

उत्तर पश्चिम रेलवे
North Western Railway

प्रधान कार्यालय, जयपुर
HQ Office, Jaipur
Fax No.-0141-2725802

No.- G/HQ/WS/463/11/Medical/JP/2020-21

Date: 14.09.2020

CMS/JP

Sr.DPO/JP

Sub:- Optimization & Increasing Efficiency of Housekeeping Staff over Jaipur Division.

Ref:- This office letter even no.; dated-14.09.2020

Please find enclosed herewith a work study report on the above subject for your information and taking necessary action regarding implementation of report.

DA:-As above (30 Pages)


14/9/2020
(Raghuvir Singh)
AWSO/NWR/JP

सतीश कुमार
वरि. उप महाप्रबंधक एवं
मुख्य सतर्कता अधिकारी

Satish Kumar
Sr. Deputy General Manager
& Chief Vigilance Officer



उत्तर पश्चिम रेलवे
प्रधान कार्यालय
जवाहर सर्किल के पास
मालवीय नगर
जयपुर - 302017
North Western Railway
Headquarters Office
Near Jawahar Circle
Malviya Nagar, Jaipur 302017

No.-G/HQ/WS/463/11/Medical/JP/2020-21

Date: 14.09.2020

Divisional Railway Manager,
North Western Railway,
Jaipur.

Sub:- Optimization & Increasing Efficiency of Housekeeping staff over Jaipur division.

Optimization and increasing efficiency through review of man-power of Housekeeping Staff over Jaipur Division was undertaken by Work Study Organization of NWR.

The report contains **04 recommendations** involving surrender of **33 posts** with a **recurring saving of Rs. 96.18 Lakhs per annum.**

This work study report is available on FTP (General- Work Study Cell - headquarters-work study report on the above subject).

Kindly convey acceptance and advice implementation of the recommendations at the earliest.

Enclosed: Work Study Report (31 Pages)

(Satish Kumar)
Sr. Dy. General Manager

Copy to: - Director (E&R) Railway Board - for information.



**OPTIMIZATION
&
INCREASING EFFICIENCY
OF
HOUSEKEEPING STAFF
OVER
JAIPUR DIVISION**

(G/HQ/WS/463/11/Med./JP/2020-21)

GUIDED BY

**RAGHUVeer SINGH
AWSO/NWR/JP**

STUDIED BY

**1 KAMLESH KUMAR MEENA CWSI/JP
2 RAJENDRA SINGH KHIRIA WSI/JP**



**WORK STUDY ORGANIZATION
NORTH WESTERN RAILWAY
JAIPUR**

EXECUTIVE SUMMARY

Sr. No.	11			
Study No.	G/HQ/WS/463/11/Med./JP/2020-21			
Subject	Optimization & Increasing Efficiency of Housekeeping Staff over Jaipur division.			
Area	All Sanitation Units.			
Division	Jaipur			
Department	Medical			
Terms of Reference	Assessment of Man Power requirement			
Present Cadre	Sanctioned Strength	On Roll	Vacancy	Excess
	81	66	16	01
Proposed Cadre	48			
Identified Surplus Posts	33			
Total Recommendations	04			
Financial Implication	Rs. 96.18 Lakhs per annum			
Month of Circulation	Sept., 2020			

INDEX

Chapter No.	Contents	Page No. From-To
1	Introduction	4
2	Acknowledgement	5
3	Cadre & duties of staff	6
4	Retirement position of staff	7
5	Policy cleanliness	8-14
6	Yardstick	15-16
7	Deployment and observations	17-26
8	Critical Analysis and Summary of surplus posts	27
9	Discussions at Officers' level	28
10	Summary of Recommendations	29-30
11	Financial Implication	31

1.0 Introduction:

At present Housekeeping staff of Medical department is deployed over 08 units over Jaipur division for maintaining sanitation work of Railway colonies.

1. Jaipur,
2. Bandikui,
3. Alwar,
4. Rewari,
5. Sikar,
6. Ringas,
7. Phulera &
8. Kishangaeh

Sanitation work in Railway colonies has already been managed by outsourcing agencies against the vacancies of Housekeeping staff. These contracts are more cost effective and running successfully. As such the sanitation work has been outsourced successfully against the vacant posts in the cadre. Therefore, Medical department is planning to outsource more work against the existing vacancies of housekeeping staff. Railway board has also considered as diminishing category of Housekeeping/ Safaiwala staff and advised to outsource the sanitation work. Keeping all the above mentioned factors in view a review on the present requirement of staff has become essential.

SDGM/NWR has approved a work study of Housekeeping staff over Jaipur division for improving in cleanliness with minimum cost. The work study was conducted by the work study team in close coordination with nominated coordinator and other staff of the department.

CHAPTER 2	ACKNOWLEDGEMENT
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2.1 Coordinating Officials of the department:

The Study Team expresses its sincere thanks and gratitude to Sh. M.L. Meena, CMS/JP and coordinator Sh.-Bharat Lal Meena, DCHI/JP & all Sectional CHIs of Jaipur division for their extended co-operation during the course of study.

2.2 Terms of Reference:

This study has been conducted under the following terms of reference:

- i) Review of staff vis-a-vis workload on existing working conditions.
- ii) Suggesting the ways and means for improving the system economically and efficiently.

2.3 Methodology Adopted:

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Over view of work outsourced against the existing man power.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

2.4 Field units visited:

Work study team has visited the Central Hospital, Jaipur for receiving relevant circular, policy, yardstick/benchmarking and data. Colonies at stations of JP, BKI, AWR, FL, KSG, RGS & Sikar were also visited by the team to observe the working conditions and procedures being adopted by the staff to perform the work.

