

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 Medical Department Dhanbad Division with a view to identify the surplus manpower in unit.
- b) To assess the effective utilization of Safaiwala(Sanitation) working in Medical Department, Dhanbad Division.
- c) To suggest ways and means to improve working of Safaiwala(Sanitation) of Medical Department, Dhanbad 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 CMS/DHN, Sr.DMO/KTH & CMP/GJD
 - Discussion with concerning CHI/HI of Dhanbad Division.
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying 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 Medical Department, Dhanbad Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala(Sanitation) of Medical Department, Dhanbad Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control by CMS/DHN and assisted by ACMS, Sr. DMO, CMP, concerning CHI/HI of Division and other staff of Medical Department. It deals with cleaning of Railway Colony, Station premises, 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 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 Medical Department Dhanbad Division” with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER –II

Present scenario:

BOS – 217

MOR -168

Vacancy – 49

- 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 CMS/ DHN who is assisted by Sr. DMO, CMP, CHI,HI and other staff of sanitation of Dhanbad Division.
- 1.4 The actual staff strength of Safaiwala(Sanitation) of Medical Department of Dhanbad Division is 217 as against the sanctioned strength of 168 (Annexure –I) as per data given by CMS /DHN. There are 12 working points of Safaiwala (Sanitation) in Dhanbad Division which are following:- CMP/GJD, CHI/DHN, CHI/GMO, HI/KTH, CHI/PEH, CHI/CPU, HI/GHD, HI/DTO, HI/BRWD, CHI/PTRU HI/SGRLand HI/BRKA.

1.5 : Position of Safaiwala of Medical department of Dhanbad Division.

Sl.No.	POINTS/STATION	S/S	MOR	Vacancy
01	CMP/GJD	08	07	01
02	CHI/DHN	95	77	18
03	CHI/GMO	33	26	07
04	HI/KTH	13	06	07
05	CHI/PEH	17	12	05
06	CHI/CPU	07	06	01
07	HI/GHD	01	00	+01
08	HI/DTO	05	01	04
09	HI/BRWD	10	10	00
10	CHI/PTRU	17	11	06
11	HI/BRKA	10	09	01
12	HI/SGRL	01	01	00
	Total	217	168	49

1.6 (i) **CMP/GJD** :- As per discussion with concerning authority colony and service building and station is cleaned by sanitation safaiwala. Details of colony are as under-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	320	Constructed Road = 433278sft	Drain= 9424 rft.
	Total	303	--	--

(ii) CHI/DHN:- As per discussion with CHI/DHN the station area is out sourced only sanitation work of colony and service building is done by railway staff. Details of colony as below as:-

S.No.	No. of Colony	No. of Quarter	Road Area	Drain
1	19	3500	Constructed Road = 20km	Drain= 165663 rft.
	Total	3500	--	--

(iii) CHI/GMO :- As per discussion with CHI/GMO, station is out sourced, only sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	No. of Colony	No. of Quarter	No. of service building	Radius of colony (sweeping)
1	Colony	2562	58	01 Km.
	Total	2562	--	--

(iv) HI/KTH:- As per discussion with HI/KTH the station is out sourced only, sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	600	16000 sft	Drain= 7135 sqm
	Total	600	--	--

(v) HI/ PEH :- As per discussion with HI/KTH ,the station and colony are not outsourced. Sweeping work is done by sanitation safaiwala. Details area of station is below :-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	1046	Constructed Road = 15178.85 sqm	Drain= 5098.67 rft.
	Total	1046	--	--

- (vi) **CHI/CPU** :- As per discussion with CHI/CPU, station is out sourced, only sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	828	Constructed Road = 605137.5 sft.	Small Drain= 51468rft Main Drain= 22468 Rft.
	Total	828	--	--

- (vii) **CHI/GHD** :- As per discussion with CHI/GHD, sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	02 Colony	275	Constructed Road = 62800 sft	Small Drain= 6420rft Main Drain= 4520 Rft
	Total	200	--	--

- (viii) **CHI/DTO** :- As per discussion with CHI/DTO, sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	230	Constructed Road = 7.5 Km	Drain= 4km
	Total	230	--	--

