



REVIEW OF STAFF STRENGTH
OF
SANITATION STAFF
OF
MEDICAL DEPARTMENT
OVER
BVP DIVISION

(No. G.463/WR/WS-01/2019-20)

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EXECUTIVE SUMMARY

Sr. No. of Study	-	35
Case No.	-	G.463/WR/WS-01/2019-2020
Subject	-	Review of staff strength of Sanitation Staff of Medical department over BVP Division, due to outsourcing of cleaning activities.
Area	-	Bhavnagar
Division	-	Bhavnagar
Department	-	Medical
Authority	-	AGM/CCG
Terms of Reference	-	Assessment of Man power requirement – Corresponding to arising existing work load.
No. of Recommendations	-	Two
Projected Manpower	-	Phase -I

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Safaiwala	126	83	43	83	43	43	Nil

Projected Manpower - Phase - II

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Gr. D	83	83	--	--	83	--	83
Total	83	83	--	--	83		83

Financial Implication

- Phase I -Total recurring Savings of ***Rs. 277.76 Lakh*** (approx.) per annum.
- Phase II - Total recurring Savings of ***Rs. 536.15 Lakh*** (approx.) per annum.

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ACKNOWLEDGEMENT

The work study team is grateful to:

Dr. Pravin Wagh	ACMS- BVP
Mrs. Zeba Shaikh	ANO-BVP
Shri. Bipin Solanki	CHI- BVP
Shri R K Dodiya	CHI -BVP
Smt. Naresh Solanki	CHI -BVP
Shri. Shaikh Zowad Ali	CHI- BVP
Shri. Sunil Arun	CHI- DLJ
Shri Alpesh J Parmar	CHI- BTB
Shri R K Meena	CHI- JND
Shri. S N Saini	CHI- JLR

And all Ch.OS and other Medical staff over BVP division for their whole hearted co-operation extended during the course of the study.

TERMS OF REFERENCE

As directed by AGM/CCG, a work study on review of staff strength of Sanitation Staff of Medical Department over BVP Division is to be conducted during the financial year 2019-20.

The work study has been conducted to assess man power requirement for carrying out the existing work load due to outsourcing of cleaning activities.

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METHODOLOGY ADOPTED

- Visit to work place
- Collection of data – staff strength / activities / work load.
- Observation of working system
- Scrutiny of data collected (critical analysis)
- Discussion with nominated officials
- Assessment of man power
- Recommendation for acceptance and implementation
- Finalization of Work Study.

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SUMMARY OF RECOMMENDATIONS

Recommendation

Refer Para

Recommendation No.1

After critical analysis of present workload of Sanitation staff of Medical department of Bhavnagar Division, the work study team proposes 83 Safaiwala's against the sanctioned cadre of 126 and 43 posts are identified as surplus and recommended for surrender immediately, in 1st Phase .

3.8.1

Recommendation No : 2

After outsourcing, the sweeping & cleaning activities of all Railway colonies under Medical Department of Bhavnagar Division, the remaining Men on Roll posts of Safaiwala's (83) may also be surrendered immediately in IInd phase.

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CHAPTER-I

INTRODUCTION

- 1.1 The Medical Department of the Indian Railway manages hospital and dispensary services in house for their employees. In addition, general sanitation of Railway Colonies and other Railway premises is also managed by the Medical Department.

Keeping in pattern with Medical and Health Services on Indian Railways it provides comprehensive health care through a close knit organization. The benefactors includes serving railway employees and their family members and dependents, retired Railway employees and their dependents and certain other categories of staff such as licensed porters, vendors etc.

Medical Department also exercises vigil over portability of drinking water and monitoring of food quality both under PFA and quality control in Railway premises. National Family Welfare and awareness programme like Pulse Polio Immunization programme, HIV/AIDs awareness programme, provision of Augmented First Aid facilities and maintenance of ARMEs, wherever is provided by observing various Health Days/Weeks.

Medical Department also issues sick and fit memos to Railway employees for sickness and fitness for resuming duty. Pre-medical test for new recruits or LDCE passed employees and routine health check up for line staff are the other activities of Medical Department.

