



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

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Central Planning Cell,
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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 working under CHI Colony of medical department over DLI Division.

STAFF POSITION

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

S.N.	Station	Category	S/S	O/R	Vacancy
1	CHI Colony	Safaiwala	369	314	55
Total			369	314	55

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

Gr. 'C' = Nil

Gr. 'D' = 65 posts

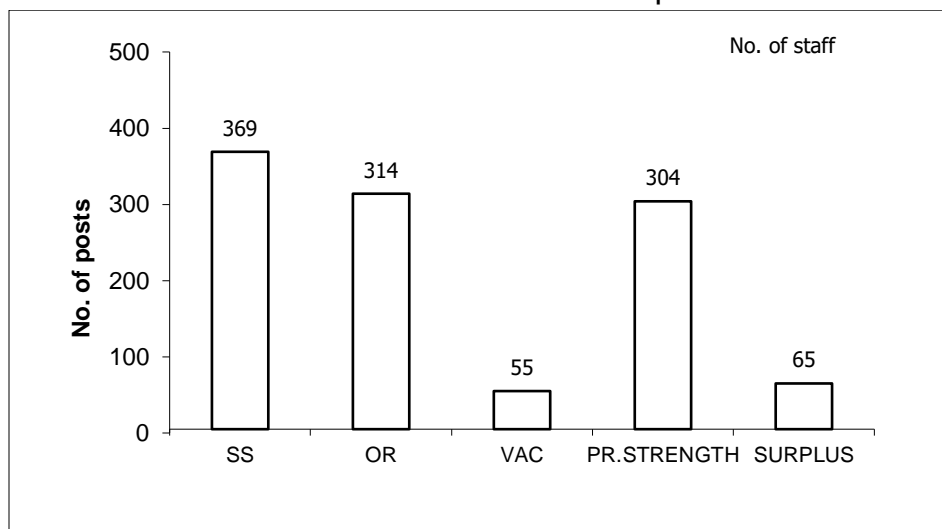
Total = 65 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹ 341.77 lakh per annum.

Capital saving = Nil

Total = ₹ 341.77 lakh per annum



I N D E X

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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 Departments 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 CHI Colony of Medical Department over DLI 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 contacted all the CHI/colony of DLI Division and studied the existing system of working of safaiwala staff and noted that most of the works of safaiwala staff are being done by departmental labour and some of the activities are being carried out on contract basis also. 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 65 posts of safaiwala staff as surplus under Medical Department over DLI 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 ₹ 341.77 lakh per annum.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing Authority.
1	It is proposed that 65 posts of safaiwala staff in Gr Rs 5200-20200-1800 (Level-1) identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.	2.6.0	ADRM/Admin/NDLS CMS/DLI Sr.DPO/NDLS
2	It is proposed to explore the possibilities of outsourcing of cleaning activities in phased manner in Railway colonies and thus the resultant surplus safaiwala staff should be surrendered accordingly.	2.7.0	-do-

ACKNOWLEDGEMENT

The team is highly grateful to Shri Parshant Kumar, ADRM/Admin/NDLS, Dr. Man Singh, CMS/DLI, 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 DLI Division is an important division of Northern Railway spread over the territories of UP, Haryana & Delhi. A sufficient goods and passenger traffic passes through DLI Division. The Medical & Commercial Departments has been entrusted the work of cleanliness of railway stations, colonies and railway premises, but the study is confined to safaiwala staff of Medical Department only.
- 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 activity, 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. Technological advancements have 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 above, SDGM/NR allotted a work study on "Review of safaiwala staff working under CHI Colony of medical department over DLI 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

DLI division is an important division of Northern Railway. Sanitation staff of Railways carry out the cleaning of the Railway colonies & supervised by the CHI of the respective colony. Most of the work of safaiwala staff is being done by departmental labour and some of the activities are being carried out on contract basis also.

The sanitation staff under Medical Department is functioning under the supervision of Chief Health Inspector/colony at different locations over DLI Division.

