	02	02	--	--	--	--	--	

II Drains:

Type of Drain	FZR	LDH	JUC	JRC	ASR	ASR B Blk	JAT	PTK	Remarks
Surface Drain up to 12" in rft	14000	64780	26240	7216	10124.16	--	15116	13640	Work load of drains taken in rft (running feet)
Surface Drain above 12" in rft	4500	13776	8200	5084	2147.74	6642	395456	16141.48	
Sewer line	--	--	57419.68	19627.52	--	--	--	--	taken in rft
main holes			990	376	609	610	02	548	In number
No of Septic tank	1	1		16	--	--	--	18	

III Area in sq feet (multiple locations):

Type of Location	FZR	LDH	JUC	JRC	ASR	ASR B Blk	JAT	PTK	Remarks
Area of Park, Open Ground, Roads etc	84280	800544	1687339	699416	9436617	2575008	522536	54789.9	
Tele exchange, AEN, IOW, PWI, SC/ST NRMU, URMU Offices etc	484200	Managed by its own office	Managed by its own office	Managed by its own office		114669	--	--	
RPF Ground & Rly Stn Stadium	1390622.4	--	--	--	--	--	--	--	

2.3.0 CRITICAL ANALYSIS

2.3.1 Sanitation is an essential activity in any working/residential place. The working/residential place of human being should be neat and clean which helps to keep the person healthy, fit and also affect the working efficiency. A sufficient number of safaiwala staff is deployed under medical department over FZR division 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 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 employees 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 in terms of manpower productivity.

2.3.2 All conservancy work (Garbage removal) and Brooming/surface cleaning of railway quarters up to 20 ft, drain cleaning, Brooming/ cleaning of parks, roads, open area, SSE/W, SSE/P, Union offices etc. are being done on contract basis in some of the Railway colonies over Ambala division successfully. These contractual works has not only reduced the workload of safaiwala staff, but also economized the system. FZR division may also adopt the same pattern of out-sourcing the brooming/surface cleaning of railway quarters up to 20 ft, cleaning of parks, roads, open area, pit cleaning, man-hole cleaning, septic tank/sewer line cleaning in Railway colony in line with UMB division. It will certainly reduce the man power productivity and will economize the system.

2.4.0 REQUIREMENT OF STAFF

2.4.1 The team discussed the existing workload of safaiwala with each Chief Health Inspector during the conduct of study. It was also observed that at few places some work like, garbage disposal work is being done by contractor labour on contractual basis, whereas some of the cleaning work is being done by departmental labour and a sufficient safaiwala staff is deployed to cope with the existing workload under medical department. Some cleaning activities are under process to be carried out on contract basis by Medical Deptt. Mechanized cleaning of sewer line and man-hole/septic tanks in Rly colony ASR One time desilting of septic tanks/Bio gas/sock pit (DAV halt to GOD and LLK to KGJD) section of JUC Sweeping and cleaning of loco colony at FZR, as the contractual work is more economical than the departmental labour. It is proposed that cleaning work of all Type-I & II quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over FZR Division may be outsourced in line with the ongoing contractual works. During the conduct of study the team has taken in to consideration, the yard stick in vogue, held discussion at various levels, spot observations, deployment of staff and the contractual work while proposing the requirement of staff. The CHI/colony wise proposed requirement of safaiwala staff is discussed as under:

2.4.2 CHI Colony Firozpur (FZR):

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	511	@ 50 Qtrs/Safaiwala	--	May be outsourced
2	Type-I double Storied	132	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	192	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	206	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	47	@ 30 Qtrs/Safaiwala	1.56	Departmental
6	Type-III double Storied	29	@ 45 Qtrs/Safaiwala	0.64	
7	Type-IV Single Storied	65	@ 15 Qtrs/Safaiwala	4.33	
8	Type-V Single Storied	20	@ 15 bunglo/safaiwala	1.33	
9	Surface Drain up to 12"	14000 rft	@4,000 rft/safaiwala	--	May be outsourced
10	Surface Drain above 12"	4500 rft.	@ 3,000 rft/safaiwala	--	
11	Park, Open ground , Road	84280 sft	@80,000 sft/safaiwala	--	
12	RPF ground and Rly Stadium	139622.4	@80,000 sft/safaiwala	--	
13	Office work, store material, Daak, courtier, anti malaria & anti rodent activity. Food and water sample collection.	--	--	2.0	Departmental
14	Sewer line/manholes choking cleaning and desilting	--	@300 manholes/safaiwala in a month	--	May be outsourced by mech. means as per Rly Bd's existing guidelines
15	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	2.0	*
Total				11.86	
Leave reserve @12.5%				1.48	
Net total				13.34	Say 13

* As the post of Sanitary Jamadar is not a sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.3 CHI Colony Ludhiana (LDH):-

S.N	Name Work	Quantity of work	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	620	@ 50 Qtrs/Safaiwala	--	May be Outsourced
2	Type-I double Storied	445	@ 75 Qtrs/Safaiwala	--	
3	Type-II Single Storied	340	@ 30 Qtrs/Safaiwala	--	
4	Type-II double Storied	144	@ 45 Qtrs/Safaiwala	--	
5	Type-III Single Storied	69	@ 30 Qtrs/Safaiwala	2.3	Departmental
6	Type-III double Storied	64	@ 45 Qtrs/Safaiwala	1.42	
7	Type-IV Single Storied	52	@ 15 Qtrs/Safaiwala	3.47	
8	Type-V Single Storied	02	@ 15 bunglo/safaiwala	0.13	
9	Surface Drain up to 12"	64780 rft	@ 4,000 rft/safaiwala	0	May be Outsourced
10	Surface Drain above 12"	13776 rft.	@ 3,000 rft/safaiwala	0	
11	Park, Open ground , Road	800544 sft	@ 80,000 rft/safaiwala	0	
12	IOW off, SSE/P, RPF ground & other office etc	--	--	0	May be Managed by them self
13	Office work, store material, purpose, Daak, courtier, anti malaria & anti rodent activity, Food and water sample collection	--	--	2.00	Departmental
14	Sanitary jamadar for supervision of sanitation work		@ 1 jamadar for 8 S/Wala and above	2.0	*
Total				11.32	
Leave reserve @12.5%				1.42	
Net total				12.74 say 13	

* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.5 CHI Colony Jalandhar City (JUC):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	515	@ 50 Qtrs/Safaiwala	--	May be outsourced
2	Type-I double Storied	60	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	480	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	101	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	27	@ 30 Qtrs/Safaiwala	0.90	Departmental
6	Type-III double Storied	--	@ 45 Qtrs/Safaiwala	--	
7	Type-IV Single Storied	21	@ 15 Qtrs/Safaiwala	1.40	
8	Type-V Single Storied	02	@ 15 bunglo/safaiwala	0.13	
9	Surface Drain up to 12"	26240 rft	@4,000 rft/safaiwala	--	May be outsourced
10	Surface Drain above 12"	8200 rft	@ 3,000 rft/safaiwala	--	
11	Park, Open ground , Road	1687339 sft	@80,000 sft/safaiwala	--	
12	Office work, store material, purpose, Daak, courtier	--	--	2.0	Departmental
13	Food and water sample collection, anti malaria & anti rodent activity,	--	--	2.0	
14	Sewer line/manholes choking cleaning and desilting	57419.68 990	@300 manholes/safaiwala in a month	--	May be outsourced by mech. means as per Rly Bd's existing guidelines
15	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	2.0	*
Total				8.43	
Leave reserve @12.5%				1.05	
Net total				9.48 say 10	

* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.6 CHI Colony Jalandhar Cantt (JRC):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	175	@ 50 Qtrs/Safaiwala	--	May be outsourced
2	Type-I double Storied	77	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	11	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	94	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	14	@ 30 Qtrs/Safaiwala	0.46	Departmental
6	Type-III double Storied	--	@ 45 Qtrs/Safaiwala	--	
7	Type-IV Single Storied	06	@ 15 Qtrs/Safaiwala	0.40	
8	Surface Drain up to 12"	7216 rft	@4,000 rft/safaiwala	--	May be outsourced
9	Surface Drain above 12"	5084 rft	@ 3,000 rft/safaiwala	--	
10	Park, Open ground , Road	484200 sft	@ 80,000 sft/safaiwala	--	
11	Office work, store material purpose, Daak, courtier, anti malaria & anti rodent activity, Food and water sample collection	--	--	1.0	
12	Sewer line manholes choking cleaning and desilting, Septic Tank=	Sewer= 19627.52 Man Hole= 376 16	@300 manholes/safaiwala in a month	--	May be outsourced by mech. means as per Rly Bd's existing guidelines
				1.86	
Leave reserve @12.5%				0.23	
Net total				2.09 say 02	

2.4.8 CHI Colony Amritsar (ASR):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	735	@ 50 Qtrs/Safaiwala	--	May be outsourced
2	Type-I double Storied	25	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	141	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	16	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	24	@ 30 Qtrs/Safaiwala	0.80	Departmental
6	Type-III double Storied	54	@ 45 Qtrs/Safaiwala	1.20	
7	Type-IV Single Storied	78	@ 15 Qtrs/Safaiwala	5.20	
8	Type-V Single Storied	--	@ 15 bunglo/safaiwala	--	
9	Surface Drain up to 12"	10124.16 rft	@4,000 rft/safaiwala	--	May be outsourced
10	Surface Drain above 12"	2147.74	@ 3,000 rft/safaiwala	--	
11	Park, Open ground , Road, IOW, PWI, SSE/P, SC/ST,BC & other office etc	9436617 sft	@80,000 sft/safaiwala	--	
12	Office work, store material, purpose, Daak, courier & emergency work	--		2.0	Departmental
13	Water & food sample, anti malaria & anti rodent activity	--	--	2.0	
14	Sewer line/manholes choking cleaning and desilting	Main Hole=609	@300 manholes/safaiwala in a month	--	May be outsourced by mech. means as per Rly Bd's existing guidelines
15	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	2.0	*
Total				13.20	
Leave reserve @12.5%				1.65	
Net total				14.85 say 15	

* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.8 CHI Colony Amritsar (B Block):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	--	@ 50 Qtrs/Safaiwala	--	May be outsourced
2	Type-I double Storied	534	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	--	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	352	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	--	@ 30 Qtrs/Safaiwala	--	Departmental
6	Type-III double Storied	22	@ 45 Qtrs/Safaiwala	0.48	
7	Type-IV Double Storied	11	@ 15 Qtrs/Safaiwala	0.73	
8	Type-V Single Storied	--	@ 15 bunglo/safaiwala	--	May be outsourced
9	Surface Drain up to 12"	--	@4,000 rft/safaiwala	--	
10	Surface Drain above 12"	6642 rft	@ 3,000 rft/safaiwala	--	
11	Park, Open ground , Road	2575008 sft	@80,000 sft/safaiwala	--	
12	IOW, PWI, SSE/P, SC/ST,BC & other office etc	114669 sft	--	--	May be Managed by them self
13	Office work, store material, purpose, Daak, courtier, anti malaria & anti rodent activity	--	--	2.0	
14	Sewer line/manholes choking cleaning and desilting	Main Hole=610	@300 manholes/safaiwala in a month	--	May be outsourced by mech. means as per Rly Bd's existing guidelines
15	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	2.0	*
Total				7.21	
Leave reserve @12.5%				0.90	
Net total				8.11 say 08	

* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.4 CHI Colony Jammu Tawi (JAT):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Propose req. of staff	Remark
1	Type-I Single Storied	--	@ 50 Qtrs/ Safaiwala	--	May be Out sourced
2	Type-I double Storied	325	@ 75 Qtrs/Safaiwala	--	
3	Type-II Single Storied	02	@ 30 Qtrs/Safaiwala	--	
4	Type-II double Storied	185	@ 45 Qtrs/Safaiwala	--	
5	Type-III Single Storied	04	@ 30 Qtrs/Safaiwala	0.13	Deptt
6	Type-III double Storied	19	@ 45 Qtrs/Safaiwala	0.42	
7	Type-IV Single Storied	08	@ 15 Qtrs/Safaiwala	0.53	
8	Type-V Single Storied	--	@ 15 Qtrs/Safaiwala	--	
9	Surface Drain up to 12"	15116 rft	@4,000 rft/safaiwala	--	May be Out sourced
10	Surface Drain above 12"	395456 ft	@3,000 rft/safaiwala	--	
11	Park, Open ground, Road etc	522336 sqft	@ 80,000 sqft/safaiwala	--	
12	IOW, PWI, SSE/P, SC/ST,BC union & other office etc	--	--	--	To be Managed by them self
13	Office work, store material, purpose, Daak, courier & emergency work	--	--	2.0	
14	Food and water sample collection, anti malaria & anti rodent activity,	--	--	2.0	Departmental
15	Sewer line/manholes choking cleaning and desilting	Manhole =02	@300 manholes/safaiwala in a month		*
16	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	1.0	**
Total				6.08	
Leave reserve @12.5%				0.76	
Net total				6.84 say 07	

*To be outsourced by mech. means as per Rly Bd's existing guidelines

* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.4.7 CHI Colony Pathankot (PTK):-

S. N	Name Work	Quantity of work	Yardstick sanitation work for	Proposed req. of staff	Remark
1	Type-I Single Storied	294	@ 50 Qtrs/Safaiwala		May be outsourced
2	Type-I double Storied	154	@ 75 Qtrs/Safaiwala		
3	Type-II Single Storied	136	@ 30 Qtrs/Safaiwala		
4	Type-II double Storied	42	@ 45 Qtrs/Safaiwala		
5	Type-III Single Storied	25	@ 30 Qtrs/Safaiwala	0.83	Departmental
6	Type-III double Storied	--	@ 45 Qtrs/Safaiwala	--	
7	Type-IV Single Storied	07	@ 15 Qtrs/Safaiwala	0.46	
8	Type-V Single Storied	--	@ 15 bunglo/safaiwala	--	
9	Surface Drain up to 12"	13640 rft	@4,000 rft/safaiwala	--	May be outsourced
10	Surface Drain above 12"	16141.48 rft.	@ 3,000 rft/safaiwala	--	
11	Park, Open ground , Road	54789.9 sft	@80,000 sft/safaiwala	--	
12	Office work, store material, purpose, Daak, courtier,	--	--	2.0	Departmental
13	Food and water sample collection, anti malaria & anti rodent activity,	--	--	2.0	
14	Sewer line/manholes choking cleaning and desilting	Man hole =548 Septic tank =18	@300 manholes/safaiwala in a month	--	*
15	Sanitary jamadar for supervision of sanitation work	--	@ 1 jamadar for 8 S/Wala and above	1.0	**
Total				6.29	
Leave reserve @12.5%				0.78	
Net total				7.07	say 07

*To be outsourced by mech. means as per Rly Bd's existing guidelines

** As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.5.0 The summarized position of sanction, proposed staff and surplus posts of safaiwala staff under CHI/Colony over FZR Division.

S N	CHI/Station/ Health Unit	Sanctioned strength	Proposed Staff	Surplus(+)
1	Firozpur (FZR)	34	13	21
2	Ludhiana (LDH)	25	13	12
3	Jalandhar City (JUC)	23	10	13
4	Jalandhar Cantt (JRC)	05	02	03
5	Amritsar (ASR)	16	15	01
6	Amritsar (B Block)	20	08	12
7	Jammu Tawi (JAT)	08	07	01
8	Pathankot (PTK)	11	07	04
Total		142	75	67

The proposed requirement of safaiwala staff comes to **75** against the sanction strength of **142** and **67** posts of safaiwala identified as surplus and recommended for surrender under CHI/Colony under the administrative control of CMS/FZR.