- 1.2 **Medical Services**:-Full fledged hospitals with Indoor and Outdoor patient facilities have been provided at all the Divisional Headquarters and major workshop at PL, DHD, BL and GIM. Health Units have been provided at major railway colonies and establishment catering to them and the jurisdiction earmarked to each of them thus covering all the railway places and premises.

In BVP Division, there are 5 Health Units at :

Sr. No	Health Unit	Location
1	1	BVP
2	1	DLJ
3	1	JND
4	1	BTD
5	1	JLR

1.3 Sanitation Services :

The work of sanitation is carried out with the help of Health Inspectors/Chief Health Inspector's and the cleanliness staff/ Safaiwala's in the Railway Residential Colonies and its surroundings.

1.3.1 The following preventive measures are undertaken:

1. Surface cleanliness
2. Anti-mosquito and fly measures
3. Chlorination of water
4. Health welfare activities (including Pulse Polio camps)

1.3.1.1 Surface Cleanliness:

The cleaning and removal of garbage, cleanliness of open drains, upkeep of trenching ground and surface sanitation.

1.3.1.2 Anti-mosquito and Fly Measures :

Anti mosquito and anti fly measures as per existing practices in Railway Colonies.

1.3.1.3 Chlorination of Water

Chlorination of water at stations and colonies where water is supplied from open wells and the supply is not through the pipe line.

1.3.1.4 Health Welfare Activities

- (i) Monitoring of drinking water quality.
- (ii) PFA Act implementation and food hygiene in catering establishments within the Railway premises.
- (iii) Surveillance against common communicable diseases and suitable remedial action wherever warranted.
- (iv) Implementation of National Health Programme such as Universal Immunization of National Health Programmes, malaria control programme, family welfare programme, pulse polio camps etc.

- 1.4 The work study has been conducted at following Chief Health Inspectors (CHI)'s Units – BVP, DLJ,BTD,JND & JLR of BVP division. The Unit-wise nos. of quarters are as follows:-

				No. of Quarters unit wise over BVP				
Sr. No.	Under CHI	Unit / Station	Type-I	Type-II	Type-III	Type-IV	Type-V	Total
1	BVP	BVP	737	527		61	-	1325
2	DLJ	DLJ	245	78		3	-	326
		MHV	57	21		-	-	78
		Total	302	97		3		402
3	JND	JND	273	141		12	-	426
		VRL	107	67		8	-	182
		Total	380	208		20	-	608
4	BTD	BTD	229	138		6	-	373
		DOK	41	10		1	-	52
		Total	270	148		7		425
5	JLR	JLR	258	167		3	-	428
		PBR	128	85		3	-	216
		GDL	70	23		-	-	93
		Total	456	275		6		737
Grand Total			2145	1255		130		3499

- 1.5 **Cadre** :- The Unit wise cadre position of Safaiwala's staff working under Chief Health Inspectors (CHI) over BVP division are as follows:--

Sr. No.	Under CHI	CHI-Unit	Category	Sanction Cadre	On Roll	Vacancy
1	BVP	BVP	Safaiwala	43	30	13
2	DLJ	DLJ	Safaiwala	10	6	4
		MHV	Safaiwala	4	4	--
		Total		14	10	4
3	JND	JND	Safaiwala	16	8	8
		VRL	Safaiwala	10	7	3
		Total		26	15	11
4	BTD	BTD	Safaiwala	14	7	7
		DOK	Safaiwala	5	4	1
		Total	Safaiwala	19	11	8
5	JLR	JLR	Safaiwala	15	11	4
		GDL	Safaiwala	4	1	3
		PBR	Safaiwala	5	5	0
		Total		24	17	7
Grand Total				126	83	43

- 1.6 **Outsourcing the cleanliness activity:-** Indian Railway is rapidly proceeding towards modernization in all fields. The need of the day is to devote basically on the core activities relating to the transportation part. The age old system of manual cleaning has become obsolete. It not only requires a huge manpower but also is time consuming and not effective up to satisfactory levels. The present trend is to provide mechanized cleaning equipments, which provide hygienic environment instilling high satisfaction levels to the users. Moreover it is also cost effective with less involvement of manpower.

The Hon'ble Railway Minister announced during the Railway Budget 2014-2015 that a special drive is to be launched for improving the over-all status of sanitation/cleanliness of Railway Stations, Railway Colonies and Railway Office premises. Railway Board has issued guidelines for Mechanized cleaning of the different categories of Railway Stations for providing a greater importance to improve the overall levels of sanitation/cleanliness.

