



WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA STAFF WORKING
UNDER CHI COLONY CHARBAGH
OF MEDICAL DEPARTMENT
OVER
LUCKNOW DIVISION
2020-21

WORK STUDY TEAM

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DATE OF COMMENCEMENT : 30.07.2020
DATE OF COMPLETION : 17.09.2020

No. 16-CP/15/WS/2020-21

Central Planning Cell
NR Hq Office,
Baroda House, New Delhi.

EXECUTIVE SUMMARY

This study was allotted to Central Planning Cell, HQ Office on the directives of SDGM/NR to identify redundant/unproductive activities with a view to eliminate wasteful expenditure and to improve manpower productivity of safaiwala staff working under CHI/Colony/CB/LKO of Medical department over LKO Division.

STAFF POSITION:

The total sanctioned and on roll strength of safaiwala staff working under CHI/Colony/CB/LKO of Medical department over LKO Division is as under:-

S.N.	Station	Category	S/S	O/R	Vacancy
	CHI/Colony/CB/LKO	Safaiwala	188	151	-37
Total			188	151	-37

No. of posts identified as surplus and recommended for surrender: -

Gr. 'C' = Nil

Gr. 'D' = 37 posts

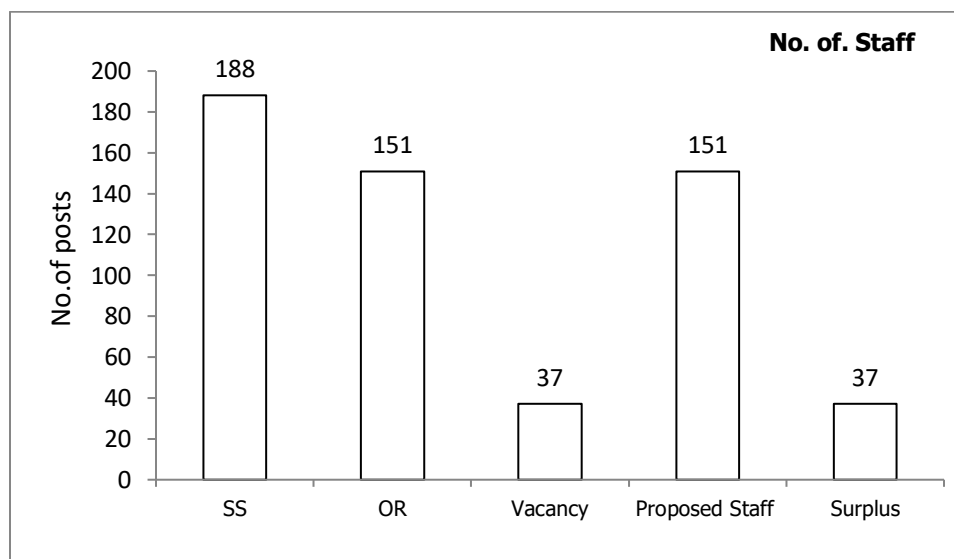
Total = 37 posts

FINANCIAL IMPLICATIONS

Anticipated recurring savings = ₹ 107.79 lakh per annum.

Capital saving = Nil

Total = ₹ 107.79 lakh per annum



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SYNOPSIS

Cleanliness is an important aspect in human life as it provides not only good health but also helps to create better working environment. To increase the working efficiency, quality cleanliness standard is an evident in the work place of any organization. Due to introduction of new policies in railways, the contractual system has been encouraged in some activities where the safety is not involved i.e., cleaning, maintenance of assets in works department, catering and vending etc. It is also true that a lot of modernization and technological up-gradation and mechanized cleaning have been also adopted in cleaning activities by Railways.

Keeping above in view, SDGM/NR assigned work study on review of safaiwala staff working under CHI/Colony/CB/LKO of Medical department over LKO Division to Central Planning Cell HQ Office, Northern Railway with a view to economize utilization of existing safaiwala staff in face of existing system and also suggest ways and means to improve the quality of cleanliness standard.

