

**STAFF STRENGTH  
OF  
SAFAIWALA  
OF  
COMMERCIAL DEPARTMENT  
WORKING  
IN  
SONPUR DIVISION  
(ECR/Effi/WSR/SEE/19-20/14)**

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East Central Railway  
HAJIPUR  
EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>ECR/Effi./WSR/SEE/19-20/14</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF SAFAIWALA OF COMMERCIAL DEPARTMENT WORKING IN SONEPUR DIVISION .</b>
<b>Area</b>	<b>SONEPUR DIVISION</b>
<b>Division</b>	<b>SONEPUR</b>
<b>Department</b>	<b>COMMERCIAL</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>01</b>
<b>No. of posts recommended for surrender</b>	<b>04</b>
<b>Financial Implication</b>	<b>20.13 lakh</b>
<b>Month of Circulation</b>	<b>June 2019</b>

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## SYNOPSIS

1. Indian Railways is one of the biggest transportation organisations among all other transport organisations in the country. In fact the

Railway is backbone of the country's transportation system. In the recent times, Railway is facing tremendous competition from road and air. In the time of competition transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

2. Indian Railways prime motto is to provide cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organisation to keep close watch on their expenditure and check the expenditure accordingly.
3. In Railways much emphasis is being given to cleanliness of Station premises and Trains.

## **TERMS OF REFERENCE**

The study has been conducted under the following terms of references:

- a) To review staff strength of Safaiwala vis-à-vis workload of Commercial Department of Sonpur Division with a view to identify the surplus manpower in different station.
- b) To assess the effective utilization of Safaiwala working in Commercial Department of Sonpur Division .

### **METHODOLOGY ADOPTED**

The work study team applied the following work study techniques for conducting the study :

- Discussion with Sr. DCM
- Discussion with CCI
- Data collection and its analysis the factual status & existing work load.
- Discussion with concerning authority.
- Reassessment of manpower requirement by applying need base.

## **CHAPTER-I**

### **1.0 INTRODUCTION**

- 1.1 Railway is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes

more important to maintain hygiene to avoid spread of communicable diseases. Therefore, it is advised to have a setup which can ensure cleanliness and hygiene in the Railway premises and running Trains.

- 1.2 Special emphasis is being given by the Ministry of Railways on cleanliness. Apart from running of trains maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3 Keeping the above objects in mind and also giving priority to the Railway main motto of safety, security, punctuality and cleanliness in particular this work study has been conducted to review the staff strength of Safaiwala of Commercial Deptt. of Sonapur Division.

## **CHAPTER-II**

### **EXISTING SETUP**

#### **Cadre Position:-**

Station wise sanctioned strength, on roll and vacancy position of Safaiwala Staff under Sr. DPO /SEE Division as on 01.04.19 is placed under table below:-

S. N o	Station	SANCTIONE D STRENGTH	ON ROLL	VACANCY
1	Goraul	1	1	0
2	Dubha	1	1	0
3	Mahnari	1	1	0
4	Chaksikander	1	1	0

### **CHAPTER-III**

#### **Critical Analysis:-**

For successful and smooth running of an organization financial viability of assets and man power has to be taken into consideration.

Hence, administration should reconsider the utility in the new perspective.

Sanitation work of Junction/Stations has already been outsourced. Road side Stations have sanctioned cash imprest about Rs. 15000 for miscellaneous and

Sanitation work. Hence, 04 posts of Safaiwala may be recommended for surrender.

In view of outsourcing of sanitation work, work study team is of strong view to surrender the 04 posts of Safaiwala.

## **CHAPTER - IV**

### **RECOMMENDATION:-**

After careful study of the utility of sanitation work of Sonapur Division. Work study team recommends for surrender of 04 posts of Safaiwala of Commercial Department as sanitation work of Junction/Stations have already been outsourced and Road side Stations have sanctioned cash imprest.



## **CHAPTER: - V**

### **FINANCIAL SAVINGS:-**

If the recommendation of the study report is implemented, the annual recurring financial savings will be as under:

S.N o.	Category	Scale of pay (Rs.)	Grade pay	Level	No. of posts	Mean pay per month	Total pay per month per staff (Rs.)	Annual financial savings (Rs. In lakh)
1	Safaiwala	5200- 20200	1800	I	04	37450	41944	2013312 i.e. 20.13

**Annex  
ure 1**

Staff position of Safaiwala of Commercial Department of SEE Division as on 01.04.2019.

S.N o	Department	Pay Band	Grade Pay	Level	Sanction ed Strength	ON ROLL	VACANCY
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1	Commercial	5200-20200	1800	I	04	04	00
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**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**ON**

**To assess the utility of Safaiwala of Commerical  
Department of Sonpur Division**

**FFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Efficiency/WSR/SEE/19-20/14**

**EAST CENTRAL RAILWAY**

Office of the  
General Manager (Vig.)  
Hajipur

No.: - ECR/Efficiency/WSR/SEE/19-20/14      Dated:-01.07.19

**Sr. DCM  
East Central Railway,  
Sonpur**

**Sub.:- Work study report on adequacy staff strength of Safaiwala of  
Commercial Department of Sonpur Division .**

In connection to the above it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala of Commercial Department of Sonpur Division. The work study team has recommended to surrender 04 posts of Safaiwala.

Hence It is requested to scrutinize the work study report and send the reply within 10 days so that, the report may be finalized and intimated to Railway Board.

DA: Work study report in 08 pages.

(A.Khalifa)  
Efficiency Officer  
For SDGM

Copy to: (i) PCPO/ HJP for kind information please.  
(ii) PCCM/HJP for kind information please.  
(iii) ADRM/SEE for kind information please.  
(iv) Sr. DPO /SEE for kind information please.

For SDGM