

EASTERN RAILWAY

WORK STUDY REPORT

ON

REVIEW OF WORKLOAD OF SAFAIWALA
AT BANDEL STATION & COLONY UNDER MEDICAL
DEPARTMENT OF HOWRAH DIVISION.

(STUDY NO.WSER-23/19-20)

(Submitted on – 10.01.2020)

Study guided by: - Sri S. Chandra, AEO, E. Rly

Study conducted by:- Sri G. Roy, WSI

BY

GM'S EFFICIENCY CELL
EASTERN RAILWAY
KOLKATA

CONTENTS

Sl. No.	Particulars	Page No.
1	<i>Acknowledgement</i>	3
	<i>Authority and Terms of Reference</i>	
	<i>Summary of Recommendations</i>	
2	<i>Executive Summary</i>	4
3	<u>CHAPTER-I</u> <i>Introduction</i>	5-6
4	<u>CHAPTER-II</u> <i>Existing Scenario</i>	7-11
5	<u>CHAPTER-III</u> <i>Critical Analysis</i>	12-16
6	<u>CHAPTER-IV</u> <i>Financial Appraisal</i>	17

ACKNOWLEDGEMENT

The study team is very much thankful to CMS/HWH Orthopedic Hospital & ACMS (H&FW)/HWH. Study team is also very thankful to all HI of BDC for his appropriate opinion and co-operation for conducting the subject work study.

TERMS OF REFERENCE

As desired by the competent authority, the subject workstudy has been undertaken by the GM's Efficiency Cell of Eastern Railway in financial year 2019-20 under the following terms of reference:-

- (i) Evaluate the quantum of work.
- (ii) Examine the deployment of Safaiwala against workload.
- (iii) Assessment of actual requirement of Safaiwalas in consideration with the Yardstick of sanitation staff under Medical Department vide CMO/E.Rly's letter No. MD. 248/0 dated 12.4.79.
- (iv) Scrutinize the possibility of more participation of foreign agency in cleaning work.

SUMMARY OF RECOMMENDATION

<i>Sl. No.</i>	<i>Recommendation</i>	<i>Para ref.</i>
1.	The Study Team recommends that existing vacancy of 07 posts should be surrendered immediately from the existing Sanctioned Strength of Safaiwalas under HI/Bandel.	3.6

EXECUTIVE SUMMARY

<i>Study Name & No.:</i>	<i>REVIEW OF WORKLOAD OF SAFAIWALA AT BANDEL STATION & COLONY UNDER MEDICAL DEPARTMENT OF HWH DIVISION. (Study No.WSER-23/19-20)</i>
<i>Year of conducting the study:</i>	2019-20
<i>Terms of reference:</i>	(i) Evaluate the quantum of existing workload. (ii) Examine the deployment of Safaiwala against workload. (iii) Assessment of actual requirement of Safaiwalas. (iv) Scrutinize the possibility of more participation of foreign agency in cleaning work.
<i>Methodology:</i>	<ul style="list-style-type: none"> • Collection of data • Discussion with officers and HI/BDC, BMG, BWN & RPH. • Study of existing workload and manpower. • Critical analysis of existing workload and assess actual requirement of manpower. • Analysis of Contractual Work for catering cleaning activities at Bandel.
<i>Existing Sanctioned Strength</i>	47
<i>Existing Men on Roll</i>	31
<i>Vacant post</i>	16
<i>Proposed Surrender</i>	7
Justification	
Assessment of safaiwala at BDC under Medical department of HWH division has been made based on Latest Yardstick of sanitation staff & also other misc. workload catered by existing staff under Medical Department.	