CHAPTER 3	CADRE & DUTIES OF STAFF
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3.0 Cadre position and duties of Housekeeping staff of Medical department over Jaipur division:

3.1 Cadre Position of Housekeeping staff:

Sr. No.	Station	Sanctioned Strength	On Roll Staff	Vacancy	Excess
1.	CHI/JP	25	20	05	0
2.	CHI/RE	20	11	09	0
3.	CHI/AWR	02	02	0	0
4.	CHI/BKI	17	16	01	0
5.	CHI/FL	11	10	01	0
6.	CHI/KSG	02	02	0	0
7.	CHI/RGS	01	02	0	01
8.	CHI/SIKR	03	03	0	0
Total		81	66	16	1

3.2 Duties of Sanitation/Conservancy Sweeper/Cleaner/Safaiwala/Safaiwali (Housekeeping staff) as per medical manual are as under:

3.2.1 Collect, remove and dispose of rubbish from Railway premises and colonies etc.

3.2.2 Sweep the road and other surface area of the Railway premises and colonies and collect the sweeping and put these in the dustbins and also dist and remove cobwebs etc.

3.2.3 Clean the drains and carry out periodic de-silting.

3.2.4 Undertake all other activities related to cleaning of colonies/Stations.

3.2.5 Carry sanitary stores.

3.2.6 Carry out any other duty as ordered by the Health Inspector and other Medical officers.

CHAPTER 4	RETIREMENT POSITION OF HOUSEKEEPING STAFF
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4.1 List of employees who will retire in next two year:

Sr. No.	Name of Employee	Station	Date of Retirement
1.	Smt. Shanti Devi	JP	31.10.2020
2.	Sh. Choota	FL	31.11.2020
3.	Sh. Mani Ram	RE	31.12.2020
4.	Sh. Mohan Lal	RE	31.12.2020
5.	Sh. Kanhya lal	RGS	31.12.2020
6.	Sh. Bhanwar Lal	JP	28.02.2021
7.	Sh. Ibrahima	SIKR	28.02.2021
8.	Sh. Nand Kishore	JP	31.03.2021
9.	Sh. Ramdas	BKI	30.04.2021
10.	Smt. Kamla Devi	JP	30.04.2021
11.	Sh. Brij Mohan	BKI	30.04.2021
12.	Sh. Prakash	JP	31.05.2021
13.	Sh. Birdhi	FL	31.12.2021
14.	Sh. Bhaiya Lal	BKI	31.03.2022
15.	Sh. Munna	JP	30.04.2022
16.	Sh. Kailash Chand	FL	30.06.2022
17.	Sh. Lal Chand	FL	30.06.2022
18.	Sh. Mahender	RE	31.07.2022
19.	Sh. Kanta Devi	JP	31.08.2022
20.	Sh. Vijay	BKI	31.08.2022

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North Western Railway
Headquarter Office
Jaipur

No. C.358/1/Cleanliness Date: 28.06.2006

Divisional Railway Managers
Ajmer / Bikaner / Jaipur / Jodhpur.

Sub.: Joint Circular for the maintenance of sanitary & hygienic conditions in railway premises.

A copy of Joint Commercial, Mechanical, Medical and Engg. Circular No.C.4-358/1/Cleanliness dt.16.06.2006 on the above subject finalized recently, is enclosed.

The responsibility on various departments for sanitation of different premises have been rationalized and given in this circular. The instructions contained in this circular should be brought into force with immediate effect.

This circular may be distributed to all officers and supervisors in the field of all concerned branches on your division as well as other divisional units located on your division.

(Pradeep Bhatnagar)
Chief Commercial Manager

Encl.: Circular containing four pages

Copy to-
 CMD, CME, CE, CPO, FA&CAO - For information please.
 Secy. to GM - For kind information of GM
 Sr.DCMs-All/ JP/ JU, DCM/BKN - For information & necessary action.

Circular to MD, & all CMS P/S.

AHO / CHM(HQ)

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Dy. CMD (T&A).....	
उप. गु.वि.नि.....	
Dy. CMD (T&A).....	
उप. गु.वि.नि.....	
Dy. CMD (T&A).....	
उप. गु.वि.नि.....	

New Delhi, dated 1.5.2006.

20 JUL 2006
स्वायं कार्यलय, जयपुर

Sub: Guidelines for sanitation/cleanliness of railway stations.

- a) Purchase of all tools and plants required for carrying out various sanitation related activities.
- b) Power for giving pest control contracts.
- c) Power for granting specialized contracts involving large component of mechanized cleaning.
- d) Power for contracting one time cleaning of any area.

2. Board has further decided that the Zonal Railways should go for mechanized cleaning at all A & B category stations. For this purpose, exclusive Health Inspectors should be provided at these stations. At A-1 category stations having annual passenger earning of more than Rs. 50 Crore (list enclosed), Health Inspectors should be provided round the clock along with exclusive supervisors for the Engineering, Electrical & Commercial Departments for ensuring cleanliness/proper upkeep of the station premises. At other A category stations, one or more Health Inspectors should be provided as per requirement. For B category stations, one Health Inspector should be provided. Extra supervisors can be created, where necessary, by muting/surrender on the Division. Such creations should be completed within one month and compliance reported to the Board.

within one month and

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3. The Inspectors/Supervisors of all departments exclusively provided for cleanliness supervision will be under the administrative control of the Station Superintendent Managers for the purpose of attendance, leave, pay, award, DAI etc.

4. Station Superintendent Managers should be provided with adequate cash imprest exclusively for cleaning of approach to station by invoking para 1(d) of the Board's letter no. 99/TG-IV/10/Sanitation Policy dated 5.11.02 mentioned above.

5. Rag picking contracts should be available at all A-1, A, B and C category stations for areas around the station. DRMs must ensure that these contracts are always current and renewal takes place timely. In case of any unforeseen delay in finalisation of such contract, existing contract should be suitably extended within the rules. DRMs should have foolproof feedback system to ensure that there is no discontinuity caused to such contracts. Any discontinuity should be treated with an urgency at par with accident cases. Garbage disposal contracts should also be covered accordingly.

Action may please be taken accordingly so as to make visible improvement in the standard of cleanliness at railway stations.

