



WORK STUDY REPORT
ON
REVIEW OF MINISTERIAL AND MISC GROUP 'D' STAFF
WORKING UNDER
MEDICAL DEPARTMENT
OF
MORADABAD DIVISION
2020-21

WORK STUDY TEAM

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

Central Planning Cell,
Northern Railway,
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 Ministerial and miscellaneous Gr 'D' staff working under Medical Department of Moradabad Division.

STAFF POSITION

The total sanctioned and on roll strength of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division is as under:-

S.No	Category	S/S	O/R	Vacancy
1	Clerk	11	10	01
2	Peon	16	09	07
3	Safaiwala NRDH	18	10	08
Total		45	29	16

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

Gr. 'C' = 02 posts

Gr. 'D' = 15 posts

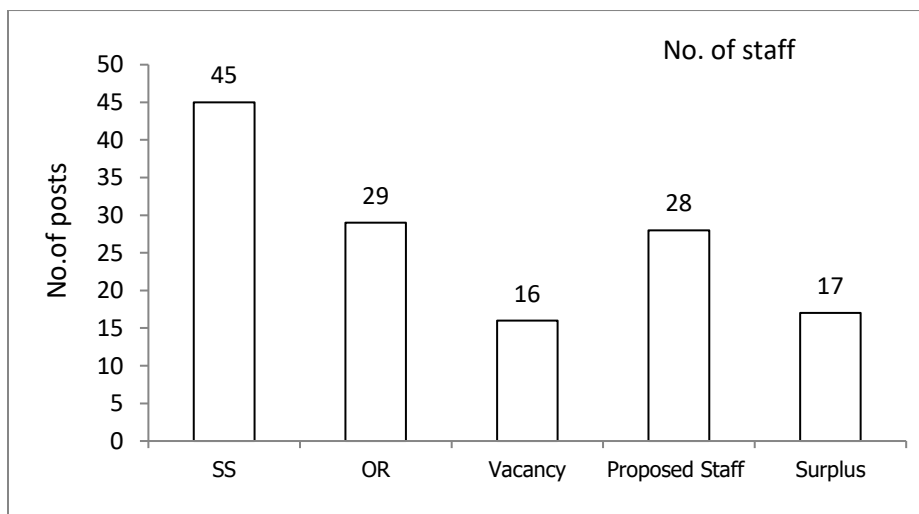
Total = 17 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 53.14 lakh per annum.

Capital saving = Nil

Total = ₹ 53.14 lakh per annum



I N D E X

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SYNOPSIS

Medical Department is an important department in any Government organisation. In Railways, Medical Department plays important role in keeping Railway employees and their family fit and healthy. There are many categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. Ministerial staff also plays important role to maintain establishment matters D&AR matters and other official work related to Medical staff and matters. 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 is 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 Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division to Central Planning Cell HQ Office, Northern Railway with a view to economize utilization of existing 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 collected the staff position workload and studied the existing system of working, the workload of Ministerial and miscellaneous Gr 'D' staff working under medical department. Keeping all aspects into consideration, the team has made one recommendation in the report identifying 17 posts of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division identified as surplus and recommended for surrender. If the recommendation made in the report will be implemented in toto, a net recurring saving to the tune of ₹ 53.14 lakh per annum will be achieved.

SUMMARY OF RECOMMENDATIONS

S. N.	\ Recommendations	Refer para No.	Accepting/ implementing authority.																														
1	<p>It is proposed that 17 posts of Ministerial and miscellaneous Gr 'D' staff working under Medical Department has been identified as surplus and recommended for surrender of MB Division as under:</p> <table><tr><th>S No</th><th>Area</th><th>Category</th><th>S/S</th><th>Proposed staff</th><th>Surplus staff</th></tr><tr><td>1</td><td>Divisional</td><td>Clerk</td><td>11</td><td>09</td><td>02</td></tr><tr><td>2</td><td>Hospital</td><td>Peon</td><td>16</td><td>09</td><td>07</td></tr><tr><td>3</td><td>MB</td><td>Safaiwala</td><td>18</td><td>10</td><td>08</td></tr><tr><td colspan="3">Total</td><td>45</td><td>28</td><td>17</td></tr></table>	S No	Area	Category	S/S	Proposed staff	Surplus staff	1	Divisional	Clerk	11	09	02	2	Hospital	Peon	16	09	07	3	MB	Safaiwala	18	10	08	Total			45	28	17	2.4.3	ADRM/MB CMS/MB Sr.DPO/MB
S No	Area	Category	S/S	Proposed staff	Surplus staff																												
1	Divisional	Clerk	11	09	02																												
2	Hospital	Peon	16	09	07																												
3	MB	Safaiwala	18	10	08																												
Total			45	28	17																												