CHAPTER-I

1.0 INTRODUCTION:

- 1.2 Railways are the most preferred mode of transport for the masses in India. One of the commitments of the Railways in its 'Citizen Charter on Passenger Services on Indian Railways' is to provide safe and dependable train services to the passengers and ensure adequate passenger amenities in trains and at Railway station, which includes provision of clean and hygienic surroundings both at Railway stations and in trains.
- 1.3 Sanitation means maintaining a clean environment so that the beneficiaries stay in neat and hygienic environment. Railway Stations, colonies and all work places are to be maintained in a hygienic and clean manner and adequate steps is to be taken at the planning stage itself. Keeping this objective in view, special emphasis is laid on the collection and disposal of refuse, sewage and sullage in a scientific manner. Sanitation services are provided in all the Railway premises including the Railway colonies, Railway stations, circulating areas, Railway Yards, offices, coaches and tracks. Cleanliness of these areas is multidisciplinary approach by various departments of the Railways viz. Medical, Engineering, Operating and Mechanical Department. The Medical Department performs the Sanitation job at Railway colonies and major stations under the supervision of Health Inspectors.
- 1.4 Cleanliness in stations includes maintaining cleanliness in circulating area outside the station building and on platforms, concourse area, waiting rooms, retiring rooms, toilets, tracks adjacent to platforms, foot over bridges and drains and sewer inside the station premises in addition to a proper waste management system. For providing a clean and hygienic environment to the passengers in Railway premises, the Railways need adequate infrastructure as well as amenities commensurate with the quantum of passenger traffic handled at stations. Railway Board laid down guidelines prescribing a quantitative scale of minimum essential amenities for each category of station. These amenities were to be augmented at a higher scale based on actual passenger traffic handled and were called 'recommended amenities'. Some of these amenities have a direct bearing on cleanliness of stations such as drinking water, seating arrangements, waiting halls, toilets and urinals. Railway stations are maintained either departmentally through safaiwalas or through outsourced agencies. Effective manpower management and contract management are therefore, essential. Apart from this, the Railways should have a mechanism to prevent unauthorized use of stations as well as an effective monitoring mechanism in place to ensure quality in cleanliness related activities. Inadequate provision of water supply, washable aprons, drains and sewerage system and ineffective utilization of machines were major handicaps in providing a clean and hygienic environment in Railway premises.
- 1.5 The subject workstudy has been undertaken to review the quality of sanitary services at Bandel Station and colony premises under the Medical department keeping in view the financial achievement. This is possible only by maximum utilization of workforce with mechanical devices for cleaning operations. Study team considers the maximum participation of foreign agencies in cleaning and washing process in major station premises to upkeep the environment of station surroundings to make it world class.

- 1.6 Bandel Station is one of the busiest stations in Main line of Howrah Division. This station handles both types of load of Suburban trains and as well as Mail/Express Trains round the clock. In addition, there exist 5 Railway colonies at Bandel. The Health Inspector is nominated for the keeping the railway platforms and surroundings neat and clean.
- 1.7 With the introduction of Mechanical devices for cleaning operation, it is easier now to make the platform and surroundings clean and hygienic. As the subject workstudy is undertaken to review the existing deployment of Safaiwalas vis-à-vis their workload as a regular manner, it is essential to assess the optimum utilization of Safaiwalas to cater the daily workload. The subject study is also undertaken to review consequent upon the use of Mechanical cleaning devices by which the quality of cleaning has increased drastically along with remarkable financial savings. Keeping the above ideas into consideration, the study team has given their concentration on the existing pattern of working and existing deployment of Safaiwalas according to their work point. The study team has also given full stress on the matter of privatization of cleaning activities of Bandel Station keeping in view the financial achievements and also better quality of cleaning.
- 1.8 The jurisdiction of Health Inspector/ Bandel is Bandel Station Premises including all service buildings at Station and Station approach area. It includes all concourses and subways. Besides of the above, 5 Railway Colonies of Bandel are also under the jurisdiction of HI/BDC.
- 1.9 Presently 31 nos of safaiwala are working at BDC colony and one (1) no of health unit as against the sanctioned strength of 47 posts lying vacant of 16 posts under medical department.

CHAPTER-II

2.0 EXISTING SCENARIO:

- 2.1 Bandel station is a major junction station of the Howrah suburban railway network. It is situated on the Howrah-Bandel-Barddhaman Main Line with an approximate 40 km distance from Howrah Station. The B.B Loop line connects Azimgunge and Katwa to Bandel and hence forth to Howrah and Sealdah. Bandel is connected to Sealdah and Kolkata station via Naihati Junction.
- 2.2 Bandel is being function as a major junction station of Howrah-Bandel-Barddhaman Main Line, Sealdah Main Line and Bandel-Katwa B.B Loop Line. Local and express trains run in these lines. EMU Local trains run from Bandel to Howrah, Naihati, Barddhaman, Katwa, Bally, Memari. The trains run between Bandel and Howrah are known as the Bandel locals. Other EMU local trains serve this station are Barddhaman locals, Katwa locals, Memari locals, Pandoah locals, Naihati-Bandel locals, Sealdah-Katwa and Sealdah-Barddhaman locals along with a number of other passenger and express trains. Earlier at Bandel there was a steam loco shed but now it is being used as a goods yard. An EMU car shed is also there nearby Bandel Station.
- 2.3 The existing infrastructure i.e. the organizational set up and the present workload on daily measures including the present pattern of working system at Bandel Station and Colony. It is necessary to maintain the platform and surroundings neat and clean round the clock and Health Inspector (HI) /BDC is the over all In-charge of all sanitation and cleaning activities of Bandel Station premises and colonies.
- 2.4 The present Sanctioned Strength and On-roll position of safaiwalas under HI/BDC, HI/BMG, HI/BWN & HI/RPH are given in table below:

UNITS	Designation	Pay Scale & Pay Band	Bill Unit No.	Staff Strength		
				Sanctioned Strength	On-Roll	Vacancy
BDC	Safaiwala	Rs. 5200-20200/- GP-1800/-	364	47	31	16
Total				47	31	16

- 2.5 Reviewing the workload under HI/Bandel it has been noticed by the study team that, maximum workload of station premises under HI/Bandel are outsourced to private agencies. Only a part of workload at station premises is catered by departmental Safaiwalas. The workload pertaining to cleaning activities of 5 colonies under HI/Bandel are fully catered by departmental Safaiwalas. The total Workload of Station premises and Colony area under HI/Bandel are tabulated as under:

S. No.	Workpoint	Area/Length	Workload Catered By
1	Platform Surfaces		Private agency
a)	PF No. 1A & 1B (355 mt. X 10 mt)	3550 Sq mt.	
b)	PF No. 1 & 2 (567 mt. X 12.5 mt)	7087.50 Sq. mt.	
c)	PF No. 3 & 4 (305 mt. X 13 mt)	3965 Sq. mt.	
d)	PF No. 3 & 5 (280 mt. X 9 mt)	2520 Sq. mt.	
TOTAL		17122.5 Sq. mt (184305 Sq. ft)	
3	Tracks within Platform	12729.68 Rft	Departmental Staff
4	Tracks Outside Platform	16383.60 Rft	
5	Platform Drains(Covered)	4749.27 Rft	
6	Urinals & Latrines	23.26 Sq. mt	
7	Offices & Waiting Halls		
a)	Goomty	44.38 Sq mt.	
b)	TXR Office	116.23 Sq mt.	
c)	Station Buildings	328.70 Sq mt.	
d)	Parcel Office	61.70 Sq mt.	
e)	Oil Godown	28.53 Sq mt.	
f)	Parcel Office	44.38 Sq mt.	
g)	TRS Office	80.34 Sq mt.	
h)	Pay Office	116.74 Sq mt.	
TOTAL		821 Sq mt. (8837 Sq. ft.)	
8	Circulating/ Concourse Area	1365 Sq. mt. (14693 Sq. ft)	
9	Approach Road	1950 Sq. mt. (20990 Sq. ft.)	
10	Foot Over Bridge	3574.48 Sq. ft.	
11	Subway & Subway Stairs	217.64 Sq. mt. (2343 Sq. ft)	
12	Roads (Colony)		
a)	Loco Para Colony	20000 Sq. mt. (215278 Sq. ft)	
b)	Saheb Para Colony		
c)	Ambagan Colony		
d)	Bazarpara Colony		
e)	Station Para Colony		
13	Roads of Service Buildings	35112 Sq. mt. (377942 Sq. ft.)	
12	Drains (Colony)		
a)	Loco Para Colony	28400 Mt. (93176 Rft)	
b)	Saheb Para Colony		
c)	Ambagan Colony		
d)	Bazarpara Colony		
f)	Station Para Colony		
13	Drains of Service Buildings	20700 Mt. (67913 Rft)	
14	Circulating area outside Quarters of Colony (1344 Quarters)		
a)	Loco Para Colony (878 Quarters)	450000 Sq. ft. (approx)	
b)	Saheb Para Colony (90 Quarters)		
c)	Ambagan Colony (289 Quarters)		
d)	Bazarpara Colony (65 Quarters)		
f)	Station Para Colony (22 Quarters)		