Presently, more than half of the total working expenses are expended towards staff costs in the Indian Railways. The administration should plan towards achieving a quantum reduction in man power costs, especially those relating to the non core activities, for sustaining the financial viability of the Indian Railways taking into account the impact of **VIIth Pay Commission** recommendations.

The study has been undertaken with a view to analyze the feasibility of outsourcing the cleanliness activity on all the stations, Railway Colonies and Railway Office premises over Western Railway and to surrender Safaiwala's , when outsourcing is completed.

- 1.7 An item has been made in forth coming chapter to analyze each aspect of workload and requirement of man power.

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CHAPTER – II

EXISTING/PROPOSED WORKING SYSTEM OF HEALTH UNITS and SANITATION STAFF

2.0 GENERAL

Health Units and Sanitation staff of BVP Division is under the direct control of CMS/BVP, who is assisted by ACMS/BVP & CHI/HIs at field units for smooth working of Sanitation Work/Section.

2.1 The sanitation work can be basically divided into :

1. General Sweeping
2. Cleaning
3. Anti Malaria operation
4. Health Welfare Activities :- Monitoring of drinking water quality, food hygiene in catering Establishment on Railway Premises, Pulse Polio etc.

2.1.1 General Sweeping involves the following :

- (i) Sweeping of surrounding area of Class III and IV quarters up to the extent of 20 feet single/double storey.
- (ii) Cleaning of verandas and staircases of multiple storied buildings.
- (iii) Officer bungalows surroundings.
- (iv) Open spaces in front of the buildings.
- (v) Approach roads to and from quarters, colony roads.

2.1.2 Cleaning

- (a) Big surface drains between 6" and 12" depth
- (b) Small surface drains
- (c) Kutch rah drains
- (d) Washing of surface drains
- (e) Cleaning and desalting of man holes
- (f) Cleaning and desalting of gully traps and catch pits
- (g) Cleaning of soak pits, oleanders, septic tanks and dug wells.

2.1.3 Anti Malaria Operations :

Anti malaria operation basically includes anti larval and space spraying, fogging and cleaning of open drains and its surrounding for easy flow of sewage water, storm drain water, so that there is no clogging of water in the area and prevent mosquito larva in the surrounding area.

2.1.4 Health Welfare Activities

Health Inspectors are responsible for

- (a) PFA Act in food hygiene in catering QC establishment of the stations and colonies.
- (b) Quality of potable water in colonies and stations under HI's/CHI's jurisdiction
- (c) National Health Programme etc.

2.2 The following health & welfare days are celebrated by Medical department by arranging camps, every year:

❖ World health day	:	07 th April
❖ World Thalassaemia day	:	08 th May
❖ World hypertension day	:	17 th May
❖ World No-Tobacco day	:	31 st May
❖ World breast feeding week	:	1 st to 7 th Aug
❖ World mosquito day	:	20 th Aug
❖ Diabetes simulation month	:	October
❖ First Aid training	:	November
❖ World T.B. day	:	24 th March
❖ World cancer day	:	04 th Feb
❖ World AIDS day	:	01 st Dec
❖ World Heart day	:	29 th Sept.
❖ Pulse Polio	:	Twice a year

2.3 The above mentioned health & welfare camps are organized jointly by all the concerned officers & officials of medical department i.e. Doctors, nurses, health inspectors, dressers, pharmacists, Safaiwala's, etc.

2.4 The anti-malaria activities and other health & welfare activities are carried out by concerned health inspectors, as per following schedules:

1. Space Spray	:	Pre-monsoon & post-monsoon
2. Fogging	:	Pre-monsoon & post monsoon
3. Food sample testing	:	10 samples per month
4. Water sample testing	:	15 samples per month
5. Pulse polio & other camps	:	Appx. 01 camp per month