During the conduct of study, the team consulted the CHI/Colony/CB/LKO and studied the existing system of working of safaiwala staff and observed that most of the cleaning work of safaiwala staff has been carried out by contractual labour. The team observed that the activities being carried out by contractors are cheaper than the departmental staff. Keeping all aspects into consideration, the team has identifying **37** posts of safaiwala staff as surplus working under CHI/Colony/CB/LKO of Medical department over LKO Division and recommended for surrender. If the recommendation made in the report be implemented in toto, a net recurring saving to the tune of ₹ 107.79 lakh per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 37 posts of safaiwala staff in Gr. ₹ 5200-20200-1800 identified surplus under CHI/Colony/CB/LKO over LKO Division and recommended for surrendered.	2.6.0	ADRM/Admin./LKO CMS/LKO Sr.DPO/LKO
2.	It is proposed that the outsourcing of cleaning activities in colonies should be encouraged to economize the system.	2.8.0	ADRM/Admin./LKO CMS/LKO Sr.DPO/LKO

ACKNOWLEDGEMENT

The team is highly grateful to Smt. Veena Verma, ADRM/Admin./LKO, Dr. V.M. Sinha, CMS /Divl. Hospital, LKO & Sh. M.B. Singh, Sr.DPO/LKO and other functionaries in providing relevant data/information and giving valuable guidance and cooperation to the team during the conduct of study.

1.0 INTRODUCTION

1.1 Lucknow Division is an important division of Northern Railway spread over the territories of UP. A significant amount of goods and passenger traffic passes through Lucknow Division, Medical Department has been entrusted the work of cleanliness of railway colonies and railway premises over the LKO Division.

1.2 Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keep the person healthy but also increase the working efficiency. Due to change in policy guidelines, certain activities where the safety aspect is not involved i.e., cleaning activity, maintenance work in works branch of Engg. Deptt. loading/unloading of parcel and handling of guards/loco pilots boxes etc, are outsourced successfully. By implementation of these policies, the quality of work has improved whereas the expenditure incurred on labour charges have reduced as the establishment costs of government employee is very high. Technological advancements have also been introduced like jet cleaning machine, vacuum cleaner, modern wipers, improved infrastructure i.e., glazed floors, walls and stairs etc. This has resulted in less cleaning and encouragement of modern equipments, which has eased the working of safaiwala staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness.

1.3 Keeping in view of above, SDGM/NR allotted a work study on "Review of Safaiwala Staff working under CHI Colony Charbagh/LKO under Medical Department over Lucknow Division." with a view to economize utilization of existing safaiwala staff.

1.4 TERMS OF REFERENCE:

The study has been conducted under the following terms of references:-

- To review staff strength vis-à-vis existing workload.
- To suggest ways and means to eliminate wasteful expenditure on unproductive/redundant activities.
- To suggest ways and means to improve the standard of efficiency of sanitation working.

1.5 METHODOLOGY ADOPTED:

The following method study and work measurement techniques were adopted to conduct the work study:-

- Data collection and its critical analysis.
- Physical check, Spot observations, work sampling, analytical estimation & yard stick in vogue, if any.
- Held discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED STAFF AND RECOMMENDATIONS.

2.1.0 BRIEF DESCRIPTION

2.1.1 The cleaning activities in Railway colonies is carried out by departmental staff in the division and supervised by CHI/Colony under Medical Department. Cleaning work in colonies is being done by departmental staff as well as by staff of contractor. Sanitation staff is utilized for cleaning/sweeping of offices, railway colonies, roads, surrounding area and drains etc. The sanitation staff of Medical Department are functioning under the administrative control of Chief Health Inspector/Health Inspector at different colonies over Lucknow Division.

2.1.2 The study is confined to Safaiwala staff working under CHI Colony Charbagh/LKO of Medical Department over Lucknow Division:-

2.2.0 STAFF POSITION

2.2.1 During the course of study, the team collected the detailed staff position from CHI/colony/CB/LKO Office. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below:-

S. No.	Colony CHI	S/S	O/R	Variation
1	CHI/Colony/CB/LKO	188	151	-37
Total		188	151	-37

The above table reveals that the on roll strength is 151 against the sanctioned strength of 188 and 37 posts of safaiwala are lying vacant under CHI/Colony/CB/LKO.

2.3.0

WORKLOAD

During the conduct of study team collected the work load of Safaiwala staff working under CHI/Colony/CBLKO, which is tabulated as under:-

Type and No of Qtrs.					Surface drain		area of		
I	II	III	IV	V	Above 12"	Up to 12"	open grounds/ park road, road berms circ. Area	offices of IOW, PWI, Power house, S&T etc.	Big Nalas
168	566	122	139	67	49642.97 rft	24822.05 rft	64508.57	97195.94 sft	29083.05 rft

Conservancy work and complete sanitation work of Fatah Ali ka Talab Rly. Colony has been outsourced under Medical Deptt; for which the contractor is paid ₹ 28,04,535/- annum. Work load of Fatah Ali ka Talab Rly. Colony has not been included in the above work load.

