



पश्चिम रेलवे
Western Railway

**REVIEW OF STAFF STRENGTH
OF
SANITATION STAFF
OF
MEDICAL DEPARTMENT
OVER
RJT
DIVISION
(No. G.463/WR/WS-02/2019-20)**

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EXECUTIVE SUMMARY

Sr. No. of Study	02
Case No.	G.463/WR/WS-02/2019-2020
Subject	Review of Staff of Medical department over RJT Division, due to outsourcing of cleaning activities.
Area	Rajkot
Division	Rajkot
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	82	67	15	67	15	15	00

Projected Manpower Phase - II

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Safaiwala	67	67	---	---	67	---	67

Financial Implication - Phase I -Total recurring Savings of **Rs. 96.89 Lakhs** (approx.) per annum.

- Phase II - Total recurring Savings of **Rs. 432.79 Lakhs** (approx.) per annum.

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Shri Abdul M Khan	CHI-OKHA/DWK
Smt. B V Prajapati	CHI-SUNR
Shri. J K Sharma	CHI-HXP/JAM
Shri. Asharam Verma	CHI-WKR/MVI

And all Ch.OS and other Medical staff over RJT 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 RJT Division is to be conducted during the financial year 2019-2020.

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

3.8.1

After critical analysis of present workload of Sanitation staff of Medical department of Rajkot Division, the work study team proposes Safaiwala's against the sanctioned cadre of **82** posts and **15** vacant posts are identified as surplus and recommended for surrender immediately, in 1st Phase.

Recommendation No.2

3.8.2

After outsourcing, the sweeping & cleaning activities of all Railway colonies under Medical Department of Rajkot Division, the remaining **67 Men on Roll posts of Safaiwala's** may also be surrendered immediately, in the financial 2019-2020 in 2nd 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 05 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 Rajkot Division, there are 05 Health Units at :

Sr. No	Health Unit	Location
1	1	RJT
2	1	OKHA
3	1	SUNR
4	1	HAPA/JAM
5	1	WKR

- 1.3 Sanitation Services :**

The work of sanitation is carried out with the help of Chief Health Inspectors/ 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 and pulse polio camps etc.

- 1.4** The work study has been conducted at following Chief Health Inspectors (CHI)'s Units – RJT, OKHA, SUNR, HAPA & WKR of RJT division.
The Unit-wise nos. of quarters is as follows:-

No. of Quarters unit wise over RJT								
Sr No	CHI	Unit/ Station	Type -I	Type-II	Type-III	Type IV	Type -V	Total
01	RJT	RJT	330	492	75	38	16	951
02	OKHA	OKHA	96	84		06		186
		DWK	77	52		-----		129
03	SUNR		220	150	12	06	---	388
04	HAPA	HAPA	265	189	11	01		466
		JAM	117	99	04	02	01	223
05	WKR	WKR	87	119	01	02	--	209
		MVI	80	47	03	02		132
		THAN	31	48	01	---	---	80
GRAND TOTAL			1303	1280	107	57	17	2764

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

Sr. No.	Under CHI	CHI-Unit	Category	Sanction Cadre	On Roll	Vacancy
1	RJT	RJT	Safaiwala	22	14+3	05
		Total		22	17	05
2	OKHA	OKHA	Safaiwala	08	05	03
		DWK	Safaiwala	05	02	03
		Total		13	07	06
3	SUNR	SUNR	Safaiwala	16	15	01
		Total		16	15	01
4	HXP	HAPA	Safaiwala	14	12	02
		JAM	Safaiwala	02	02	00
		Total		16	14	02
5	WKR	WKR	Safaiwala	12	11	01
		MVI	Safaiwala	03	03	00
		Total		15	14	01
	Grand Total			82	67	15

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 Rajkot Division is under the direct control of CMS/RJT , who is assisted by ACMS/RJT & 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**

