

NORTHEAST FRONTIER RAILWAY



NORTHEAST FRONTIER RAIL WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH CONSERVANCY STAFF UNDER H & MI /SCL

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STUDY NO. : WSNF/36/2020-21

CASE NO. : Z/375/36/775 .

AUTHORITY : SDGM/N.F.Railway

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CENTRAL PLANNING ORGANISATION

MALIGAON: GUWAHATI: 781011

EXECUTIVE SUMMARY

SUBJECT:

"Review of staff Strength of conservancy staff under H & MI/SCL"

STUDY NO. : WSNF/ 36/2020-21

CASE NO : Z/375 /36/775

AUTHORITY : SDGM/N.F.Railway.

DATE OF COMMENCEMENT : 2/12/2020

DATE OF COMPLETION : 23/03/2021

DATE OF SUBMISSION : 23/03/2021

TERMS OF REFERENCE: "Review of staff Strength of conservancy staff under H & MI/SCL"

TOTAL NO.OF RECOMMENDATION: 01

SUMMARY OF RECOMMENDATION: After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/SCL under CMS/BBP, the Work Study Team proposed that 7 (seven) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

Projected surplus posts : 7 (seven) Nos.

Projected savings per annum : ` 3130260/-Lakhs per annum

CHAPTER - I

1.1. 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 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 (Safaiwala) under H & MI/SCL.

1.2. ACKNOWLEDGEMENT:

The work study team is thankful to Sri Meena, H & MI/SCL for their assistance rendered to the work study team for conducting the study.

1.3. RATIONALITY FOR CONDUCTING THIS STUDY:

Man power is most costly and precious resource over Indian Railway and Right sizing is the need of the hour. Focusing attention on core activities by reducing /eliminating the 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, Out sourcing of non-core activity, Availability of better process/technology, Reducing/improving redundancy in work.

1.4. TERMS OF REFERENCE

“Review of staff Strength of conservancy staff under H & MI/SCL”

1.5. METHODOLOGY

Discussion with Addl. CMS/SCL and nominated subordinates

Before conducting this study a discussion was made with CMS/BBP and nominated subordinates for this study regarding feasibility of this study and requested for supplying the necessary data for conducting this study.

The BOS is collected from the concern office and the work load (activity) is also collected from concerned CHIs/SCL.

CHAPTER-II

EXISTING ACTIVITIES, WORK LOAD & STAFF

2.1. WORK LOAD OF SWEEPER/CLEANERS/SAFAIWALA/SAFAIWALI.

- i) Collection, removal and disposal of rubbish and night soil from railway premises and colonies etc.
- ii) Sweeping the road and other surface area of the Railway premise and colonies and collection of the sweepings and put these in the dustbins and also remove the cobwebs etc.
- iii) Clean the drains and carry out periodic de-silting.

2.2. FLOOR AREA UNDER H&MI/SCL CONSERVANCY

The conservancy staff is utilized for cleaning of Rly. Colonies, drains, open Spaces etc. And the areas are as follows-

H&MI/SCL (RLY COLONY)

SN	DESCRIPTION OF WORK	UNIT
1	Sweeping of Road at Rly. Colony (floor area)	2750 Rm = 9022.75 (Pucca) Rft.+ 500 RM = 1640.5 (Kucha)Rft.
2	Drainage area (different Types) a) Small b) Large	a) 900 RM =2952.9. Rft. b)1600 RM =5249.6 Rft
3	Station platform area Area (including Circulating area)	Nil
4	Nos. Seats of Toilets in station & administrative buildings	NIL
5	Sanitation of Quarters (Sweeping of open space) + sweeping areas in officers' bungalow + Open area of parks , games etc.	NIL

2.3. PRESENT DEPLOYMENT OF STAFF UNDER H&MI/SCL AGAINST VARIOUS WORKS.

a)

