

# **EAST CENTRAL RAILWAY**



## **WORK STUDY REPORT**

**ON**

To assess the utility of staff strength of  
Safaiwala of Optg. Department of Dhanbad Division

## **EFFICIENCY CELL**

## **EAST CENTRAL RAILWAY**

**HAJIPUR**

**STUDY NO. ECR/EFF./WSR/DHN/20-21/21**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
SAFAIWALA  
WORKING  
AT  
OPERATING DEPARTMENT DHANBAD DIVISION**

**(ECR/Efficiency/WSR/DHN/20-21/21)**

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**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**

## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>ECR/Eff./WSR/DHN/20-21/21</b>
<b>Subject</b>	Review of staff strength of Safaiwala of Optg. Dept. of Dhanbad Division.
<b>Area</b>	Safaiwala of Optg. Dept.
<b>Division</b>	<b>DHN</b>
<b>Department</b>	<b>Optg</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>1</b>
<b>Post recommended for surrender.</b>	<b>37</b>
<b>Financial Implication</b>	<b>194.54 Lac per annum</b>
<b>Month of Circulation</b>	<b>January, 2021</b>

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### **TERMS OF REFERENCE**

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

- a) To review staff strength of Safaiwala vis-à-vis workload of Operating Department of Dhanbad Division with a view to identify the surplus manpower in different station.
- b) To assess the effective utilization of Safaiwala working in Operating Department of Dhanbad Division.

### **METHODOLOGY ADOPTED**

The work study team applied the following work study techniques for conducting the study:

- Discussion with Sr. DOM/DHN.
- Discussion with TI/Planning.
- Data collection and its analysis the factual status & existing work load.
- Discussion with concerning authority.
- Reassessment of manpower requirement by applying need base.

## SYNOPSIS

1. Indian Railways is one of the biggest transportation organisations among all the transport organizations in the country. In fact the Railway is backbone of the country's transportation system. 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.
2. Indian Railways prime motto is to provide cheap and best transportation services to their users at a desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. These days, Indian economy is facing tough time, so it is the collective responsibility of every government organization to keep close watch on their expenditure and check the expenditure accordingly.
3. In Railways much emphasis is being given to cleanliness of Station premises and Trains.

## CHAPTER – I

### **1.0 INTRODUCTION**

- 1.1 Railway 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 communicable diseases. Therefore, it is advised to have a setup which can ensure cleanliness and hygiene in the Railway premises and running Trains.
- 1.2 Special emphasis is being given by the Ministry of Railways on cleanliness. Apart from running of trains maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3 Keeping the above objects in mind and also giving priority to the Railway main motto of safety, security, punctuality and cleanliness in particular this work study has been conducted to review the staff strength of Safaiwala of Optg. Dept. of Dhanbad Division.

## CHAPTER – II

### EXISTING SETUP

Cadre Position:-

Station wise sanctioned strength, on roll and vacancy position of Safaiwala Staff under Sr. DOM DHN/Division as on 15.12.2020 is placed under table below:-

S.No	STATION	SANCTIONED STRENGTH	ON ROLL	VACANCY
1	BNF	1	1	0
2	GAP	1	0	1
3	DLW	1	1	0
4	PSB	1	1	0
5	CCK	1	1	0
6	NMG	1	0	1
7	GMO	1	1	0
8	TET	1	0	1
9	DHN	1	1	0
10	PKA	1	0	1
11	RKJE	1	1	0
12	SNDT	1	1	0
13	PEH	1	1	0
14	KDS	1	1	0
15	PLJE	1	1	0
16	CRP	1	1	0
17	BRKA	2	0	0
18	BHKD	1	0	1
19	KLRE	1	1	0
20	MMLN	1	0	1
21	TORI	1	1	0
22	LTHR	2	1	1
23	KMND	1	1	0
24	CPDR	1	1	0
25	BRWD	1	1	0
26	RMF	1	1	0
27	NUQ	2	2	0
28	WDM	1	1	0



29	DXN	1	0	1
30	SLBN	1	0	1
31	OBRA	1	1	0
32	CHC/BRKA	1	1	0
33	SAFETY CAMP	2	2	0

### **CHAPTER – III**

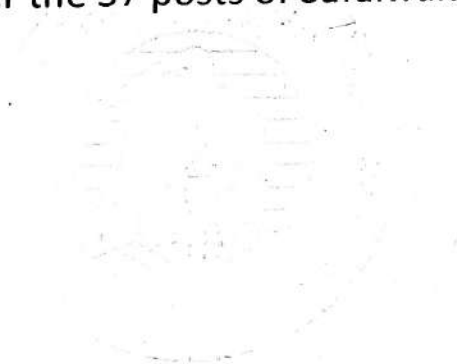
#### **Critical Analysis:-**

For successful and smooth running of an organization financial viability of assets and man power has to be taken into consideration.

Hence, administration should reconsider the utility in the new perspective.

Sanitation work of Junction/Stations has already been outsourced. Road side Stations have sanctioned cash imprest for miscellaneous and Sanitation work. Hence, all the 37 posts of Safaiwala may be recommended for surrender.

In view of outsourcing of sanitation work, work study team is of strong view to surrender the 37 posts of Safaiwala.



## **CHAPTER – IV**

### **RECOMMENDATION:-**

Work study team after careful study of the utility of sanitation work at all Stations recommends for surrender of 37 posts of Safaiwala of Dhanbad Division as sanitation work of Junction/Stations have already been outsourced and Road side Stations have sanctioned cash imprest.



## CHAPTER: - v

### **FINANCIAL SAVINGS:-**

If the recommendation of the study report is implemented, the annual recurring financial savings will be as under:

S.No.	Category	Scale	Level	No. of posts	Meanpay per month	Total pay per month per staff (Rs.)	Annual financial savings (Rs. In lakh)
1	Safaiwala	18000-56900	I	37	37450	43817	19454748i.e 194.54

## CHAPTER VI

### Summary:-

After critically examining the work load of Safaiwala of Optg. Dept. of Dhanbad Division the work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1.	Safaiwala	37	28	00	37	37 posts of Safaiwala recommended for surrender
Total		37	28	00	37	

Total posts proposed for surrender = 37

**Annexure -I**

Sanction Strength of Safaiwala of Optg. Dept. of Dhanbad Division  
Division as on 15.12.2020.

SL. NO.	Category	Scale	Grade pay	Sanctioned Strength	Men on Roll	Vacancy
1	Safaiwala	5200- 20200	1800	37	28	09