RECOMMENDATION NO.1

It is proposed that **67** posts of Safaiwala staff in Gr. ■5200-20200-1800 identified as surplus and recommended for surrender under the administrative control of CMS/FZR.

2.6.0 Details of the running contractual work at Rly colonies under Medical Department over Firozpur Division:

Name of colony	Name of contract	Annual Value/Year in ■■■
FZR	Garbage disposal work	12,05,400/-
ASR	Garbage disposal work	12,30,000/-
JAT	Garbage disposal work	16,09,344/-
JUC	Garbage disposal work	15,60,000/-
PTK	Garbage disposal work	12,84,000/-
Total		68,88,744/-
LDH	Daily cleaning & maintenance of sewer system	55,02,180/-
Grand Total		123,90,924/-

- i. During the conduct of study the work study team observed that some of the work like conservancy work (Garbage disposal work) at FZR, ASR, JAT, JUC, JRC, ASR, B Block ASR, JAT & PTK are being carried out on contract basis and the contractor is being paid Rs. 68,88,744/- per year.
- ii. It is also observed that Daily cleaning & maintenance of sewer system is being carried out on contract basis at LDH and the contractor is being paid Rs. 55,02,180/- per year.

2.6.1 Details of proposal of contract under process of Rly colonies ASR, JUC & FZR under Medical Department over Firozpur Division:

S No	Name of colony	Description of work	Remark
1	ASR	Mechanized cleaning of sewer line and man-hole/septic tanks in Rly colony ASR	Sent for approval
2	JUC	One time desilting of septic tanks/Bio gas/sock pit (DAV halt to GOD and LLK to KGJD) section	Estimate vetted and under process for E-tendering
3	FZR	Sweeping and cleaning of loco colony at FZR	Sent for approval

Proposal of contract of Rly colonies ASR, JUC & FZR under Medical Department are under process.

2.7.0 GENERAL OBSERVATION:-

Keeping in view of all facts, the team observed that the cleaning standard being maintained by the contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff. During the conduct of study, team observed that cleaning of all Type-I & II, quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over FZR Division, may be outsourced in line with the ongoing contractual works, which will increase the man power productivity as well as economy of the system.

RECOMMENDATION NO.2

It is proposed that cleaning work of all Type-I & II quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over FZR Division may be outsourced in line with the ongoing contractual works, under Medical Department and thus the resultant surplus posts of safaiwala should be surrendered.

2.8.0 SUGGESTION :-

The remaining cleaning and sanitation activities which are managed by departmental staff at present may be outsourced in future in a phased manner to economise the system.

3.0.0 FINANCIAL IMPLICATIONS:

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

S N	Category	Grade in ■	Refer Recom. No.	No. of surplus posts.	Monthly value per posts in ■	Anticipated annual recurring saving in ■
1	Safaiwala staff	5200-20200 + 1800	2.5.0	67	40821/-	3,28,20,084/-
Total				67		3,28,20,084/-

No. of posts identified as surplus: -

Group 'C' = NIL posts

Group 'D' = 67 posts

Total = 67 posts

Anticipated recurring saving = ■ 328.20 lakh per annum

Capital saving = Nil

Total saving = ■ 328.20 lakh per annum

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working under CHI/Colony under the administrative control of CMS/FZR over FZR Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in ■	Sanctioned strength in ■	Total annual expenditure in ■
1	Safai wala staff	5200-20200+1800	40,821/-	142	6,95,58,984/-