2.1.2 The study is confined to safaiwala staff under Medical Department. It is therefore, essential to mention the CHI/colony under the administrative control of CMS/DLI at different locations over DLI Division, which are as under:-

1. Chief Health Inspector/Divisional Hospital Railway colony DLI
2. Chief Health Inspector/ Railway colony Delhi Sarai Rohilla (DEE)
3. Chief Health Inspector/ Railway colony Delhi Kishan Ganj (DKZ)
4. Chief Health Inspector/Railway colony Shakur Basti (SSB)
5. Chief Health Inspector/Railway colony Sardar Patel Marg (SP Marg)
6. Chief Health Inspector/ Railway colony Tugulakabad (TKD).
7. Chief Health Inspector /Railway colony Lajpat Nagar (LPNR)
8. Chief Health Inspector /Railway colony Basant Road.
9. Chief Health Inspector /Railway colony Ghaziabad (GZB).
10. Chief Health Inspector /Railway colony Jind (JHI).
11. Chief Health Inspector /Railway colony Meerut City (MTC).

2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed staff position of Safaiwala staff from CMS office DLI Division as well as from each CHI. The team has taken into consideration the sanctioned strength, as provided by the CMS Office DLI and on roll position as provided by each CHI/Incharge. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below:-

S N	CHI Colony	S/S	O/R	Vacancy	Bill Unit
1	Divisional Hospital Railway colony DLI	35	34	01	379
2	Delhi Sarai Rohilla (DEE)	60	52	08	751
3	Kishan Ganj (DKZ)	61	52	09	495
4	Shakur Basti (SSB)	35	32	03	846
5	Tugulakabad (TKD)	11	12	+01	256
6	Lajpat Nagar (LPNR)	26	24	02	338
7	Sardar Patel Marg (SP Marg)	14	06	08	330
8	Basant Road.	54	43	11	332
9	Ghaziabad (GZB)	37	34	03	430
10	Jind (JHI)	36	25	11	
11	Meerut City (MTC)	--	--	--	--
Total		369	314	55	

The above table reveals that the on roll strength is **314** against the sanctioned strength of **369** and **55** posts of safaiwala are lying vacant under CHI/Colony over DLI Division.

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 but also affect the working efficiency. A sufficient number of safaiwala staff is deployed under Medical department over DLI 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 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 VIIth 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 in terms of manpower productivity. It was noticed that the cleaning work of colonies like SP Marg Railway colony, PK Road Railway colony, Tilak bridge Road Railway colony has already been out-sourced, which has resulted a significant reduction in the workload of safaiwala staff. The team observed that the activities being carried out by contractors are cheaper than the departmental labour. It is proposed to explore the possibilities of outsourcing of cleaning activities in Railway colonies in phased manner.

2.4.0 REQUIREMENT OF STAFF

During the conduct of study, the team contacted CHI/colony and discussed the existing workload of safaiwala with each Chief Health Inspector. In Railway colonies, most of the cleaning activities are being done by the departmental staff and some of the activities are being carried out on contract basis also.

Keeping in view of all these facts, the team observed that the cleaning standard being maintained by the contract labour is economical than the departmental staff. Therefore, the team opines that some cleaning activities should also be outsourced. This will not only increased the manpower productivity but also improve the economy of the system. The team proposes some staff to assist each CHI 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 sanitation staff under each CHI/colony is discussed as under:-

2.4.1 Divisional Hospital Railway colony DLI:

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	582	@ 75 Qts/S.wala	7.76	
2	For Type-I Qtrs SS	116	@ 50 Qts/S.Wala	2.32	
3	For Type-II DS	129	@ 45 Qts/S.wala	2.77	
	For Type-II SS	07	@ 30 Qts/S.Wala	0.23	
	For type III SS	24	@ 30 Qts/S.Wala	0.80	
	For Type IV	13	@ 15 Qts/S.Wala	0.86	
4	For Type-IV/V Officer Bungalow	12	@ 15 Qts/S.wala	0.80	
5	Surface drains up to 12"	7400 Rft.	@ 4000 Rft/S.Wala	1.85	
6	Surface drains above 12"	1560 Rft	@ 3000 Rft/S.Wala	0.52	
7	Open ground, Road Berms, park etc.	1048342 Sq.ft	@ 80,000 sq.ft. per S.Wala	-	To be out sourced
8	Office of SSE/W, P.Way, Power, NRMU, URMU, ADEN, OBC Office RPF, barrack		@ 8,000 sqft per S.Wala	3.00	As per deployment
11	For misc. & Emergency work & gully trap cleaning		As per prevailing practice	3.00	
Total				23.91	
LR @ 12.5				2.98	
				26.89	Say 27