Compliance of the above instructions may be advised by 20.1.2007.

H. V. Sharma
Executive Director Passenger Marketing
Railway Board

Copy to:
CCMs of all Zonal Railways.
FA & CAOs all Zonal Railways.
CMDs of all Zonal Railways, New Delhi, Jaipur.

Joint Circular for the maintenance of sanitary & hygienic conditions in Railway premises.

1. Disputes & doubts arise frequently in regard to the responsibilities of the various Departments regarding sanitation & conservancy arrangements in the Railway premises. This circular, therefore, is being issued in super-session of all earlier instructions, in order to stipulate clearly the duties of the staff of various Departments, in respect of sanitation & conservancy arrangements.
2. For the purpose of allocation of responsibilities with regard to sanitary arrangements, 'Railway Premises' have been classified as follows.
 - 2.1 **Staff Colonies:** These are classified into two categories, viz. Major colonies & colonies on wayside stations. Major colonies are those where AMO/DMO/HI of Medical Department is Headquartered or the stations where Joint Committee of Management & Staff were functioning earlier & which are having staff working under the control of Health Inspector at present. Staff colonies other than these are considered as wayside colonies.
 - 2.2 **Stations Premises:** These include station buildings, circulating area in front of the station buildings, approach roads, platforms (Goods or Passenger) tracks close to the platforms, booking offices, parcel offices when these are located in separate buildings, goods shed & go-downs, station yards including the marshalling yard.
 - 2.3 **Other Railway Premises:** These include offices, hospitals, institutes, workshops, loco sheds, carriage & wagon inspections sheds and other premises, which are not covered under the category of station premises & staff colonies.
3. **COLONIES**
 - 3.1 **Major Colonies:**
 - 3.1.0 Colonies, which are the Headquarters of DMOs/ADMOs/HIs are classified as Major Colonies & the others as minor colonies. The term 'colonies' will exclude station premises & other Railway premises for which separate instructions are given in para 4 & 5 However major colonies will include those where joint committee of management and staff were functioning earlier and which are having staff working under the control of Health Inspector at present.

3.1.1 The Medical Department shall be responsible for:-

- a) Efficient maintenance of sanitation in the colony including removal & collection of garbage and sweeping of roads.
- b) Cleaning of latrines, urinals & surface (Open) drains including detritus (catch) chambers.
- c) Disposal of the sewage/night soil wherever there is no water-borne sewage system.
- d) Cleaning of septic tanks, soak pits & oleander beds/absorption garden.

3.1.2 Engineering department shall be responsible for:-

- a) Cleaning of underground sewers & underground storm water drains.
- b) Cleaning of surface drains, which are purely storm water drains & do not carry any sullage & excreta ablation water.

3.2 Minor Colonies: Instruction in para 3.2 will apply to all colonies at all stations, which do not come within the classification of 3.1

- a) The Commercial Department shall be responsible for:-
All the duties as specified for Medical Department in para. 3.1.1 except cleaning of septic tanks soak pits, oleander beds/absorption gardens which shall be done by Medical Deptt.
- b) The Engineering Department shall be responsible for:-
All the duties specified in para 3.1.2.
- c) Sanitary Inspectors will periodically visit the colonies & bring to the notice of SMs all the defect observed & give guidance when required.

4 STATION PREMISES: Station buildings, circulating areas, goods platform & offices, goods shed, approach roads etc.

4.1 Commercial Department shall be responsible for:-

- a) General Cleanliness & sweeping of all the station platforms, premises, parking/circulating area, goods platforms, yards and goods shed lines.
- b) Cleaning of all surface & open drains including detritus (catch) chambers & C C Aprons wherever provided.
- c) Cleaning of ~~toilets~~ & urinals and surface open drains attached thereto including detritus (catch) chambers.
- d) Disposal of sewage/night soil, wherever there is no water-borne sewage system.
- e) Cleaning of platform, lines of garbage, drainage, sweeping and removing & cleaning of night soil.
- f) Removing & disposal of sweepings & dunnage from the wagons.

Note: while cleaning platform, wagons & coaches it should be ensured that the sweeping are not thrown on the track which results in the blockage of surface & underground drains. The sweeping should be collected & put into dustbins and disposed off.

4.2 The Engineering Department shall be responsible for:-

- a) Cleaning of underground sewers & underground storm water drains
- b) Cleaning of surface drains which are purely meant for storm water & open drains which do not carry any sullage, excreta & ablution water
- c) Any re-grading or structural rectifications required for the drains /sewers.

4.3 The Medical Department shall be responsible for cleaning of the septic tanks, soak pits & oleander beds/absorption gardens wherever provided.

5. Workshops, Loco Sheds, Washing Lines, Hospitals, Institutes & other Railway premises.

- a) The department which is controlling the particular area shall be responsible for the general cleanliness, cleaning of toilets, urinals & surface drains including detritus (catch) chambers. Disposal of the garbage will be decided by the DRM Workshop Incharge/ Departmental Officer in-charge appropriately in consultation with local Municipal bodies, if necessary.
- b) The Engineering Department shall be responsible for cleaning of underground sewers & underground storm water drains, surface storm water drains. It will also carry out any re-grading or structural rectification work required from the drains/sewers, & the construction & maintenance of the garbage dumps wherever required.
- c) The Medical Department shall be responsible for cleaning of the septic tanks, soak pits & oleander beds / absorption gardens wherever provided.
- d) Medical Department will also be responsible for cleaning of drain/nala which is not under the working area of Mechanical Department, but causes problems such as blockage of drain of washing pit lines/diesel shed/workshops.

6. Chlorination of water:

6.1 The Medical Department shall arrange for periodical examination of water, both chemical & bacteriological, at all the sources of water supply.

6.2 The responsibility of chlorination of water shall be as under:

- a) The Engineering Department shall be responsible for chlorination at the station & colonies provided with piped water supply.
- b) The Medical Department shall be responsible for chlorination at stations & colonies where water is supplied from open wells & the supply is not through pipelines.