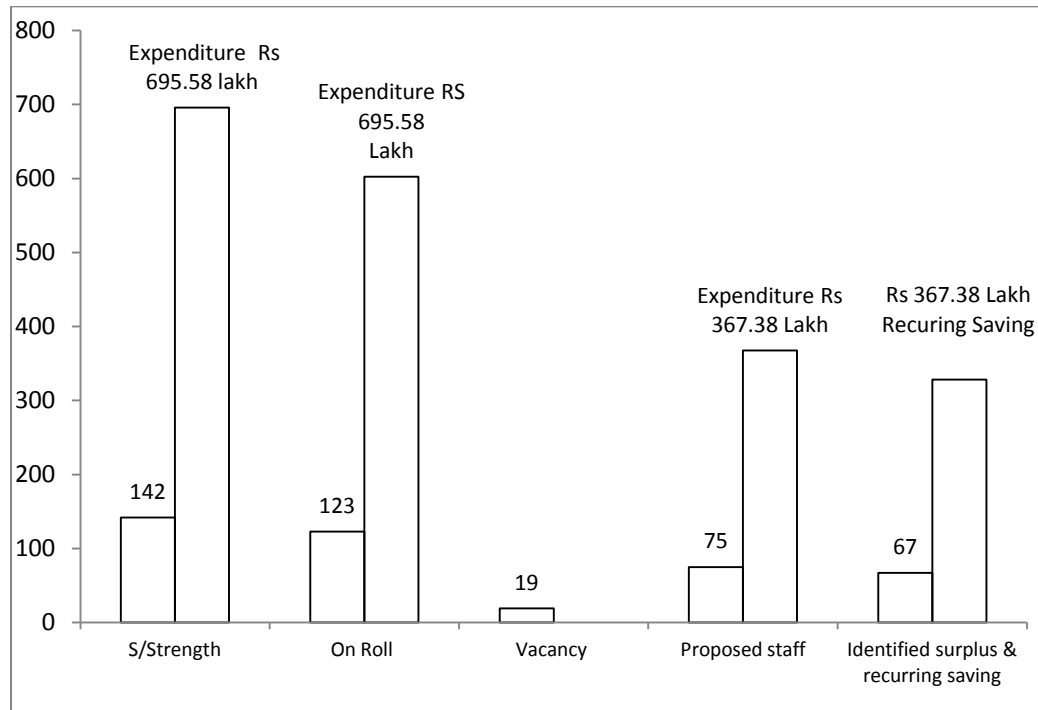
The above table reveals that ■ 6,95,58,984/-per annum is being spent on the above sanctioned strength.

4.2.0. The annual expenditure on the proposed safaiwala staff working under CHI/Colony under the administrative control of CMS/FZR over FZR Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in ■	Proposed staff	Total annual expenditure in ■
1	Safai wala staff	5200-20200+1800	40,821/-	75	3,67,38,900/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ■3,67,38,900/- Therefore the expenditure will be reduced from ■ 6,95,58,984/- to ■ 3,67,38,900/-

BAR CHART SHOWING THE PRODUCTIVITY



LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/09/WS/18-19.	I
2	Category and grade wise sanctioned and on roll position of safaiwala staff working under CHI/Colony under the administrative control of CMS/FZR over FZR Division.	II
3	Statement showing workload under CHI/colony over FZR division.	III

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Safaiwala staff working under CHI/Colony under the administrative control of CMS/ FZR over FZR Division

Activity Centre : - Railway colony FZR, LDH, JUC, JRC, ASR, B Block ASR. JAT & PTK

SN	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	The cleaning and other sanitation activity of safaiwala staff at Railway colony FZR, LDH, JUC, JRC, ASR, B Block ASR, JAT & PTK under the supervision of CHI's/colony controlled by CMS/FZR	S/S = 142 O/R= 123 Vac =19	SS = 142 Proposed = 75 Surplus = 67	To keep the Railway colony clean under the jurisdiction of CHI/Colony under Medical Department over FZR Division.

Annexure-II

STATEMENT SHOWING SANCTION AND ON ROLL POSITION OF MEDICAL SAFAIWALA STAFF WORKING UNDER CHI COLONIES UNDER THE ADMINISTRATIVE CONTROL OF CMS OVER FZR DIVISION:

S. No.	Colony CHI	Category	Grade	S/S	O/R	Vacancy
1	Firozpur (FZR)	Safaiwala	Rs. 5200-20200+1800	34	29	05
2	Ludhiana (LDH)			25	20	05
3	Jalandhar City (JUC)			23	22	01
4	Jalandhar Cantt (JRC)			05	01	04
5	Amritsar (ASR)			16	15	01
6	Amritsar (ASR- B Block)			20	17	03
7	Jammu Tawi (JAT)			08	08	00
8	Pathankot (PTK)			11	11	00
Total				142	123	19

