

# WEST CENTRAL RAILWAY



## WORK STUDY REPORT

ON

*“Review of Safaiwala cadre in Commercial deptt. of  
Jabalpur division”*

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## **SYNOPSIS**

Indian Railway is one of the biggest transportation organizations among all other transport organizations in the country. In fact, Railway is backbone of the country's transport systems. In the recent time, Railway is facing tremendous competition from road and air. In the time of competition transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure the optimum utilization of man, machine and material will have to be ensured.

In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. As a result of which certain activities have become fully redundant/obsolete from existing system. These technological up gradations have shown the considerable improvement in the efficiency and manpower productivity in Railways.

Keeping in view, all these constraints, it is assigned to Work Study Cell for conducting work study of ***“Review of Safaiwala on Commercial department of Jabalpur division”*** with a view to assess the staff requirement as per the existing workload after technological up gradation and outsourcing. To arrive at the actual requirement of staff, the team held discussions with officers and supervisors of this division.

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## **CHAPTER-I**

### **INTRODUCTION**

- 1.1** Work Study on “Review of Safaiwala on Commercial department of Jabalpur division” has been taken as a ‘Crash Work Study’ for the year 2020-21.
- 1.2** Cleanliness of stations over Jabalpur division has been performed by Safaiwala cadre of Commercial department. These staff is responsible for the cleanliness of railway stations premises and railway colonies.
- 1.3** A large number of rail users are served by the railway stations. For cleaning of stations and their circulating area, a large number of Safaiwalas has been deployed at the stations.
- 1.4** To achieve better cleanliness of stations of the division, it is necessary to adopt modern tools, equipment’s and procedures and it will be best done by outsourcing. Honorable Minister of Railways has declared his point of view during Rail Budget speech of 2014 regarding appropriate cleanliness of stations by outsourcing.
- 1.5** Hon’ble Prime Minister has launched on 2<sup>nd</sup> October 2014. “Swachha Bharat Abhiyan” (Clean India Mission). It is a national campaign for cleanliness of the entire nation includes the all cities, villages, government offices, stations etc. It is also brought up in the Indian Railway. Hon’ble Minister for Railways has launched “Swachha Rail Swachha Bharat” during budget speech of 2015. Guidelines regarding cleanliness has been issued by Railway Board to the zonal railways and all zonal railways have going to upgrade their cleaning system very seriously and fast.

Also plan to ban on single use plastic by Government of India (a campaign initiated by Prime Minister), efforts to reduce use of pollution-causing, single-use plastic.

- 1.6** To achieve the quality cleanliness, Mechanized Cleaning Contracts have already been awarded at all the ‘A’ and ‘B’ category stations of the Jabalpur division. Now divisional administration is going to expand this out sourcing on the C, D and E category stations.

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## CHAPTER-II

### 2. OUTSOURCING OF SAFAIWALA's ACTIVITIES

Absenteeism, vacancies and slackness of Safaiwalas cadre are the major causes of lack of cleanliness. It reflects very embarrassing and unhygienic.

It can be sorted out only with the help of outsourcing. Mechanized cleaning contract have already been successfully running at 'A' and 'B' category stations under specified terms and conditions.

Vide Railway Board's Commercial Circular, No. 47 of 2014 dated 26.11.2014 "In addition to the existing arrangement at C, D and E category stations for ensuring cleaning through utilization of imprest or departmental staff, option of outsourcing the cleaning work of C, D and E categories station should be considered."

**2.1** These activities are classified in two types.

#### 2.1.1 a. Mechanized Activities

SN	Machine/Equipment to be used
1	Ride on Heavy Duty Industrial Scrubber Drier
2	Heavy Duty Industrial Scrubber Drier electrically Operated
3	Ride on sweeping cum Drier
4	Ride on Sweeping Machines(Diesel/petrol Driven)
5	High pressure Jet cleaning machine
6	Industrial wet & dry vacuum / heavy duty Suction cleaner
7	Walk behind Sweepers

#### 2.1.2 b. Manual Activities

SN	Activity
1	Rag picking & Garbage disposal
2	Disposal of complaints and other manual activities
3	Other Cleaning activities

