

Review of Redundant / Non Operative & Outsourced Post in Operating Dept. Pune Division

Work Study Report /WSCR/OPTG/PA/03/19-20

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Synopsis of the Study

Study Number	: WSCR/OPTG/PA/03/19-20	
Name of Study	: REVIEW OF REDUNDANT /NON OPERATIVE & OUTSOURCED POST IN OPERATING DEPT. PUNE DIVISION.	
Approved by	: AGM	
Department	: OPERATING	
Division	: PUNE	
Date of Commencement	: 12/09/2019	
Date of Completion	: 09/10/2019	
Date of Submission	: 16.10.2019	
No. of Recommendations	: 2	
Sanctioned Strength	: 30	
No. of Men studied	: 10	
No. of vacancies	: 20	
No. of posts identified surplus	Phase-I = 20 posts Phase -II = 10 posts Total = 30 posts	
Financial implications	Phase I	₹10066560/-
	Phase II	₹ 5033280/-
	Grand Total	₹15099840/-

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The work study team is also thankful to Shri Jay George, AOM (Gen) Pune, Shri S.M. Ravindran TI/MPP, Pune, Operating staffs for their assistance rendered to Work Study Team for the completion of study. The work study team is equally thankful to all conservancy staff of Pune Division stations for their sincere co-operations.

TERMS OF REFERENCE & AUTHORITY

The work-study on “Review of Safaiwala Staff of Operating Dept. in Mumbai Division” has been included in Annual work-study program 2019-20 with No. WSCR/OPTG/PA/03/19-20.

The term of reference for the given work-study is on “Review of Safaiwala Staff of Operating Dept. in Pune Division”.

METHODOLOGY

The work study team has assessed the following techniques in completion of the study.

1. Collection of the details of existing staff strength, work load, allotment of duties.
2. Observations of work load.
3. Critical Analysis of the data collected.
4. Assess the work load for conservancy activities and sanitation of station premises.
5. Outsourcing systems and its scope of work is also studied.

SUMMARY OF RECOMMENDATION and suggestions

- 1. Recommendations: - Total 30 posts recommended for surrender, details are as under:**

Recommendation 1	Phase I	It is recommended to surrender 20 posts of Safaiwala vice existing vacancies.
Recommendation 2	Phase II	It is recommended to surrender 10 posts of Safaiwala after cleaning work is being outsourced.

Chapter: 1

Introduction

Pune railway division is one of the five railway divisions of Central Railway located at Pune of Maharashtra state in western India. There are 71 railway stations in Pune division. Pune Division includes four districts of the state of Maharashtra which are Pune, Satara, Sangli and Kolhapur. The division includes one A1 class railway station, two A class stations, 1 B class station, 14 C class stations, 10 D class stations, 31 E class stations and 12 F class stations which makes a total of 71 railway stations in the division. Ministry of Railways decided on formation of a new Railway Division at Pune on 10 January 1996. The foundation stone laying ceremony for the new division was held on 13 January 1996. Initially the Division was started with jurisdiction over Lonavala-Pune section only with effect from 1 April 2003. Pune–Daund–Baramati section excluding Daund and Pune –Miraj –KOP section were added which increased the jurisdiction to 503.39 route-km.

PUNE division is the smallest division of Central Railway. But it is very important in view of its services to three routes i.e. one towards Kolhapur, two towards Daund and third one is towards Mumbai. Pune Division is very important to connect Mumbai to South India and Eastern coastal states.