DS: Double Storey

SS: Single Storey

2.4.2 Delhi Sarai Rohilla (DEE) :

S.N.	Workload	Quantity / length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	397	@ 75 Qts/S.wala	5.29	
	For type-I Qtrs SS	316	@ 50 Qts/S.wala	6.32	
2	For Type-II Qtrs DS	158	@ 45 Qts/S.wala	3.51	
	For Type-II Qtrs SS	82	@ 30 Qts/S.wala	2.73	
3	For Type-III SS	19	@ 30 Qts/S.wala	0.63	
4	For type-IV	02	@15 Qts/S.wala	0.13	
5	For Type-V/ Officer Bungalow	--	@ 15 Qts/S.wala	--	
6	Surface drains up to 12"	1476 Rft.	@ 4000 Rft/S.wala	0.369	
7	Surface drains above 12"	6437 Rft	@ 3000 Rft/S.wala	2.14	
8	Sewer line main hole cleaning	--	--	--	To be out sourced
9	Road side colony	--	As per prevailing practice	3.00	
10	Open ground, Road berms, Park etc.	174182.88 sft	@ 80,000 sq.ft. per S.wala	2.17	
11	Barat Ghar,	10760 sft	@ 8,000 sq.ft. per S.wala	1.34	
12	Office of SSE/ P.Way SSE/W, NRMU, URMU, ADEN, Power House, OBC Office, RPF	48420 sq.ft.	@ 8,000 sq.ft. per S.wala	6.05	
13	Office work, water sample, daak courier etc.	--	--	1.00	
14	For misc & emergency work/Gully Trap cleaning	--	--	2.00	
Total				36.68	
LR @ 12.5				4.58	
				41.26	Say 41

2.4.3 Delhi Kishan Ganj (DKZ):

S.N.	Workload	Quantity/ length area	Yardstick vogue in	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	1195	@ 75 Qts/S.wala	15.93	
2	For Type-II Qtrs DS	1300	@ 45 Qts/S.wala	28.88	
3	For Type-III SS	132	@ 30 Qts/S.wala	--	To be out sourced
5	For Type-V/ Officer Bungalow	01	@ 15 Qts/S.wala	0.06	
6	Surface drains up to 12"	16460 Rft.	@ 4000 Rft/S.wala	-	To be out sourced
7	Surface drains above 12"	328 Rft	@ 3000 Rft/S.wala	0.10	--
8	main hole clearance & sewer line	2785 Nos 8490 mtrs	@ 300/ S.wala	-	To be out sourced
8	Open ground, Road berms, Park etc	836434 sft	@ 80,000 sq.ft. per S.wala	--	To be out sourced
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF		@ 8,000 sq.ft. per S.wala	--	Managed by itself
10	Office work, water sample, daak courier etc		As per prevailing practice	1.00	
11	For Gully & trap cleaning			2.00	
Total				47.87	
LR @ 12.5				5.98	
				53.85	Say 54

2.4.4 Shakurbasti (SSB):

S.N.	Workload	Quantity/ length area	Yardstick vogue in	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	723	@ 75 Qts/S.wala	9.64	
2	For Type-II Qtrs DS	367	@ 45 Qts/S.wala	8.15	
3	For Type-III SS	42	@ 30 Qts/S.wala	-	To be out sourced
5	For Type-IV/V Officer Bungalow	12	@ 15 Qts/S.wala	0.80	
6	Surface drains up to 12"	42640 Rft.	@ 4000 Rft/S.wala	--	To be out sourced
7	Surface drains above 12"	10168 Rft	@ 3000 Rft/S.wala	--	To be out sourced
8	Sewer line/main hole clearance		@ 300/ S.wala	--	To be out sourced
9	Open ground, Road berms, Park etc	539603.6 sft	@ 80,000 sq.ft. per S.wala	6.74	
	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack				
9	For gully trap cleaning		As per prevailing practice	2.00	
10	Office work, water sample, dak courier etc			1.00	
Total				28.33	
LR @ 12.5				3.54	
				31.87	Say 32