#### 2.2 Some major activities for running of contract:

1	Dusting, cleaning of walls, roof of officers room, waiting hall, waiting rooms, platforms, concourse area and other
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	passenger activity areas.
2	Dry cleaning and wiping of windows, door glasses.
3	Cleaning of tracks involving picking of all rags and garbage for the area adjacent to platforms.
4	Railways shall not be responsible for safety of the items provided by contractor.
5	Areas which can not be cleaned by the use of machines should be cleaned manually using cleaning kit equipments.
6	Through cleaning and disinfection of toilets.
7	All furniture, sofas, carpets, show piece, glass surface etc. should be vacuum cleaned once every day.
8	Cleaning of drains by picking out muck and filths, collection of garbage and its dumping at nominated point.
9	Collection of garbage from station premises.
10	Cleaning of water booths, wash basins etc. using cleaning agents and high pressure jet cleaning.
11	The Railways shall provide the Contractor storage place/room for keeping their mechanized systems, tools and tackles.
12	Station premises under contract shall include all offices in station building, circulation area.
13	One staff with necessary cleaning kit equipments should be deployed exclusively for attending complaints, urgent cleaning works.

### 2.3 Some major Terms & conditions for running of contract:-

1	The contractor shall preferably use semi-skilled labour having experience of cleaning machines for the cleaning work.
2	Cleaning agents, disinfectants and other consumables of standard quality (preferably ISI/BIS/RDSO approved) or as approved by railways should only be used for cleaning.
3	Regarding quality of cleanliness, and imposition of penalty due to non- execution of work wholly or in part, Railways decision would be final and binding on the contractor.
4	On each shift appropriate no. of supervisors have to be engaged with the consent of the Railways to supervise the work.
5	Apart from routine cleaning and maintenance work detailed in the scope of work, some occasional works like removal of dead bodies by Station Manager may also to be done.
6	All labour is provided with distinct uniforms as approved by

	the Railways at the contractor's own cost.
7	All lab our are to be supplied with soap, daily for their use of washing hand etc. at the cost of contractors.
8	Contractor has to keep their tool and plants in their own custody at the space provided by Railways. Theft or any unusual occurrence will be the full responsibility of the contractor.
9	On each shift appropriate no. of supervisors have to be engaged with the consent of the Railways to supervise the work.
10	During inspections, on receipt of complaints about non-cleanliness, the areas identified have to be attended at once for which no extra payments would be made by the Railways.
11	Contractors shall not in any capacity employ any person of bad character and below 18 yrs. or any person whose antecedents have not been investigated by the Police and shall issue an appointment certificate, which shall contain a photograph of the employee specifying the employee's name, address and the place at which employed, with/his/left/right hand thumb impression affixed thereon in printer's ink which he will carry with him/her while on duty. The expenses for such verification as is necessary shall be borne by the contractor.

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## CHAPTER-III

### 3. SAFAIWALAS IN COMMERCIAL DEPTT.

**3.1** Safaiwala category in commercial department is responsible for the cleanliness of railway stations premises and railway colonies.

**3.2** Sanctioned strength, men on roll and vacancy position of Safaiwala cadre on Commercial department is as under-

<b>S.S</b>	<b>M.O.R</b>	<b>Vac./Excess</b>
<b>08</b>	<b>10</b>	<b>+02</b>

In sanctioned strength of 08 posts of Safaiwalas, 10 Safaiwalas are present. It shows that 02 posts of Safaiwalas are surplus (for deployment).

### 3.3 Critical Analysis

Vide Railway Board's Commercial Circular No. 47 of 2014 dated 26.11.2014 "In addition to the existing arrangement at C, D and E category stations for ensuring cleaning through utilization of imprest or departmental staff, option of outsourcing the cleaning work of C, D and E categories station should be considered."

Vacancies and absenteeism in the safaiwala cadre are the major cause of the failure of cleanliness of the stations. It can be recovered only by outsourcing.

Activities of safaiwala cadre are such type of activities which does not require any expertise, or the well trained staff. These services can be done at cheaper rate with better quality by outsourcing.

