



**NO.G275/WSSR-101920/2019-20**  
**WORK STUDY TO REVIEW THE STAFF STRENGTH**  
**OF SAFAIWALA IN HEALTH UNITS OVER**  
**PALAKKAD DIVISION - PGT DIVISION**



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**SOUTHERN RAILWAY**

**PLANNING BRANCH**

**No. G.275 / WSSR- 101920 / 2019 - 20**

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**STAFF STRENGTH OF SAFAIWALA OVER PALAKKAD**  
**DIVISION – PGT DIVISION**

**STUDIED BY**

**WORK STUDY TEAM**  
**OF**  
**PLANNING BRANCH**

**DECEMBER - 2019**



( i )

## INDEX

CHAPTER NUMBER	CONTENTS	PAGE NUMBER
(i)	ACKNOWLEDGEMENT	1
(ii)	AUTHORITY	
(iii)	TERMS OF REFERENCE	
(iv)	METHODOLOGY	
(v)	SUMMARY OF RECOMMENDATION	2
	<b>CHAPTERS</b>	
I	INTRODUCTION	3 – 5
II	PRESENT SCENARIO	6 – 16
III	CRITICAL ANALYSIS	17 – 26
IV	PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS	27 - 28
V	FINANCIAL SAVINGS	29
	<b>ANNEXURES</b>	
I	`SAVE` STATEMENT OF OVER PGT DIVISION	30
II	CO-ORDINATING OFFICER'S REMARKS	31 - 32

१२१२.

**(i)**  
**ACKNOWLEDGEMENT**

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**(ii)**  
**AUTHORITY**

Annual Programme of work studies for the year 2019-20.

**(iii)**  
**TERMS OF REFERENCE**

Work Study to review the staff strength of Safaiwala in Health units (including colonies) over PGT Division for the present level of workload.

**(iv)**  
**METHODOLOGY**

The following methodology has been adopted while conducting the study.

1. Collection of data.
2. Field Observation of the present working system.
3. Discussion with Officers and Field Officials.
4. Staff are provided on the basis of yardstick and need base.
5. Effect of outsourcing on the present working system.



(v)

**SUMMARY OF RECOMMENDATIONS****RECOMMENDATION:**

Four posts of safaiwalas in GP Rs.1800 found surplus to the requirement at HI/Colony/CLT may be surrendered and credited to the vacancy bank.

**(Total – 4 posts)**


## 1.0 INTRODUCTION

- 1.1 The principal objective of the Railways Health Service is to render comprehensive and integrated health care services to the Railway employees and their families. Apart from the above, facilities are also to be extended to retired personnel's and their dependents, Vendors, Porters and GRP. In addition, curative facilities are to be provided for non-railway population at places where other curative services do not exist. While about 40% of the Railway population are concentrated at major cities and important big stations, the balance are scattered in a linear fashion along the Railway track.
- 1.2 Unlike other central and public sector organization Railways has its own Medical Department to take care of the well being of the employees and their dependents.
- 1.3 The need to maintain the organization in a state of constant readiness to keep pace with exigencies of medical relief to passengers in the event of accidents by providing first aid to injured passengers and shift them to the nearby hospital for further treatment. The Railway Medical Department also ensures maintenance of high order of sanitation in Railway Stations and Railway Colonies. It co-ordinates with the health organization of State Government as well as armed forces with regard to prevention of communicable diseases, family welfare programme etc., and conducts Medical examination for candidates and employees so as to give their best output to the Railways.

With the rapid advances in Medical technology in the curative field, it has become necessary to up date with advancement and ensures that the services are second to none of their kind. In fact the Railway Medical Department has taken a lead over the other in treatments related to cardiology diseases. The Cardiology Department not only

treats the railway employees but also provides treatment for outside patients as the services rendered at Railway Hospital is far superior to other hospitals.

- 1.4 The Medical Department is organizing various Awareness Camps, Immunization Programmes, Family Planning Education, St.Johns Ambulance activities, etc
- 1.5 In PGT Division there are only two Railway Hospitals, one at PGT and the other at SRR. The other hospitals are only Railway health units. SRR/SDH is situated nearer to the Shoranur Railway Station. In Railway Health Units are functioning at MAQ, CAN, CLT and POY stations. These stations, many Railway units are functioning viz., Senior Section Engineer/Signal Office, Telephone Exchange, Carriage & Wagon Maintenance Unit with IOH Shed, P.Way Office, Engineering Works Office, Driver, Guard, Crew Booking Office, TTE Rest House, Running Rooms etc. The populations served by this Railway Health Units are providing treatment for both Serving & retired employees with family members/dependants etc. In addition to the above non railway cases are also attended for emergency.
- 1.7 Generally, Railway health units are providing treatment only for outpatients.
- 1.8 Palakkad Division was earlier called as Olavakkode Division. Olavakkode is about 5 km away from Palakkad Town (earlier Palaghat Town) blessed with salubrious greenly surroundings of Dhoni mountains and Malampuzha river. The Malampuzha dam site and the fort of Tippu Sultan at Palakkad are important tourist centres and the nearby Kalpathi is a traditional renowned heritage village. Shornur and Podanur, the near by junction stations were important activity centres during the SIR regime. Palakkad Division was bifurcated in 2007 with about 55% of the lines going to the newly formed Salem Division. 76

kms of MDU Division was transferred to the present PGT division. After this bifurcation many important freight and passenger booking centres like CBE, TUP, ED, SA, KRR, Sankari, Mettur Dam, S&T Workshops/PTJ, Diesel & EMU Sheds at ED etc., are in SA division now. The present Palakkad division extends from Madukarai Station to Shornur and shoranur to Managalore along with the branch lines of Shoranur – Nilambur Road, Palakkad – Pollachi Junction and Pilloachi – Kinattukadavu (in CBE – POY section). Nearly 55% of the staff of the erstwhile PGT Division went to SA division and this apportioning is almost complete in all departments except Personnel and Accounts Departments.