2.4.5 Sardar Patel Marg (SP Marg):

SN.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	235	@ 75 Qts/S.wala	-	Managed by Engg Deptt under SSE/W on contract basis
2	For Type-II Qtrs DS	08	@ 45 Qts/S.wala	-	
3	For Type-III SS	--	@ 30 Qts/S.wala	--	Four men are provided for GM & DRM bungalow & other office.
5	For Type- IV/V/ VI/ VII Officer Bungalow	156	@ 15 Qts/S.wala	4.00	Out sourced, however, 4 men are provided for GM/DRM and other officers bungalows
6	Surface drains up to 12"	4920 Rft.	@ 4000 Rft/S.wala		Managed by Engg Deptt SSE/W on contract basis.
7	Surface drains above 12"	--	@ 3000 Rft/S.wala	--	Managed by Engg Deptt SSE/W on contract basis.
8	Sewer line /main hole clearance	305	@ 300/ S.wala	--	Already out sourced
9	Open ground, Road berms, Park etc	376600 sft	@ 80,000 sq.ft. per S.wala	-	Outsourced by Engg Deptt.
10	Office of SSE/ W,Hort Power, SSE/ Tele, CHI Club NRMU, URMU ADEN, OBC Office,		@ 8,000 sq.ft. per S.wala	-	Managed by itself by own department
11	Aadharshila school, HU, ORH, Swimming pool				Outsourced by Engg Deptt.
12	Office work, water sample, daak courier etc			1.00	
Total				5.00	
LR @ 12.5				0.62	
				5.62	Say 6

2.4.6 Tughalakabad (TKD):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
	For Type-I S/S	01	@ 50 Qts/S.Wala	0.02	
1	For type-I Qtrs DS	771	@ 75 Qts/S.wala	---	To be out sourced
2	For Type-II Qts DS	311	@ 45 Qts/S.Wala		
	For type-II Qts SS	04	@ 30 Qts/S.Wala	0.13	
3	For Type-III SS	47	@ 30 Qts/S.wala	1.53	
4	For Type-IV/V Officer Bungalow	19	@ 15 Qts/S.wala	1.26	
5	Surface drains up to 12"	2296 Rft.	@ 4000 Rft/S.Wala	0.56	
6	Surface drains above 12"	8200 Rft	@ 3000 Rft/S.Wala	2.73	
7	Sewer line clearance		@ 300/S.Wala	-	Already out sourced
8	Open ground road berms, park etc.	238398.56 Sqft	@ 80,000 sq.ft. per S.Wala	2.97	
9	Office of SSE/W, P.Way, Power, NRMU, URMU, ADEN, OBC Office.		@ 8,000 sqft per S.Wala		To be managed by own staff
10	RPF barrak		As per prevailing practice	-	Outsourced
11	For fully tap cleaning		As per prevailing practice	2.00	
12	Office, work, water sample dak courier etc.			1.00	
Total				12.24	
LR @ 12.5				1.53	
				13.77	Say 14

2.4.7 Lajpat Nagar (LPNR):

S N.	Workload	Quantity/ length area	Yardstick vogue in	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	238	@ 75 Qts/S.wala	3.17	
2	For Type-II Qts DS	706	@ 45 Qts/S.Wala	15.68	
3	For Type-III SS	-	@ 30 Qts/S.wala	-	
4	For Type-IV/V Officer Bungalow	91	@ 15 Qts/S.wala	-	Outsourced and managed by Egg Deptt.
5	Surface drains up to 12"		@ 4000 Rft/S.Wala		Outsourced and managed by Egg Deptt.
6	Surface drains above 12"		@ 3000 Rft/S.Wala		Outsourced and managed by Egg Deptt.
7	Main hole clearance	780	@ 300/S.Wala	-	To be out sourced
8	Open ground, road berms park etc.	92396.12 sqft	@ 80,000 sq.ft. per S.Wala	-	To be out sourced
9	Office of SSE/W, P.Way, Power, NRMU, URMU, ADEN, OBC Office RPF, barrack & fuly tap cleaning		@ 8,000 sqft per S.Wala	1.00	As per deployment
10	Office, work, water sample dak courier etc.			1.00	
Total				20.85	
LR @ 12.5				2.60	
				23.45	Say 23