[Handwritten signature]

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7. Cleaning of overhead & underground water tanks:

7.1 The cleaning of the overhead & underground water tanks shall be the responsibility of the Engineering Department.

7.2 The Medical Department shall provide the assistance of HI to be present to assist the Engineering Deptt. In treating tanks with chemicals if necessary.

8. Anti-mosquito & anti-fly measures:

The Medical Department shall continue to do anti-mosquito & anti-fly measures as per existing practice in Railway Colonies.

9. Cleaning & removal of rank vegetation:

The removal of rank vegetation & grass around the quarters & colonies, station yards, workshops & other offices shall continue to be responsibility of the Engineering Department.

10. For any co-ordination required to be done amongst the various departments as well as with agencies outside the Department connected with sanitation & cleanliness in the railway premises, the Chairman of the Joint Committee will be responsible. For this purpose, meetings will be held by the Joint Committee incorporating non-railway organizations like Municipality etc.

11. The supervision of cleanliness in all railway areas will be that of the Div. Branch Officer concerned in demarcated areas (including Medical). Each area should be provided with the facilities required (bins, pits, transport etc.) by the department concerned. No-demarcated areas shall be the responsibility of the Branches in terms of para 4 & 5.

(No. C.4 -358/1/Cleanliness dt. 18.06.06)

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YARD STICK FOR CONSERVANCY AND SANITATION STAFF.

1. Sanitary Jamadar:- One to supervise the work of 8 to 15 and above Safaiwala.
2. Roads with a heavy vehicular traffic:- 60,000 Sqft. perman in broken duty.
 - i) Road less busy with one side drain 80,000 Sqft. per safaiwala.
 - ii) Road less busy with one side drain 35,000 Sqft. -do-
 - iii) Road less busy with both side drains 30,000 Sqft -do-
 - iv) Big surface drains over 12" depth, 3000 Rft. per safaiwala.
 - v) Small surface drains 5000 Rft. per safaiwala and 1 bhisty.
 - vi) Kadha drains 3000 Rft. per safaiwala and 1 Bhisty.
 - vii) Big surface drains between 6 to 12" depth 4000 Rft. -do-
 - ix) Community latrines dry system 30 seats. -do-
 - x) Community flush type latrines 100 seats. -do-
 - xi) Urinals and bath rooms. 50 seats. -do-
 - xii) Community flush type where water is intermittent 50 seats -do-
 - xiii) Washing of dry system latrines within 1½ miles radius 50 seats per bhisty.
 - xiv) Washing of flush type latrines where water is intermittent 100 seats per safaiwala.
 - xv) Washing of surface drains, 5,000 Rft per safaiwala.
 - xvi) Cleaning and desilting of man holes 300 man holes per safaiwala once in a month.
 - xvii) Cleaning and desilting of gully trap and catch pits, 1000 per safaiwala.
 - xix) Sweeping of surrounding area of class IV quarters upto the extent of 20 ft. 50 quarters per safaiwala.
(single storeyed double storeyed) 75 quarters per safaiwala.
 - ~~xx) Sweeping of surrounding area of class IV quarters upto the extent of 20 ft. 30 quarters per safaiwala.~~
 - xx) Sweeping of surrounding area of class III quarters upto the extent of 20 ft. single stand.
Double storeyed class III -45 quarters. -do-
 - xxi) Officers bungalow's surrounding :- 15 quarters. -do-
 - xxii) Open space in front of office etc. 60,000 sft. -do-
3. ii) Sweeping of passenger platform dealing:- 45000 Sqft. perman & constant attention hours shift.
with 8 or more trains p. day.
- ii) Passenger platform ~~for~~ dealing with 7 or less trains per day. 60,000 Sqft. perman constant attention hours shift.
- iii) Goods platform. 74000 Sqft perman

- 2 -
- and washing of tracks with
- vi) Cleaning ~~apparents and tracks passenger~~
washable aprons adjoining passenger platforms.
double story flats.
Double storey. 20,000 Sqft. per SFW.
and one Bhisty in each
shift, 30 Bungalow
per SFW.
- *) Washing of platforms, passenger walls,
retiring rooms, running room, and offices
etc. 20,000 Sqft per SFW and one
Bhisty per day.
- vi) Waiting rooms, retiring rooms, guard and
running room, rest houses, inspectors rooms
and officers rest houses etc. 1 SFW for each set of waiting
room, I, II Class Retiring
room, rest house & Officers
room etc. 8,000 Sqft. perman
thrice 8 hours shift, for
Sweeping.
- vii) Offices and verandahs and stair cases of
double storey buildings foot over. cleaning & washing porch with
One SFW. in each shift.
- viii) Sweeping and cleaning of tonga-stand with
capacity of 30 tongas at stations.
- ix) Sweeping and cleaning of taxi stand scooter
stand including open area in front of stations. 45,000 Sqft per Safaiwala.
- x) Underground lifts cleaning and sweepings. 50,000 Sqft. per safaiwala in
each shift.
4. Yard stick for staff in connection with
anti-rodent, measure anti-fly measures,
and disinfection etc.
- i) Rat catcher (KH) for rat trapping
and baiting etc. One for 10,000 per population.
- ii) Anti -flies and disinfection measures. One Khallasi per 10,000 popula-
tion.
- At bigger station to deal with 5 or more Two Khallasies.
passenger platform for disinfection purposes
and other measures.

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Yard stick for conservancy and sanitation staff which provided by department is very old and presently sanitation work is doing by upgraded machines & equipments. Therefore, these yard stick is not considered in this work study report. The report is prepared on the basis of existing work practices & workload.

CHAPTER 7	DEPLOYMENT AND OBSERVATIONS OF STAFF
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7.0 DEPLOYMENT, WORKLOAD & OBSERVATION OF HOUSEKEEPING STAFF OVER JAIPUR DIVISION:

Housekeeping staff are doing sanitation work under Chief Health Inspectors at different location over Jaipur division i.e. Jaipur, Rewari, Alwar, Bandikui, Phulera, Kishangarh, Ringas & Sikar.