The work study is conducted for safaiwala staff working at Railway health units and colony of MAQ, CAN, CLT & POY. The staff position is given by Sr.DPO/PGT as placed in Annexure-I.



**CHAPTER – II****2.0 PRESENT SCENARIO:**

The sanctioned and actual staff strength statement of safaiwalas is given by Sr.DPO/PGT the details as tabulated below.

Station	Health Units				Colonies			
	Sanc	Act	Vanc	Excess	Sanc	Act	Vanc	Excess
MAQ	2	2	0	0	2	1	1	0
CAN	2	2	0	0	10	5	5	0
CLT	2	2	0	0	15	8	7	0
POY	1	1	0	0	2	1	1	0
<b>Total</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>15</b>	<b>14</b>	<b>0</b>

**2.1 HU/ MAQ**

1. Total Sanction of Safaiwala at HU/MAQ = 2 (Distribution 1 for day duty and 1 for night duty)

2. Cleaning / Sweeping area of HU/MAQ= Building area – 200 sq.mtr,  
Compound area - 45 sq.mtr.

3. One emergency bed with bed pan, urinal and sputum to be cleaned with tap water and disinfectant like Dettol / Savlon. Two toilets/urinals and two bath rooms to be cleaned and disinfected with phenyl etc periodically.

4. Cleaning of ECG jelly linen after used by patients under going ECG test

5. Cleaning contract - Nil

6. Cleaning of outsourcing - Nil

7. Details of other department taken part of cleaning activities - Nil

8. Any other information: ARME Scale - I/MAQ is at MAQ and the coach cleaning and weekly once including the floor mopping, side panel, roof all the cup boards kept the emergency items and two toilets.

9. Other staff details:

Pharmacist - 1

Dresser - 1

Hospital attendant - 1

Duty hours: 06.30 to 12.30 and 14.30 to 16.30

## 10. Details of outpatients attendance at HU/MAQ in month wise:

Month & year	No of Cases
Aug -2018	732
Sept-2018	826
Oct-2018	812
Nov-2018	874
Dec-2018	864
Jan 2019	832
Feb-2019	836
Mar-2019	876
Apr-2019	762
May-2019	842
Jun- 2019	824
July-2019	768
Total	9848

## 2.2 CHI/HI/Colony/MAQ:

Activities	Particulars
No of quarters	Type-I = 152 Type-II = 160 Type-III = 15 Type – IV = 15 Total = 342
No of staff	Contract staff in colony – 5 staff
Duty hours	06.00 to 11.00 and 14.00 to 17.00
Sweeping area in Sq.ft of all colonies	106068.25 Sq.m
Open drainage in metres	47500 cubic metres
Garbage disposal	Done by Contract staff

One supervisor is meant for station and colony for each shift. Collecting and segregating in compact garbage bins and emptying by conservancy cleaning contractor.

**Name of the conservancy contract agency:(both for station & colony)**

M/s. Durga facilities management services Pvt Ltd. Mangalore - 575002

➤ Per day rate in Rs. 34636/-

- Rate for 730 days in Rs. 2,52,84,325/-
- Period of contract – 2 years
- Date of commencement of contract 22.09.2017
- No of labours – 42
- Supervisor – 2

### 2.3 **HU/CAN :**

1	Sanction of safaiwala	02
	Actual – 02	1. Ratheesh M : will be relieved to SDH/SRR on promotion transfer as HA on 21.09.2019. 2. Sudheesh . K.
2	Providing cleaning/ sweeping	700 sq/mts.
3	Latrines	4 Nos. , dressing room cleaning as per needs
4	Taking ECG	Average 10-12 per month for patients
5	Provision of cleaning contract details HU wise = NIL	
6	Details of proposal outsourcing = NIL	
7	Details of other department take part of cleaning activities = NIL	
8	Cleaning entire health unit = Twice daily, compound once daily	
9	Average OP attendance/day is 35	
9	Safaiwala attending duties:	
	Safaiwala deputed to collect medicines from railway hospital palakkad - Monthly twice	
	Safaiwalas deputed for submission of returns to CMS/.PGT , DPO/PGT	
	Performing night duty - one safaiwala for this purpose	
	Safaiwala accompany DMO to attend station calls	
	Safaiwala deputed to send Blood / Urine samples to chemical examiners lab at Calicut ( in drunkenness, evaluation purpose)	
	Safaiwalas helping dresser in preparing dressing materials like Pad, Cotton balls etc	
	ARME cleaning once in week	
	In case of annual wellness assurance camp, safaiwalas to accompany DMO with ECG machine, weighing machine etc to platform or other stations.	