SN	Name of the colony /area/offices	JDR	Drain Cleaning	Sweeping	Refuse disposal	Malaria work	Jungle cutting	Bungalow cleaning	Sewerage, S/tank, Carcasses, etc	Total
A	B	C	D	E	F	G	H	I	J	K
1	Hospital colony	01	03	02	0	0	0	0	02	08
2	Master Colony	0	0	0	0	0	0	0	0	0
3	Bhasha sahid Colony	0	0	0	0	0	0	0	0	0
4	Filter Houser Colony	0	0	0	0	0	0	0	0	0
5	Shree bhumi Colony	0	0	0	0	0	0	0	0	0
6	Setalabari Colony	0	0	0	0	0	0	0	0	0
Total		01	03	02	0	0	0	0	02	08

2.4. The existing staff position of conservancy under H&MI/SCL as per BOS on as below:

S/No	CATEGORY	PAY BAND	GRADE PAY	BOS	ON ROLL	Vacancy
2	JDR	5200-20200	2400	1	1	NIL
3	Safaiwala	5200-20200	1800	14	07	7
Total				15	08	7

CHAPTER-III

CRITICAL ANALYSIS

3.1 REQUIREMENT OF STAFF (SAFAIWALAS/SAFAIWALIS) AS PER YARD STICK

The yard stick of Conservancy staff issued by CMO/MLG vide circular no. H/259/o(Loose) dtd. 21.1.63 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	13000 Sq. ft. (per man per hour)
3	Sweeping of Tracks between and outside rails	23000 Sq. ft. (Per man per day)
4	Cleaning of drains a) Large b) Average	4000 Rft (Per man per day) 8800 Rft. (Per man per day)
5	Cleaning of latrines a) Common service (4 times cleaning daily) b) Private service (Twice cleaning)	24 seats (Per man per day) 40 Privies (Per man per day)
6	Sanitation of Quarters (Sweeping of open space)	50,000 Sq. ft. (Per man per day)
7	Trenching	2 Trenches (10'X2'X2')(per man per day)
8	Bhisty	One for two drain sweepers.

3.2 REQUIREMENTS OF STAFF(SAFAIWALA) UNDER H&MI/ SCL CONSERVANCY AS CALCULATED ON THE BASIS OF ABOVE YARD STICK

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)	9022.75 Sq.ft + 1640.5 Sq.ft=309762 Sq. ft.	$10663.25 \div 76000 = 0.14$ (say 1)
2	Sweeping of Platform	13000 Sq. ft. (per man per hour)	-	-
3	Sweeping of Station circulating area	13000 Sq. ft. (per man per 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 R. ft. (per man /day) 8,800 R. ft. (per man /day)	(i) 5249.6 R. ft. (ii) 2952.9. Rft	(i) $5249.6 \div 4000 = 1.31$ (say 1) (ii) $2952.9 \div 8800 = 0.33$ (say 1)
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)	a) NIL	Against the said activities no Rly. Safaiwala is being utilized.
6	a)Sanitation of Quarters (Sweeping of open space) b) Bungalow cleaning c) Area of park, game etc in sq. ft.	50,000 sq. ft. (per man /day)		As informed that there is outsourcing agency which deals with station related work so not considered.
TOTAL:-				03

3.3 The staff under H& MI/SCL are utilized two shift roster (1st shift from 6.00 hrs to 11.00 hrs & 2nd shift from 14.00 hrs to 17.00 hrs.). As per yard stick, calculated strength of required man power is shown in above Table in Para-3.2 as 03. In this connection it is to highlight that the activities of safaiwala is being dealt by engaging agency so participation of Railway safaiwala is not considered.

3.4. The activities of H& MI/SCL mainly concentrated on sweeping of Pucca roads and drains in and around SCL colony and Bazar area. The details of man power requirement had already been worked out in Para 3.2 above. Presently there is 8 nos. of staff available with this unit as per BOS against on roll staff of 15 nos., which commensurate with the calculated value of required staff and even in higher side which can be considered as requirement of unforeseen requirement in emergency. Therefore, it is found that 7 nos. staffs are additional in this Unit and they are left vacant since long. Being Safaiwala as a diminishing category and Medical deptt. is already in a transition state to switch over to outsourcing in this area , it is observed that engaging outsourced agencies had yielded a very good results in obtaining financial pecuniary benefits as well effective cleanliness. Therefore, the Work study team proposes to surrender 7 (seven) nos. vacant posts to surrender from the BOS and may process for outsourcing to meet any additional requirement if any. It is pertinent to mention here that the post of safaiwala is diminishing category and engagement shortly in this category is not in the card as per present policy of Railways.