7.1 HOUSEKEEPIN STAFF UNDER CHI, JP:

09 Railway residential colonies, RPF Barrack, GM & DRM's Bungalows are situated at different locations in Jaipur city. Sanitation activities are maintained by outsourcing staff in most of the colonies except Ganpati Nagar Railway Colony.

7.1.1 Sanitation work are performed in following Colonies by outsourcing staff :

Sr. No.	Name of colony	Workload/ Staff of contractor	Remarks
1.	Micro colony.	Pakka Area-45123 Sq.ft. Kachha Area-80338 Sq.ft. Open big drain-2103Rft. Open small drain-550Rft.	Tender under process.
2.	Panipaech colony	Bungalows- 24	
3.	New loco colony	84 Multi stoery flats	
4.	Loco colony	Pakka Area-203972 Sq.ft. Kachha Area-488629 Sq.ft. Open big drain-6637Rft. Open small drain-2955Rft.	
5.	Durgapura colony.	Total Qtr.-57 Pakka Area-16140 Sq.ft. Kachha Area-5400 Sq.ft. Open big drain-6700Rft. Open small drain-550Rft.	MD-120/1/Sanitation /Manual/PHOD /q/work order; dated-29.04.2020
6.	Railway PHODs colony	Total Qtr.-24+17=41	
7.	Jagatpura Double stoery colony	Total Qtr.-28 Pakka Area-45624 Sq.ft. Kachha Area-82090 Sq.ft. Open big drain-2208Rft. Open small drain-1310Rft.	
8.	Jagatpura Tower colony	Total area-405863 Sq.ft. and 14 safaiwalas+01supervisor.	MD-120/1/Sanitation /Manual/q; dated-19.03.2020
9.	Rail Nikung officers colony		

7.1.2 Sanitation work are performed by departmental housekeeping staff in following locations:

GM/DRM Bungalows & its premises, RPF barrack and Ganpati Nagar Railway Colony.

7.1.3 Cadre Position of Housekeeping staff:

Sanctioned Cadre = 25, On Roll staff = 20 7 Vacancy = 05

7.1.4 Deployment of Housekeeping staff:

- i. **GM Bungalow:** 01 housekeeping staff is deputed at GM/NWR bungalow & its surrounding areas for sanitation work.
- ii. **DRM Bungalow:** 01 housekeeping staff is deputed at DRM/JP bungalow & its surrounding areas for sanitation work.
- iii. **RPF Barrack:** 01 housekeeping staff is deputed at RPF Barrack & its surrounding areas for sanitation work.
- iv. **Ganpati Nagar Railway colony:**

17 housekeeping staff are doing sanitation work at different locations of Ganpati Nagar railway colony and cleaning of Aravali club, cricket ground, etc.

7.1.5 Workload of Housekeeping staff:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1' deep
Type II	296	1448732 Sqm.	361452.11 Sqm.	-	-
Type III	46				
Type IV	41				
Total	383				

7.1.6 Description of Contract work:

1. **Contract for complete Sanitation & removal of garbage from railway colonies is under process.**
 - i. Complete sanitation of new loco colony, loco colony, Microwave colonies Panipatch railway colony, for two year involving surface cleaning of road (kachha & pakka) surround of railway quarters and cleaning of open drains & main holes in of all above four colonies removing of rank vegetation around drains and collection of garbage from door to door in all above four colonies including dead animals if any found & dumping at nominated place suggested by railway authorities Jaipur and cleaning of septic tanks all above four colonies on complaint basis.
 - ii. Daily removal and disposal of garbage, rubbish, refuse, night soil, dead animals, slit, etc. by mechanized method from old dustbins and specified place and their 3 meter surrounding areas from Jaipur railway sanitation council areas (Ganpati nagar, Loco colony, New loco colony, micro colony, panitach officer colony, GM bungalow,

central hospital and subordinate rest house) to an area specified by local municipal administration including all labour, material, tools, plants and complete job.

2. Running contract for complete Sanitation:

i. Contract for complete Sanitation of PHOD, DPA & double stoery GTJT railway colonies. (MD/120/1/Sanitation/manual/PHOD/Q/ work order; dated: 29.04.2020).

Complete sanitation of **PHOD, DPA & double stoery GTJT** railway colony, for 80 days basis involving surface cleaning of road (kachha & pakka) twice a day and surround of railway quarters and cleaning of open drains & main holes in of all above three colonies removing of rank vegetation around drains and collection of garbage from door to door in all above colonies including dead animals if any found & dumping at nominated place suggested by railway authorities Jaipur.

ii. Contract for complete Sanitation of Jagatpura Tower colony and Rail nikunj Railway colony (120/1/Sanitation/Manual/q; dated-19.03.2020).

Complete sanitation of **GTJT and Rail nikunj multi stoery tower** railway colony for 82 days basis involving surface cleaning of road (kachha & pakka) twice a day and surround area of railway quarters and cleaning of open drains & main holes in of all above two colonies removing of rank vegetation around drains and collection of garbage from door to door in all above multi story tower railway colonies including dead animals if any found & dumping at nominated place suggested by railway authorities Jaipur.

7.1.7 Observation:

The sanitation and removal of garbage work have already been done by out sourced agencies in most of the railway colonies over Jaipur division.

Complete sanitation work has already been done by contractor's labour in 05 railway colonies i.e.-Gagatpura Tower, Rail nikunj, PHOD, Jagatpura double stoery and Durgapura.

The contract of complete sanitation work for 04 railway colonies (Microwave, Loco, New Loco & Panipatch) is under process.

Sanitation work is done by 20 departmental housekeeping staff in Ganpati Railway Colony against sanctioned cadre of 25. Out of these 05 posts are lying vacant and 07 staff are going to retire in coming 02 years (till August'2022).