Chief Health Inspectors/ 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 08 th May
➤	World hypertension day	17 th May 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 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, Safaiwalas, 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 RJT Division :-

3.2.1 Chief Health Inspector- RJT_: Currently there are Two CHI's looking after total 6 colonies at Rajkot

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

<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
Safaiwala	22	17	05

3.2.3 Workload of CHI -RJT

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

Unit	Type-I	Type-II & III	Type-IV & V	Total
CHI-RJT	330	567	54	951

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

Open Drains (In Running meters)		No. of common latrines
Kutchha	Pucca	
45 mts	80 mts	04

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

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested	Pulse polio & Welfare camps arranged
			FSSAI		
2016-17	120	120	100	178	02
2017-18	100	135	129	199	02
2018-19	120	140	133	182	02

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

Unit	Name of the contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-RJT	M/s Aarti Enterprises Rajkot	26.08.2018 to 25.08.2019 (One Year)	Kothi Compound Rly. Colony. Rajkot	Cleaning and sweeping of roads, adjoining area of Qtrs , Staircase cleaning of multi storied Qtrs/Bunglows, cleaning of drains, collection of refuse and garbage collection from colonies and put in Dustbins /spots in K C Colony.

3.2.8 During the Work-study it has been noticed that there are 951 nos. of Railway Quarters including Type I, II, III, IV & V shown under jurisdiction of **CHI/ RJT**.

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 still been processed in Rajkot other than one contract awarded in Kothi Compound colony, Rajkot out of the 6 colonies. The value of the contract amounted Rs 11,36,464/- for a period of one year.

After critical analysis of present workload, the work study team justifies, **17** Safaiwala's for present workload on need base requirement for CHI-RJT unit, against sanctioned cadre of **22** posts and **thereby 05 Vacant posts of Safaiwala's are found excess to the requirement and recommended for immediate surrender.**

3.2.10 Thus, for CHI-RJT Unit, the present available **17** posts of Safaiwala's are justified till outsourcing is done and **05 vacant posts of Safaiwala's are recommended for surrender immediately.**

3.3 Chief Health Inspector– OKHA (OKHA & DWK unit)

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

Unit	Category	Sanctioned cadre	Man on roll	Vacancy
OKHA	Safaiwala	8	5	3
DWK	Safaiwala	5	2	3
Total		13	7	6

3.3.2 Workload of CHI-OKHA.

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

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
OKHA	96	84	06	186
DWK	77	52	-	129
Total	173	136	06	315

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

Unit	Open Drains (In Running meters)		No. of common
	kucha	Pucca	
OKHA	Nil	1231	NIL
DWK	Nil	692	NIL

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

Year	Space Spray	Fogging	Food samples Teste	Water samples Tested	Pulse polio & Welfare camps
2016-17	2	64	27	155	02
2017-18	2	64	44	163	02
2018-19	2	64	40	150	02

3.3.6 Cleaning Contract position of **CHI-OKHA** 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- OKHA	M/s Uma Sanitation services, Rajkot	10.06.2019 To 09.06.2021	Dwarka	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at Dwarka under CHI-OKHA for a period of 24 months.
CHI- OKHA	M/s Uma Sanitation services, Rajkot	10.06.2019 To 09.06.2021	Okha	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at OKHA under CHI-OKHA for 24 months.

After critical analysis of present workload, the work study team justifies, 08 Safaiwala's for present workload **on need base requirement** for CHI-OKHA, against sanctioned cadre of **13** posts and **thereby 06 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.3.7 Thus, for **CHI-OKHA Unit**, the present available 6 posts of Safaiwala's are justified till outsourcing is done and 06 vacant posts of Safaiwala's are recommended for surrender immediately.