2.5 Yardstick for Safaiwala's issued by CMD/CCG vide letter No. E 261/10 dated 06.11.1963 is as follows :-

1.	Sweeping of quarters & surrounding area upto the extent of 20 ft for class-IV employees i.e. Type-I	50 qtrs/safaiwala (single storey bldg.) 75 qtrs/safaiwala (double storey bldg.)
2.	Sweeping of quarters & surrounding area upto the extent of 20 ft for class-III employees i.e. Type-II & III	30 qtrs/safaiwala (single storey bldg.) 45 qtrs/safaiwala (double storey bldg.)
3.	Sweeping of quarters & surrounding area upto the extent of 20 ft for Officer Quarters i.e. Type-IV & V	15 qtrs/safaiwala
4.	General sweeping, inclusive of all.	50,000 sq.ft(Pucca) 25,000 sq.ft(Kutcha)
5	Latrine cleanings	30 seats/safaiwala

2.5.1 The available yard stick is very old and there are more changes in working pattern. **Hence, this work study is conducted on the basis of need base requirement and outsourcing of cleaning activities.**

Chapter III

3.0 Work load & Critical Analysis

- 3.1 The value of staff cost in shape of output is very less. The work can be managed which much less cost spent at present.
- 3.1.1 Railway Board has issued guidelines for Mechanized Cleaning of the different categories of Railway Stations for providing a greater importance to improve the overall levels of sanitation/cleanliness.
- 3.1.2 Thus, immediate process for outsource of Safaiwala's activities would have been beneficiary to the Railway Administration looking to the cleanliness activities with improve manner by use of automation and new equipments as well as saving of revenue.
- 3.1.3 There is no recent yard stick of Western Railway for numbers of Safaiwala's required for given numbers of quarters/particular area.
- 3.1.4 The available yardstick is very old and there are more changes in working pattern. This was issued by CMD/CCG vide letter No. E/261/10 dated 06.11.1963 which is not applicable as per current scenario.

3.2 Critical Analysis of workload & Assessment of manpower of Sanitation staff of BVP Division :-

3.2.1 Chief Health Inspector– BVP(CHI-BVP) :

- 3.2.2 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of CHI-BVPI is as under:-

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala's	43	30	13

3.2.3 Workload of CHI - BVP

- 3.2.4 The Railway Quarters available under the jurisdiction of CHI –BVP is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
CHI-BVP	737	527	61	1325

- 3.2.5 The details regarding **open drains** and **common latrines** of CHI-BVP is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
-	1750	NIL

3.2.6 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI- BVP is as follows :-

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested		Pulse polio	Welfare camps arrange
			FSSAI	R/CL	Bact.		
2015-16	228	34	54	1579		02	18
2016-17	230	36	41	1670		02	89
2017-18	233	38	69	1733		02	94

3.2.7 Cleaning Contract position of **CHI – BVP** is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI – BVP	NIL	NIL	NIL	NIL

3.2.8 During the Work-study it has been noticed that **1325** nos. of Railway Quarters including Type I, II, III, IV & V shown under jurisdiction of **CHI/ BVP**.

3.2.9 The Work study of sanitation staff (Safaiwala's) of Railway Colonies of Medical Department have been undertaken with a view to analyze the feasibility of outsourcing the cleanliness activities of Railway Colonies over Western Railway and to surrender Safaiwala's , when outsourcing is completed. It has been observed that no Outsourcing of safaiwala activities have not sill been processed by BVP Division.

After critical analysis of present workload, the work study team justifies, **30** Safaiwala's for present workload on need base requirement for CHI-BVP unit, against sanctioned cadre of **43** posts and **thereby 13 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.2.10 Thus, for **CHI-BVP Unit**, the present available **30** posts of Safaiwala's are justified till outsourcing is done and **13 vacant posts of Safaiwala's are recommended for surrender immediately.**

3.3 **Chief Health Inspector– DLJ (DLJ & MHV unit)**

3.3.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of **CHI-DLJ** is as under :-

Unit	Category	Sanctioned	Man on roll	Vacancy
DLJ	Safaiwala	1	6	4
MHV	Safaiwala	4	4	0
Total			10	4

3.3.2 Workload of CHI-DLJ.

3.3.3 The Railway Quarters available under the jurisdiction of **CHI-DLJ** is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
<u>DLJ</u>	245	78	3	326
<u>MHV</u>	57	21	-	78
<u>Total</u>	302	99	3	404