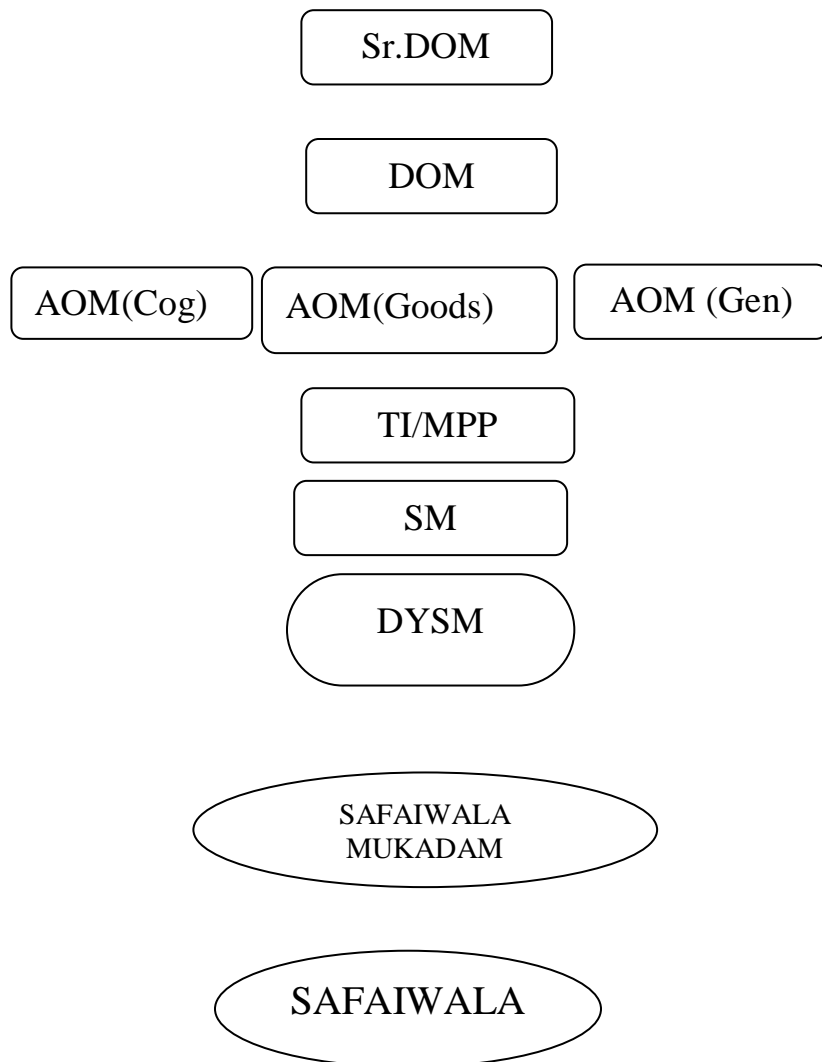
In this scenario operating department plays a vital role in operation of trains. Operating department is a key department of Indian Railway. Its work is to run the trains smoothly & safely with punctuality. In this department cadres are divided as Station Master, Controllers, TNC, Goods & Passenger Guards, Shunting Master, Points man and Safaiwala.

Chapter: 2

Existing Scenario

After discussion with Sr.DOM/PUNE, AOM/GEN/PUNE and TI/MPP/PUNE it is concluded that there are redundant & outsourced posts only in Safaiwala category in operating department. Hence, the team studied the Safaiwala category of Operating Department.

2.0 Organization set up is as under:



2.1. CLEANING ACTIVITY

The sanitation work can be basically divided into –

1. General sweeping and cleaning of platforms and various offices situated in the station premises.
2. Track cleaning of station area.

The following material is being used for cleaning and sweeping is kept under custody of Station In charge of concerned stations.

Broom coco/Goa	Brooms/Brushes with handles	Face masks
Brooms/Brushes with handles	Cane basket/plastic buckets	Cloth Sponge
Cane basket/plastic buckets	Polythene bags	Beaching powder
Broom coco/Goa	Plastic mugs	Soda Ash

General process of cleaning activities which are being carried out is given below

Process	Sr	Area	Per day Schedule
Dry sweeping	1	Circulating area (outside station building)	Twice
	2	Concourse and subway	Twice
	3	Platforms	Twice
	4	Public accommodations (waiting room, Retiring rooms Booking offices etc)	Twice
	5	Track without washable apron	Once
	6	Railway offices.	Once
Mopping	1	Concourse	Twice
	2	Public accommodations (waiting room, Retiring rooms Booking offices etc)	Twice
	3	Railway Offices	Once

Washing	1	Circulating area (outside station building)	Twice
	2	Concourse	Once
	3	Platforms	Once
	4	Washable aprons	Once
Toilet cleaning	1	pay & Use(where applicable)	Four times(Twice during day and twice during night)
	2	Departmental-Public area	Four times(Twice during day and twice during night)
	3	Departmental-Railway offices	Once
Removal of Cob Webs	1	All buildings	Once in 15 days

2.2 Station wise deployment of Safaiwala in Operating Dept. As per scale check:

Sr.no.	Station	S/S	MOR	VAC	REMARK
1.	MVL	1	0	1	
2.	KMST	1	1	0	
3.	DEHR M.S	1	0	1	
4.	DEHR	1	0	1	
5.	AKRD	2	1	1	
6.	DAPD	1	1	0	
7.	PUNE YARD	1	0	1	
8.	GIT	1	2	-1	1 WORKING IN CONTROL OFFICE
9.	TI/GPR	0	1	-1	1 WORKING IN CONTROL OFFICE
10	SSV	1	0	1	
11	ALN	1	0	1	
12	ABLE	1	0	1	
13	DNJ	1	0	1	
14	WLH	1	0	1	
15	LNN	0	1	-1	
16	SLP	1	0	1	
17	AKI	1	0	1	
18	PLV	1	0	1	
19	JSV	1	0	1	
20	RMP	1	0	1	
21	TAZ	1	1	0	
22	MSR	1	0	1	
23	SIW	1	0	1	
24	SNE	1	0	1	
25	TKR	1	1	0	
26	KOV	1	0	1	
27	BVQ	1	0	1	
28	MRJ YD	1	0	1	
29	JSP	1	0	1	
30	HTK	1	0	1	
31	RKD	1	1	0	
TOTAL		30	10	20	