2.4.8 Basant Road :

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	842	@ 75 Qts/S.wala	11.22	
2	For Type-II Qts DS	592	@ 45 Qts/S.Wala	13.15	
3	For Type-III SS	107	@ 30 Qts/S.wala	2.37	
4	For Type-IV/V Officer Bungalow	479	@ 15 Qts/S.wala	-	Already out sourced
5	Surface drains up to 12"	9544.8 Rft.	@ 4000 Rft/S.Wala	2.38	
6	Surface drains above 12"	8200 Rft	@ 3000 Rft/S.Wala		To be Outsourced
7	Sewer line clearance		@ 300/S.Wala	-	Already out sourced
8	Road berms, park etc.	9256160	@ 80,000 sq.ft. per S.Wala	1.15	As per deployment
9	Office of SSE/W, P.Way, Power, NRMU, URMU, ADEN, OBC Office RPF, barrack	21536.19 sq.ft.	@ 8,000 sqft per S.Wala	2.69	As per deployment & Yard Stick
10	For fully tap cleaning		As per prevailing practice	2.00	
11	Office, work, water sample dak courier etc.			2.00	
Total				36.96	
LR @ 12.5				4.62	
				41.58	Say 42

2.4.9 Ghaziabad (GZB):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	922	@ 75 Qts/S.wala	12.29	
2	For type-II Qtrs DS	502	@ 45 Qts/S.wala	11.15	
3	For Type-III Qtrs SS	76	@ 30 Qts/S.Wala	2.53	
4	For Type-IV/V Officer Bungalow	34	@ 15 Qts/S.wala	2.27	
5	Surface drains up to 12"	8200 Rft.	@ 4000 Rft/S.Wala	2.05	
6	Surface drains above 12"	4920 Rft	@ 3000 Rft/S.Wala	1.64	
7	Open ground, Road berms, Park etc	355080 sft	@ 80,000 sq.ft. per S.Wala	--	To be out sourced
8	Sever Line Clearance	Man hole 4404 No's	@300/S.Wala		Already Outsourced
9	Office of SSE/W, NRMU, URMU ADEN, OBC Office, RPF		As per prevailing practice	-	Managed by itself.
10	For gully trap choking, cleaning & disilting		As per prevailing practice	2.00	As per deployment
11	Office work, water sample, dak couriter etc.			1.00	
Total				34.93	
LR @ 12.5				4.36	
				39.29	Say 39

2.4.10 Jind (JHI):

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I S/Story	325	@ 50 Qts/S.Wala	6.50	
	For type-I Qtrs DS	8	@ 75 Qts/S.wala	0.10	
2	For type-II SS	192	@ 30 Qts/S.Wala	3.84	
3	For Type-III Qtrs SS	27	@ 15 Qts/S.Wala	0.90	
4	For Type-IV/V Officer Bungalow	07	@ 15 Qts/S.wala	0.46	
5	Surface drains up to 12"	11480 Rft.	@ 4000 Rft/S.Wala	2.87	
6	Surface drains above 12"	18040 Rft	@ 3000 Rft/S.Wala	-	To be out sourced
7	Sewer line clearance	350 manholes	@ 350	--	To be out sourced
8	Open ground, road berms, park etc, Office of SSE/W, P.Way, Power, NRMU, URMU, ADEN, OBC Office RPF, Parl.	466984 Square Ft.	@ 80,000 sq.ft. per S.Wala	5.83	
9	Gully/tap choking & cleaning		As per prevailing practice	2.00	
10	Office work, water sample, dak courier etc.			1.00	
Total				23.50	
LR @ 12.5				2.93	
				26.43	Say 26