Annexure-III

Statement showing workload under CHI/Colony over Firozpur Division

I Quarters:

Type of Qtr	FZR	LDH	JUC	JRC	ASR	ASR B Blk	JAT	PTK	Remarks
Type-I S/S	511	620	515	175	735	--	--	294	Work load of Qtrs taken in Number
Type-I D/S	132	445	60	77	25	534	325	154	
Type-II S/S	192	340	480	11	141	--	02	136	
Type-II D/S	206	144	101	94	16	352	185	42	
Type-III S/S	47	69	27	14	24	--	04	25	
Type-III D/S	29	64	--	--	54	22	19	--	
Type-IV S/S	65	52	21	06	78	--	08	07	
Type-IV D/S	--	--	--	--	--	11	--	--	
Type -V	20	02	02	--	--	--	--	--	

II Drains:

Type of Drain	FZR	LDH	JUC	JRC	ASR	ASR B Blk	JAT	PTK	Remarks
Surface Drain up to 12" in rft	14000	64780	26240	7216	10124.16	--	15116	13640	Work load of drains taken in rft (running feet)
Surface Drain above 12" in rft	4500	13776	8200	5084	2147.74	6642	395456	16141.48	
Sewer line	--	--	57419.68	19627.52	--	--	--	--	taken in rft
main holes			990	376	609	610	02	548	In number
No of Septic tank	1	1		16	--	--	--	18	

III Area in sq feet (multiple locations):

Type of Location	FZR	LDH	JUC	JRC	ASR	ASR B Bk	JAT	PTK	Remarks
Area of Park, Open Ground, Roads etc	84280	800544	1687339	699416	9436617	2575008	522536	54789.9	
Tele exchange, AEN, IOW, PWI, SC/ST NRMU, URMU Offices etc	484200	Managed by its own office	Managed by its own office	Managed by its own office		114669	--	--	
RPF Ground & Rly Stn Stadium	1390622.4	--	--	--	--	--	--	--	

Salient features of work study report No. 16-CP-09/WS/2018-19

Sub: "Review of safaiwala staff working under CHI Colony under Medical Department over Firozpur Division"

1. Staff Position:
 - i) Sanctioned strength of safaiwala = 142
 - ii) On roll strength = 123
 - iii) Vacancy = 19
 - iv) Proposed staff = 75
 - v) Identified as surrender = 67
2. Calculation of manpower in accordance with the yard stick vide General Manager (Medical) letter No 7-Med/E/YS Dated 03 Dec, 1966.
3. Proposal of sanitation work on contractual work basis being cheaper than departmental work. Sewer line/manholes cleaning and desilting is proposed to be outsourced by mechanical means and implementation of the provision of 'The Prohibition of Employment as Manual Scavenger and their Rehabilitation Act 2013' as per Rly Bd's existing guidelines vide letter No 2014/E (LL) SCA/6 Dt 19.05.2014 & ACMD/N Rly letter No 23-Med/Policy/Sanitation/13 Dt 17.12.2013.
4. Railway Board vide letter No. E (MPP) 2016/1/59 dt 10.01.2017 Para No.6 has advised "non core activities which are not directly related with train operations and safety can be outsourced" in this line of work study team observed that outsourcing of cleaning work of Loco colony at FZR is already under process.
5. Financial implication:

Anticipated recurring saving	=	■ 328.20 lakh per annum
Capital saving	=	Nil
Total saving	=	■ 328.20 lakh per annum
6. Running contracts over FZR Division
 - i. conservancy work (Garbage disposal work) at FZR, ASR, JAT, JUC, JRC, ASR, B Block ASR, JAT & PTK already being done on contract basis for Rs. 68,88,744/-per year.
 - ii. Daily cleaning & maintenance of sewer system at LDH for Rs. 55,02,180/- per year.

