

WEST CENTRAL RAILWAY



WORK STUDY REPORT ON

*“Review of Conservancy Safaiwala Cadre in Medical Deptt.
of Kota 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 Conservancy Safaiwala cadre of Kota 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.

CHAPTER-I

1. INTRODUCTION

- 1.1** Work Study on “Review of Conservancy Safaiwala cadre of Kota division” has been taken as a ‘Crash Study’ for the year 2020-21
- 1.2 RAILWAY'S ROLE:** Indian Railways is one of the biggest transport organizations whose services are utilized by a large number of floating populations. It becomes more important to maintain hygiene to avoid spread of any communicable disease. Therefore, it is advised to have a set up which can ensure cleanliness and hygiene in the Railway premises both in the station area and in the Railway colony.
- 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 Stations, Railway Colonies 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** Safaiwala cadre in Medical department has been provided for the cleanliness of railway hospitals/dispensaries and railway colonies.

There are two types of Safaiwala under Medical department Kota:

1. Conservancy Safaiwala
2. Hospital Safaiwala

-Conservancy safaiwala deals with cleaning of Railway Colonies as sweeping, garbage disposal, cleaning of tank of quarters etc .

-Hospital Safaiwala deals with cleaning of Railway Hospitals/Dispensaries.

1.6 Activities of Conservancy Safaiwala:

- 1 Cleaning of water closets.
- 2 Washing of lavatory floor.
- 3 Cleaning of common house drain and court yard.
- 4 Sweeping front and back of quarters.
- 5 Removal of refuse to nearest depot.
- 6 Sweeping of the road from sides to the centre in the colonies.
- 7 Remove dead body of animals and cleaning surroundings.
- 8 Spraying insecticide, bleaching powder etc. in colony 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 Safaiwalas 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.

CHAPTER-II

2. CONSERVANCY SAFAIWALA

2.1 Conservancy safaiwala are deployed at Shamgarh, Kota, Sawai Madhopur, Gangapur City, Bayana and Bharatpur.

Sanctioned strength, men on roll and vacancy position of Conservancy Safaiwala cadre over Kota division is as under:-

S.N	Station	SS	MOR	VAC
1	CHI/Kota	54	53	01
2	CHI/Shamgarh	16	10	06
3	CHI/SWM	18	13	05
4	CHI/GGC	32	30	02
5	CHI/BXN	09	08	01
6	CHI/BTE	17	12	05
	Total	146	126	20

It may be seen from the above table, total 146 posts are sanctioned, 126 men are on roll and 20 posts are lying vacant.

2.2 Conservancy Safaiwala at Kota:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
54	53	01

Workload:

Total No. of quarters	2854
Total length of small & big drains (in feet)	76424

2.2.1 Workload of safaiwala:

Sr	Name of Colony and circulating area	No. of Qtrs.	Remarks
1.	Loco Colony	Type-I-122 Qtrs Type-II-63 Qtrs Type-III-01 Qtr Type-IV-11 Qtrs =197 Qtrs	लोको रेलवे कॉलोनी सफाई कार्य का ठेका का प्रस्ताव रनिंग में है इस कॉलोनी को पूर्व से ठेके पर करवाया जा रहा है।
2.	Old Railway Colony	Type-I-426 Qtrs Type-II-308 Qtrs Type-III-85 Qtrs Type-IV-21 Qtrs =840 Qtrs	Garbage disposal work done by contractor
3.	Workshop Colony, Kota	Type-I-677 Qtrs Type-II-407 Qtrs Type-III-79 Qtrs Type-IV-62 Qtrs Type-V-07 Qtrs =1232 Qtrs	Garbage disposal work done by contractor
4.	Officer Colony, Kota	Type-A, Type-B, RB-V Qtrs =54 Qtrs	Garbage disposal work done by contractor
5.	New Railway Colony, Kota	Type-I-134 Qtrs, RB-II, H-Type & G-Type-365 Qtrs, RB-III-30 Qtrs, RB-IV-02 Qtrs =531 Qtrs	Garbage disposal work done by contractor

2.2.2 Details of Railway colonies whether sanitation is outsourced:

Railway Colonies	Nature of work	From & to
Officer Colony	Garbage disposal	22.12.18 to 21.12.20
Old Colony & Loco Colony	Garbage disposal	31.01.09 to 30.01.21
Work Shop Colony & New Colony	Garbage disposal	15.01.19 to 14.01.21
TA Camp	Surface Cleaning	03.01.19 to 01.01.21

In all the above railway colonies sweeping of roads & open surface area, cleaning of open drains & sweeping of stairs in multistory buildings is being done by contractor.

2.2.3 Requirements of Safaiwala of Kota, as per Yardstick:

Serial No.	Rly. Colonies	Quarters	Requirements as per yardstick (A)	Drains (in Feet)	Requirements as per yardstick (B)	Total Sanction Strength	Total (A+B)
1	New Railway Colony	531	21.21	23288	16.78	103	37.88
2	Officers Colony	54	11	On contract by Engg depts.			-
3	Workshop Colony	1232	50.12	25256	20.84		70.96
4	Old Railway Colony	840	31.35	27880	22.96		54.31
5	Loco Colony	197	6.99	On contract			-
	Total	2854	120.67	76424	60.58	103	181.25

2.3 Conservancy Safaiwala at Shamgarh:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
16	10	06

Workload:

Total No. of quarters	399
Total length of small & big drains (in feet)	18,325

2.3.1 Deployment of staff:

At Shamgarh, Railway colony	12 Safaiwala
Total	12 Safaiwala

2.3.2 No. of quarters for maintenance:

At Shamgarh, Railway colony.	Type-IV-14 Type-III-20 Type-II-233 Type-I-132
Total	399 Quarters

2.3.3 Details of Railway Colony whether sanitation outsourced:

At Shamgarh Railway Colony, garbage disposal works have being done by contractor.

2.4 Conservancy Safaiwala at SWM:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
18	13	05

Workload:

Total No. of quarters	469
Total length of small & big drains (in feet)	24925

2.4.1 Deployment of staff:

At SWM, Railway colony	13 Safaiwala
Total	13 Safaiwala

2.4.2 Details of Railway colonies whether sanitation outsourced:

At Sawai Madhopur Railway Colony, drainage cleaning works & garbage disposal works have being done by contractor.

2.5 Conservancy Safaiwala at GGC:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
32	30	02

Workload:

Total No. of quarters	684
Total length of small & big drains (in feet)	28142.356

2.5.1 No. of quarters for maintenance:

At GGC, Railway colony.	Type-IV-60 Type-III-54 Type-II-244 Type-I-325
Total	684 Quarters

2.5.2 Details of Railway colonies whether sanitation outsourced:

Cleaning works have been done in all 236 quarters of west side of GGC colony & garbage disposal works have being done by contractor.

2.6 Conservancy Safaiwala at Bayana:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
09	08	01

2.6.1 Workload :

Residential building	166
Total small & big drains (in feet)	9930

2.6.2 Deployment of staff:

At Bayana, Railway colony east side	08 Safaiwala
Total	08 Safaiwala

2.6.3 No. of quarters for maintenance:

At Bayana, Railway colony east side.	Type-IV-02 Type-III-07 Type-II-80 Type-I-77
Total	166 Quarters

2.6.4 Details of Railway Colony whether sanitation outsourced:

At Bayana Railway Colony West side, 97 Quarters which cleaning works & garbage disposal works have being done by contractor.

2.7 Conservancy Safaiwala at BTE:

Sanctioned strength, men on roll and vacancy position of Safaiwala:

Sanctioned Strength	Men On Roll	Vacancies
17	12	05

Workload:

Total No. of quarters	427
Total length of small & big drains (in feet)	12153.4

2.7.1 Deployment of staff:

At BTE, Railway colony	12 Safaiwala
Total	12 Safaiwala

2.7.2 No. of quarters for maintenance:

At BTE, Railway colony.	Type-IV-05 Type-III-15 Type-II-121 Type-I-286
Total	427 Quarters

2.7.3 Details of Railway Colony whether sanitation outsourced:

At BTE, for TRD Railway Colony & New Saras Colony outsourcing proposals for quarters are under process & garbage disposal works have being done by contractor.

2.8 Status of running conservancy contract of Kota Division for disposal of garbage as on 01.01.2017:

S N	Station	Name of contractor	Period		Rate of contract per month	Contract of surface cleaning	Contract of garbage disposal of colony
			from	to			
1	BTE	Sharma Directive & Security	16.10.17	15.10.20	31551		Entire Rly Colony garbage disposal/BTE

		Services					
2	SWM	Vijay Traders	05.01.19	04.01.21	93771	Only drain cleaning Rly Colony/SWM	-
		Sharma Nursery	22.12.18	21.12.20	61680		Entire Rly Colony garbage disposal/SWM
3	GGC	Arun Kumar,	12.11.16	11.11.19	24,500		Entire Rly Colony garbage disposal/GGC
		Vijay Traders	31.01.19	30.01.21	109399	Cleaning of Loco Colony/GGC	
4	BXN	Sharma Detective & Security Services	15.01.19	14.01.21	115959	Cleaning of west Colony including garbage & disposal of Entire Rly Colony/BXN	
5	SGZ	Prem Kumar Meena	19.12.16	18.02.18	33,000	-	Entire Rly Colony garbage disposal/SGZ
6	Kota	Ankit Traders	22.12.18	21.12.20	65464	-	Officer Rly. Colony/ Kota
7		Ankit Traders	31.01.19	30.01.21	130929	-	Old & Loco Rly.colony/Kota
8		Ankit Traders	15.01.19	14.01.21	130929		Workshop & New Rly. Colony/ Kota
9		Ankit Traders	03.01.19	02.01.21	125595	TA camp with garbage disposal twice a week/ Kota	

2.9 Detailed position (at a glance) of Railway colonies of Kota division where outsourcing or departmental is under process:

S. N	Place	Total Rly. Qtrs	Outsourced/ Departmental	Colonies
1.	Kota	2854	Departmental+ Outsourced	Officer colony, Old colony, New colony, workshop colony & Loco colony.
2.	SGZ	399	Garbage disposal work by contractor	Shamgarh Railway Colony
3.	SWM	469	Garbage disposal work and drains cleaning work by contractor	Sawai Madhopur Railway colony
4.	GGC	684	Garbage disposal work by contractor	GGC Railway colony

5.	BXN	166	Garbage disposal work by contractor & west side Railway Colony work under process for cleaning contract	East side & West side Railway Colony
6.	BTE	427	Garbage disposal work by contractor	TRD Colony & New Saras colony

2.10 Critical Analysis:

2.10.1 Safaiwala 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 Conservancy Safaiwala is very old and after that period, extension of colonies has been continuing. No additional staffs are sanctioned for these new establishments.

Kota, GGC, BTE, SWM, BXN & SGZ are the major depots of railway employees and a large number of railway colonies exist at these stations. Such deficiency of staff causes negligence and shortage in cleanliness and other required necessary assistance given by Safaiwala cadre.

2.10.2 As per para 2.2.2, 2.8 & 2.9 conservancy safaiwala works have been partially outsourced at different location points. Full outsourcing of safaiwala activities at Kota division colonies will be helpful to achieve quality of cleanliness and financial economy with the help of modern machinery and equipments.

2.10.3 Requirement of staff as per Yard Stick at Kota:

Serial No.	Rly. Colonies	Quarters	Requirements as per yardstick (A)	Drains (in Feet)	Requirements as per yardstick (B)	Total Sanction Strength	Total (A+B)
1	New Railway Colony	531	21.21	23288	16.78	103	37.88
2	Officers Colony	54	11	On contract by Engg deptt.			-
3	Workshop Colony	1232	50.12	25256	20.84		70.96
4	Old Railway Colony	840	31.35	27880	22.96		54.31
5	Loco Colony	197	6.99	On contract			-
	Total	2854	120.67	76424	60.58	103	181.25

2.10.4 Requirement of staff as per Yard Stick at GGC, BTE, SWM, BXN & SGZ:

Station	Requirements of staff as per yard Stick
Gangapur City	59.182
Bharatpur	21.00
Sawai Madhopur	31.04
Bayana	13.58
Shamgarh	31.93
TOTAL	156.732

So, total requirements of staff as per table no. 2.2.3 & 2.10.4 are $181.25+156.732=337.982$ i.e. 338 But practically it is not possible to deploy the employees due to staff crisis problems.

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

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

2.10.5 Medical Deptt./Kota has also proposed for outsourcing of Safaiwala activities. The work has being done by Safaiwala 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 Safaiwala can easily be outsourced and posts involved can be surrendered.

2.10.6 Feasibility of Outsourcing:

A. Expenses on Departmental Safaiwala:

Total cadre of Safaiwala in Kota divn.	Average Cost on per Safaiwala per month	Total Yearly expenses (in Rs.)
146 in which 126 are on roll.	43,817/-	126 x 43,817 x 12 =6,62,51,304/-
20 posts are vacant	43,817/-	20x43817x12 =1,05,16,080/-
Total Per year Expenses on 126 Safaiwala = Rs. 6,62,51,304/-		

B. Expenses on outsourcing of Safaiwala:

Total cadre of Safaiwala in Kota divn.	As per Minimum wages, per day Cost	Total Yearly expenses (in Rs.)
146 in which 126 are on roll.	@ Rs. 382/-	126 x 382 x 30 X 12 =1,73,27,520/-
Total Per year Expenses on outsourcing of 126 Safaiwala = Rs. 1,73,27,520/-		

Net Savings= A - B

= Rs. (6, 62,51,304 - 1,73,27,520)

= Rs. 4, 89,23,784/-

= Rs. 4.89 Crore per Year

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

2.11 Recommendation :-

Out of total sanctioned of 146 posts of Conservancy Safaiwala of Kota Division, 20 surplus vacant posts should be surrendered.

CHAPTER-IV

4. FINANCIAL IMPLICATION

- 4.1** The financial implications involved in surrender of 20 vacant Posts of safaiwala, are worked out as follows:-

Particular	Amount
Mean of grade	37,450
DA@17%	6367
Salary Per Month	43817
X 12 = Per annum	5,25,804
X No. of posts (20)	1,05,16,080/-

Total net savings = Rs. 1.05 Crores per annum.