2.4.11 MEERUT CITY (MTC)

S.N.	Workload	Quantity/ length area	Yardstick in vogue	Proposed requirement of s.wala staff	Remarks
1	For type-I Qtrs DS	240	@ 75 Qts/S.wala	--	Railway colony MTC is totally outsourced for sanitation point of view.
2	For Type-II Qtrs DS	73	@ 45 Qts/S.wala	--	
3	For Type-III SS	03	@ 30 Qts/S.wala	--	
5	For Type-IV/V Officer Bungalow	04	@ 15 Qts/S.wala	--	
6	Surface drains up to 12"	8036 sft	@ 4000 Rft/S.wala	--	
7	Surface drains above 12"	17712 Rft	@ 3000 Rft/S.wala	--	
8	Sewer line clearance	--	@ 300/ S.wala	--	
8	Open ground, Road berms, Park etc	--	@ 80,000 sq.ft. per S.wala	--	
9	Office of SSE/W,P Way, Power, NRMU, URMU ADEN, OBC Office, RPF barrack	--	@ 8,000 sq.ft. per S.wala	--	
10	Office work, water sample, daak courier etc	--		--	

2.6.0 THE SUMMARISED POSITION OF SANCTIONED, PROPOSED AND SURPLUS POSTS OF SAFAIWALA STAFF WORKING UNDER CHI OVER DELHI DIVISION IS DEPICTED BELOW:-

S N	CHI Colony	S/S	Proposed	Surplus (+) / Shortage (-)
1	Divisional Hospital Railway colony DLI	35	27	+8
2	Delhi Sarai Rohilla (DEE)	60	41	+19
3	Kishan Ganj (DKZ)	61	54	+7
4	Shakur Basti (SSB)	35	32	+3
5	Sardar Patel Marg (SP Marg)	14	06	+8
6	Tugulakabad (TKD)	11	14	-3
7	Lajpat Nagar (LPNR)	26	23	+3
8	Basant Road.	54	42	+12
9	Ghaziabad (GZB)	37	39	-2
10	Jind (JHI)	36	26	+10
11	Meerut City (MTC)	--	---	--
Total		369	304	65

The above table reveals that the proposed requirement comes to 304 against the sanctioned strength of 369 and 65 posts of safaiwala identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.

RECOMMENDATION NO.1

It is proposed that 65 posts of safaiwala staff in Gr Rs 5200-20200-1800 identified as surplus and recommended for surrender under CHI colony of medical department over DLI division.

2.7.0 GENERAL OBSERVATIONS

During the conduct of study, the work study team observed that the cleaning activities carried out by the contractors are cheaper and economical than the Departmental staff and quality of work is also good. The work study team is of the opinion that some activities at colony like surface drain cleaning surroundings area, roads and parks etc. should be outsourced. This will naturally increase the manpower productivity and economy of the Railway.

RECOMMENDATION NO.2

It is proposed to explore the possibilities of outsourcing of cleaning activities in phased manner in Railway colonies and thus the resultant surplus safaiwala staff should be surrendered accordingly.