### 2.4 **HI/Colony/CAN:**

Data of Kannur Colony

- Sanction, Actual and distribution of SW in CAN colony
  - a) Sanction : 06+ 02 GR/LR + 02 Khalasi Duty

- b) Actual working : 02 in colony + 02 khalasi duty
- c) Absent : 01 (resignation submitted by the employee w.e.f 02.11.2017 and sent to Sr.DPO/PGT and continuing on roll as absent as Sr.DPO/PGT has to approve the resignation)
- d) Vacancy : 05(03 contract safaiwala posted. Out of 03, 02 are removed from service as absent from duty, 01 is terminated after completion of tenure and waiting for extension)
- Providing cleaning/ Sweeping area in square meter
  - a) Pucca tar/concrete road : 21000 Sq.mtr approx.(07 km)
  - b) Approach area of roads and quarters : 60000 sq.mtr approx.
  - c) All dust bins in colony for removal of garbage : 16 Nos an average of 600 kg biodegradable waste and 400 kg non bio degradable wastes are generated daily at CAN colony and dumping it in 16 dustbins available at colony.
  - d) All open drainages
- Details of assets which being maintained by CHI/Hi staff like open drainage, toilets, bathrooms and mosquito spraying and food water sample examination etc.
  - a) Open drainage : approximate length 850 mtrs.
  - b) Toilet/bathrooms : 06 Nos
  - c) Anti malaria spraying minimum schedule colony : 01 in 15 days / as and when required
  - d) Fogging works : as and when required
  - e) Food sample and water sample collection. Assisting CHI/CAN
- Provision of cleaning contract details colony wise if any and assets maintenance and value of contract  
At present, there is no cleaning contract available at CAN Colony
- Details of proposal outsourcing, if any  
Nil
- Method of disposal, segregation and processing of biodegradable and non-bio degradable /hazardous/electronic wastage  
No yard stick included in the present roster and no staff available
- Details of other department take part of cleaning activities  
Nil
- Any other information relevant to the work study  
Total no. of quarters in CAN railway colony (located in three places)
  - a) No of quarters (old) with the existing roster :183
  - b) No of quarters newly constructed :48
  - c) No of quarters under construction :13

As the vacancies not filled up yet the work in colony is not in a position to attend promptly and complaints are arising, moreover new quarters

constructed and also under construction and required more strength in future. CMS/PGT has already requested to fill up the vacancies immediately to avoid complaints and health hazards.

## 2.5 CHI/Hi- CAN

Station & Category	CAN Station – A category
Average daily earnings	Rs.11 lakh
No of train originates and passing through	53 pairs
No of platforms	04 platforms (Pf No.1, Pf No.1A, PF No.2, PF No.3)
FOB	02 Nos available
No. of CC apron track	Nil
No of circulating area	02
No of catering units	11 Nos all over platforms
Pay & Use toilets	01 on PF No.1 and 01 in reservation complex manned by Commercial Contract
No of retiring rooms & dormitories	08 Nos (04 AC & 04 Non AC) manned by Commercial Contract Dormitory – Nil
Other maintenance	VIP lounge, Station buildings, reservation complex, other service building around station, upper class waiting rooms and waiting rooms. Note : New station building for processing conservancy contract as it is not included in the present contract and commenced fully.

### Staff Details of CAN:

Category	Sanction	Actual	Vacancy
Safaiwala /Station	Nil	Nil	Nil

## 2.6 Conservancy Contract Details:

Name of work	Conservancy contract work at CAN station
Name of Contractor	M/s Saaftec, Door No. 12/516 D, Aluva, ERS
Period of contract	730 days period from 01.07.2018 to 30.06.2020
Contract work value	Rs. 1,93,34,984.40
Per day amount	Rs. 26,486.28
No of labours	31 (29 labour + 02 Supervisor)
Rag picking	Upto 500 mtrs from all platforms ends
Garbage disposal	Away from Railway premises at the risk and responsibility of Contractor as per pollution control board norms

2.7 **CHI/HI/Colony – CAN:**

<b>Details</b>	
Jurisdiction	EZHIMALA(ELM) to PAYYOLI PYOL Excluding Thalssery (TLY) and Vadakara(BDJ) 17 stations including CAN HA)
No of quarters	Type I : 117
	Type II : 88(40 +*48 new construction)
	Type III : 23
	Type IV : 03
	Type V : Nil
	Special : Nil
	Bungalows : Nil
No of staff	Total : 231
	Remarks : Under construction :- Type II – 07 and Type III – 06, * the new construction not came under the old staff strength
No of staff	Total 10 ( 06 SW duty + 02 KH duty + 02 RG /LR) available : 04, absent on roll – 01 (resignation submitted) vacancy : 05
Duty hours	08 Hrs (06.30 -11.30 / 14.00-17.00 Hrs)
Sweeping area in Sq.ft of all colonies	21000 Sq.m
Open drainage in mtrs	850 mtrs approximately (details obtained from SSE/Works/CAN through mobile message)
Garbage disposal	Done by departmental staff

2.8 **HU/CLT**

- As per the roster of safaiwala (HKA) of HU /CLT sanctioned two post are allotted to HU/CLT and one LR Safaiwala from CHI/CLT is working on rest days. i.e on Wednesday and Saturday. The EI roster of safaiwala is enclosed. Safaiwalas should report for duty before the time shown in the roster.
- He/She should clean the surrounding area of HU/CLT and after that cleaning of 4 toilets. The work will be completed at 9.00 hrs.
- On PME days (Tuesday, Wednesday and Thursday) the staff should help the hospital attenders in the urine test and other procedure.
- For the last 1 year there is no dresser in the hospital. Hence, the hospital attended is doing both HA work as well as dresser work. So Safaiwalas are utilised for getting signature of all the certificate related to sick of ht employees.
- Twice or sometimes thrice in a month safaiwala nominated for store collection for RH/PGT. For this the staff from HU/CLT and some times on LR from CH/CLT is utilising.
- Staffs are utilised for Tapal, despatch in the statement other Office

- The staff in the morning duty should clean the toilet before of OP11.00 Hrs again after completion of OP and before they leave the HU/CLT.
- In the evening again Safaiwalas should report in the 13.00 hrs and again clean the hospital inside and it should be completed before the evening OP hours start. In the evening 18.00 hrs when the hospital is closed the night duty should report.
- Night duty staff should mop the entire hospital in the night hours and at 20.00 hrs to 24.00 hrs and rest period for dinner can avail.
- The night duty staff should attend phone call as well as train call and accompanying medical officer for emergency train call
- Once in the month ARME should be cleaned
- When the staff are taken leave LR SW for CHI/CLT is deputed.

