



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

WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAJEEV YADAV	CWSI	MEMBER
SH. YOGESH BADHWAR	CWSI	MEMBER

GUIDANCE

BY

SH. ASHOK KUMAR AGARWAL
SWSO

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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 safaiwala staff working under CHI/colony of medical department over Moradabad Division.

STAFF POSITION

The total sanctioned and on roll strength of safaiwala staff working under CHI/colony of medical department over MB Division is as under:-

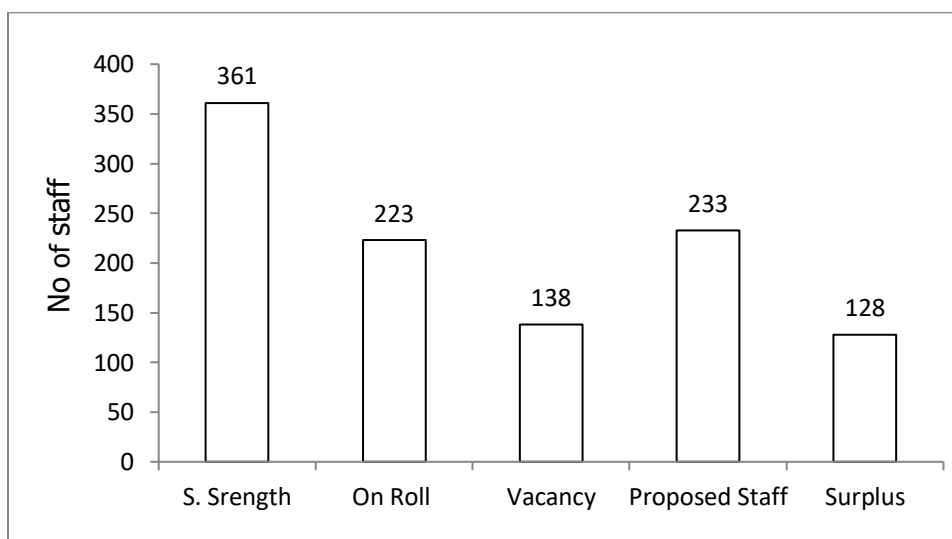
S.No	Category	S/S	O/R	Vacancy
1	Safaiwala Colonies	361	223	138
Total		361	223	138

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

Gr. 'C' = Nil
Gr. 'D' = 128 posts
Total = 128 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 372.91 lakh per annum.
Capital saving = Nil
Total = ₹ 372.91 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 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 safaiwala staff working under CHI/colony of medical department over 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 and noted that most of the workload of safaiwala staff are being done by Departmental staff and conservancy and desilting and cleaning of nala on contract basis. The team observed that the activities being carried out by contractors are cheaper than the departmental labour. Keeping all aspects into consideration, the team has made two recommendations in the report identifying 128 posts of safaiwala staff working under CHI/colony of medical department over MB Division and recommended for surrender. If all the recommendations made in the report will be implemented in toto, a net recurring saving to the tune of ₹ 372.91 lakh per annum.

SUMMARY OF RECOMMENDATIONS

S. No.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that 128 posts of safaiwala staff working under CHI/colony of medical department in grades ₹ 5200-20200+ 2800 are identified as surplus and recommended for surrender over Moradabad Division.	2.4.15	ADRM/MB CMS/MB Sr.DPO/MB

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 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 government policy, certain activities where the safety aspect is not involved like coach cleaning activity, maintenance work in works branch of Engg. Deptt. loading/unloading of parcel and handling of guards/loco pilots boxes etc, are being carried out by contractual labour on contract basis 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 above, SDGM/NR assigned a work study on "Review of safaiwala staff working under CHI/colony of medical department over Moradabad division" with a view to optimum utilization of existing safaiwala staff to cope up the existing workload

1.4 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.

1.5 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. Railway safaiwala staff carries out the cleaning activities at N.R .Divisional Hospital, Railway colony & premises. Therefore, the cleaning activities carried out by Railway staff in the division are supervised by the medical Department. Safaiwala staff is utilized for cleaning/sweeping of N.R. Divisional Hospital, offices, Railway colonies, roads, surrounding area and drains etc. The safaiwala staff under medical department are functioning under the administrative control of chief health inspector/health inspector at different colonies over Moradabad Division.

2.1.2 The study is confined to safaiwala staff working under CHI/colony of medical department over MB Division. It is therefore, essential to mention the different locations controlled by CMS/MB over MB Division which are as under:-

1. Chief Health Inspector/HRH Colony, MB
2. Chief Health Inspector/North Colony, MB
3. Chief Health Inspector/colony, BE
4. Chief Health Inspector/colony, HRI
5. Chief Health Inspector/colony, SPN
6. Chief Health Inspector/colony, RAC
7. Chief Health Inspector/colony, BLM
8. Chief Health Inspector/colony, HPU
9. Chief Health Inspector/colony, LRJ
10. Chief Health Inspector/colony, RK
11. Chief Health Inspector/colony, NBD
12. Chief Health Inspector/colony, HW
13. Chief Health Inspector/colony, DDN
14. Chief Health Inspector/Jharipani

2.2.0 STAFF POSITION

2.2.1 During the course of study the team collected the detailed staff position from Different CHI and 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	HRH Colony/MB	Safaiwala	55	26	29
2	North Colony/MB	Safaiwala	61	29	32
3	BE	Safaiwala	39	33	6
4	HRI	Safaiwala	20	14	6
5	SPN	Safaiwala	29	19	10
6	RAC	Safaiwala	50	29	21
7	BLM	Safaiwala	10	10	0
8	HPU	Safaiwala	22	12	10
9	LRJ	Safaiwala	22	15	7
10	RK	Safaiwala	7	6	1
11	NBD	Safaiwala	19	12	7
12	HW	Safaiwala	2	1	1
13	DDN	Safaiwala	23	15	8
14	Jharipani	Safaiwala	2	2	0
Total			361	223	138

The above table reveals that the on roll strength is 223 against the sanctioned strength of 361 and 138 posts of safaiwala staff working under CHI/colony of medical department are lying vacant over MB Division.

2.3.0 CRITICAL ANALYSIS

Sanitation is an essential activity in any working/residential place. The working/residential place of human being should be neat and clean which helps to keep the person healthy, fit and also affect the working efficiency. A sufficient number of safaiwala staff is deployed under medical department over MB division for upkeep of the standard of 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 VIIth Central Pay Commission, the establishment cost of government employee has increased tremendously. Consequently, the Railway has changed their policy and now it encourages contractual system in some 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. which not only improve the quality of work but also reduce the expenditure in terms of manpower productivity.

2.4.0 REQUIREMENT OF STAFF

The team discussed the existing workload of safaiwala with each Chief Health Inspector during the conduct of study. It was also observed that some of the desilting & cleaning work is being done by contractor labour on contractual basis whereas most of the work is being done by departmental labour and a large number of safaiwala staff is deployed to cope with the existing workload under medical department.

Keeping in view all facts, the team observed that the cleaning standard being maintained by the contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff.

The team proposes safaiwala staff as per yardstick for cleaning work over colonies under CHI of the MB division in different locations as under:-

2.4.1 CHI/Harthala/MB:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	727	@ 50 Qtrs/Safaiwala	Nil	To be out sourced
2	For Type-II Single Storied	641	@ 30 Qtrs/Safaiwala	21.36	
3	For Type-III Single Storied	72	@ 30 Qtrs/Safaiwala	2.40	
4	For Type-IV Single Storied	10	@ 15 Qtrs/Safaiwala	0.66	
5	For Type-V Single Storied	05	@ 15 bung/safaiwala	0.33	
6	Surface Drain upto 12"	16,500 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
7	Surface Drain above 12"	6,600 R.ft.	@ 3,000 Rft/safaiwala	Nil	
8	Park	51,541.47 Sq.ft	@80,000 sq.ft/safaiwala	Nil	
9	Open ground	2,00,007.31 Sq.ft.	@80,000 sq.ft./safaiwala	Nil	
10	Road	1,29,679.10 sq.ft.	@80,000 sq.ft./safaiwala	Nil	
11	RPF establishment	10039.94 sq.ft	@80,000 sq.ft./safaiwala	Nil	
12	RPF ground	87,156 sq. ft.	@80,000 sq.ft/safaiwala	Nil	
13	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			2.00	
14	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 nil	To be cleaned by mechanical means as per Rly,Bd guidelines
15	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala and above safaiwala	1.00	
Total				28.75	
Leave reserve @12.5%				3.59	
Net total				32.34 or say 32	

2.4.2 CHI/North Colony /MB:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	894	@ 50 Qtrs/Safaiwala	Nil	To be out sourced
2	For Type-II Single Storied	253	@ 30 Qtrs/Safaiwala	08.43	
3	For Type-III Single Storied	202	@ 30 Qtrs/Safaiwala	06.73	
4	For Type-IV Single Storied	37	@ 15 Qtrs/Safaiwala	02.46	
5	For Type-V Single Storied	16	@ 15 bungalow/safaiwala	01.06	
6	Surface Drain upto 12"	8,910 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
7	Surface Drain above 12"	17,678.9 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
8	Park/open ground and road less busy without side drain	3,228 Sq.ft	@80,000 sq.ft/safaiwala	Nil	
9	DRM Office, meeting Hall, RPF, line, Accounts, Personal, control, toilets and urinals, Road				
10	Railway stadium, officer's club Manoranjan sadan, Railway school, RE office	2,47,480+53,800+18,604=3,19,884 sq.ft.	@80,000 sq.ft./safaiwala	Nil	
11	For office work, store material purpose, daak, courier, food and water sample collection and deposition in divisional hospital, lucknow lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			2.00	
12	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
13	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
14	Total			29.68	
15	Leave reserve@12.5%		of total M power	3.71	
Net total				33.39 say 33	

2.4.3 CHI/BE:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	620	@ 50 Qtrs/Safaiwala	12.40	
2	For Type-II Single Storied	196	@ 30 Qtrs/Safaiwala	6.53	
3	For Type-III Single Storied	44	@ 30 Qtrs/Safaiwala	1.46	
4	For Type-IV Single Storied	14	@ 15 Qtrs/Safaiwala	0.93	
5	Surface Drain upto 12"	23,958 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	17,273.71 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground	21,618 Sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	Road less busy without side drain	65,000 Sq.ft.	@35,000 sq.ft/safaiwala	Nil	
9	For office work, store material purpose,, daak, courier, good and water sample collection and deposition in divisional hospital lucknow lab and NABL lab in Chandigarh, anti malaria activity & misc. work			3.00	
10	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting	900 nos.	@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	2.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
11	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	2.00	
12	Total			25.32	
13	Leave reserve @12.5%			3.16	
Net total				28.49 or say 29	

2.4.4 CHI/Hardoi:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	213	@ 50 Qtrs/Safaiwala	4.26	
2	For Type-II Single Storied	68	@ 30 Qtrs/Safaiwala	2.26	
3	For Type-III Single Storied	13	@ 30 Qtrs/Safaiwala	0.43	
4	For Type-IV Single Storied	07	@ 15 Qtrs/Safaiwala	0.46	
5	Surface Drain upto 12"	7,500 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	9,000 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/Open ground	2,52,953 Sq.ft.	@80,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			2.00	
9	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			9.41	
12	Leave reserve @12.5%			1.17	
Net total				10.58 or say 11	

