

**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA (SANITATION)
OF
Mechanical/EnHM DEPARTMENT
WORKING
AT
JHAJHA OF
DANAPUR DIVISION
(ECR/Effi/WSR/DNR/18-19/15)**

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TERMS OF REFERENCE

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

- a) To review of staff vis-a-vis workload of Safaiwala(Sanitation) of Railway Colony Jhajha of Mechanical/EnHM Department of Danapur Division with a view to identify the surplus manpower in unit.
- b) To assess the effective utilization of Safaiwala(Sanitation) of Railway Colony, Jhajha working in Mechanical/EnHM Department of Danapur Division.
- c) To suggest ways and means to improve working of Safaiwala (Sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department of Danapur Division.

METHODOLOGY ADOPTED

The following methodology adopted to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussions hold at various levels with a view to produce fruitful result.
 - Discussion with DEnHM/DNR
 - Discussion with concerning CHI/JAJ of Danapur Division
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying yard stick and need base.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still it is in progress in every sphere of the system. These technological upgradations have shown considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, the Work Study Cell was assigned to conduct work study of Safaiwala(Sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department, Danapur Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala(Sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department, Danapur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control by DEnHM/DNR and assisted by SSE/EnHM and CHI/Hi of Division and other staff of Mechanical/EnHM Department. It deals with cleaning of Railway Colony, road, service building, circulating area, drain and disposal of garbage etc.

Chapter-I

INTRODUCTION

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide cheap and best transportation services to their users at desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. Now-a-days, Indian economy is facing tough time. So, it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

Safaiwala (Sanitation) is utilized for some important cleaning work such as cleaning of railway colony, road, service building, circulating area, drain and disposal of garbage etc

Competent Authority has approved a Work Study on “ Review of staff strength of Safaiwala(Sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department of Danapur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER -II

Present scenario:

BOS – 36

MOR -24

Vacancy – 12

- 1.1** Railway is one of the biggest transport organization whose services are utilized by a large number of floating population. It becomes more important to maintain hygiene to avoid spread of any communicable disease. Therefore, it is advised to have a set up which can ensure cleanliness and hygiene in the Railway premises both in the station area and in the Railway colony.
- 1.2** 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** Sanitation and hygiene work is under the control of DEnHM/ DNR who is assisted by SSE/EnHM, CHI,HI and other staff of sanitation of JAJ of Danapur Division.
- 1.4** The actual staff strength of Safaiwala(Sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department of Danapur Divisional is 24 as against the sanctioned strength of 36 (Annexure -I) as per data given by DEnHM /DNR.

As per discussion with concerning authority work of sanitation has been outsourced.

CHAPTER -III

2.0Critical analysis :

BOS – 36

MOR -24

Vacancy - 12

As per discussion with concerning authority work of sanitation has been outsourced. Hence, work study team recommended to surrender 36 posts of Safaiwala (Sanitation)/ Jhajha of Mechanical/EnHM Department of Danapur Divison.

CHAPTER:- IV

Recommendation:-

BOS – 36

MOR -24

Vacancy - 12

As per discussion with concerning authority work of sanitation has been outsourced. Hence, work study team recommended to surrender 36 posts of Safaiwala (Sanitation)/ Jhajha of Mechanical/EnHM Department of Danapur Divison.

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	Mean pay per month per staff	DA @12%	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.) in lakh
1	Safaiwala	5200-20200	1800	37450	4494	41944	36	18119808
Total							36	18119808
Total								

CHAPTER VI

Summary:-

After critically examining the work load of category of Safaiwala (sanitation) working in Railway Colony, JAJ of Mechanical/EnHM Department of Danapur Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	36	24	12	36	36 posts may be surrendered.
Total		36	24	12	36	

Total proposed for surrender = 36

Annexure -I

Sanction Strength of Safaiwala(sanitation) of Railway Colony, JAJ of Mechanical/EnHM Department of Danapur Division as on

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	36	24	12
	Total			36	24	12

EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Safaiwala(sanitation) of
Railway Colony, JAJ of Mechanical EnHM Department
of Danapur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/DNR/19-20/15

EAST CENTRAL RAILWAY

**Office of the
General Manager (Vig.) Hajipur**

Dated:-31.05.2019

No.: - ECR/Eff./WSR/DNR/19-20/15

DEnHM
East Central Railway,
Danapur

Sub.:- Work study report on adequacy of staff strength of Safaiwala (sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department of Danapur Division.

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala(sanitation) of Railway Colony, Jhajha of Mechanical/EnHM Department of Danapur Division. The work study has recommended to surrender 36 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 .

(A.Khalifa)
Efficiency Officer
For SDGM

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

For SDGM

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/DNR/19-20/15
Subject	Review of staff strength of safaiwala (sanitation) of Railway Colony, JAJ of Mechanical/EnHM Department of Danapur Division.
Area	Railway Colony, JAJ
Division	DNR
Department	Mechanical EnHM
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
Post recommended for surrender.	36
Financial Implication	181.19 Lac per annum

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