- 2.6 For catering the workload of Departmental Safaiwala at Bandel station and colony area under HI/BDC as shown in table above, the total working period of Departmental Safaiwala is divided into three shifts i.e. morning shift (6:00-14:00 hrs), evening shift (14:00-22:00 hrs) and night shift (22:00-6:00 hrs).
- 2.6.1 It is seen from the table above that maximum part of cleaning activities at Station premises has been outsourced to private agencies. Only cleaning of station offices, subway, FOB and concourse area at station are catered by departmental safaiwalas. In general practice, altogether 04 departmental safaiwalas are deployed at Station premises in three shifts. Maximum safaiwalas 2 staff are deployed at morning shift (6:00 hrs to 14:00 hrs) and at evening shift (14:00 hrs to 22:00 hrs) only 1 staff is deployed. At night shift (22:00 hrs to 6:00 hrs) only one staff is deployed for misc. work and to look after the work executed by External agencies during that shift.
- 2.6.2 At Colony area, 24 departmental safaiwalas are deployed at morning shift (6:00 hrs to 14:00 hrs) to cater the workload of road and concourse area sweeping and house drain cleaning. The whole workload of Colony area is catered by departmental safaiwalas. Only garbage disposal from designated area to vat are outsourced to external agencies.
- 2.7 The deployment of departmental safaiwala under HI/BDC are as under:
- 2.7.1 **Morning Shift (6:00 hrs to 14:00 hrs):**

The working period of Morning shift is 6:00 hrs to 14:00 hrs. In present system of working, total 46 nos. of Safaiwala are deployed at Station premises and colony area in this shift. The deployment of Safaiwalas according to their work point is given below:

S.No.	Workpoint	No. of Safaiwala deployed
Bandel Station Area		
1	Sr. Safaiwala as leading man	1
2	Sweeping and swabing of office building	1
3	Sweeping and swabing of booking office	
4	Sweeping and swabing of station office	1
5	Sweeping and swabing of RRI Cabin	
6	Sweeping of FOB	1
7	Sweeping of Circulating Area	1
8	ORS booking, spraying of insecticide etc. and misc. works	1
9	Store work	
Bandel Railway Colonies		
10	Gang for Drain Work	2
11	For road sweeping, drain cleaning, lifting of garbage from drain to vat, circulating area sweeping, spraying of insecticides and bleaching etc. at colonies namely,	
	Locopara Colony	3
	Sahabpara Colony	2
	Ambagan Colony	2
	Bazarpara Colony	2
	Stationpara Colony	3
Total		20

2.7.2 Evening Shift (14:00 hrs to 22:00 hrs):

The working hour of Evening shift is from 14:00 hrs to 22:00 hrs. Total 04 nos. of Safaiwalas are deployed at station premises in this shift. The deployment of Safaiwalas according to their work point is given below:

S.No.	Work point	No. of Safaiwala deployed
<i>Bandel Station Area</i>		
1	Sr. Safaiwala as leading man	1
2	Sweeping of Circulating Area	1
3	Sweeping and swabbing of booking office	1
4	Store work	
Total		3

2.7.3 Night Shift (22:00 hrs to 06:00 hrs):

The working hours of Night shift is from 22.00 hrs to 6.00 hrs. In this shift, no work related to cleaning activities of station premises are executed by departmental safaiwalas. However, some cleaning activity of station premises is performed by private agency at night shift. Only one departmental safaiwala is deployed to tackle misc. workload at night shift and also to look after the work catered by private agencies at night shift.

S.No.	Work point	No. of Safaiwala deployed
<i>Bandel Station Area</i>		
1	Sr. Safaiwala for misc. work	1
Total		1

2.7.4 From Para 2.8.1, 2.8.2 and 2.8.3, total deployment of departmental safaiwala under HI/BDC is shown as under:

S.No.	Shift	No. of Safaiwala deployed
1	<i>Morning Shift</i>	20
2	<i>Evening Shift</i>	3
3	<i>Night Shift</i>	1
4	Leave Reserve	3
Total		27

2.8 The mechanized machines under HI/BDC are tabulated as under:

S.No.	Description of Machine	No. of Machines
1	Scrubber & drier	02
2	High pressure water jet (Awaited Condemnation)	03
3	Vacuum cleaner	01
4	Flipper (Manual operated)	02

- 2.9 Medical Department has outsourced maximum percentage of workload of the sanitation work of Bandel Station to private agencies. In addition, garbage disposal work from station and colony area to vat has also been outsourced. At present, there are three (3) contractual works prevailing on Bandel Station premises and colony area as shown under:

S.No	<i>Contractual Works</i>
1	Conservancy cleaning work of BDC station for three years
2	Conservancy manual cleaning of tracks and drains at BDC Station
3	Supply of Diesel truck with driver, cleaner and laborers for removal of garbage from BDC Station and colony area.

