



WORK STUDY

ON

**REVIEW OF STAFF STRENGTH OF CONSERVANCY STAFF HKA (HOUSE
KEEPING ASSISTANT) IN THE UNIT OF H&MI/BPB UNDER CMS/BPB IN LMG DIV.**

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STUDY NO. WSNF/02/2020 - 21

CASE NO. Z/375/10/02/2020 - 21

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of Staff Strength of Conservancy staff (House Keeping Assistant) in the unit of H&MI/BPB under CMS/BPB of Lunding Division.

STUDY NO : WSNF/02/2020 - 21

CASE NO : Z/375/10/02/2020 - 21

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : LMG.

DEPARTMENT : MEDICAL.

DATE OF COMMENCEMENT : 01/12/2020

DATE OF COMPLETION : 26/03/ 2021

DATE OF SUBMISSION : 26/03/ 2021

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 2(Two)

The study team has identified total 18 nos. of Posts of HKA (House Keeping Assistant) as surplus. and

(1) Proposed surrender of 4 nos. of vacant posts with immediate effect.

(2) Proposed surrender of another 14 nos. of manned posts after Redeployment

PROJECTED MAN POWER : 18 Posts.

PROJECTED FINANCIAL SAVING : Rs 83.82 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION: March/2021

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CHAPTER - I

1.0. INTRODUCTION:

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability. Taking into consideration to these objectives, the Railway Board has emphasized to take up review on staff strength of various departments in the Railway. In pursuance with this policy of Railway Board the Central Planning Organization has conducted this work-study on requirements of Conservancy staff (HKA) under CMS/BPB of LMG Division.

1.2 . ACKNOWLEDEMENT :

Work study team is grateful to Dr. S. K. Deshmukhya CMS/BPB for his kind guidance and co-operation for conducting this study.

1.3. RATIONALE FOR CONDUCTING THIS STUDY

- Man power is the most costly and precious resource over Indian Railway and Right sizing is the need of the hour.
- Focusing attention on core activities by reducing / elimination of non-core activities.
- Improving the efficiency (output / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation / introduction of automation / Innovations.
- Outsourcing of non-core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

1.4. DUTIES AND RESPONSIBILITIES OF HOUSE KEEPING ASSISTANT.

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

1.5. AUTHORITY

SDGM /N.F.Railway

1.6. TERMS OF REFERENCE

To assess the requirements of Conservancy staff at the unit of H&MI/BPB under CMS/BPB in LMG division.

1.7. METHODOLOGY

- a) Collection of data relating to workload.
- b) Discussion with Medical Officers & subordinates and obtaining their views.
- c) Assess the workload for sanitation of Station & Colonies.
- d) Assess the staff requirements for the above workload.

- 1.8. CMS/TSK has nominated Shri S.K.Das ACMS/BPB as associated officer and Shri S.Patil H&MI/BPB as associated supervisor for the said study (placed as Annex-I)

CHAPTER-II

EXISTING ACTIVITIES, WORK LOAD & STAFF

2.0. WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALAI.

- i) Collect, remove and dispose of rubbish and night soil from railway premises and colonies etc.
- ii) Sweep the road and other surface area of the Railway premise and colonies and collect the sweepings and put these in the dustbins and also dust and remove cobwebs etc.
- iii) Clean the drains and carry out periodic de-silting.

2.1. WORK LOAD OF House Keeping Assistant/ Conservancy Staff.

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

2.2. EQUATED FLOOR AREA UNDER H&MI/BPB CONSERVANCY

The conservancy staff are utilised for cleaning of Station Area, Rly. Colonies, drains, open Spaces, etc. and the areas are as follows-

SN	ITEM OF WORK	UNIT
1	Sweeping of Road (Pucca & Katcha)	30115.16 Sq M
2	Sweeping of Platform	20874.80 Sq M
3	Sweeping of Track between outside & between rail	22980 Sq M
4	Cleaning of Drains- (i) Large- (ii) Average-	8253 R M 2685 RM
5	Cleaning of Latrines Common Service(4 times Cleaning daily) Private Service (Twice Cleaning daily)	9 7
6	Sanitation of Quarters (Sweeping of open space)	44513.5 Sq. M
7	Trenching	NIL
8	Bhisty	NIL.

2.3. The existing staff position of conservancy/HKA under H&MI/BPB :

S/N	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	VACANCY
1	HKA	5200 -20,200	1800	54	50	4

CHAPTER-III
CRITICAL ANALYSIS

3.0. REQUIREMENT OF HKA AS PER YARD STICK).

Study as per Yard Stick is conducted at large units/ stations, as below.

- 3.1.** As per Yard Stick of Conservancy Staff issued by CMO/PNO, vide circular no- H/259/0 (Loose) dt-21.1.63 which is reproduced below –

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)
2	Sweeping of Platform	13,000 sq.ft (per man /hour)
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft(per man /day) 8,800 Rft(per man /day)
5	Cleaning of Latrines (a) Common Service(4 times Cleaning daily) (b) Private Service (Twice Cleaning daily)	24 Seats (per man /day) 40 privies (per man /day)
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)
7	Trenching	Trenches (10'X2'X2')(per man /day)
8	Bhisty	One for two drain sweepers.

3.2. REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ TSK CONSERVANCY AS CALCULATED ON THE BASIS OF ABOVE YARDSTICK

SN	ITEM OF WORK	YARD STICK TO BE ADOPTED	UNIT	Total Requirement of staff as per calculation.
1	Sweeping of Road (Pucca & Katcha)	76,000 sq.ft (per man /day)	324155.16 Sq ft	4.265
2	Sweeping of Platform	13,000 sq.ft (per man /hour)	224694.48 Sq Ft	NIL. Out-sourced vide CA.NO: H/259/LM(Outsourcing) BPB Station
	Sweeping of Station circulating area			
3	Sweeping of Track between outside & between rail	23,000 sq.ft (per man /day)	247354.66 Sq Ft	
4	Cleaning of Drains- (i) Large- (ii) Average-	4,000 Rft (per man /day) 8,800 Rft (per man /day)	27069 Rft. 88068 Rft	6.76 10
5	Cleaning of Latrines (c) Common Service (4 times Cleaning daily)	24 Seats (per man /day)	9	0.375
	(d) Private Service (Twice Cleaning daily)	40 private (per man /day)	7	0.175
6	Sanitation of Quarters (Sweeping of open space)	50,000 sq.ft (per man /day)	479139.32 Sq. ft	9.58
		TOTAL		31.15

3.3. As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2 as 31.15 nos. without considering LR staff strength.

Calculated strength of LR is 12.5% OF 31.15 = 4.00

Hence, Total calculated strength of required manpower is (31.15 + 4.00) = 35.15 (Say 36)

3.4. Considering the above facts the work study team observed that as there is excess staff operated by H&MI/BPB under CMS/BPB than the calculated strength of required man power which is shown above by utilising yard stick of conservancy staff. Observing the future prospect of BPB Railway area the work study team concluded that 4 numbers of vacant posts may be surrendered. Remaining excess manned post may be surrendered phase wise.

3.5. Proposed Staff strength of Medical/BPB under CMS/BPB :

3.6. On the basis of off-loading of work load due to utilisation of improved technology and engagement of out-agencies , the work study team has identified the following nos. of posts of HKA as surplus as calculated by the standard yard stick , as discussed above. Moreover, if circumstances claimed for more man power eventually due to increase of work load in future, which may be fulfilled by engaging out-agencies as directed by PCMD/MLG's letter no-H/58/89/(MPP)/PtIII dated 08/08/2018, placed as Annex-II

S/ N	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	VAC	REQUIRED MAN POWER AS PER YARD STICK	IDENTIFIED SURPLUS	PROPOSED SURRENDER OF VACANT POST	PROPOSED REDEPLOYMENT
1	HKA	5200-20200	2400	54	50	4	36	18	4	14
			TOTAL	54	50	4	36	18	4	14

CHAPTER-IV
RECOMMENDATION

The study team has identified total 18 nos. of Posts of HKA (House Keeping Assistant) as surplus and proposed for surrender of 4 nos. of vacant posts with immediate effect and surrender of another 14 nos. of manned posts after Redeployment .

CHAPTER- V

FINANCIAL IMPLICATION
EXPENDITURE / SAVINGS PER ANNUM

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	HKA (Vacant)	5200-20200	2400	15,100	38,807	4,65,684	4	18,62,736
	HKA (Manned)	5200-20200	2400	15,100	38,807	4,65,684	14	65,19,576
1	HKA (Total)	5200-20200	2400	15,100	38,807	4,65,684	18	83,82,312. Say = 83.82 Lakhs /Annum

1.0. PROJECTED SAVINGS PER ANNUM :

The related savings against proposed surplus posts is at the tune of Rs 83.82 Lakh (say) as calculated in above table.

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 th CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180