

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 of Medical Department Samastipur Division with a view to identify the surplus manpower in unit.
- b) To assess the effective utilization of Safaiwala working in Medical Department, Samastipur Division.
- c) To suggest ways and means to improve working of Safaiwala of Medical Department, Samastipur 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/SPJ
 - Discussion with concerning CHI of Samastipur 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 up gradations 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 of Medical Department, Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala(Sanitation) of Medical Department, Samastipur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control of CMS/SPJ 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 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 of Medical Department Samastipur Division” with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER –II

Present scenario:

BOS –87

MOR -71

Vacancy – 16

- 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/SPJ who is assisted by Sr. DMO, CMP, CHI,HI and other staff of sanitation of Samastipur Division.
- 1.4 The actual staff strength of Safaiwala of Medical Department of Samastipur Division is 71 as against the sanctioned strength of 87 (Annexure –I) as per data given by CMS /SPJ. There are many points of Safaiwala (Sanitation) in Samastipur Division Such as:- CHI/SPJ,DBG.SHC.NKE,BMKI and BNKI
- 1.5 : Position of Safaiwala of Medical department of Samastipur Division as on 18.07.2019 .

Sl.No.	POINTS/STATION	S/S	MOR	Vacancy
01	CHI/SPJ	10	10	00
02	Railway hospital	32	25	07

02	CHI/DBG	17	11	06
03	CHI/NKE	15	13	02
04	HI/SHC	08	09	+01
05	CHI/BMKI	02	01	01
06	CHI/BNKI	03	02	01
		87	71	16

(i) CHI/SPJ:- As per discussion with CHI/SPJ the station & Colony is out sourced only, sanitation work of of RPF Barrak, DRM Campus, PWI Training School and Dead animal disposal done by railway staff.

ii) Railway Hospital /SPJ:- As per observation Medical safaiwala are utilized for cleaning work of Male medical ward, Female medical ward , isolation ward , emergency ward , X ray , CMS office and small drain cleaning etc.

(iii) CHI/DBG:- As per discussion with CHI/DBG 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.	Colony	No. of Quarter	Road Area	Drain
1	Colony	149	Constructed Road = 361364 Sq. meter	Drain= 47821 rft.
	Total	149	Constructed Road = 361364 Sq. meter	Drain= 47821 rft.

(iv) CHI/NKE :- As per discussion with CHI/NKE, 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	No. of service	Small	Big
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		Quarter	building	Drain	Drain
1	Children colony, Parcel colony, RPF colony, Loco colony, Deliya colony	344	12	1280 rft.	3120 rft.
	Total	344	12	1280	3120

(v) HI/ SHC :- As per discussion with HI/SHC ,the station is outsourced and colony is not outsourced. Sweeping work is done by sanitation safaiwala.

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

(vii) CHI/BNKI :- As per discussion with CHI/BNKI, station and Colony is not out sourced, sanitation work of Station colony and service building are done by railway staff.

CHAPTER –III

1.0 Critical analysis :

BOS – 87

MOR -71

Vacancy –16

The actual strength of safaiwala is 71 against the sanctioned strength of 87. The staff requirement for the present work load of sanitation is arrived on need base. The requirement of safaiwala in different unit of Samastipur Division are as under:-

i) Requirement of safaiwala DBG:-

BOS – 17 MOR 11 Vacancy – 06

As per observation by work study team and discussed with concerning authority, the present work load arrived on need base, safaiwala is utilized for cleaning work of colony, garbage removal, drain cleaning and disposal of dead animal.

Requirement of safaiwala as given below:-

Sweeping of Road =02

Cleaning of Small Drain=02

Cleaning Big Drain=02

Disposal of Dead animal=02

Garbage Disposal=02

Supervision work=01

Total=11

ii) Requirement of safaiwala NKE:-

BOS – 15 MOR -13 Vacancy – 02

As per observation by work study team and discussed with concerning authority, the present work load arrived on need base, safaiwala is utilized for cleaning work of colony, garbage removal, drain cleaning and disposal of dead animal and health unit.

Requirement of safaiwala as given below:-

Sweeping of Road =03

Cleaning of Small Drain=02

Cleaning Big Drain=02

Disposal of Dead animal=01

Garbage Disposal=02

Service Building=01

Health unit=01

Supervision work=01

Total=13

iii) Requirement of safaiwala SPJ:-

BOS – 10 MOR - 10 Vacancy – 00

As per observation by work study team and discussed with concerning authority, present work load arrived on need base, 10 staff is sufficient for cleaning work of RPF Barrak, DRM Campus, PWI Training School and Dead animal disposal.

Staff required for RPF Barrak, DRM Campus, PWI Training School sweeping and Dead animal disposal=10

iv) Requirement of safaiwala in Railway Hospital Samastipur :-

BOS – 32 MOR -25 Vacancy – 07

As per observation Medical safaiwala are utilized for cleaning work of Male medical ward, Female medical ward , isolation ward , emergency ward , X ray , CMS office, small drain cleaning etc.

Ward	06-14 hr	14-22hr	22-06hr
Male medical, Surgical & male ortho Ward:	04	01	01
Female Medical,surgical& Maternity ward	03	01	01
Isolation Ward:-	02	01	
Emergency:-	01	01	01
Total	10	04	04

Total 10+04+04=18

RG @ 12.5% of 18= 2.25=02(say)

Total=18+02=20

Operation Theater:- = 01
OPD/Drug& Physiotherapy:- = 01

X Ray Department 01

Administration, hospital area& CMS office :- = 02

Total = 05

Grand total =20+05=25

Total =25

(vi) Requirement of safaiwala in under CHI/SHC :- As per discussion with CHI/SHC, station is out sourced, only sanitation work of colony and service building and sub divisional Rly hospital is done by railway staff. As per need base present 09 safaiwala is required for present work load.

(vii) Requirement of safaiwala in under CHI/BNKI :- As per discussion with CHI/BNKI, station and Colony is not out sourced, sanitation work of Station colony and service building are done by railway staff. 02 staff is sufficient for present requirement.

(vii) CHI/BMKI As per discussion with CHI/BMKI, station is out sourced, sanitation work of colony and service building are done by railway staff. 01 staff is sufficient for present requirement.

Grand total=11+13+10+25+09+02+01 = 71

Total requirement of staff = 71

Sanction strength = 87

MOR = 71

Vacancy = 16

Excess 87-71=16 (10 posts has already been recommended for surrender)

The work study team observed that 71 safaiwala are required for present work load of cleaning of Station and colony of Samastipur Division. Hence, work study team recommended 06 posts of safaiwala for surrender.

CHAPTER:- IV

Recommendation

BOS – 87

MOR -71

Vacancy – 16

After Practical assessment of work load and activities of sanitary staffs working in Samastipur Division, work study team has made its assessment of staff on need base. It is observed that 06 posts of Safaiwala may be recommended for surrender. 06 posts of Safaiwala is excess than requirement.

Total Sanction Strength =87

Total Men on Roll =71

Total Staff required =71

Excess Staff =87 –71= 16 Staff 16 (10 posts has already
been recommended for surrender)

Excess Staff i.e 06 posts of Safaiwala may be recommended for surrender and financial saving will be Rs.31.51 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	Level	Mean pay per monthl	DA @ 17%	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs. In lakh)
1	Safaiwala	5200- 20200	1800	1	37450	6367	43817	06	3154825
Total								10	i.e 31.54 Lakh

CHAPTER VI

Summary:-

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

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	87	71	71	06 (10 posts already recommended for surrender)	06 posts may be surrendered
Total		87	71	71	06	

Total post proposed for surrender = 06

Annexure -I

Sanction Strength of Safaiwala of Medical Department of Samastipur Division
as on 18.07 .2019

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	87	71	16
	Total			87	71	16

EAST CENTRAL RAILWAY

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

Dated:-02.03.2020

No.: - ECR/Eff./WSR/SPJ/19-20/17

CMS

**East Central Railway,
Samastipur**

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

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala of Medical Department of Samastipur Division. The work study has recommended to surrender of 06 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/SPJ for kind information please.
(iv) Sr. DPO /SPJ for kind information please.

For SDGM

EAST CENTRAL RAILWAY WORK STUDY REPORT

**To assess the utility of Safaiwalaof Medical
Department of Samastipur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/SPJ/19-20/17

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/SPJ/19-20/17
Subject	Review of staff strength safaiwala of Medical Department of Samastipur Division.
Area	Medical Department .
Division	SPJ
Department	Medical
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	06
Financial Implication	31.54 Lac per annum
Month of Circulation	FEB . 2020

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**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA SANITATION OF
MEDICAL DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/19-20/17)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