CHAPTER-III

3.0 CRITICAL ANALYSIS

The study team has critically analyzed the present workload and effective deployment of Safaiwala as per present system of working keeping in view the existing infrastructural set up.

3.1 While reviewing the subject study, the study team has critically examined and analyzed the all possible ways to optimize the Safaiwalas. The study team has given full stress on the following points to improve the quality of cleaning as well as rationalized the deployment of Safaiwalas working under HI/BDC.

- (1) Assessment of present workload of Safaiwalas.
- (2) Critically examine the point-wise deployment of Safaiwala against present workload.
- (3) Assessment of actual requirement of Safaiwalas under HI/BDC in consideration with the Yardstick of sanitation staff under Medical Department vide CMO/E.Rly's letter no. MD. 248/0 dated 12.4.79 (ANNEXURE IV) based on non-mechanical system.
- (4) Scrutinize the possibility of more participation of foreign agencies in the cleaning activities keeping the economical benefits of Railway in mind.

The study team has given full attention on the above points to calculate the revised requirement of Safaiwalas considering the actual workload.

3.2 Firstly, the study team has adopted the formula of Yardstick given in Annexure-IV to assess the actual requirement of Safaiwalas in their different work points based on the present workload catered by departmental safaiwalas (tabulated in table para 2.6). The study team also feels that there is necessity for revision of yardstick as it is framed in the year 1979 and now the circumstances have been totally changed regarding sanitation cleaning jobs due to introduction of modern mechanical devices.

3.3 During analysis of workload of Bandel Station premises and colony area presently catered by departmental Safaiwalas, it is observed that, there is no Yardstick for several activities catered by departmental safaiwalas. So, for such activities, study team assesses the manpower requirement by analysis based on physical observations. Based on Yard Stick of sanitation staff under Medical Department vide CMO/E.Rly's letter No. MD. 248/0 dated 12.4.79, the study team analyzed actual requirement of Safaiwalas to cater the existing workload catered by departmental Safaiwalas of Bandel (Table under para 2.6):

REQUIREMENT OF SAFAIWALA TO CATER EXISTING WORKLOAD OF DEPARTMENTAL SAFAIWALAS OF BANDEL STATION AND COLONIES AS PER YARD STICK AND ASSESSMENT BASED ON PHYSICAL OBSERVATION