3.3.4 The details regarding **open drains** and **common latrines** of **CHI-DLJ** is as follows :-

	Open Drains (In Running meters)		No. of common latrines
	kucha	Pucca	
DLJ	Nil	20700	NIL
MHV	Nil	8027	NIL

3.3.5 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of **CHI-DLJ** including MHV is as follows :-

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested	Pulse polio	Welfare camps arranged
2015-16	39	20	12	1774	02	02
2016-17	32	20	11	1604	02	02
2017-18	36	20	27	1552	02	02

3.3.6 Cleaning Contract position of **CHI-DLJ** is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
<u>CHI-DLJ & MHV</u>	NIL	NIL	NIL	NIL

After critical analysis of present workload, the work study team justifies, **6** Safaiwala's for present workload ***on need base requirement*** for CHI-DLJ, against sanctioned cadre of **10** posts and **thereby 4 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.3.7 *Thus, for **CHI-DLJ Unit**, the present available 6 posts of Safaiwala's are justified till outsourcing is done and 4 vacant posts of Safaiwala's are recommended for surrender immediately.*
And for MHV Unit the present available 4 posts of Safaiwala's are justified till outsourcing is done.

3.4 **Chief Health Inspector– JND (JND & VRL-Unit)**

3.4.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala's of **CHI-JND** is as under

<i>Unit</i>	<i>Category</i>	<i>Sanctioned cadre</i>		<i>Man on</i>	<i>Vacancy</i>
JND	Safaiwala	16		8	8
VRL	Safaiwala	10		7	3
Total		26		15	1

3.4.2 **Workload of CHI-JND (Looking after JND & VRL)**

3.4.3 The Railway Quarters available under the jurisdiction of **CHI-SBI-NC** is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
<u>JND</u>	273	141	12	426
<u>VRL</u>	107	67	8	132

3.4.4 The details regarding **open drains** and **common latrines** of CHI-JND is as follows :-

Unit	Open Drains (In Running meters)		No. of common latrines
	Kutcha	Pucca	
JND	-	2000	Nil
VRL	-	2500	Nil

3.4.5 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of **CHI-JND (JND & VRL Unit)** is as follows :-

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested		Pulse polio	Welfare camps arranged
				R/C	BACT		
2015-16	100	20	18	1386	247	02	02
2016-17	95	18	14	1019	222	02	02
2017-18	100	20	44	1284	292	02	02

The Sabarmati New Colony is the major colony under supervision of medical department having 1676 Railway Quaters which is divided into two parts. Earlier the cleaning contract was awarded in the year 2015 for a period of two years. After completion of two year contract, no fresh contract were process for cleaning activities.

3.4.6 Cleaning Contract position of **CHI-JND** is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-JND & VRL	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, **8** Safaiwala's for present workload *on need base requirement* for CHI-JND unit, against sanctioned cadre of **16** posts and thereby **8 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

Similarly, the work study team justifies, **7** Safaiwala's for present workload *on need base requirement* for CHI-JND at VRL unit, against sanctioned cadre of **10** posts and thereby **3 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

- 3.4.7** *Thus, for CHI-JND Unit, the present available 8 posts of Safaiwala's are justified till outsourcing is done and 8 vacant posts of Safaiwala's are recommended for surrender immediately. And for VRL Unit the present available 7 posts of Safaiwala's are justified till outsourcing is done and 3 vacant posts of Safaiwala's are recommended for surrender immediately. i.e total no of 11 vacant posts under CHI-JND are recommended for immediate surrender.*

3.5 Chief Health Inspector– BTD(BTD & DOK- unit) :

- 3.5.1** The sanctioned cadre, man on roll, vacancy position of Safaiwala's of **CHI-BTD** is as under :-

<i>Unit</i>	<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
BTD	Safaiwala	14	7	7
DOK	Safaiwala	5	4	1
Total		19	11	8

3.5.2 Workload of CHI-BTD (including BTD & DOK units)

- 3.5.3** The Railway Quarters available under the jurisdiction of **CHI-BTD** is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
<u>BTD</u>	229	138	06	373
<u>DOK</u>	41	10	1	52

- 3.5.4** The details regarding **open drains** and **common latrines** of CHI-BTD is as follows :-

Unit	Open Drains (In Running meters)		No. of common latrines
	Kutcha	Pucca	
BTD	-	35467	Nil
DOK	10500	-	Nil