The Work Study team had observed that to engage 7 (seven) nos. regular staff will cater Rs3130260/- (**4,47,180** x7 x12, refer Para 6.1) per annum apart from their superannuated benefits. However outsourcing of same nos. of labours/safaiwala will certainly relieves from such higher expenditure. In this context we will rather like to refer that at H&MI/BNGN Unit (in the same demography of Assam and within NF Railway) against CA No. MD20160004 Dated 05.01.2017 (Copy attached for ready reference) which is in existence at BNGN station. 41 Nos. sweeping labors were asked to deploy with provision of annual expenditure **236x41x365 = 35,31,740.00 only; vice 41 nos. regular Rly. staff engaging whom will incur an annual expenditure of 220,012,560/- (41x 4,47,180).** Therefore, it is wise to deploy outsourced man power instead of deploying permanent staff to achieve control over expenditure. However measures to be taken apprehending any unforeseen difficulties such as non cooperation of existing contractor. To manage this, an additional CA may be kept in hand as a buffer stock to meet the requirement during those emergencies with a provision of high value penalties incorporated in both these CAs if agencies fail and thereby ensuring Railway's interest on priority. Therefore it is understood that, we can achieve more financially viable and effective system through outsourcing. It is further to mention that LR and RGs should be managed from the outsourced staff.

CHAPTER-IV

PROPOSED & SURPLUS STAFF

4.1 . As discussed in critical analysis in para-3 of Chapter- III, the proposed strength of conservancy staff and proposed surplus conservancy staff under H&MI/SCL under CMS/BBP is tabulated below –

S/N o	CATEGORY	PAY BAND	GRADE PAY	BOS	On Roll	Prop osed BOS	Surpl us
1	Safaiwala	5200-20200	1800	15	08	08	07
Total							07

CHAPTER-V

RECOMMENDATION

5.1. After critical examination of the workload and activities of Safaiwala in Conservancy units of H&MI/SCL under CMS/BBP the Work Study Team proposed that 07 (seven) posts of Safaiwala category are surplus, which may be surrendered and the BOS may be corrected accordingly.

CHAPTER - VI

6.1. FINANCIAL IMPLICATION

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

A) EXPENDITURE ON SURPLUS POSTS /ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	Pay Band (in `)	Mean pay (in `)	G/Pay (in `)	Posts Surplus	Salary per month (in `)	Expenditure incurred per Annum as salary (in `)
1	<u>5200- 20200</u>	<u>12700</u>	<u>1800</u>	7	<u>37,265</u> x 7 = 2,60,855	` 260855 x 12 = ` 3130260/-
TOTAL						3130260/-

6.2. PROJECTED FINANCIAL SAVINGS PER ANNUM

If the recommendation of this study be implemented, the financial savings per annum will be ` 3130260/-Lakhs per annum.

CHAPTER - VII

7.0 READY RECKONER

7.1 THE SCALE WISE SALARY PER MONTH/PER ANNUM OF DIFFERENT CATEGORIES IS AS FOLLOWS :-

<u>PAY BAND</u>	<u>MEAN PAY</u>	<u>GP</u>	<u>M.F OF 7TH CPC(2.57) & REVISED PAY</u>	<u>SALARY PER ANNUM</u>
<u>9300-34800</u>	<u>22050</u>	<u>4200</u>	<u>67,462.5</u>	<u>8,09,550</u>
<u>5200-20200</u>	<u>12700</u>	<u>2800</u>	<u>39,835</u>	<u>4,78,020</u>
<u>5200-20200</u>	<u>12700</u>	<u>1900</u>	<u>37,522</u>	<u>4,50,264</u>
<u>5200-20200</u>	<u>12700</u>	<u>1800</u>	<u>37,265</u>	<u>4,47,180</u>

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