Sl. No.	Areas of Working (approx)	Activities	Frequency of cleaning	Total Volume of Work in Sqft	Present Yard Stick	Total Manpower required (Rounding Off)	
STATION AREA							
1	Cleaning of Goomty, TXR Office, Oil Godown, Station Buildings, Parcel Office, TRS office, Pay office, Booking office, etc 8837 Sqft	Manual Sweeping	Shift (06-14) - 2 times	8837 Sqft X 2 times = 17674 Sqft	(a) For sweeping the offices and waiting hall, 25 minutes per safaiwala per 1000 Sqft (19200 Sft in 8 hrs)	17674 = 0.92 (1) 19200	(3)
			Shift (14-22) - 1 time	8837 Sqft X 1 time = 8837 Sqft		8837 = 0.46 (1) 19200	
		Swabing	Shift (06-14) - 1 time	8837 Sqft X 1 time = 8837 Sqft	(b) For swabing - 3.75 minutes per Safaiwala per 1000 Sft (12800 Sft in 8 hrs)	8837 = 0.69 (1) 12800	
2	Circulating area - 14693 Sqft Subway & Subway stairs - 2343 Sqft Total Area - 17036 Sqft	Manual Sweeping	Shift (06-14) - 1 time	17036 Sqft X 1 time = 17036 Sqft	80000 Sqft per Safaiwala in 8 hrs	17036 =0.21 (1) 80000	(4)
		Collection of Rags, Waste Papers, Piece of Plastic, Garbage from above area including dustbin and disposal at vat			Garbage collected from sweeping of 10000 Sqft of road surroundings can be removed and deposited in dustbins per 30 min.(160000 Sqft in 8 hrs shift)	17036 = 0.11 (1) 160000	
		Manual Sweeping	Shift (14-22) - 1 time	17036 Sqft X 1 time = 17036 Sqft	80000 Sqft per Safaiwala in 8 hrs	17036 =0.21 (1) 80000	
		Collection of Rags, Waste Papers, Piece of Plastic, Garbage from above area including dustbin and disposal at vat			Garbage collected from sweeping of 10000 Sqft of road surroundings can be removed and deposited in dustbins per 30 min.(160000 Sqft in 8 hrs shift)	17036 = 0.11 (1) 160000	
3	Approach road - 20990 Sqft	Manual Sweeping	Shift (6-14)-1 time	20990 X 1 time = 20990 Sqft	For sweeping 70000 of road only-one Safaiwala in 8 hourly shift	20990 = 0.3 (1) 70000	(1)
4	Foot over bridge - 3575 Sqft (including steps and flat surface)	Manual Sweeping	Shift (06-14) - 2 times	3575 Sqft X 2 times = 7150 Sqft	Foot over bridge:- (a) For sweeping 100 steps - 66 minutes per Safaiwala (b) For sweeping flat surfaces of overbridge- 3 minutes per Safaiwala per 1000 Sqft (160000 Sqft per Safaiwala in 8 hrs)	7150 = 0.05 (1) 160000	(1)
5	Deployment at Night Shift for misc. work	Misc. work	Shift (22-06)	Study team on assessment felt justified for present deployment of 1 safaiwala at Night Shift to cater misc. work		(1)	
TOTAL						10	

Sl. No.	Areas of Working (approx)	Activities	Frequency of cleaning	Total Volume of Work in Sqft	Present Yard Stick	Total Manpower required (Rounding Off)	
BF						10	
COLONY AREA							
5	Road Areas of - (a)Colonies - 215278 Sqft (b) Service building - 377942 Sqft Total - 593220 Sqft	Manual Sweeping	Three times per week	593220 Sqft X 2 = 7 169491 Sqft	For sweeping colony roads 70000 Sqft. of road only- one safaiwala in 8 hourly shift	169491 = 2.4 (3) 70000	4
		Collection of Garbage from sweeping of road area of colony and deposited in dustbins			Garbage collected from sweeping of 10000 Sqft of road surroundings can be removed and deposited in dustbins per 30 min.(160000 Sqft in 8 hrs shift)	169491 = 1 (1) 160000	
6	Circulating area of colony - 450000 Sqft (approx) [**through physical observation]	Manual Sweeping	Three times per week	450000 Sqft X 2 = 7 128571 Sqft	For cleaning the surroundings of houses and road - 60000 Sqft per safaiwala per shift	128571 = 2 (2) 60000	3
		Collection of Garbage from sweeping of circulating area of colony & deposited in dustbins			Garbage collected from sweeping of 10000 Sqft of road surroundings can be removed and deposited in dustbins per 30 min.(160000 Sqft in 8 hrs shift)	128571 = 1 (1) 160000	
7	Surface Drain of- (a) Colonies - 93176 Rft (b) Service area - 67913 Rft Total - 161089 Rft	Drain clean	Two times per week	161089 Rft X 1 = 7 23013 Rft	For cleaning small house drain- One Safaiwala will take 7 min. per 100 Rft. (6857 Rft in 8 hr shift)	23013 = 3.3 (4) 6857	10
		Removal and disposal of accumulated slit			For removal and disposal of accumulated slit from 100 Rft length of drain a sweeper will take 12.5 min. (3840 Rft in 8 hr shift)	23013 = 5.99 (6) 3840	
8	Misc Work like Spraying of Insecticide chemical, Anti Malaria works, VIP visit, store upkeeping, etc	-	-	Study team on assessment felt that 5 Safaiwalas is sufficient to cater misc. and occasional work		3	
GRAND TOTAL						30	

It can be viewed from the above table that **bare requirement** of Safaiwalas is **30** to carry out cleaning work at Bandel Station premises and colony area in accordance to the existing workload catered by departmental Safaiwala under HI/BDC. The Actual Requirement of Safaiwalas is calculated as under:

Bare Requirement	30
RG (Rest Giver) as 16.5%	30 X 16.5% = 5
LR (Leave Reserve) as 12.5%	(30 + 5) X 12.5% = 5
Actual Requirement	40

- 3.4 From above paragraph, study team came to the conclusion that the actual requirement of safaiwalas under HI/BDC has been assessed to 40 which is more than the existing deployment of 31 posts as against the sanctioned strength of 47 posts, thus, rendering surplus of (47-40) = 07 posts.
- 3.5 Now, in the further paragraphs study team critically analysis the on-going contractual works prevailing at Bandel Station and Colony area to assess the financial benefits of contractual work as compared to work performed by departmental safaiwalas.
- 3.5.1 Medical department of Howrah division has outsourced maximum part of workload of station cleaning activities of Bandel to private agencies (Para 2.10). The study team has observed that quality of cleaning through contractual works is quite satisfactory. In addition, removal of garbage from BDC Station and colony area are also outsourced to private agencies. The details and *Total Cost incurred for Contractual part* is tabulated as under:

S. No.	Details of Contract	Total Value of Contract with Duration	Annual Cost
1	Conservancy cleaning work of BDC station for three years	Rs 31,67,900/- 1096 days (03 Years) (24/06/18-24/06/20)	Rs 10,55,966.77 /-
2	Conservancy manual cleaning of tracks and drains at BDC Station	Rs 1,31,040/- 90 days (03 months) (12/09/18-10/12/20)	Rs 5,24,160/-
3	Supply of Diesel truck with driver, cleaner and labourers for removal of garbage from BDC Station and colony area.	Rs 18,25,416/- 1096 days (03 Years) (10/06/18-09/06/20)	Rs. 6,08,472/-
TOTAL			Rs. 21,88,598.77 /-

- 3.5.2 From the table above, it can be observed that among the mentioned three (3) contractual works prevailing at Bandel Station and colony, two (2) contractual works (Sl.no.1 to 2) pertaining to cleaning activities at Bandel Station. The contractual work mentioned in Sl.No.3 pertains to Disposal of Garbage from Station & Colony through Diesel Truck. So, **Total**

Annual Cost incurred on Contractual Works pertaining to Bandel Station Cleaning Activities is (Rs 21,88,598.77 - Rs 6,08,472/-) = Rs. 15,80,126.77/-.

- 3.5.3 As mentioned in table under Para 2.6, activities pertaining to cleaning of Colony area along with cleaning of station office buildings, booking offices, concourse areas are catered by departmental staff at morning shift (06:00 hrs – 14:00 hrs) and evening shift (14:00 hrs – 22:00 hrs). So the **Total Annual Cost incurred on Salary Head of Departmental Safaiwalas** under HI/BDC is as under:

Category	Pay Scale & Pay Band	On-Roll Staff Strength	Gross Salary	
			Monthly	Yearly
Safaiwala	Rs.18000-56900/- GP-Rs1800/-	31	13,58,327	1,62,99,924

So, Annual Salary of Departmental Safaiwalas = Rs. 1,62,99,924 /-

It can be observed from the above analysis that the Annual Cost incurred to carry out cleaning of Bandel Station premises by Contractual Safaiwalas is considerable less than Annual cost incurred for deployment of Departmental Safaiwalas.

3.5.3.1 **SUGGESTION:**

Hence, from the analysis shown in para 3.5.2 & 3.5.3, it is seen that cleaning activities at Bandel Station premises through deployment of Contractual Safaiwalas are far more beneficial both in financial aspect and also for quality housekeeping then deployment of departmental Safaiwalas .

3.4.1 **RECOMMENDATION:**

The study team recommends that existing vacancy of 07 posts should be surrendered immediately from the existing Sanctioned Strength of Safaiwalas under HI/Bandel.

CHAPTER-IV

4.0 **FINANCIAL APPRAISAL:**

4.1 As per recommendation made in Para 3.4.1, 07 posts of Safaiwala should be made surplus and financial savings thus achieved will be as under.

Category	No. of posts	Scale of Pay	Mean pay	DA @ 17%	Monthly	Yearly
		Figures in Rs.				
Safaiwala	07	Rs.18000-56900/- (Level-1)	37450	6367	43817	36,80,628/-

Thus, the annual financial savings works out to **Rs.36.80 lakhs**.