- 3.5.5** The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI-BTD (At BTD & DOK Unit) is as follows :-

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested		Pulse polio	Welfare camps arranged
				R/C	BACT		
2015-16	200	40	24	1823	306	02	10
2016-17	95	18	14	1253	302	02	10
2017-18	100	20	44	1612	299	02	10

3.5.6 Cleaning Contract position of CHI-BTD is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-BTD & DOK	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, **7** Safaiwala's for present workload ***on need base requirement*** for CHI-BTD unit, against sanctioned cadre of 14 posts and thereby **7 VACANT** posts of Safaiwala's are found excess to the requirement and recommended for surrender.

Similarly, the work study team justifies, **4** Safaiwala's for present workload ***on need base requirement*** for CHI-BTD at DOK unit, against sanctioned cadre of **5** posts and **thereby 1 VACANT** posts of Safaiwala's are found excess to the requirement and recommended for surrender.

3.5.7 *Thus, for CHI-BTD Unit, the present available 7 posts of Safaiwala's are justified till outsourcing is done and 7 vacant posts of Safaiwala's are recommended for surrender immediately. And for DOK Unit the present available 4 posts of Safaiwala's are justified till outsourcing is done and 1 vacant post of Safaiwala's is recommended for surrender immediately. i.e total no of 8 vacant posts under CHI-BTD including DOK unit are recommended for immediate surrender.*

3.6 **Chief Health Inspector– Jetalsar (JLR,PBR & GDL unit) :**

3.6.1 The sanctioned cadre, man on roll, vacancy position of Safaiwala of CHI-JLR (also looking after PBR & GDL unit) is as under :-

<i>Unit</i>	<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
JLR	Safaiwala	15	11	4
PBR	Safaiwala	5	5	0
GDL	Safaiwala	4	1	3
Total		24	17	7

3.6.2 **Workload of CHI-JLR**

3.6.3 The Railway Quarters available under the jurisdiction of CHI-JLR is as follows :-

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
JLR	258	167	3	428
PBR	128	85	3	216
GDL	70	23	-	93
Total CHI-JLR	456	275	6	737

3.6.4 The details regarding **open drains** and **common latrines** of CHI-JLR including PBR & GDL unit is as follows :-

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
Nil	5385	NIL

- 3.6.5** The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI-JLR (JLR,PBR & GDL Unit) is as follows :-

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested	Pulse polio	Welfare camps arranged
2015-16	105	20	20	1490	02	
2016-17	105	18	20	1078	02	
2017-18	110	20	39	1244	02	

- 3.6.6** Cleaning Contract position of CHI-JLR (JLR, PBR & GDL Unit) is as follows :-

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work &Nos. of Labour deployed by the contractor.
CHI-JLR,PBR & GDL	Nil	Nil	NIL	Nil

After critical analysis of present workload, the work study team justifies, **17** Safaiwala's for present workload *on need base requirement* for CHI-JLR unit, against sanctioned cadre of **24** posts and **thereby 7 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

- 3.6.7** *Thus, for CHI-JLR Unit, the present available 11 posts of Safaiwala's are justified till outsourcing is done and 4 vacant posts of Safaiwala's are recommended for surrender immediately.*

Similarly for PBR Unit the present available 5 posts of Safaiwala's are justified till outsourcing is done and for GDL unit 1 post of Safaiwala is justified till outsourcing is done and 3 vacant post of Safaiwala's is recommended for surrender immediately. i.e total no of 7 vacant posts under CHI-JLR including PBR & GDL unit are recommended for immediate surrender.

- 3.7.1** **Proposed and Surplus Staff** :- Unit/Station wise summary of Sanctioned Cadre, Man on Roll, Vacancy position, Proposed and Surplus Staff of **Sanitation Staff** (i.e. Safaiwala, Anti Malaria Khalasi, Sanitation Khalasi & WC Khalasi) of Medical Department of BVP Division is as follows :-

3.8.1 Recommendation No.1

After critical analysis of present workload of Sanitation staff of Medical department of Bhavnagar Division, the work study team proposes 83 Gr. "D" posts against the sanctioned cadre of 126 Gr. "D" posts and 43 posts are identified as surplus and recommended for surrender immediately, in 1st Phase .