2.8.0 DETAIL OF CONTRACTUAL WORK UNDER CHI COLONY OVER DELHI DIVISION

SN	Name of station Zone/Colony	Areas covered	Monthly Rate/Per month
1	Conservancy contract for Arya Nagar & Punjabi Lane and Bhoor Sen colony and other premises at GZB vide letter No. 31-Med-SAN-Garbage-GZB-2018-20 dt.12.02.2018	Daily removal of solid waste/rubbish refuse/hedge cutting etc. from the mentioned colonies with contractor own labour and with his own truck/tempo or any other mechanized means and dump the same to suitable municipal dumping place and dustbin clean & hygienic with contractor's own labour, tools and material for two years 16.02.2018 to 15.02.2020	Rs. 31,199/-
2	Conservancy contract for Shakurbasti colony vide letter No. 31-Med-SAN-Garbage-SSB-COL-2019-21 dt.24.05.2019	Same as above for a period of two years w.e.f 01.06.2019 to 31.05.2021, total no. of dustbin at various location	Rs.1,10,000
3	Conservancy contract for DEE colony vide letter No. 31-Med-SAN-Garbage-Zone'B'DEE-2019-20 dt.05.02.2019.	Daily removal of solid waste/rubbish/refuse/hedge cuttings etc. from 3 dustbin & 2 nominated site of Rly. colony at Zone-'B', DEE with contractor's own labour means & dumping to municipal suitable place for two years w.e.f 05.02.2019 to 04.02.2021	Rs. 59,999/-
4	Conservancy contract No.DEE colony vide letter No. 31-Med/SAN/Garbage/Zone-'A'/DEE/2018-20 dt.10.02.2018	Daily removal of solid waste/rubbish/refuse/hedge cutting etc. from the dustbins/neaps or nominated site of Rly. colonies and their Rly. premises at Zone 'A' DEE with contractors own labour & means and to dump to municipal suitable place from 8 dustbin located at various colonies.	Rs.55,075/-
5	Conservancy contract of nominated colonies & other Rly. premises at SOJ, LPNR, Gulabi Bagh, Sewa Nagar & Lodhi Road colony vide letter No. 31 Med/SAN/Garbage SOJ-LPNR 2018-20 dated 15.02.2018	Removal of solid waste/rubbish/refuse/hedge cuttings etc from the dustbin/heaps or nominated sites of Rly. colonies & other Rly. premises with contractor own labour, means & dumping to municipal suitable place from 8 dustbin and other nominated site	Rs.44,999/-
6	Conservancy contract of	Daily removal of solid	Rs.34,567/-

	nominated site of Rly. colonies at Hazarat Nizammudin, Jungpura, New Delhi vide letter No. 31-Med-SAN-Garbage-HNZM-2018-20 dt.21.03.2018	waste/rubbish/refuse/hedge cutting etc. from the dust bin/heaps 3 nominated sites of Rly. colonies at Jungpura New Delhi & Hazarat Nizammudin for two years w.e.f 25.03.2018 to 24.03.2020.	
7	Conservancy contract of nominated site of Rly. colonies at Zone 'D' Delhi vide letter No. 31-Med-SAN/Garbage/Zone Delhi Area/2018-20 dt.12.04.2018.	Daily removal of solid waste/rubbish/refuse/hedge cutting etc. from the nominated sites of Rly. colonies at Zone 'D' Delhi from 19 dustbin and 7 nominated site and to dump at suitable municipal dumping place for two years w.e.f. 16.04.2018 to 15.04.2020	Rs. 91,271.28/-
8	Conservancy contract at nominated site of Rly. colonies at TKD vide letter No 31-Med-SAN/Garbage/TKD/2018-20 dt.30.07.2018.	Daily removal of solid waste/rubbish/refuse/hedge cutting etc. from the dustbin/heaps of 7 nos. nominated block site & 1 to 11 nos. Qtrs. & Rly. station colony and to dump at suitable municipal dumping area for a period of two years w.e.f., 06.08.2018 to 05.08.2020	Rs.64,900/-
9	Conservancy contract at nominated site of Rly. colonies at Zone'A' Basant Road vide letter No 31-Med-SAN/Garbage/Zone 'A' TKD/2018-20 dt.22.09.2018.	Daily removal of solid waste/rubbish/refuse/hedge cutting etc. from the dustbin/heaps of 6 nos. nominated block site & 1 to 11 nos. Qtrs. & Rly. station colony and to dump at suitable municipal dumping area for a period of two years w.e.f., 24.09.2018 to 23.09.2020	Rs.95,500/-
10	Conservancy contract at nominated site of Rly. colonies at Zone'B' Delhi Area vide letter No 31-Med-SAN/Garbage/Zone 'A'/Delhi Area 2019-21 dt.29.10.2019.	Daily removal of solid waste/rubbish/refuse/hedge cutting etc. from the 7 nos. nominated site & 2 nos. dustbin located at various location of colony and to dump at suitable municipal dumping place by contractors own labour and means for two years w.e.f., 29.10.2019 to 28.10.2021	Rs.32.303.76/-
	Total (A)		5,20,814.04/- Per month

The Above tables reveal that contractor is being paid Rs. 5,20,814/- per month for the running contract of conservancy work under CHI/colony over Delhi Division.