It is being observed by Work study team that the 20 housekeeping staff are sufficient to cope up existing workload of Ganpati nagar railway colony. Therefore, it is advised that 05 vacant posts and 07 housekeeping staff which going to retire in next two year have been considered surplus & advised to surrender and on roll staff should be utilized at any required locations as per extant rules.

7.2 HOUSEKEEPIN STAFF UNDER CHI, BKI:

7.2.1 Cadre Position:

Sanctioned Cadre = 17, On Roll staff = 16 7 Vacancy = 01

7.2.2 Deployment of staff:

15 housekeeping staff are performing sanitation work in Bandikui Railway colony at double stoery, PWI office area, Delhi line, sabji mandi market area, railway hospital area, doctor quarters, guard line , English market, in front of railway station, GRP colony, pili kothi road to ghost bungalow, RPF band master colony, etc. and 01 housekeeping staff is deployed for supervising of these staff.

7.2.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over1' deep
Type I	225	298224.16 Sqm.	423944 Sqm.	11515.71 Rft.	10498.68 Rft.
Type II	213				
Type III	43				
Type IV	35				
Total	516				

7.2.4 Description of Contract work:

(No.-MD/120/15/Garbage/BKI/2017-19; dated 29.06.2017 for two years)

Removal and disposal of garbage, kitchen waste, house hold waste, all type of wastage (rubbish, debris, sludge, excavated debris, mud-muck, stable litters) and refuse generated from the colonies, hedges, garden refuse, small branches of trees, dry leaves, mowed lawn grass, dead animals etc. from Railway colonies of Bandikui station and dumping outside the limit of Nagar Palika at decided appropriate place. The contract is running under extension period from June 2019.

7.2.5 Observation:

Sanitation work is managed by 16 housekeeping staff in Railway Colony Bandikui against sanctioned cadre of 17. Out of these 01 post is lying vacant and 04 staff are going to retire in coming 02 years (till August'2022).

Work study team is being observed that 16 Housekeeping staff are sufficient to cope up existing workload of railway colonies, Bandikui. Therefore, it is advised that 01 vacant post of Housekeeping staff is considering surplus and advise to surrender.

7.3 HOUSEKEEPIN STAFF UNDER CHI/RE :

7.3.1 Cadre Position:

Sanctioned Cadre = 20, On Roll staff = 11 & Vacancy = 09

7.3.2 Deployment of staff:

10 housekeeping staff are working sanitation work at railway colonies, Rewari. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks. 01 Jamadar is deployed for supervising the work of housekeeping staff.

7.3.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1' deep
Type I	152	290320.25 Sqm.	395420 Sqm.	16404.20 Rft.	10662.72 Rft.
Type II	150				
Type III	88				
Type IV	18				
Total	408				

7.3.4 Description of Contract work:

Contract for daily removal of garbage is under process.

7.3.5 Observation:

Sanitation work is managed by 11 housekeeping staff at railway colonies, Rewari against sanctioned cadre of 20. Out of these 09 posts are lying vacant and 03 staff are going to retire in coming 02 years (till July'2022). CHI/RE has informed that 11 housekeeping staff is not sufficient to manage sanitation work in railway colonies Rewari.

It is being observed by Work study team that if sanitation work will be done through outsourcing is much more economical and effective as compare to work performed by the departmental staff. Therefore, it is being advised that the sanitation work of Railway Colonies, Rewari should be partially outsourced. Hence, 12 posts of housekeeping staff including 09 vacant posts have been considered surplus & recommends for surrendering and on roll staff should be utilized at any required locations as per extant rules.

7.4 HOUSEKEEPIN STAFF UNDER CHI /AWR:

7.4.1 Cadre Position:

Sanctioned Cadre = 02, On Roll staff = 02 & Vacancy = 0

7.4.2 Deployment of staff:

02 housekeeping staff are working at colonies of railway Alwar station against sanctioned cadre of 02. They are performing sanitation work in double stoery railway colony, TRD colony, railway colony in front of platform no.2. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks.

HI/AWR has informed that 02 housekeeping staff is not sufficient to maintain sanitation work of colonies at Alwar Railway station. Other than this, 01 more staff is also required for assisting in sample collection from stations.

7.4.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1' deep
Type I	170	65322 Sq.ft.	51250 Sq.ft.	1165 Rft.	1720 Rft.
Type II	39				
Type III	15				
Type IV	13				
Total	237				

7.4.4 Description of Contract work:

(No./MED/120/15/Garbage/AWR/2018-20; dated-22.11.2018 for two years period)

Removal and disposal of garbage, kitchen waste, house hold waste, all type of wastage (rubbish, debris, sludge, excavated debris, mud-muck, stable litters) and refuse generated from the colonies, hedges, garden refuse, small branches of trees, dry leaves, mowed lawn grass, dead animals etc. from Railway colonies of Alwar station. This garbage is dump at nominated place by Nagar Palika outside the limit of Railway premises.

7.4.5 Observation:

02 housekeeping staff are working against sanctioned cadre of 02 at railway colonies Alwar. Neither any vacancy in the cadre nor any staff is going to retire in coming two years. HI/AWR has informed that 02 housekeeping staff is not sufficient to maintain sanitation work of railway colonies at Alwar. Other than this, 01 more staff is also required for assisting in sample collection from stations.

Work study team is being observed and advised that the sanitation work of railway colonies Alwar should be outsourced. Thus, 02 posts of housekeeping staff are considered surplus and recommend for surrendering. It is also observed that the post of AM Khalasi is not sanctioned at AWR. Therefore, identified surplus staff may be utilized as AM Khalasi or at required locations as per extant rules.

7.5 HOUSEKEEPIN STAFF UNDER CHI/FL:

7.5.1 Cadre Position:

Sanctioned Cadre = 11, On Roll staff = 10 & Vacancy = 01

7.5.2 Deployment and Workload:

10 housekeeping staff are working in railway colonies of Phulera against sanctioned cadre of 11. They are performing sanitation work at railway colonies of Phulera. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks.