3.8.2 Recommendation No.2

After outsourcing, the sweeping & cleaning activities of all Railway colonies under Medical Department of BVP Division and remaining 83 Men on Roll posts of Safaiwala's may also be surrendered immediately in 2nd phase.

CHI-UNIT	Under CHI	Sanct-cadre	Man on Roll	Vacancy Position	Proposed Staff	Surplus Identified	Ref.Para
BVP	BVP	43	30	13	30	13	3.2.10
DLJ	DLJ	10	6	4	6	4	3.3.7
MHV	DLJ	4	4	0	4	0	
JND	JND	16	8	8	8	8	3.4.7
VRL	JND	10	7	3	7	3	
BTD	BTD	14	7	7	7	7	3.5.7
DOK	BTD	5	4	1	4	1	
JLR	JLR	15	11	4	11	4	3.6.7
PBR	JLR	5	5	0	5	0	
GDL	JLR	4	1	3	1	3	
TOTAL		126	83	43	83	43	

CHAPTER-IV

SYSTEM IMPROVEMENT

- 4.0** The Hon'ble Railway Minister announced during the Railway Budget 2014-2015 that a special drive is to be launched for improving the over-all status of sanitation/cleanliness of Railway Stations, Railway Colonies and Railway Office premises. Railway Board has issued guidelines for Mechanized cleaning of the different categories of Railway Stations for providing a greater importance to improve the overall levels of sanitation/cleanliness.
- 4.1** In order to achieve high standard of cleanliness at Railway stations, Trains & Railway premises, Railway Board had issued guidelines under sanitation policy, which are as under :
- i.** Development of infrastructure i.e. drainage, washable aprons, mechanized cleaning, etc.
 - ii.** Proper drainage & water supply arrangement.
 - iii.** Improving the motivation of Safaiwala staff.
 - iv.** Aggressive education of the users in social hygiene.
 - v.** The amenities work such as Open Drains (Kutchra & Pucca), circulating area, etc. by using modern & mechanized tools and machines to be used in place of manual cleaning.
 - vi.** Development of Tool & Plant and equipments – modern & mechanized tools and machines to be used in place of manual cleaning.
 - vii.** **Awarding of cleaning contracts – professional housekeeping firms may be appointed for cleaning of Medical Unit, Railway Colonies & Railway premises.**
 - viii.** The cleaning activities in colony premises need not be continuous 8 hrs duty whereas it should be done in break up duties. i.e. four hours in the morning and four hours in the evening. As such the outsourcing may be done accordingly so as to save Railway revenue and optimum utilisation of manpower
 - ix.)** All cleaning activities club together and one single contract to be awarded rather than awarding various contract for cleaning, rag picking and other various activities in one unit.
 - x)** The outsourcing of sanitation activity may be process immediately without further delay and after awarding of contract, remaining on roll posts of Safaiwala's may be immediately surrender by deploying the existing staff to other department as per laid down procedure.

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CHAPTER – V

5.0 FINANCIAL IMPLICATION

- 5.1. On critical examination of all the activities carried out by Sanitation staff of Medical department of BVP Division and looking at the existing work load, the work study team proposes, 43 Gr. D posts against the sanctioned cadre of 126 are identified as surplus to the requirement and recommended for surrender immediately.
- 5.2 On further outsourcing of sanitation work the remaining 83 posts may be surrendered immediately. The phasewise proposed psurrender and resultant annual saving is tabulated as under:

Phase – I

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per Employee</i>	<i>Annual saving in Rs.</i>
Group-D	43	Rs. 6,45,968/-	Rs. 2,77,76,624/-
Total	43		Rs. 2,77,76,624/-

Phase – II

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per Employee</i>	<i>Annual saving in Rs.</i>
Group-D	83	Rs. 6,45,968/-	Rs. 5,36,15,344/-
Total	83		Rs. 5,36,15,344/-

- 5.3 On implementation of the recommendations brought out in the work study report, annual recurring saving, per annum can be achieved as follows:-

Phase I - Annual recurring saving of Rs. 277.76 Lakhs per annum can be achieved.

Phase II - Annual recurring saving of Rs. 536.15 Lakhs per annum can be achieved.

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