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 in ₹	Anticipated annual recurring saving in ₹
1	Safaiwala staff	5200- 20200+ 1800	1	65	43817/-	3,41,77,260/-
Total				65		3,41,77,260-

No. of posts identified as surplus: -

Group 'C' = NIL posts

Group 'D' = 65 posts

Total = 65 posts

Anticipated recurring saving = ₹ . 341.77 lakh per annum.

Capital saving = Nil

Total saving = ₹ . 341.77 lakh per annum.

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working under CMS/DLI over DLI Division is tabulated as under:-

SN	Category	Pay Scale + Grade Pay	Monthly value per posts in ₹	Sanctioned strength	Total annual expenditure in ₹
1	Safaiwala staff	5200-20200+1800	43817/-	369	19,40,21,676/-
Total				369	19,40,21,676/-

The above table reveals that the expenditure on the sanctioned staff comes to ₹ 19,40,21,676/- per annum on the above sanctioned strength.

4.1.2. The total annual expenditure on the proposed Safaiwala staff working under CMS/DLI over DLI Division is tabulated as under:-

SN	Category	Pay Scale + Grade Pay	Monthly value per posts in ₹	Proposed staff	Total annual expenditure in ₹
1	Safaiwala staff	5200-20200+1800	43817/-	304	15,98,44,416
	Total			304	15,98,44,416

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 15,98,44,416/-Therefore the expenditure will be reduced from ₹ 19,40,21,676/-to ₹ 15,98,44,416/-

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/36/19-20 dt. 19/01/2020.	I
2	Category and grade wise sanctioned and on roll position of Safaiwala staff under medical deptt. over DLI Division	II

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Sanitation staff under Medical Department over DLI Divn.

Activity Centre : - Divisional Hospital Colony Delhi, DEE, DKZ, SSB, SP Marg, TKD, LPNR, Basant Road, GZB, JHI & MTC

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	Divisional Hospital Rly Colony Delhi, DEE, DKZ, SSB, SP Marg, TKD, LPNR, Basant Road, GZB, JHI & MTC	Sanitation S/S=369 O/R=314 Vac=55	SS = 369 Proposed = 304 Surplus = 65	Cleaning, sweeping, mopping activities, conservancy work, rag picking, surface cleaning, Main Hole, Sewer line cleaning etc. of Railway colonies.

Annexure-I

CATEGORY WISE AND GRADE WISE OF SANCTIONED AND ON ROLL POSITION OF
SAFAIWALA STAFF WORKING UNDER CHI/COLONY OF MEDICAL DEPARTMENT
OVER DELHI DIVISION:-

S N	CHI Colony	Grade in ₹	S/S	O/R	Vacancy
1	Divisional Hospital Railway colony DLI	5200-20200 +1800 (Level-1)	35	27	+8
2	Delhi Sarai Rohilla (DEE)		60	41	+19
3	Kishan Ganj (DKZ)		61	54	+07
4	Shakur Basti (SSB)		35	32	+03
5	Sardar Patel Marg (SP Marg)		14	06	+08
6	Tugulakabad (TKD)		11	14	-03
7	Lajpat Nagar (LPNR)		26	23	+03
8	Basant Road.		54	42	+12
9	Ghaziabad (GZB)		37	39	-02
10	Jind (JHI)		36	26	+10
11	Meerut City (MTC)		-	-	-
Total			369	304	65

Salient features of work study report No. 16-CP-32/WS/2019-20

Sub: "Review of safaiwala staff working under CHI Colony of medical department over DLI Division Staff Position:

i) Sanctioned strength	=369
ii) On roll strength	=314
iii) Vacancy	=55
iv) Proposed staff	=304
v) Identified as surplus for surrender	=65

- i) The work study team has considered the yard stick, deployment of staff, out sourcing while calculating the staff.
- ii) Some of the cleaning activities like, conservancy work (garbage lift sewer line cleaning work, main holes cleaning work and cleaning work of some colonies are being carried out on contract basis.
- iii) It is proposed to explore the possibilities of outsourcing of cleaning activities in phased manner in Railway colonies and thus the resultant surplus safaiwala staff should be surrendered accordingly.

Financial implication:

Anticipated recurring saving	= ₹ 341.77 lakh per annum
Capital saving	= Nil
Total saving	= ₹ 341.77 lakh per annum