2.4.0

CRITICAL ANALYSIS:

Sanitation is an essential activity in any working/residential place. The work place of human being should be neat and clean which helps to keep the person healthy and fit. A sufficient number of safaiwala staff are deployed under Medical Department over LKO division for upkeep cleanliness. Due to introduction of advance technology and adoption of modern techniques, a lot of mechanized/sophisticated machines have been introduced in the sphere of cleaning i.e. jet cleaning machine, vacuum cleaner, electric wiper etc. which not only improve the standard of cleaning but also affects the utilization of available manpower. It is also true that after implementation of the 7th Central Pay Commission, the establishment cost of government employee has increased tremendously. Consequently, as per existing policy guidelines of outsourcing, the work in those departments where the safety is not directly involved i.e., cleaning, catering and vending, loading and unloading of parcels, maintenance work in works deptt., coach cleaning etc. may be outsourced, which will reduce the expenditure in terms of manpower productivity.

As the cleaning work of Fatah Ali ka Talab Rly colony under the jurisdiction of CHI/Colony/CB/LKO has already been outsourced and running successfully, other area of Railway colony CB/LKO under the jurisdiction of CHI/Colony/CB/LKO may also be out sourced on the same pattern.

2.5.0 REQUIREMENT OF STAFF

2.5.1 A discussion was held with CHI/colony Char Bagh/LKO during the conduct of study, it was observed that the cleaning work is being done by departmental labour as well as labour provided by the contractor under medical department. 151 safaiwala staff is proposed in colonies to cope with the existing workload. The team has taken into consideration, yardstick in vogue, held discussion at various levels, deployment of staff and analytical estimation while proposing the requirement of staff.

2.5.2 Keeping in view of all these facts, the team observed that the contractual labour is cheaper than the departmental staff. Therefore, the team opines that the cleaning activities of Railway colony should be outsourced. This will not only increase the manpower productivity but also improve the economy of the system. To cope up with the existing workload of cleaning of Railway colony CB/LKO, 151 safaiwala staff has been proposed under CHI/colony/CB/LKO in the Work Study Report.

2.6.0 CHI/CHARBAGH COLONY:

2.6.1 Proposed requirement of staff at Charbagh Railway Colony/LKO is as under:

S. No.	Description of work load	Work load	Yard stick	Proposed Staff	Remarks
1	Type-I	1528 Nos.	@ 50 qts. Per s.wala	30.56	
	Type-II	566 Nos.	@ 45 Qts. Per s. wala	12.58	
	Type- III	122 Nos.	@ 30 Qts. Per S. wala	4.07	
	Type-IV	139 Nos.	@ 15 Qts. Per s. wala	9.27	
	Type-V	67 Nos.	@ 15 Qtrs. Qts. Per S. wala	4.47	
2	Surface drain upto 12" & above 12"	24822.05 rft 24822.05 rft	--	12.0	As per deployment
3	Road, Berms, circulating area, parks, Rly. Stadium etc.	64508.57 rft	--	15.0	As per deployment
4	Offices of IOW, PWI, Power house, S&T etc.	7195.94 sft	--	1.0	As per deployment
5	For cleaning of man holes & Sewerage line	--	--	20.0	As per deployment
6	For water sample, testing, food sample& water sample.	--	--	5.0	As per deployment
7	For misc. work & day to day working, National Health Programm, blood donation camps & anti malaria activities etc.	--	--	10.0	As per deployment
8	For cleaning of big nalahs & removing chocking material shrubs cutting etc.	29083.05 rft	--	10.0	As per deployment
10	Conservancy work in is outsourced.	--	--	--	Already outsourced
	Total			133.95	
	LR @ 12.5%			16.74	
	Grand Total			150.69	Say 151

The proposed requirement comes to 151 against the sanction strength of 188 and 37 posts identified as surplus and recommended for surrender.

RECOMMENDATION NO.1

It is proposed that 37 posts of safaiwala staff in Gr. ₹ 5200-20200+1800 under CHI/Colony/CB over LKO division has been identified as surplus and recommended for surrender.