- (ix) **CHI/BRWD** :- As per discussion with CHI/BRWD, sanitation work of colony, service building and station is cleaned by sanitation safaiwala. Details of colony are as under-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	690	Constructed Road = 262322sft	Small Drain= 17413rft Main Drain= 15458 Rft
	Total	690	--	--

- (x) **CHI/PTRU** :- As per discussion with CHI/PTRU, station is not out sourced, sanitation work of colony service building and station is done by railway staff. Details of colony are as under:-

S.No.	Colony	No. of Quarter	Road Area	Drain
1	Colony	1299	Constructed Road = 25km	Small and Big drains = 31184 rft
	Total	1299	--	--

- (xi) **CHI/BRKA** :- As per discussion with CHI/BRKA, station is out sourced, garbage cleaning is outsourced only sanitation work of colony and service building is done by railway staff. Details of colony are as under:-

S.No.	No. of Colony	No. of Quarter	Road Area	Drain
1	09	778	Constructed Road = 181549 sft.	Small Drain= 22061rft Main Drain= 18238 Rft
	Total	778	--	--

CHAPTER –III

1.0 Critical analysis :

BOS – 217

MOR -168

Vacancy – 49

The actual strength of safaiwala(sanitation) is 168 as against the sanctioned strength of 217. The staff requirement for the present work load of sanitation is arrived at Yard stick and need base. The requirement of safaiwala (sanitation) in different unit of Dhanbad Division are as under:-

i) Requirement of safaiwala (sanitation) DHN:-

BOS – 95 MOR -78 Vacancy – 17

As per observation by work study team and discussed with concerning authority, the present work load arrived on need base 78 actual staff is sufficient for cleaning work of colony and service building.

Staff required for colony sweeping and service building =78

ii) Requirement of safaiwala (sanitation) GMO:-

BOS – 33 MOR -26 Vacancy – 07

As per observation by work study team and discussed with concerning authority, present work load arrived on need base 33 actual staff is sufficient for cleaning work of colony, service building, garbage removal, drain cleaning and disposal.

Staff required for colony sweeping, service building, garbage removal, drain cleaning and disposal =26

iii) Requirement of safaiwala (sanitation) BRKA:-

BOS – 10 MOR - 09 Vacancy – 01

As per observation by work study team and discussed with concerning authority, present work load arrived on need base, 08 actual staff is sufficient for cleaning work of colony, service building, drain cleaning and disposal.

Staff required for colony sweeping, service building, drain cleaning and disposal =08

iv) Requirement of safaiwala (sanitation) KTH:-

BOS – 13 MOR -06 Vacancy – 07

As per observation by work study team and discussed with concerning authority, present work load arrived on need base, 08 actual staff is sufficient for cleaning work of colony, service building, garbage removal, drain cleaning and disposal.

Staff required for colony sweeping, service building, garbage removal, drain cleaning and disposal =08

v) Requirement of safaiwala (sanitation) PEH:-

BOS – 17 MOR -12 Vacancy – 05

As per observation by work study team and discussed with concerning authority, present work load arrived on need base, 12 actual staff is sufficient for cleaning work of colony, service building, garbage removal, drain cleaning and disposal.

Staff required for colony sweeping, service building, garbage removal, drain cleaning and disposal =12

vi) Requirement of safaiwala (sanitation) CPU:-

BOS – 07 MOR -06 Vacancy – 01

As per Discussion with concerning authority 03 sanitation staff is utilized for sweeping work of colony and service building .03 staff is utilized for cleaning of drain and garbage removal and disposal .

Total staff required =03+03=06

(vii) Requirement of safaiwala (sanitation) GHD:-

BOS – 01 MOR -00 Vacancy – 01

GHD safaiwala work is outsourced

Staff required = 00

(viii) Requirement of safaiwala (sanitation) DTO:-

BOS – 05 MOR -01 Vacancy – 04

As per Discussion with concerning authority 02 sanitation staff is utilized for sweeping work of colony and service building.