3.4 **Chief Health Inspector- HAPA (HAPA & JAM-Unit)**

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

Unit	Category	Sanctioned cadre	Man on Roll	Vacancy
HAPA	Safaiwala	14	12	02
JAM	Safaiwala	02	02	00
Total		16	14	02

3.4.2 **Workload of CHI-HAPA (Looking after HAPA & JAM)**

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

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
HAPA	311	227	01	539
JAM	117	103	03	223
Total	428	330	04	762

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

Unit	Open Drains (In Sq ft)		No. of common latrines
	Kutcha	Pucca	
HAPA	6367800	281480	Nil
JAM	367000	119445	Nil

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

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested	Pulse polio & Welfare camps arranged
2016-17	02	110	72	195	02
2017-18	02	110	73	204	02
2018-19	02	110	80	192	02

3.4.6 Cleaning Contract position of **CHI-HAPA** 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-HAPA/JAM	M/s I J Parmar, Rajkot	02 yrs	HAPA	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at HAPA under CHI-HAPA for 24 months.

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-HAPA/JAM	M/s I J Parmar, Rajkot	02 yrs	JAM	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at JAM under CHI-HAPA for 24 months.

After critical analysis of present workload, the work study team justifies, **14** Safaiwala's for present workload ***on need base requirement*** for CHI-HAPA unit, against sanctioned cadre of **16** posts and thereby **02 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

Similarly, the work study team justifies, **14** Safaiwala's for present workload ***on need base requirement*** for CHI-HAPA at HAPA/JAM unit, against sanctioned cadre of **16** posts and thereby **02 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.4.7 Thus, for CHI-HAPA unit, the present available 12 posts of Safaiwala's are justified till outsourcing is done and 02 vacant posts of Safaiwala's are recommended for surrender immediately. And for JAM Unit the present available 02 posts of Safaiwala's are justified till outsourcing is done i.e. total no of 02 vacant posts under CHI-HAPA are recommended for immediate surrender.

3.5 Chief Health Inspector- SUNR unit :

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

:-

<i>Unit</i>	<i>Category</i>	<i>Sanctioned cadre</i>	<i>Man on roll</i>	<i>Vacancy</i>
SUNR	Safaiwala	16	15	1
Total		16	15	1

3.5.2 Workload of CHI-SUNR.

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

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
<u>SUNR</u>	220	162	06	388
<u>Total</u>	220	162	06	388

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

Unit	Open Drains (In Running meters)		No. of common
	Kutchha	Pucca	
SUNR	----	9923 mts	Nil

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

Year	Space Spray	Fogging	Food samples Tested	Water samples Tested	Pulse polio & Welfare Camps arranged
2016-17	02	128	44	152	02
2017-18	0	128	156	153	02
2018-19	02	103	179	161	02

3.5.6 Cleaning Contract position of CHI-SUNR 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-SUNR	M/s I J Parmar, Rajkot	02 yrs	SUNR	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at WKR under CHI-SUNR for 24 months.

After critical analysis of present workload, the work study team justifies, 15 Safaiwala's for present workload ***on need base requirement*** for CHI-SUNR unit, against sanctioned cadre of 16 posts and thereby 01 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.

Similarly, the work study team justifies, **15** Safaiwala's for present workload ***on need base requirement*** for CHI- SUNR against sanctioned cadre of **16** posts and thereby **01 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.5.7 Thus, for **CHI-SUNR Unit**, the present available **15** posts of Safaiwala's are justified till outsourcing is done and **01** vacant posts of Safaiwala's are recommended for surrender immediately.