2.7.0 Detail of cleaning and conservancy work carried out by the Contractor under the jurisdiction of CHI/Colony/CB/LKO.

Description	Total cost of contract in ₹	Cost per Annum in ₹
Complete sanitation work of Fatah Ali ka Talab Rly. Colony has been outsourced under Medical Deptt. for which the contractor is paid ₹ 28,04,535/-per annum	56,09,071/-	28,04,535/-
Conservancy work and its disposal to a suitable place has been outsourced for which the contractor is paid ₹ 7,49,562/-per annum.	14,99,124/-	7,49,562/-
Total	71,08,195/-	35,54,097/-

The above table reveals that ₹ 35,54,097/- per annum is being spent on the conservancy work and cleaning activities in Charbagh Railway colony under Medical Department.

2.8.0 GENERAL OBSERVATION:-

During discussion, it has been observed that conservancy activities are being carried out on contract. The work study team is of the opinion that the cleaning activities in colonies like, circulating area, disilting cleaning of drains and big nalahs, roads, parks should be outsourced. This will increase the manpower productivity of the system.

RECOMMENDATION NO.2

It is proposed that the outsourcing of cleaning activities in colonies should be encouraged to economize the system.

3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following are the financial implications.

SN	Category	Grade in ₹	Refer Recom. No.	No. of surplus posts	Monthly value per posts in ₹	Anticipated annual recurring saving in ₹
1	safaiwala	5200-20200+ 1800	1	37	24278	107,79,432/-
Total				37		107,79,432/-

No. of posts identified as surplus: -

Group 'C' = NIL posts

Group 'D' = 37 posts

Total = 37 posts

Anticipated recurring saving = ₹ 107.79 lakh per annum

Capital saving = Nil

Total saving = ₹ 107.79 lakh per annum

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working under CHI/Colony/CB/LKO over LKO division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Sanctioned strength	Total annual expenditure
1	safaiwala	5200-20200+1800	24278	188	5,47,71,168/-

The above table reveals that that a sum of ₹ 5,47,71,168/- per annum is being spent on the sanctioned strength of 188 safaiwala staff under CHI/Colony/CB/LKO over LKO division.

4.1.2. The annual expenditure on the proposed staff working under CHI/Colony/CB/LKO over LKO division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed staff	Total annual expenditure
1	Safaiwala	5200-20200+1800	24278	151	4,39,91,736/-

The above table reveals that after the implementation of the recommendation of work study report, the expenditure on the proposed staff will come to ₹ 4,39,91,736/- Therefore the expenditure will be reduced from ₹ 5,47,71,168/- to ₹ 4,39,91,736/- and net recurring saving of ₹ 107,79,432/- will be achieved.

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of safaiwala staff under CHI/Colony/CB/LKO over LKO division.

Activity Centre : - Char Bagh Railway Colony LKO.

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	Railway Colony Char Bagh/ LKO	S/S= 188 O/R=151 Vac = 37	S/S = 188 Proposed = 151 Surplus = 37	Cleaning, sweeping, mopping, anti malaria/ pest control activities, conservancy work, rag picking, surface cleaning etc.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Category and grade wise sanctioned and on roll position of safaiwala staff working under CHI/Colony/CB/LKO of Medical Deptt. over LKO Division.	I
2	Authority Letter to conduct the work study report No. 16-CP/15/WS/2020-21 dt. 19/8/20	II

Annexure No. I

Category & Grade wise sanction and on roll position of safaiwala staff working under CHI/Colony/CB/LKO over LKO Division.

S. No	Colony	Category	Grade in ₹ (Level)	S/S	O/R	Vacancy
1	Bandriya Bagh	Safaiwala	5200-20200+1800 (Level-1)	20	14	06
2	Sewagram/Sickline	-do-		12	09	03
3	Rest camp colony	-do-		06	04	02
4	Haider canal colony	-do-		10	08	02
5	GRP/Cash & pay colony	-do-		08	05	03
6	Munnwar Bagh/ old CPH colony	-do-		12	11	01
7	West of Jail Rd & Baranmasi / TRD colony	-do-		16	12	04
8	Church Rd and Sister colony	-do-		16	15	01
9	CB area, Jail Rd colony incl. yard Nala	-do-		12	11	01
10	Sewer Gang	-do-		12	09	03
11	Barha Rly colony	-do-		24	18	06
12	LR @ 12.5%	-do-		19	17	02
13	Rest giver 16.5%	-do-		21	18	03
Total				188	151	37