Mean time a garden is maintained in the hospital and safaiwala are nominated for maintaining. More over washing of linen and towels are done by female safaiwala of HU/CLT.

## 2.9 CHI/COLONY/CLT

### 1. Sanction, Actual and Distribution of Safaiwalas staff in colonies:

Category	Sanctioned post	Actual	Vacancy
House keeping /Assistants /Safaiwala	13	08	05

Out of this 01 safaiwala remains unauthorized absent from 27.10.2017

Duty Hrs : 06.30 -11.30 hrs & 14.00 -17.00 hrs

### 2. Providing Cleaning area / Sweeping area in Sq.mtrs:

Street sweeping area is 24949 sq.mtrs.

Building Sweeping area is 2418.77 Sq.mtr i.e 26035.42 sq.mtr

Details of assets maintained by HI/Colony Staff:

(i) Length of Open Drainage in mtr : 700 mtrs.

(ii) Toilets, Bathroom and Wash basins :

1. SSE/P.Way/O/CLT - Toilet : 02 Nos

Wash basin : 01 No

2. Supervisors Rest House - Toilet : 02 Nos

Bathroom : 02 Nos

Wash Basin : 02 Nos

3. Hindi Library - Toilet : 01 No

Wash basin : 01 No

## 4. Trade Union Office - Toilet : 02 Nos

Wash basin : 02 Nos

## 5. Mosquito Spraying :

## 1. Anti Larvae Spraying

- Anti – Larvae spraying targets larvae in the breeding habitat before they can mature into adult mosquitoes and disperse
- Conducted weekly once in all open drains and areas where water stagnation is found at Railway Colony.
- Chemical Used : Temephos 50%EC
- Dosage : 2 ml/Litre of water
- Frequency : Weekly once

## 2. Anti Mosquito spraying:

- Anti Mosquito spraying is conducted to control adult vectors
- Chemical Used : Malathion
- Dosage : 30 ml/Litre of water
- Frequency : Once in a month
- Conducted in all Railway quarters and Service buildings which include SSE/P.Way/O/CLT, Health Unit, C&W Office, Crew Booking Office, Railway Institute, Hindi Library, Supervisors Rest House, Trade Union Office, Railway School etc.

## 3. Fogging :

- Fogging is done with an objective of massive, rapid destruction of the adult vector population. Conducted once in a month.
- Chemical Used : Pyrethrum Extract
- Dosage : 50 ml/Litre of diesel
- Frequency : As and when required

## 6. Food Sample Collection:

Food samples are collected quarterly from Running Room /CLT by the Health Inspector under Quality Control and send through staff to Regional Analytical Lab Kozhikode for analysis.

## 7. Water Sample collection :

- Water samples are collected by the Health Inspector from different points at Colony once in a month. Packed, sealed and sent through HI Staff to the Railway Hospital Lab/PGT for bacteriological Examination.



- Water samples are collected by the Health Inspector from the source once in six months. Packed, sealed and send through HI staff to CMT /PER for Chemical Examination
- ✓ Provision of Cleaning Contract details colony wise if any and assets maintenance and the value of contract.  
At present, the cleaning of Railway Colony, CLT is not outsourced
- ✓ Details of proposal outsourcing if any: Nil
- ✓ Method of disposal, segregation and processing of wastes  
The sanitation work at Railway Colony/CLT is maintained by the Departmental safaiwalas. There are around 30 dustbins provided at different areas of the colony. At present biodegradable wastes are buried in the low land area. The non biodegradable wastes are being collected and segregated at the source and stored at the garbage pit provided at the Southern side of the colony. Those collected wastes are handed over to station contract for further disposal on request.
- ✓ Details of other departments take part in cleaning activities :  
At colony removal of rank vegetation and cleaning of closed drains are being done by Engineering Department(concerned SSE/Works)
- ✓ Any other information relevant to the work study:
  - RG/LR are provided to HU/CLT from colony. Also for collecting medicines from RH/PGT, the colony safaiwala are spared when are required.
  - Colony Safaiwalas are deputed in other stations for maintaining sanitation throughout the division when the concerned stations conservancy contract expires and also during unexpected strikes by the labours (which increased recently)
  - During monsoon seasons, intermittent rain creates favourable environment for the spread of communicable diseases in nearby corporation areas. Due to timely preventive measures any such incidence were not till reported in Railway Colony /CLT. At present, there is no male staff for doing spraying and fogging work in an effective manner.