3.6 **Chief Health Inspector- WKR (WKR/MVI unit) :**

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

Unit	Category	Sanctioned	Man on roll	Vacancy
WKR	Safaiwala	12	11	1
MVI	Safaiwala	3	3	0
Total		15	14	1

3.6.2 Workload of CHI-WKR(Looking after WKR/MVI)

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

Unit /Station	Type-I	Type-II & III	Type-IV & V	Total
WKR	87	120	0	209
MVI	80	50	2	132
THAN	31	49	-	80
Total CHI-WKR	198	219	2	419

3.6.4 The details regarding **open drains** and **common latrines** of CHI-WKR including MVI &THAN unit is as follows :-

Unit	Open Drains (In Running meters)		No. of common Latrine
	Kutchra	Pucca	
WKR	----	9238	NIL
MVI	----	18968	NIL
THAN	---	2796	NIL

3.6.5 The work load pertaining to anti malaria activities and other health & welfare activities carried out by Sanitary staff of CHI-WKR.(WKR & MVI) is as follows :-

Year	Space Spray	Fogging	Food samples Test ed	Water samples Tested	Pulse polio & Welfare camps arranged
2016-17	02	32	37	146	02
2017-18	02	32	58	147	02
2018-19	02	33	60	144	02

3.6.6 Cleaning Contract position of CHI-WKR (WKR, MVI & THAN 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-WKR	M/s I J Parmar, Rajkot	02 yrs	WKR	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at WKR under CHI-WKR for 24 months.

Unit	Name of Contractor	Period of contract	Jurisdiction / Area under contract	Type of Work & Nos. of Labour deployed by the contractor.
CHI-WKR	M/s I J Parmar, Rajkot	02 yrs	MVI	Removal of refuse and garbage collection from dust bins provided by Medical Dept. From Rly colony including dead animal with tractor/trolley at MVI under CHI-WKR for 24 months.

After critical analysis of present workload, the work study team justifies, **14** Safaiwala's for present workload ***on need base requirement*** for CHI-WKR unit, against sanctioned cadre of **15** posts and **thereby 01 VACANT posts of Safaiwala's are found excess to the requirement and recommended for surrender.**

3.6.7 Thus, for CHI-WKR Unit, the present available 14 posts of Safaiwala's are justified till outsourcing is done and 01 vacant posts of Safaiwala's are recommended for surrender immediately.

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 RJT Division is as follows :-

CHI-UNIT	Under CHI	Sanct.- cadre	Man on Roll	Vacancy Position	Proposed Staff	Surplus Identified	Ref.Para
RJT	RJT	22	17	05	17	05	3.2.10
SUNR	SUNR	16	15	01	15	01	3.5.7
WKR	WKR	12	11	01	11	01	3.6.7
MVI/THAN	WKR	03	03	00	03	00	
HAPA	HAPA	14	12	02	12	02	3.4.7
JAM	HAPA	02	02	00	02	00	
DWK	OKHA	05	02	03	02	03	3.3.7
OKHA	OKHA	08	05	03	05	03	
TOTAL		82	67	15	67	15	

3.8.1 Recommendation No.1

After critical analysis of present workload of Sanitation staff of Medical department of Rajkot Division, the work study team proposes 15 Safaiwala Gr. "D" posts against the sanctioned cadre of 82 Gr. "D" posts and 15 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 RJT Division and remaining 67 Men on Roll posts of Safaiwala's may also be surrendered immediately in 2nd phase within the financial year 2019-2020.

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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 (Kutcha & 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 maybe 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 RJT Division and looking at the existing work load, the work study team proposes, 15 safaiwala posts against the sanctioned cadre of 82 are identified as surplus to the requirement and recommended for surrender immediately.
- 5.2 On further outsourcing of sanitation work the remaining 67 posts may be surrendered immediately. The phase wise proposed surrender and resultant annual saving is tabulated as under:

Phase – I

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per</i>	<i>Annual saving in Rs.</i>
Group-D	15	Rs. 6,45,968/-	Rs. 96,89,520/-
Total	15		Rs. 96,89,520/-

Phase – II

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per</i>	<i>Annual saving in Rs.</i>
Group-D	67	Rs. 6,45,968/-	Rs. 4,32,79,856/-
Total	67		Rs. 4,32,79,856/-

- 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. 96.89 Lakhs per annum** can be achieved.

Phase II - Annual recurring saving of **Rs. 432.79 Lakhs per annum** can be achieved.

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