ACKNOWLEDGEMENT

The team is highly grateful to Shri Man Singh Meena, ADRM/MB, Dr. Jagdish Chandra/CMS/MB & Sh. Vipul Goel, Sr.DPO/MB 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 Moradabad Division is an important division of Northern Railway spread over the territories of UP and Uttaranchal. A sufficient goods and passenger traffic passes through Moradabad Division, Medical Department has been entrusted the work of cleanliness of Railway colonies and Railway premises.
- 1.2 In Railways, Medical Department have important categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. Ministerial staff also plays important role to maintain establishment matters D&AR matters and other official work related to Medical staff and matters.
- 1.3 Cleanliness is an important aspect in human life as it provides not only good health but also helps to create better working environment. Medical safaiwala staff is entrusted to clean wards, operation theaters, doctor's chamber and other premises of hospital/health unit. To increase the working efficiency, quality cleanliness standard is an evident in the work place of any organization. Due to introduction of new policies, the contractual system is 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.
- 1.4 Keeping in view above, SDGM/NR assigned a work study on "Review of Ministerial and miscellaneous Gr 'D' staff working under Medical Department over Moradabad division" with a view to optimum utilization of existing safaiwala staff to cope up the existing workload

1.5 TERMS OF REFERENCE:

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

1. To review staff strength vis-à-vis existing workload.
2. To suggest ways and means to eliminate wasteful expenditure/unproductive/redundant activities.
3. To suggest ways and means to improve the standard of cleaning activities.

1.6 METHODOLOGY ADOPTED

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

1. Data collection and its critical analysis.
2. Physical check, Spot observations, work sampling, analytical Estimation & yard stick in vogue, if any.
3. 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 Moradabad division is an important division of Northern Railway.

In Railways, Medical Department have important categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. Ministerial staff also plays important role to maintain establishment matters D&AR matters and other official work related to Medical staff and matters. The safaiwala staff under Medical Department are functioning under the administrative control of ANO of Divisional Hospital at MB.

Cleanliness is an important aspect in human life as it provides not only good health but also helps to create better working environment. Medical safaiwala staff is entrusted to clean wards, operation theaters, doctor's chamber and other premises of hospital/health unit. To increase the working efficiency, quality cleanliness standard is an evident in the work place of any organization. Due to introduction of new policies, the contractual system is 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.

2.1.2 The study is confined to Ministerial and miscellaneous Gr 'D' staff working in Divisional Hospital/MB under the administrative control of CMS/MB.

2.2.0 STAFF POSITION

2.2.1 During the course of study the team obtained the detailed staff position from CMS Office MB. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below:-

SN	Stations/colony	Category	S/S	O/R	Vacancy
1	Divisional Hospital MB	Clerk	11	10	01
2	Divisional Hospital MB	Peon	16	09	07
3	Divisional Hospital MB	Safaiwala	18	10	08
Total			45	29	16

The above table reveals that the on roll strength is 29 against the sanctioned strength of 45 and 16 posts of Ministerial and miscellaneous Gr 'D' staff working under Medical Department are lying vacant in MB Division.

2.3.0 CRITICAL ANALYSIS: Medical Department is an important department in any Government organisation. In Railways, Medical Department have important categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. Ministerial staff also plays important role to maintain establishment matters D&AR matters and other official work related to Medical staff and matters. 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, the contractual system is 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.

2.4.0 REQUIREMENT OF STAFF

The team discussed the existing workload of ministerial staff and other miscellaneous Gr 'D' staff during the conduct of study. The team proposes the requirement of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB division as under:-

2.4.1 Ministerial staff of Divisional Hospital MB:

The on roll position of Ministerial staff in divisional hospital is 11 against the sanctioned strength of 10 and 01 post is lying vacant since long. After the introduction of latest technologies in office work i.e. use of computer, use of email via internet, e-office etc. the utility of Ministerial staff has decreased to some extent, hence 02 posts of office clerk are identified surplus and recommended for surrender.

2.4.2 Peon staff of Divisional Hospital MB:

The on roll position of peon staff in divisional hospital is 11 against the sanctioned strength of 16 and 07 posts are lying vacant. Since the category of Peon is a declared as redundant, vacant posts are not going to be filled in future hence 07 vacant posts of Peon are identified surplus and recommended for surrender.