#### 2.10 Detail of HI/Colony – CLT

Details	
No of quarters	Type I : 138
	Type II : 19
	Type III : 15
	Type IV : 06
	Type V : 05

	Total : 183
	RPF post with Barracks 20 bed capacity under construction
Duty hours	(06.30 -11.30 / 14.00-17.00 Hrs)
Sweeping area in Sq.ft of all colonies	Building Sweeping area : 26035.42 sqft Street sweeping area : 268552.99 sqft
Open drainage in mtrs	700 mtr
Garbage disposala	Done by departmental staff

### 2.11 HU/POY:

The details of safaiwala of health unit is given below:

Sl. No.	Name	PF NO.	Working as	Date of retirement
1	Mr. V.Kittan	04139446	CHI Staff	31/12/2020
2	Mrs.Beena K	29800450	Hospital staff	28/02/.2045

### 2.12 The data of safaiwala working in Health Unit, Polloachi are mentioned below:

#### Health Unit:-

1. There is no available records for sanctioned strength, one female safaiwala is deputed to clean inside the hospital and the other male safaiwala to clean the hospital premises, colonies and roads inside the colony.
2. The approximate area of Health Unit is around 1100 sq.ft and total area is around 1200 sqm.
3. There are three latrines and two urinals inside the hospital cleaned daily
4. No Radiographic works or ECG done in this health unit.
5. No contract for cleaning purpose given till date
6. No proposal for outsourcing done for cleaning purpose.
7. Only on swacch Bharat day active participation done by other department staff
8. Female safaiwala is educated and has been trained in works like registration of patients, carry stores items, assisting female patients under supervision of Doctor.
9. Daily OPD at HU/POY – 6 to 10/day

### 2.13 Colonies :

1. There is no available records for sanctioned strength and as mentioned above the male safaiwala is deputed to clean the colony and premises.
2. Cleaning area is almost 1200 sq.mts.
3. There is an open well from where water is distributed to residents of colony Health Inspector Palakkad comes once a month to collect the water sample from the well and station pipes.

4. There is no information regarding cleaning of colonies by contract
5. No information about outsourcing
6. There is no such waste to be disposed, only paper covers of tablets and capsules which is disposed by burning.
7. No other department taking part in cleaning activity, except during swacch bharat abhiyan.
8. One safaiwala used to clean officers rest house when necessary.

2.14 **CHI / HI / Colony - POY**

JURISDICTION	DETAILS	
No. of Quarters	Type - I	108
	Type - II	
	Type - III	
	Type - IV	
	Type - V	
	Occupied	22
	condemned	86
No. of staff		
Duty hours		
Sweeping area in sq.ft of all colonies	7412.5 Sq.mtrs	
Open drainage in Mtrs	188 Sq.mtrs	
Garbage disposal	-	

2.15 **General Duties of Safaiwalas :**

- 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 premises and colonies and collect the sweepings and put these in the dustbin.
- iii) Clean the drains and carry out periodic de-silting.
- iv) Keep the sanitary stores and equipment in safe custody and work directed.
- v) Carryout any other work as ordered by the Health Inspector and other Medical Officers. In addition to the above, safaiwalas are responsible for taking anti-malaria measures in Railway Colonies.
- vi) Spraying of pest control liquids.

**CHAPTER – III****3.0 CRITICAL ANALYSIS**

3.1 The sanctioned and actual staff strength statement of safaiwalas is given by Sr.DPO/PGT the details as tabulated below.

3.2 Table-1

Station	Health Units				Colonies			
	Sanc	Act	Vanc	Excess	Sanc	Act	Vanc	Excess
MAQ	2	2	0	0	2	1	1	0
CAN	2	2	0	0	10	5	5	0
CLT	2	2	0	0	15	8	7	0
POY	1	1	0	0	2	1	1	0
<b>Total</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>15</b>	<b>14</b>	<b>0</b>

The above table is shown that 7 staff is available against the sanctioned strength of 7 in health units. The latest instructions on Yardsticks for man power planning for medical department of Indian Railways was issued by ED, Health (P) Railway Board through letter No. 2013 / H / 14/ 5 / 1 / Policy dated 11.03.2013. The work study team is arrived manpower based on the above yardstick.

**3.4 Health Units:****3.4.1 HU/MAQ:**

The health unit particulars are given in chapter –II, some of the data as below:

Cleaning/sweeping area for

Building area - 200 Sq.m

Compound area - 450 Sq.m

Available staff:

Pharmacist - 1

Dresser - 1

Hospital attendant - 1

Safaiwala - 2

Duty hours - 06.30 to 12.30 & 14.30 to 16.30

OP per day - 27

Man power required for HU cleaning area and other works mentioned in the medical manual to be done by departmental staff. Two Safaiwalas is available against the sanctioned strength of 2 staff. The staff distribution is one for day duty and another for night duty for accompanying medical officer if any emergency. At present, improvement of cleaning activities in national level and give attention to many programmes like Swachh Bharat and various health related awareness camps, hence the need for safaiwalas is necessary. So the work study team has allowed continuing the present sanctioned strength of safaiwala.

#### 3.4.2 HU/CAN:

The health unit particulars are given in chapter –II, some of the data as below:

Cleaning/sweeping area	-	700 Sq.m
Latrine	-	4
Average ECG taking/month	-	10 – 12
OP per day	-	35
Available staff:		
Pharmacist	-	1
Dresser	-	1
Hospital attendant	-	1
Safaiwala	-	2

Man power required for HU cleaning area and other works mentioned in the medical manual to be done by departmental staff. Two safaiwalas is available against the sanctioned strength of 2 staff. The staff distribution is one for day duty and another for night duty for accompanying medical officer if any emergency. At present, improvement of cleaning activities in national level and give attention to many programmes like Swachh Bharat, various health related awareness camps, hence the need for safaiwalas is necessary. So the

work study team has allowed continuing the present sanctioned strength of safaiwala.

#### 3.4.3 **HU/CLT:**

The health unit particulars are given in chapter –II, some of the data as below:

Cleaning/sweeping area	-	HU premises
Latrine	-	4
OP per day	-	60 approximately
Available staff:		
Pharmacist	-	1
Dresser	-	Nil
Hospital attendant	-	1
Safaiwala	-	2

Man power required for HU cleaning area and other works mentioned in the medical manual to be done by departmental staff. Two safaiwalas is available against the sanctioned strength of 2 staff. The staff distribution is one for day duty and another for night duty for accompanying medical officer if any emergency. At present, improvement of cleaning activities in national level and give attention to many programmes like Swachh Bharat, various health related awareness camps, hence the need for safaiwalas is necessary. So the work study team has allowed continuing the present sanctioned strength of safaiwala.

#### 3.4.4 HU/POY:

The health unit particulars are given in chapter –II, some of the data as below:

Cleaning/sweeping area	-	1200 Sq.m
Latrine	-	3
OP per day	-	6 to 10
Available staff:		
Pharmacist	-	1
Dresser	-	Nil
Hospital attendant	-	1 contract staff
Safaiwala	-	1

Man power required for HU cleaning area and other works mentioned in the medical manual to be done by departmental staff. One safaiwala is available against the sanctioned strength of 1 staff. The staff distribution is for day duty only. In addition to depute from colony safaiwala in any emergency. At present, improvement of cleaning activities in national level and give attention to many programmes like Swachh Bharat, various health related awareness camps, hence the need for safaiwalas is necessary. So the work study team has allowed continuing the present sanctioned strength of safaiwala.

#### 3.5 Colonies:

From table-1, 15 staff is available against the sanctioned strength of 29 in colonies. The work study team is followed the staff requirements for the present work load after the introduction of conservancy cleaning of Railway stations/colonies are arrived based on the yard stick prescribed by CMD/MAS vide letter No. MD 52/I dt.09.05.1991 for sweeping & cleaning of drains and based on need basis wherever applicable.

- 3.5.1 The conservancy cleaning contracts of Railway Stations, to covers some of the following cleaning activities viz.

- i) Cleaning of all Platforms like granite / Kota stone and concourse hall areas in and around.
- ii) Cleaning of FOBs, trolley path etc.
- iii) Cleaning of all offices situated in platforms, retiring rooms, waiting rooms etc.
- iv) Cleaning of all Bath rooms, toilets on all platforms, station premises, waiting hall, retiring rooms, dormitories etc.
- v) Removal of wastage from all tracks, loop lines, yard areas.
- vi) Cleaning of open drains, collection of rubbish and night soil applying bleaching powders and lime powders.
- vii) Applying disinfectants and deodorants in all bath rooms, toilets, Urinals, track and other locations as directed.
- viii) Control of rodents and insect nuisance by using anti-rodent cakes, spraying of insecticides in the station premises.
- ix) Removal of unauthorized posters from station premises as directed.
- x) Cleaning of doors, windows, glass panels, aluminium partitions and ventilators etc and removal of cobwebs in stations buildings, PF shelters and other covered areas.
- xi) Cleaning of all water points, wash basins in platforms
- xii) Rag picking upto 500M beyond the PF on both ends of the station.
- xiii) Cleaning of Reservation/booking offices complex and circulating area.

The colony cleaning works are attended by departmental staff and contract staff also applied some stations.

### 3.5.2 The Man power required for station and colony cleaning as per the existing working practice:-

At present the most of the stations cleaning works are done by both contract as well as departmental staff. The colony cleaning works are attended by departmental staff and contract staff also applied some stations.



CMD/MAS vide letter No.MD.52/I dated 09.05.1991 has prescribed the yardstick fixed for sweeping area per staff:

- i) Sweeping alone - 1 to 1.2 lakhs Sq.ft. (By street Broom)
- ii) Cleaning of drains alone - 6000 to 8000 R.ft.

The work study team has applied the above yardstick of each station for colonies one by one as below.

### 3.5.3 **CHI/Colony/MAQ:**

Man power required for colony cleaning area to be cleaned by contract staff:

Man power requirement for colony cleaning

- 1. Area to be cleaned (both old & new areas) = 106068 Sq.m
- 2. Open drainage in metres = 47500 Cum
- 3. No of Quarters = 342
- 4. Garbage disposal – done by contract staff.

The colony cleaning activities are attended by contract staff. The outsourcing under conservancy contract the details are mentioned below.

Name of the contractor - M/s Durga facilities management service

Amount of contract - Rs. 2,52,84,325/- for two years

Per day amount - Rs. 34636/-

No of contract staff - 44

Garbage disposal : collecting and segregating in compact garbage bins and supplying by conservancy cleaning contract.

Further, Safaiwala to accompany with ACMS/CHI for emergency and utilization of periodical water and food sampling activities at various stations of CHI/MAQ jurisdiction, termination of contract works for short period, Mosquito Spraying activities & emergency works etc. the available sanctioned post of 2 safaiwala is allowed to continue as such.

**Total requirement at CHI/Colony/MAQ = 2**

Therefore, the work study team is allowed to continue the present sanctioned strength as such.

### 3.5.4 CHI/Colony/CAN:

Man power required for colony cleaning area to be cleaned by departmental staff:

Man power requirement for colony cleaning

- ✓ Area to be cleaned = 21000 Sq.m
- ✓ Convert Sq.m into Sq.ft = 226044 Sq.ft
- ✓ Open drainage in metres = 850 m
- ✓ Convert into Sq.ft (850 x 3.28) = 2788 Sq.ft
- ✓ No of Quarters = 231
- ✓ Garbage disposal – done by departmental staff.

Garbage disposal : collecting and segregating in compact garbage bins are supplying by department.

The requirement of manpower is based on the yardstick accordingly,

- Area cleaning at colony = 226044 Sq.ft
- Staff for colony cleaning (226044/120000) = 1.88 say 2
- Length of open drainage cleaning = 2788 metres
- Staff for open drainage cleaning (2788/8000) = 0.35 say 1

3.5.5 CHI/CAN is an A- class station and having 231 staff quarters available in various locations. So, the study team is allowed the required manpower for cleaning activities of safaiwala on need base as below.

- For colony cleaning of various location = 3
- Open Drainage line cleaning = 2
- RG for HU & Colony = 1
- Leave Reserve at 12.5 % = 1

Further, Safaiwala to accompany with Sr.DMO/ADMO for emergency and utilization of periodical water and food sampling activities at various stations of CHI/CAN jurisdiction, termination of contract works for short period, Mosquito Spraying activities & emergency works etc. hence, the work study team is allowed for the above works = 3 staff.

**Total requirement at CHI/Colony/CAN = 10**

Therefore, the work study team is allowed to continue the present sanctioned strength as such.

### 3.5.6 CHI/Colony/CLT:

Man power required for colony cleaning area to be cleaned by departmental staff:

Man power requirement for colony cleaning

- ✓ Street sweeping Area to be cleaned = 268552.99 Sq.ft
- ✓ Building sweeping area to be cleaned = 26035.42 Sq.ft
- ✓ Total area to be cleaned = 294588.41 Sq.ft
- ✓ Open drainage in metres = 700 metres
- ✓ No of Quarters = 183
- ✓ RPF post with barracks 20 bed capacity under construction.
- ✓ Garbage disposal – done by departmental staff.
- ✓ Duty hours : 06.30 to 11.30 & 14.00 to 17.00 hrs

Garbage disposal : collecting and segregating in compact garbage bins are done by departmental staff.

The requirement of manpower is based on the yardstick accordingly,

Area cleaning at colony = 294588.41 Sq.ft

Staff for colony cleaning (294588.41/120000) = 2.45 say 3

Length of drainage cleaning = 700 metres

Convert into Sq.ft (1m = 3.28 x 700) = 2296 Sq.ft

Staff for colony cleaning (2296/8000) = 0.28 say 1

But the sweeping and cleaning areas at different locations in the colony, the man power requirement as arrived on need basis as follows.

For colony cleaning of various location = 3

Open Drainage line cleaning = 2

RG for HU & Colony = 1

Leave Reserve at 12.5 % = 1

Further, Safaiwala to accompany with Sr.DMO/CHI for emergency and utilization of periodical water and food sampling activities at various

stations of CHI/CLT jurisdiction, termination of contract works for short period, Mosquito Spraying activities & emergency works etc. = 4

**Total requirement at CHI/Colony/CLT = 11**

Therefore, the work study team is allowed to continue the present sanctioned strength as such.

### 3.5.7 Sanction Vs Requirement at CHI/Hi/Colony/CLT:

Category	Sanction	Actual	Requirement	Surplus
Safaiwala	15	8	11	4

### 3.5.8 CHI/Colony/POY:

Man power required for colony cleaning area to be cleaned by departmental staff:

Man power requirement for colony cleaning

- ✓ Road Area to be cleaned at colony side = 6220 Sq.m
- ✓ Convert Sq.m into Sq.ft = 66927 Sq.ft
- ✓ Road area of quarters near to station = 1192.5 Sq.m
- ✓ Convert Sq.m into Sq.ft = 12831.3 Sq.ft
- ✓ Total area to be cleaned in Sq.ft = 79758.3
- ✓ Open drainage in metres = 188 Sq.m
- ✓ No of Quarters = 108
- ✓ Garbage disposal – done by departmental staff.
- ✓ Duty hours : 06.30 to 11.30 & 14.00 to 17.00 hrs

Garbage disposal : collecting and segregating in compact garbage bins are done by departmental staff.

The requirement of manpower is based on the yardstick accordingly,

- Area cleaning at colony = 79758.3 Sq.ft
- Staff for colony cleaning (79758.3/120000) = 0.66
- Length of drainage cleaning = 188 Sq.m
- Convert into Sq.ft (1Sq.m = 10.76 x 188) = 2023 Sq.ft
- Staff for drainage cleaning (2023/8000) = 0.25

Here the area of cleaning works of colony and drainage is very less. However the work study team is allowed two staff for both for colony and drainage cleaning including LR of colony & HU also. Therefore, the work study team is allowed to continue the present sanctioned strength as such.

### 3.6 Summary of staff requirement for Health Units and Colony:

Station	Health Units				Colonies			
	Sanc	Act	Req.	Surplus	Sanc	Act	Req.	Surplus
MAQ	2	2	0	0	2	1	2	0
CAN	2	2	0	0	10	5	10	0
CLT	2	2	0	0	15	8	11	4
POY	1	1	0	0	2	1	2	0
<b>Total</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>15</b>	<b>25</b>	<b>4</b>

#### 3.6.1 Recommendation:

Four posts of safaiwalas in GP Rs.1800 found surplus to the requirement at HI/Colony/CLT may be surrendered and credited to the vacancy bank.

**(Total – 4 posts)**

**CHAPTER – IV****4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS:**

The Co-ordinating officer remark is received on 26.11.2019 and the planning branch remarks over Co-ordinating officer remarks are given below.

**4.1 Co-ordinating Officer's Remarks:**

Out of 15 sanctioned posts of Safaiwalas of Colony / CLT, 02 posts were transferred to CHI / Station / CLT as per APO / E/ PGT, L.No. J/P.676/X/MES/Vol.III dated 09.04.2019 and same Office Order NO. J/MD/20/2019. Hence at present there are only 13 sanctioned posts of Safaiwala at Colony / CLT.

**4.2 Planning branch remarks:**

The sanction, actual & vacancy statement of safaiwala over PGT division furnished by Sr.DPO/O/PGT on 24.07.2019 shows the sanctioned strength is 15 and study team worked out the man power requirement on the basis of the above statement only, the same is placed in Annexure-I in the work study report. The station cleaning activities has already been outsourced. Even though, the 2 safaiwala posts is transferred to Station/CLT, the sanction is accounted in the colony/CLT. Hence, the two posts transferred is over and above the requirement due to contract works at the Station/CLT is already in vogue.

**4.3 Co-ordinating Officer's Remarks:**

According to the work study report the man power requirement mentioned are as follows:

(i)	Open drain line cleaning	-	02
(ii)	RG for HU & Colony	-	01
(iii)	Leave Reserve at 12.5%	-	01
(iv)	Colony cleaning	-	03
			----
			07

In colony, for sweeping, cleaning and removal of rubbish 03 staff are not enough. The garbage disposal at Colony / CLT is done by Departmental Staffs. The biodegradable wastes are buried in low land area and the non-biodegradable wastes especially plastics which are generally in large amount are being collected, segregated and stored in the carbage pit provided at the southern side of the colony. Hence, for the collection and segregation of plastics and other non – biodegradable wastes extra 02 staffs may be provided.

Further to accompany Sr.DMO / CHI for emergencies, utilization of periodical water and food sample activities, for deputing staff to other stations when termination of contract or unexpected strikes of contract labours, in intensive cleanliness activities like Swachch Bhaarat, anti mosquito spraying works and for other emergency works, 04 Nos, staff may be provided in Colony / CLT.

#### 4.4 **Planning branch remarks:**

The manpower calculation has arrived based on the yardstick given by CMD/MAS vide letter No. MD.52/1 dtaed 09.05.1991.

Apart from the above, the work study team has allowed 4 additional staff for any emergency such as accompanying with Sr.DMO/CHI and utilization of periodical water and food sampling, mosquito spraying activities in various Stations, emergency works occurring due to termination of contract work for short period etc.

Moreover, the collection, segregation and storage of waste in garbage pits/dust bins and disposal is the part of the regular works of safaiwala duties.

Hence the 4 posts of safaiwala identified for surrender stands good and the same may be surrendered and credited to vacancy bank at the earliest.

**CHAPTER - V****5.0 FINANCIAL SAVINGS**

- 5.1 If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

Sl. No.	Category	Grade pay (Rs.)	No. of posts	Money Value (Rs.)	Total Annual savings (Rs.)
1.	Safaiwala	1800	4	43817	2103216
<b>TOTAL</b>			<b>4</b>		<b>2103216</b>



**ANNEXURE-I****S.A.V.E. STATEMENT OF CHI / CLT**

S.No.	Category	Grade pay (Rs.)	Sanction	Actual	Vacancy	Excess
1.	CHI	4600	1	1	0	0
2.	HI	4200	5	2	3	0
3.	Safaiwala	1800	25	18	7	0
<b>Total</b>			<b>31</b>	<b>21</b>	<b>10</b>	<b>0</b>

**Safaiwala:**

The duties explained in Para (sub. para 29 of para 203 of Chapter II / Vol.I of IRMM) has been reduced due to the following factors.

1. Mechanised cleaning equipment.
2. Laundry contract.

The present sanction strength is 24 and the actual strength is 20.

The hospital premises cleaning at outdoor and indoor which includes removal of bushes, composting of the sewerages, segregations of wastes, gardening etc. At present, 20 staffs are shown for various locations as under:

**DISCUSSION ON THE YARDSTICK ISSUED BY EXECUTIVE DIRECTOR,  
HEALTH/ (P)/ RAILWAY BOARD.**

The latest instructions on Yardsticks for man power planning for medical department of Indian Railways was issued by ED, Health (P) Railway Board through letter No. 2013 / H / 14/ 5 / 1 / Policy dated 11.03.2013.

This letter is only **a draft document without the approval of Finance Directorate, Member staff or E&R wing of Railway Board.**

Many of the observations in the draft report are factually correct and may not correct against the broad Railway interests.

The reference to the CP Act (Consumer Protection Act) and RTI (Right to Information Act) Act in para 6 & 7 and linking it to man power norms may lead to arguments against the Railways as a whole.

## Co-ordinating Officer's Remarks:

Out of 15 sanctioned posts of Safaiwalas of Colony / CLT, 02 posts were transferred to CHI / Station / CLT as per APO / E/ PGT, L.No. J/P.676/X/MES/Vol.III dated 09.04.2019 and same Office Order NO. J/MD/20/2019. Hence at present there are only 13 sanctioned posts of Safaiwala at Colony / CLT.

According to the work study report the man power requirement mentioned are as follows:

(i)	Open drain line cleaning	-	02
(ii)	RG for HU & Colony	-	01
(iii)	Leave Reserve at 12.5%	-	01
(iv)	Colony cleaning	-	03
			----
			07

In colony, for sweeping, cleaning and removal of rubbish 03 staff are not enough. The garbage disposal at Colony / CLT is done by Departmental Staffs. The biodegradable wastes are buried in low land area and the non-biodegradable wastes especially plastics which are generally in large amount are being collected, segregated and stored in the carbage pit provided at the southern side of the colony. Hence, for the collection and segregation of plastics and other non – biodegradable wastes extra 02 staffs may be provided.

Further to accompany Sr.DMO / CHI for emergencies, utilization of periodical water and food sample activities, for deputing staff to other stations when termination of contract or unexpected strikes of contract labours, in intensive cleanliness activities like Swachh Bhaarat, anti mosquito spraying works and for other emergency works, 04 Nos, staff may be provided in Colony / CLT.