

# WEST CENTRAL RAILWAY



## WORK STUDY REPORT ON

*“Review of House Keeping Asstt. Staffs of WRS Kota”*

### STUDY PERSONNELS

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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 House Keeping Asstt. of WRS Kota”*** 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

### 1. INTRODUCTION

- 1.1 Work Study on “A study of ***Review of House Keeping Asstt.*** of WRS/KOTA has been taken as a ‘Crash Study’ for the year 2020-21.
- 1.2 The foundation stone of Wagon Repair Workshop, Kota was laid in November, 1957 and the workshop was commissioned in October, 1960. The Workshop is equipped to undertake POH and ROH of all types of BG wagons on Indian Railway is the zonal headquarter of WCR.
- 1.3 The term ‘Sanitation’ means maintaining a clean environment so that the beneficiaries are able to stay in neat and hygienic environment.
- 1.4 Railway Workshops and all work places are to be maintained in a hygienic and uncontaminated manner. However, adequate measures are needs to be thought about at the planning stage itself.
- 1.5 Review of House Keeping Asstt. in WRS/KOTA has been provided for the cleanliness of Railway Workshops.
- 1.6 **Activities of Review of House Keeping Asstt., WRS/Kota:**
  - 1 Cleaning of water closets.
  - 2 Washing of lavatory floor.
  - 3 Cleaning of workshop drain..
  - 4 Sweeping front and back of workshops.
  - 5 Removal of refuse to nearest section.
  - 6 Sweeping of the road from sides to the centre in the workshops.
  - 7 Spraying insecticide, bleaching powder etc. in workshops and its surrounding areas time to time.
- 1.7 **INCREASING OPERATING EXPENSES:** The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure, Railway Board identified certain categories on which the Zonal Railways may conduct work-study. The work being done by is one such non-core activity, that falls into this category, which do not require technical expertise and the services can be got at cheaper rate owing to abundance of manpower available in our country.

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## CHAPTER-II

### 2. House Keeping Asstt. IN WRS/KOTA

- 2.1** The Sanctioned Strength & on roll position of House Keeping Asstt. of WRS/Kota are as follows:

Sr No	Category	Pay scale	GP	SS	MOR	Vacancy
1	House Keeping Asstt.	5200-20200	1800	10	4	6
	<b>TOTAL</b>			<b>10</b>	<b>04</b>	<b>06</b>

It may be seen from the above, 10 posts are sanctioned, 04 men are on roll and 06 post is vacant in Canteen of WRS/Kota.

### 2.2 Critical Analysis:

- 2.3** House Keeping Asstt. category is non-safety cadre and Railway Board has given guide lines to outsource the cleaning activities and surrender the departmental safaiwalas.

As per Rly Bd Lt. No. E(MPP)2016/1/59 dt 10.01.17, More non-core activities which are not directly related with train operations and safety can be outsourced. Present sanctioned strength of House keeping Asstt. is very old and after that period, No additional staffs are sanctioned for these new establishments. WRS/Kota is the major workshop of railway employees and a large number of workshop areas exist at this workshop. Such deficiency of staff causes negligence and shortage in cleanliness and other required necessary assistance given by House Keeping Asstt.

- 2.4** Outside Area of workshop works have been partially outsourced at outside points of workshop. Full outsourcing of House keeping Asstt. activities at WRS/Kota will be helpful to achieve quality of cleanliness and financial economy with the help of modern machinery and equipments. It is not possible to deploy the employees due to staff crisis problems.

Work Study team observed, the productivity of Housekeeping are affected by means of detention to workshop due to following reasons:

- Absenteeism.
- Physical problems associated with old age and hence not able to work.
- As there is no promotion in this category beyond the existing pay scale, the staff loses the interest in working.
- Absconding from duty.
- As there is no fresh recruitment in this category.

- 2.5** WRS/Kota has also proposed for outsourcing of Housekeeping Asstt. activities. The work has being done by Housekeeping Asstt. category is

one such non-core activity, which falls into this category, do not require technical expertise and the services can be got at cheaper rate owing to abundance of manpower available in our country.

In light of above facts, the work of Housekeeping Asstt. can easily be outsourced and posts involved can be surrendered.

## 2.6 Feasibility of Outsourcing:

### A. Expenses on Departmental Housekeeping Asstt.:

Total cadre of Housekeeping Asstt. in WRS/Kota	Average Cost on per Housekeeping Asstt. per month	Total Yearly expenses (in Rs.)
10 in which 04 are on roll.	24278/-	04 x 24278 x 12 = <b>1165344/-</b>
06 posts are vacant	24278/-	06 x 24278 x 12 = <b>1748016/-</b>
<b>Total Per year Expenses on 10 HKA = Rs. 29,13,360/-</b>		

### B. Expenses on outsourcing of House Keeping Asstt.:

Total cadre of Housekeeping Asstt. in WRS/Kota	As per Minimum wages, per day Cost	Total Yearly expenses (in Rs.)
10 posts of Housekeeping Asstt.	@ Rs. 382/-	10 x 382 x 30 X 12 = <b>1375200/-</b>
<b>Total Per year Expenses on outsourcing of 10 HKA = Rs. 1375200/-</b>		

**Net Savings= A - B**  
**= Rs. (29,13,360- 13,75,200)**  
**= Rs. 15,38,160/-**  
**= Rs. 15.38 Lakhs per Year**

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

## 2.7 Recommendation :-

Out of total sanctioned of 10 posts of Housekeeping Asstt., all 10 posts should be surrendered.

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## **CHAPTER-IV**

### **4. FINANCIAL IMPLICATION**

**4.1** The financial implications involved in surrender of 10 vacant Posts of Housekeeping Asstt., are worked out as follows:-

**A. Expenses on Departmental Housekeeping Asstt.:**

<b>Total cadre of Housekeeping Asstt. in WRS/Kota</b>	<b>Average Cost on per Housekeeping Asstt. per month</b>	<b>Total Yearly expenses (in Rs.)</b>
10 in which 04 are on roll.	24278/-	04 x 24278 x 12 = <b>1165344/-</b>
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**B. Expenses on outsourcing of House Keeping Asstt.:**

<b>Total cadre of Housekeeping Asstt. in WRS/Kota</b>	<b>As per Minimum wages, per day Cost</b>	<b>Total Yearly expenses (in Rs.)</b>
10 posts of Housekeeping Asstt.	@ Rs. 382/-	10 x 382 x 30 X 12 = <b>1375200/-</b>
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**Net Savings= A - B**  
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= Rs. 15.38 Lakhs per Year

**Total net savings = Rs. 15.38 Lakhs per annum.**

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