To improve the quality of cleanliness of major stations of division, Mechanized Cleaning Contracts have already been awarded at all the A and B category stations of the Jabalpur division like Jabalpur, Katni, Satna, Saugor, Damoh, Maihar, Rewa, Piparia, Gadarwara, Narsingpur, Madan Mahal and Katni Murwara.



**3.3.1** Mechanized Cleaning Contract may also be awarded some more stations of the Jabalpur division which are as under:

S.N.	Name of Station(s) Under Mechanized cleaning contract	Contract Details			Status of next tender
		Date of Award	Date of Completion	Extended date of completion, if any	
1	Pipariya	01.03.2018	28.02.2021	-	-
2	Gadarwada	01.03.2018	28.02.2021	-	-
3	Narsinghpur	10.04.2018	09.04.2021	-	-
4	Madanmahal	01.05.2018	30.04.2021	-	-
5	Jabalpur	01.08.2017	31.07.2020 (Extension upto Jan.2021)	-	-
6	Katni	01.01.2021	31.12.2021	-	-
7	Maihar	28.02.2018	27.02.2021	-	-
8	Satna	01.01.2021	31.12.2021	-	-
9	Rewa	01.03.2018	28.02.2021	-	-
10	Katni Murwara	10.03.2018	09.03.2021	-	-
11	Damoh	01.03.2018	28.02.2021	-	-
12	Sagour	02.03.2018	01.03.2021	-	-

**3.3.2** Mechanized Cleaning Contract may also be awarded some more stations of the Jabalpur division which are as under:

Sr.	Station
1	Sohagpur
2	Bankhedi
3	Kareli
4	Shridham
5	Bheraghat
6	Kachhpura (Goods shed)
7	Adhartal
8	Sihora
9	Jhukehi
10	Amdara
11	Bhadanpur
12	Maihar Colony
13	Uchehara

14	Lagargawan
15	Sagma
16	Jaitwara
17	Bandakpur
18	Karahia Bhadoli
19	Pathari
20	Ganeshganj
21	Makronia
22	Nariaoli
23	Khurai
24	Khanna Banjari
25	Beohari

### 3.3.3 Expenses on outsourcing:

Total cadre of Safaiwala in JBP divn.	As per Minimum wages, per day Cost	Total Yearly expenses (in Rs.)
08	@ Rs. 323/-	8 x 323 x 30 X 12 = 9,30,240/-
Total Per year Expenses on outsourcing of 08 Safaiwala = Rs. 9,30,240/- (say A)		

### Expenses on Departmental Safaiwala:

Total cadre of Safaiwala in JBP divn.	Average Cost on per Box Boy per month	Total Yearly expenses (in Rs.)
08	18,018/-	8 x 18018 x 12 = 17,29,728/-
Total Per year Expenses on 08 Safaiwala = Rs. 17,29,728/- (say B)		

Net Savings= B - A  
= Rs. (17,29,728 - 9,30,240)  
= Rs. 7, 99,488/-  
= Rs. 7.99 Lakhs per Year,

**These calculations are, excluding PLB, Night Duty Allowances & other allowances, Pass/PTO facilities, Medical and other welfare facilities.**

### 3.4 Recommendation :-

With a view to achieve economy and quality cleanliness, outsourcing has been proposed for the above stations and all the 08 sanctioned posts of these stations should be surrendered.

## **CHAPTER-IV**

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### **FINANCIAL IMPLICATION**

- 4.1** Anticipated financial implication on the surrender of 08 posts of Safaiwala cadre of Commercial department will be as under-

<b>Particular</b>	<b>Amount (in Rs.)</b>
Mean of grade	14,500
DA@17%	2,465
Transport Allowance	1,053
Salary Per Month	18,018
X 12 = Per annum	2,16,216
X No. of posts (08) (say <b>A</b> )	17,29,728
Expenses on Outsourcing of Safaiwala in WCR (say <b>B</b> )	9,30,240
Net Savings= ( <b>A- B</b> )	7, 99,488

On surrender of above 08 surplus posts, the anticipated saving works out to **Rs. 7.99 Lakhs per annum.**

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