2.3 Outsourced station of Pune Division

Sl	Gr	Name of stations	Monthly rate	Imprest for cleaning
1	A	TGN,DEHR,CCH,PMP,KK,SV JR,	806017	20000x6=120000
2	B	HDP, LONI, URI, YT, KDG,	177304	(10000x4)+(15000x3)=85000

		PAA, BRMT.		
3	C	JJR, NIRA, LNN, WTR, STR, KRG, KRD.	161398	$(10000 \times 5) + 15000 + 20000 = 85000$
4	D	SLI & KOP	2359507	$20000 + 25000 = 45000$
Total			3504226	

2.3.1 SCOPE OF WORK: UPKEEP/MAINTENANCE-CUM CLEANING

Sl	Details Of Works
1	Cleaning(Sweeping& mopping-cum-scrubbing) and disinfecting of PF with labour, machines, materials/chemicals
2	Cleaning (Sweeping& mopping-cum-scrubbing) and disinfecting of passenger interface area like PRS, concourse area, booking office, circulating areas entry and exit of stations with semi-mechanised-cum-manual with labour, machines, materials/chemicals.
3	Cleaning and Disinfecting of Toilet blocks, Urinals, drinking water fountains and seating arrangements on Stations Bldg with semi-mechanised-cum-manual with labour, machines, materials/chemicals.
4.	Cleaning-cum-dusting of signage's /Display boards (excluding advt. boards),window glasses removing of gummed stickers, posters and hanging banners (if any)from station premises.
5.	(Manual rag-picking)from all tracks across platforms within station limits and upto 100 meters on both ends of farthest of the platforms with brooms etc., to free tracks from polythene bags, aluminum foils, paper bags, teacups, sticky eatable pouches, littered bottles and garbage etc. and collecting into the bags and sprinkling of disinfectant to overcome bad odor.
6.	Removal of all floating waste from drains adjoining the tracks within station limits to keep environmentally clean with appropriate tools etc. wire claws and sprinkling of disinfectant to overcome odor.
7.	Cleaning and disposal of wet & dry garbage from all gardens available within station.
8.	Daily cleaning of dustbins/spittoons placed at stations and covered with more polythene bags of 50 micron on regular basis.
9.	All garbage wastage must be properly collected in jumbo bags for disposal at nominated pick up points for its regular transporting by civic bodies. At no point of time should be no accumulation of garbage bins& other areas as required to ward-off bad odor.

Note: some contracts are included with colony cleaning and other cleaning.

Chapter:3

Critical Analysis

Works Study team discussed with Sr.DOM/PUNE, AOM/GEN/PUNE and TI/MPP/PUNE and it is realised that there are redundant & outsourced posts only in Safaiwala category in operating department, Pune Division. Hence, the team studied the Safaiwala category of Operating Department.

3.1 Safaiwala is main concern in cleaning aspects of railway stations and its premises. In the present context the work-study team studied the man power, Imprest cash for cleaning and outsourced systems of cleaning, it is observed that most of the stations are outsourced and outsourced contracts are running very satisfactory and smoothly. Many group of stations are also under cleaning contract and all are running very well through group wise tenders.

Work study team observed that the outsourcing activities is running very smoothly and satisfactory all over Pune division by operating department. The stations where cleaning work is being done by departmental safaiwala are also provided with Imprest cash, mainly utilised for cleaning work by private casual labour and cleaning material.

3.2 Conclusions:

1. Existing manpower of Safaiwala (As per Para no.2.2)

Sl.	POST	Level	S/S	MOR	VAC	Remarks
1	Safaiwala	1	30	10	20	

2. There are 20 posts of Safaiwala are vacant and almost all stations are covered under outsourcing contract. Hence, the total 20 post of Safaiwala found redundant and should be surrendered immediately in 1st phase.
3. 10 posts of Safaiwala should be surrendered after completion of contract in rest of station. Hence, the above said 10 posts of Safaiwala would be surrendered in 2nd phase .

3.3 Recommendations and Suggestions:

3.3.1 Recommendations: - Total 30 posts recommended for surrender, details are as under:-

Recommendation 1	Phase I	It is recommended to surrender 20 posts of Safaiwala vice existing vacancies.
Recommendation 2	Phase II	It is recommended to surrender 10 posts of Safaiwala after cleaning work is being outsourced.

Chapter 4

Financial Implications

Phase-I

Sr. No.	Category	Grade Rs	GP	No. of posts	Annual Money Value per post in Rs.	Annual Money Value for 88 posts Total in Rs.
1	Safaiwala	5200-20200	1800	20	503,328	10066560/-
Total				20		10066560/-

Phase-II (after outsourcing)

Sr. No.	Category	Grade Rs	GP	No. of posts	Annual Money Value per post in Rs.	Annual Money Value for 121 posts Total in Rs.
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1	Safaiwala	5200-20200	1800	10	503,328	5033280/-
Total				10		5033280/-

Summery

Phase	Total Annual Money Value for 30 posts in Rs.
I	10066560/-
II	5033280/-
Total	15099840/-

***** Study Ends *****