2.4.3 Safaiwala staff of Divisional Hospital MB:

The on roll position of safaiwala staff in divisional hospital is 10 against the sanctioned strength of 18 and 08 posts of safaiwala staff are lying vacant. It is proposed that cleaning work of OPD complex, wards, offices, doctors' chambers etc in divisional hospital should be outsourced. It will certainly increase the man

power productivity and economy to the system. A Gang of 10 S/Wala staff is proposed for misc & emergency work in divisional hospital, hence all the 08 vacant posts of safaiwala are identified surplus and recommended for surrender.

The summarized position of sanction strength, proposed and surplus staff of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division is tabulated as under.

S. No.	Area	Category	S/S	Proposed Staff	Surplus Staff
1	Divisional Hospital MB	Clerk	11	09	02
2		Peon	16	09	07
3		Safaiwala	18	10	08
Total			45	28	17

The proposed requirement of Ministerial and miscellaneous Gr 'D' staff comes to 28 against the sanction strength of 45 and 17 posts of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division identified as surplus and recommended for surrender.

RECOMMENDATION NO. 1

It is proposed that 17 posts of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division in different categories and grades identified as surplus and recommended for surrender:

S. No.	Area	Category	S/S	Proposed Staff	Surplus Staff
1	Divisional Hospital MB	Clerk	11	09	02
2		Peon	16	09	07
3		Safaiwala	18	10	08
Total			45	28	17

3.0.0 FINANCIAL IMPLICATIONS:

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

S N	Category	Grade in ₹	Refer Recom. No.	No. of surplus posts	Monthly value per posts in ₹	Anticipated annual recurring saving in ₹
1	Clerk	5200-20200+ 2800	2.4.16	02	39371/-	9,44,904/-
2	Peon	5200-20200+ 1800		07	24278/-	20,39,352/-
3	Safaiwala	5200-20200+ 1800		08	24278/-	23,30,688/-
Total				17		53,14,944/-

No. of posts identified as surplus: -

Group 'C' = 02 posts

Group 'D' = 15 posts

Total = 17 posts

Anticipated recurring saving = ₹ 53.14 lakh per annum

Capital saving = Nil

Total saving = ₹ 53.14 lakh per annum

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Ministerial and miscellaneous Gr 'D' staff working under Medical Department over Moradabad Division is tabulated as under:-

S N	Category	Grade in ₹	Monthly value per posts in ₹	Sanctioned strength	Anticipated annual recurring saving in ₹
1	Clerk	5200-20200+2800	39371/-	11	51,96,972/-
2	Peon	5200-20200+1800	24278/-	16	46,61,376/-
3	Safaiwala	5200-20200+1800	24278/-	18	52,44,048/-
Total				45	1,51,02,396/-

The above table reveals that expenditure on the sanctioned strength comes to ₹ 1,51,02,396/-/per annum.

4.2.0. The annual expenditure on the proposed Ministerial and miscellaneous Gr 'D' staff working under Medical Department over Moradabad Division is tabulated as under:-

S N	Category	Grade in ₹	Monthly value per posts in ₹	Proposed staff	Total annual expenditure in ₹
1	Clerk	5200-20200+2800	39371/-	09	42,52,068/-
2	Peon	5200-20200+1800	24278/-	09	26,22,024/-
3	Safaiwala	5200-20200+1800	24278/-	10	29,13,360/-
Total				28	97,87,452/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 97,87,452/- Therefore the expenditure will be reduced from ₹ 1,51,02,396/- to ₹ 97,87,452/- and an anticipated recurring saving of ₹ 53.14 lakh per annum will be achieved.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/21/WS/2020-21.	I
2	Category and grade wise sanctioned and on roll position of Ministerial and miscellaneous Gr 'D' staff working under Medical Department of MB Division.	II

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Ministerial and miscellaneous Gr 'D' staff working under Medical Department over Moradabad Division

Activity Centre : - Divisional Hospital MB,

S N	Sub activity	Staff Position	Work Study recommendation	Brief description of workload
1	Divisional Hospital MB,	S/S = 45 O/R = 29 Vac = 16	SS = 45 Proposed = 28 Surplus = 17	Administrative work of Divisional Hospital MB, To keep the Divisional Hospital MB clean under Medical Department of MB Division.

Annexure-II

STATEMENT SHOWING SANCTIONED, ON ROLL AND VACANCY POSITION OF MINISTERIAL AND MISCELLANEOUS GR 'D' STAFF WORKING UNDER MEDICAL DEPARTMENT OF MB DIVISION.

SN	Stations/colony	Category	Grade in Rs.	S/S	O/R	Vacancy
1	Divisional Hospital MB	Clerk	5200-20200-2800	11	10	01
2		Peon	5200-20200-1800	16	9	07
3		Safaiwala	5200-20200-1800	18	10	08
Total				45	29	16