Total staff required =02

(ix) Requirement of safaiwala (sanitation) BRWD:-

BOS – 10 MOR -10 Vacancy – 00

As per Discussion with concerning authority 06 sanitation staff is utilized for sweeping work of colony and service building. 04 staff is utilized for cleaning of drain and garbage removal and disposal .

Total staff required =06+04=10

(x) Requirement of safaiwala (sanitation) PTRU:-

BOS – 17 MOR -11 Vacancy – 06

As per Discussion with concerning authority 05 sanitation staff is utilized for sweeping work of station and 06 sanitation staff is utilized for colony and service building.

Total staff required =05+06=11

xi)) Requirement of safaiwala (sanitation) GJD:-

BOS – 08 MOR -07 Vacancy – 01

As per Discussion with concerning authority 04 sanitation staff is utilized for sweeping work of station and 02 sanitation staff is utilized for colony and service building .

Total staff required =04+02=06

xii) Requirement of safaiwala (sanitation) GJD:-

BOS – 01 MOR -01 Vacancy – 00

As per Discussion with concerning authority 01 sanitation staff is utilized for sweeping work.

Total staff required =01

Total requirement of sanitation staff=

78+26+08+08+12+06+02+10+11+06+01=168

Sanction strength =217 men

MOR =168men

Vacancy =49men

Requirement =168

Excess as per requirement (217-168) =49 men

The work study team observed that 168 safaiwala are required for present work load of cleaning of Station and colony of Dhanbad Division. Hence, work study team observed and discussed with concerning authority, 49 posts of safaiwala may be recommended for surrender.

CHAPTER:- IV

Recommendation:- I

BOS – 217

MOR -168

Vacancy – 49

After Practical assessment of work load and activities of sanitary staffs working in Dhanbad Division, work study team has made its assessment of staff on need base. It is observed that 49 posts of Safaiwala may be recommended for surrender. 49 posts of Safaiwala is excess than requirement.

Total Sanction Strength =217

Total Men on Roll =168

Total Staff required =168

Excess Staff =217 –168= 49 Staff

Excess Staff i.e 49 vacant posts of Safaiwala may be recommended for surrender and financial saving will be Rs.257.64 Lakh per annum.

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	DA @17 %	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs.)
1	Safaiwala	5200-20200	1800	37450	6365	43817	49	43817x12= 525804 525804x49= 25764396
Total Total							49	257.64 Lakhs

CHAPTER VI

Summary:-

After critically examining the work load of category of Safaiwala (sanitation) working in Medical Department of Dhanbad Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	217	168	168	49	49 vacant posts may be surrendered
Total		217	168	168	49	

Total vacant post proposed for surrender = 49

Annexure -I

Sanction Strength of Safaiwala(sanitation) of Medical Department of Dhanbad Division as on 11.04.2019

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	217	168	49
	Total			217	168	49

EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Safaiwala(sanitation) of
Medical Department of Dhanbad Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/DHN/19-20/01

EAST CENTRAL RAILWAY

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

Dated:-27.01.2020

No.: - ECR/Eff./WSR/DHN/19-20/01

CMS
East Central Railway,
Dhanbad

**Sub.:- Work study report on adequacy staff strength of Safaiwala
(sanitation) of Medical Department of Dhanbad Division.**

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala(sanitation) of Medical Department of Dhanbad Division. The work study has recommended to surrender of 49 vacant 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) PCMD/ HJP for kind information please.
(ii) PCPO/HJP for kind information please.
(iii) ADRM/DHN for kind information please.
(iv) Sr. DPO /DHN for kind information please.

For SDGM

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/DHN/19-20/01
Subject	Review of staff strength safaiwala (sanitation) of Medical Department of Dhanbad Division.
Area	Medical Department .
Division	DHN
Department	Medical
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	49
Financial Implication	257.64 Lac per annum
Month of Circulation	January 2020

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**OF
STAFF STRENGTH
OF
SAFAIWALA SANITATION OF
MEDICAL DEPARTMENT
WORKING
AT
DHANBAD DIVISION
(ECR/Effi/WSR/DHN/19-20/01)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR