



## **WORK STUDY**

**ON**

**REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF (HOUSE KEEPING ASSISTANT) IN THE UNIT OF H&MI/MXN UNDER CMS/TSK IN TSK DIV.**

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**STUDY NO. WSNF/ 02/2019 - 20**

**CASE NO. Z/375/10/02/2019 - 20**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

**EXECUTIVE SUMMARY**

**SUBJECT:** Review of Staff Strength of Conservancy staff (House Keeping Assistant) in the unit of H&MI/MXN under CMS/TSK of Tinsukia Division.

**STUDY NO** : **WSNF/02/2019- 20**

**CASE NO** : **Z/375/10/02/2019- 20**

**AUTHORITY** : **SDGM/N.F.R.**

**CONCERN DIV.** : **TSK.**

**DEPARTMENT** : **MEDICAL.**

**DATE OF COMMENCEMENT** : **23/12/2019**

**DATE OF COMPLETION** : **25/02/2020**

**DATE OF SUBMISSION** : **25/02/2020**

**TERMS OF REFERENCE:**

Approved annual Programme of Work Study.

**NOS. OF RECOMMENDATION:** 1(One)

In this work study 19 nos. of vacant posts (Sr JDR - 10, JDR - 7 & Safaiwala - 2) has identified as surplus and proposed for surrender.

**PROJECTED MAN POWER :** **19 Posts.**

**PROJECTED FINANCIAL SAVING :** **Rs 89.40 Lakhs per annum.**

**MONTH AND YEAR OF CIRCULATION:** **FEB/2020**

### **I N D E X**

<b>Chapter</b>	<b>Contents</b>	<b>Page No.</b>
I	Introduction	4
II	Summary of work load	5 - 6
III	Critical analysis of staff requirements.	7 - 8
IV	Recommendation.	9
V	Financial implication.	
VI	Ready Reconer	

## **CHAPTER - I**

### **1.0. INTRODUCTION:**

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability. Taking into consideration to these objectives, the Railway Board has emphasized to take up review on staff strength of various departments in the Railway. In pursuance with this policy of Railway Board the Central Planning Organization has conducted this work-study on requirements of Conservancy staff (HKA) under CMS/TSK of TSK Division.

### **1.2 . ACKNOWLEDEMENT :**

Work study team is grateful to Dr. Bidhan Ch Ray, CMS/TSK for his kind guidance and co-operation for conducting this study.

### **1.3. RATIONALE FOR CONDUCTING THIS STUDY**

- Man power is the most costly and precious resource over Indian Railway and Right sizing is the need of the hour.
- Focusing attention on core activities by reducing / elimination of non-core activities.
- Improving the efficiency (output / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation / introduction of automation / Innovations.
- Outsourcing of non-core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

### **1.4. DUTIES AND RESPONSIBILITIES OF House Keeping Assistant.**

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

### **1.5. AUTHORITY**

SDGM /N.F.Railway

### **1.6. TERMS OF REFERENCE**

To assess the requirements of Conservancy staff at the unit of H&MI/MXN under CMS/TSK in TSK division.

### **1.7. METHODOLOGY**

- a) Collection of data relating to workload.
- b) Discussion with Medical Officers & subordinates and obtaining their views.
- c) Assess the workload for sanitation of Station & Colonies.
- d) Assess the staff requirements for the above workload.

## CHAPTER-II

### EXISTING ACTIVITIES, WORK LOAD & STAFF

#### **2.0. WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALAI.**

- i) Collect, remove and dispose off rubbish and night soil from railway premises and colonies etc.
- ii) Sweep the road and other surface area of the Railway premise and colonies and collect the sweepings and put these in the dustbins and also dust and remove cobwebs etc.
- iii) Clean the drains and carry out periodic de-silting.

#### **2.1. WORK LOAD OF House Keeping Assistant/ Conservancy Staff.**

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

#### **2.2. EQUATED FLOOR AREA UNDER H&MI/MXN CONSERVANCY**

The conservancy staff are utilised for cleaning of Station Area, Rly. Colonies, drains, open Spaces, etc. and the areas are as follows-

SN	ITEM OF WORK	UNIT
1	Sweeping of Road (Pucca & Katcha)	337380 Sq ft
2	Sweeping of Platform	122277 Sq ft
3	Sweeping of Track between outside & between rail	215200 Sq ft
4	Cleaning of Drains- (i) Large- (ii) Average-	13200 R ft 33330 R ft
5	Cleaning of Latrines Common Service( 4 times Cleaning daily) Private Service (Twice Cleaning daily)	NIL 03
6	Sanitation of Quarters (Sweeping of open space)	457619.3 Sq. ft
7	Trenching	NIL
8	Bhistry	NIL.

**2.3.** The existing staff position of conservancy under HKA/MXN :

S/N	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	VACANCY	SURPLUS
1	Sr. JDR	5200-20200	2800	12	0	12	10
2	JDR	5200-20200	2400	23	14	09	07
3	JDR	5200-20200	2000	0	02	(-2)	<b>*2 posts Excess operated</b>
4	Safaiwala(SG)	5200-20200	2000	20	22	(-2)	<b>*2 posts Excess operated</b>
5	Safaiwala	5200-20200	1900	06	03	03	02
6	Safaiwala	5200-20200	1800	0	07	(-7)	<b>*7 posts Excess operated</b>
7	Malaria Mate	5200-20200	2000	01	01	00	
8	Malaria Man(SG)	5200-20200	2000	01	01	00	
9	Malaria Man	5200-20200	2000	01	00	01	
			TOTAL	64	50	14	19

**\*Total 11 nos of posts operated in excess with reference to the current sanctioned strength**

### **CHAPTER-III**

#### **CRITICAL ANALYSIS**

#### **3.0. REQUIREMENT OF HKA AS PER YARD STICK).**

Study as per Yard Stick is conducted at large units/ stations, as below.

- 3.1.** As per Yard Stick of Conservancy Staff issued by CMO/PNO, vide circular no- H/259/0 (Loose) dt-21.1.63 which is reproduced below –

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)
2	Sweeping of Platform	13,000 sq.ft (per man /hour)
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft(per man /day) 8,800 Rft(per man /day)
5	Cleaning of Latrines  (a) Common Service( 4 times Cleaning daily)  (b) Private Service (Twice Cleaning daily)	24 Seats (per man /day)  40 privies (per man /day)
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)
7	Trenching	Trenches (10' X2'X2')(per man /day)
8	Bhisty	One for two drain sweepers.

**3.2. REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ DBRT CONSERVANCY AS CALCULATED ON THE BASIS OF ABOVE YARDSTICK**

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)	337380 Sq ft	4.44
2	Sweeping of Platform	13,000 sq.ft (per man /hour)	122277 Sq ft.	9.40
	Sweeping of Station circulating area			
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	215200 Sq ft	9.35
4	Cleaning of Drains- (i) Large-	4,000 Rft (per man /day)	13200 R ft	3.3
	(ii) Average-	8,800 Rft (per man /day)	33330 R ft	3.78
5	Cleaning of Latrines (c) Common Service ( 4 times Cleaning daily)	24 Seats (per man /day)	NIL	0.075
	(d) Private Service (Twice Cleaning daily)			
		40 privies (per man /day)	03	
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)	457619.3 Sq. ft	9.15
<b>TOTAL:-</b>				<b>39.44 (Say 40)</b>

**3.3.** As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2 as 40 nos. without considering LR staff strength.

Calculated strength of LR is 12.5% OF 40 = 5

Hence, Total calculated strength of required manpower is (40+5)= 45 only.

**3.4** Considering the above facts the work study team observed that as their is excess staff operated by H&MI/MXN under CMS/TSK than the calculated strength of required man power which is shown above by utilising yard stick of conservancy staff. Observing the future prospect of MXN Railway area the work study team concluded that 19 numbers of vacant posts may be surrendered. Remaining excess manned post may be surrendered phase wise.



**CHAPTER-IV**  
**RECOMMENDATION**

The study team has identified total 19 nos. of vacant Posts of different categories ( Sr JDR - 10, JDR - 7 & Safaiwala - 2) as surplus and proposed for surrender.

**CHAPTER- V**  
**FINANCIAL IMPLICATION**  
**EXPENDITURE / SAVINGS PER ANNUM**

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 <sup>th</sup> CPC	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	Sr. JDR	5200-20200	2800	15,500	39,835	4,78,020	10	47,80,200
2	JDR	5200-20200	2400	15,100	38,807	4,65,684	7	32,59,788
3	Safaiwala	5200-20200	1900	14,600	37,522	4,50,264	2	9,00,528
						TOTAL	19	89,40,516. Say 89.40 lakhs/annum

**1.0. PROJECTED SAVINGS PER ANNUM :**

The related savings against proposed surplus posts is at the tune of Rs 89.40 Lakh (say) as calculated in above table.

**CHAPTER - VI**

**6.0. READY RECKONER**

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 <sup>th</sup> CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180