7.5.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06'' deep	Drainage Over 1' deep
Type I	556	233639 Sqm.	818901 Sqm.	540 Rft.	214168 Rft.
Type II	228				
Type III	17				
Type IV	13				
Total	814				

7.5.4 Description of Contract work:

(No./MED/120/15/Garbage/FL/2018-20; dated 16.01.2019 for two years period)

Daily removal and disposal of rubbish, refuse, garbage, night soil, dead animals, slits from all dustbin and specified places and their 03 meter surrounding areas phulera railway sanitation councile area to an area as specified by local municipal administration including 01 mechanized trolley with drivers with 02 labour, material ,tools, plants, etc. as complete job.

7.5.5 Observation:

Sanitation work of Phulera Railway Colonies is maintained by 10 housekeeping staff against sanctioned cadre of 11. Out of these 01 post is lying vacant and 04 staff are going to retire in coming 02 years (till June'2022). It is being observed by work study team that 11 Housekeeping staff are sufficient for cope up existing workload of Phulera railway colonies. Therefore, 11 posts of Housekeeping staff is considering justified for performing sanitation work of Phulera railway colonies.

7.6 HOUSEKEEPIN STAFF WORKING AT KSG UNDER CHI/FL:

7.6.1 Cadre Position:

Sanctioned Cadre = 02, On Roll staff = 02 7 Vacancy = 0

7.6.2 Deployment and Workload:

02 housekeeping staff are deployed at KSG old railway colony against sanctioned cadre of 02. They are performing sanitation work in Kishngard old railway colony. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks.

7.6.3 Description of total area:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1' deep
Type I	57	27500 Sqm.	102018 Sqm.	110 Rft.	1620 Rft.
Type II	16				
Type III	4				
Type IV	0				
Total	77				

7.6.4 Description of Contract work:

No any garbage contract is running.

7.6.5 Observation:

02 housekeeping staff are working against sanctioned cadre of 02 at Khishangarh railway colony. Neither any vacancy in the cadre nor any staff is going to retire in coming two years.

It is being observed by work study team that the sanitation work of new railway colony Khishangarh has already been outsourced with KSG railway station cleaning contract its resulting saving of establishment cost of railways. Therefore, the sanitation work of old railway colony KSG should be outsourced. Thus, 02 posts of housekeeping staff are considered surplus and recommend for surrendering and on roll identified surplus staff may be utilized at required locations as per extant rules.

7.7 HOUSEKEEPIN STAFF UNDER CHI /SIKAR:

7.7.1 Cadre Position:

Sanctioned Cadre = 03, On Roll staff = 03 & Vacancy = 0

7.7.2 Deployment of staff:

03 housekeeping staff are deployed at Sikar railway colonies against sanctioned cadre of 03. They are performing sanitation work in Sikar railway colonies. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks.

CHI/Sikar has informed that 03 housekeeping staff is not sufficient to maintain sanitation work of Railway colonies Sikar.

7.7.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1" deep
Type I	42	216513 Sq.ft.	123241 Sq.ft.	3560 Rft.	1000 Rft.
Type II	83				
Type III	01				
Type IV	02				
Total	128				

7.7.4 Description of Contract work:

(No./MED/120/15/GARBAGE/SIKAR/2018-20;dated-00.04.2019 for two years period)

Daily removal and disposal of rubbish, refuse, garbage, night soil, dead animals, slits from all dustbin and specified places and their 03 meter surrounding areas Sikar railway sanitation councle area to an area as specified by local municipal administration including 01 mechanized trolley with drivers with 01 labour, material, tools, plants, etc. as complete job.

7.7.5 Observation:

03 housekeeping staff are working against sanctioned cadre of 03 at railway colonies Sikar and 01 staff is going to retire in coming two years. CHI/Sikar has informed that 03 housekeeping staff is not sufficient to maintain sanitation work of railway colonies at Sikar.

Work study team is being observed and advised that the sanitation work of railway colonies Sikar should be outsourced. Thus, 03 posts of housekeeping staff are considered surplus and recommend for surrendering and on roll identified surplus staff may be utilized at required locations as per extant rules.

7.8 HOUSEKEEPIN STAFF WORKING AT RGS UNDER CHI/SIKAR:

7.8.1 Cadre Position:

Sanctioned Cadre = 01, On Roll staff = 02, Vacancy = 0 & Excess = 01

7.8.2 Deployment and Workload:

02 housekeeping staff are deployed at RGS railway colony against sanctioned cadre of 01. They are performing sanitation work ar RGS railway colony. Sweeping of road & circulating area (kachha & pakka). Cleaning of small and big drains and septic tanks.

CHI/Sikar has informed that 01 housekeeping staff is not sufficient to maintain sanitation work of Railway colonies Sikar.

7.8.3 Description of workload:

Type of Quarter	No. of Quarter	Road (Puckka Area)	Open Space (Kuchcha Area)	Drainage Below 06" deep	Drainage Over 1' deep
Type I	31	144991 Sq.ft.	32280 Sq.ft.	328 Rft.	1312 Rft.
Type II	40				
Type III	01				
Type IV	02				
Total	74				

7.8.4 Description of Contract work:

(No./MED/120/15/Garbage/RGS/2018-20; dated-00.04.2019 for two years period)

Daily removal and disposal of rubbish, refuse, garbage, night soil, dead animals, slits from all dustbin and specified places and their 03 meter surrounding areas RGS railway sanitation councle area to an area as specified by local municipal administration including 01 mechanized trolley with drivers with 01 labour, material ,tools, plants, etc. as complete job.

7.8.5 Observation:

02 housekeeping staff are working against sanctioned cadre of 01 at RGS railway colonies and 01 staff is going to retire in coming two years. CHI/Sikar has informed that 01 housekeeping staff is not sufficient to maintain sanitation work of railway colonies at Sikar.

Work study team is being observed and advised that the sanitation work of railway colonies RGS should be outsourced. Thus, 01 post of housekeeping staff is considered surplus and recommend for surrendering and on roll staff may be utilized at required locations as per extant rules.

8.0 Critical Analysis:

The sanitation contract has already been outsourced and running effectively and successfully in most of the Railway colonies of Jaipur city i.e. -DPA, GTJT Tower, PHODs, Panipatch, Rail Nikunj & GTJT double stoery. Daily removal & disposal of garbage from all locations over Jaipur division has also managed successfully by outsourcing agencies.

It is observed that, presently total 16 vacant posts (JP-05, BKI-01, RE-09 & FL-01) in cadre of Housekeeping staff and 19 staff are going to retire in coming two years. Railway board has considered as diminishing category of Housekeeping/ Safaiwala staff and advised to outsource the sanitation work. After critical analysis of the workload of housekeeping staff it is being advised by work study team that workload may be outsourced against vacant posts of housekeeping. 48 posts of housekeeping staff have been considered sufficient to meet out the remaining workload after outsourcing. Thus, 33 posts including 16 vacant posts of Housekeeping staff have been considered surplus from the cadre and advised to surrender forthwith.

10.3 Summary of surplus posts:

Sr. No.	Station	Sanctioned Strength	On Roll Staff	Vacancy	Excess	Proposed Cadre	Identified Surplus posts
1.	CHI/JP	25	20	05	0	13	12
2.	CHI/RE	20	11	09	0	8	12
3.	CHI/AWR	02	02	0	0	0	2
4.	CHI/BKI	17	16	01	0	16	1
5.	CHI/FL	11	10	01	0	11	0
6.	CHI/KSG	02	02	0	0	0	2
7.	CHI/RGS	01	02	0	01	0	1
8.	CHI/SIKR	03	03	0	0	0	3
Total		81	66	16	1	48	33

9.0 Minutes of meeting which held at officer level:

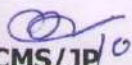
Minutes of meeting with CMS, Jaipur on 10.09.2020

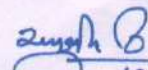
The recommendations of work study report of Housekeeping staff of sanitation over Jaipur division were briefed and discussed with CMS/JP by AWSO. The work study was carried out on the basis of actual requirement and outsourcing of sanitation activities over Jaipur division. Railway board's has also considered the Housekeeping staff in diminishing category and advised for outsourcing of these activities. The following recommendations are accepted by above officers:

It has been observed by the work study team that 66 Housekeeping staff are working against sanctioned cadre of 81. Presently, 15 posts of Housekeeping staff are lying vacant and 19 housekeeping staff are going to retired in next 02 years. Therefore, it has been advised that the workload of these 33 posts should be outsourced.

Work study team is being considered surplus of these 33 posts of Housekeeping staff and recommend for surrendering after outsourcing sanitation activities.

CMS, Jaipur has suggested that 33 posts of Housekeeping staff including 15 vacant posts will be surrendered in phase manner after outsourcing the sanitation work.


CMS/JP 10.9.20


AWSO/NWR/JP 10/9/2020

10.0 Summary of recommendations is as follows:-

Sr. No.	RECOMMENDATIONS	Para no.	Accepting/ Implementing Authority
1.	<p>Recommendation No.-1:</p> <p>The sanitation contract has already been outsourced and running effectively and successfully in most of the Railway colonies of Jaipur city i.e. -DPA, GTJT Tower, PHODs, Panipatch, Rail Nikunj & GTJT double stoery. Daily removal & disposal of garbage from all locations over Jaipur division has also managed successfully by outsourcing agencies.</p> <p>It is observed that, presently total 16 vacant posts (JP-05, BKI-01, RE-09 & FL-01) in cadre of Housekeeping staff and 19 staff are going to retire in coming two years. Housekeeping/ Safaiwala staff has been considered as diminishing category by Railway board. After critical analysis of the workload of housekeeping staff it is being advised by work study team that workload may be outsourced against vacant posts of housekeeping. 48 posts of housekeeping staff have been considered sufficient to meet out the remaining workload after outsourcing. Thus, 33 posts including 16 vacant posts of Housekeeping staff have been considered surplus from the cadre and advised to surrender forthwith.</p>	7.0	DRM/JP
2.	<p>Recommendation No.-2:</p> <p>It is being observed that a big area of land in Railway colonies specially at FL & BKI are lying vacant and causing huge cost for maintenance. It is being recommended that these vacant lands may be proposed for lease to arrange events like-marriage, tournaments etc. so that these can be converted in to major earning resources.</p>		

Sr. No.	RECOMMENDATIONS	Para no.	Accepting/ Implementing Authority
3.	<p>Recommendation No.-3:</p> <p>It has been observed that residential quarters are scattered in big areas especially FL, BKI & RE. Therefore, the maintenance of these quarters is costly and other services are also difficult & costly.</p> <p>It is being recommended by work study team that the new railway quarter may be constructed in a block formation as like GTJT Tower & Rail Nikunj railway colonies. It will save maintenance and other service expenses.</p>		DRM/JP
4.	<p>Recommendation No.-4:</p> <p>It has been observed that the different contracts are running for sanitation and removal of garbage over Jaipur division. It is being recommended by work study team that a complete sanitation contract with garbage removal may be awarded for all CHI's units over Jaipur division. It will definitely saving of tender expenditure and improving in housekeeping services.</p>		

11.0 FINANCIAL IMPLICATIONS: -

The money value with recurring savings per annum of **33 identified surplus posts** of Housekeeping staff of Medical Department is given below:

Sr. No.	Category	Pay Matrix (1 to 10)	Level	Mean pay	DA 17%	Total Pay	No. of posts	Total saving per month (Rs.)	Total saving per year (Rs.)
1.	House Keeping Staff (Safaiwala)	(1)-18000 (10) 23500	1	20750	3528	24288	33	801504	9618048

Total approximately savings of 33 surplus posts is Rs.96.18 lakhs per annum.