2.4.5 CHI/SPN:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	280	@ 50 Qtrs/Safaiwala	5.6	
2	For Type-II Single Storied	120	@ 30 Qtrs/Safaiwala	4	
3	For Type-III Single Storied	5	@ 30 Qtrs/Safaiwala	0.16	
4	For Type-IV Single Storied	21	@ 15 Qtrs/Safaiwala	1.4	
5	Surface Drain upto 12"	14,058 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	15,300.31 R.ft	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground	55,198.85Sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	Road and Road less busy with drain one side	38,736 Sq.ft.	@35,000 sq.ft./safaiwala	Nil	
9	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			2.00	
10	Sewer work i)Gully trap choking cleaning and desilting.		@1000 gully traps and catch pits/safaiwala	1.00	
11	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
12	Total			15.16	
13	Leave reserve @12.5%			1.89	
Net total				17.05 or say 17	

2.4.6 CHI/RAC:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	732	@ 50 Qtrs/Safaiwala	14.64	
2	For Type-II Single Storied	368	@ 30 Qtrs/Safaiwala	12.26	
3	For Type-III Single Storied	40	@ 30 Qtrs/Safaiwala	01.33	
4	For Type-IV Single Storied	09	@ 15 Qtrs/Safaiwala	0.60	
5	Surface Drain upto 12"	30,333.6 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	19,246.68 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground and road less busy with one side drain	1,89,117.76 sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			2.00	
9	Sewer work i)Gully trap choking cleaning and desilting.		@1000 gully traps and catch pits/safaiwala	1.00	
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			30.33	
12	Leave reserve @12.5%			3.79	
	Net total			34.2 or say 34	

2.4.7 CHI/BALAMAU :

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	214	@ 50 Qtrs/Safaiwala	4.28	
2	For Type-II Single Storied	65	@ 30 Qtrs/Safaiwala	1.44	
3	For Type-III Single Storied	06	@ 30 Qtrs/Safaiwala	0.20	
4	Surface Drain upto 12"	7,524 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
5	Surface Drain above 12"	2.937 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
6	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			1.00	
7	Sewer work 2.. Gully trap choking cleaning and desilting. ii) manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
8	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
9	Total			8.92	
10	Leave reserve @12.5%		of total M power	1.11	
Net total				9.9 or say 10	

2.4.8 CHI/HAPUR:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	226	@ 50 Qtrs/Safaiwala	4.52	
2	For Type-II Single Storied	203	@ 30 Qtrs/Safaiwala	6.76	
3	For Type-III Single Storied	06	@ 30 Qtrs/Safaiwala	0.20	
4	For Type-IV Single Storied	10	@ 15 Qtrs/Safaiwala	0.66	
5	Surface Drain upto 12"	5,610 R.ft	@4,000 Rft/safaiwala	Nil	To be outsourced
6	Surface Drain above 12"	7,425 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground and road with heavy vehicular traffic	91,564.91 sq.ft	@60,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			2.00	
9	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			16.14	
12	Leave reserve @12.5%			2.01	
Net total				18.15 or say 18	

2.4.9 CHI/LAKSAR:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	241	@ 50 Qtrs/Safaiwala	4.82	
2	For Type-II Single Storied	142	@ 30 Qtrs/Safaiwala	4.73	
3	For Type-III & IV Single Storied	14	@ 30 Qtrs/Safaiwala	0.46	
4	Surface Drain upto 12"	9,157 R.ft	@4,000 Rft/safaiwala	Nil	To be outsourced
5	Surface Drain above 12"	13,694 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
6	Park/open ground and road less busy with one side drain	1,90,505.8 sq.ft	@80,000 sq.ft/safaiwala	Nil	
7	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			1.00	
8	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00	
9	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
10	Total			13.1	
11	Leave reserve @12.5%			1.63	
Net total				14.73 or say 15	

2.4.10 CHI/ROORKEE:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	101	@ 50 Qtrs/Safaiwala	2.02	
2	For Type-II Single Storied	42	@ 30 Qtrs/Safaiwala	1.40	
3	For Type-III Single Storied	15	@ 30 Qtrs/Safaiwala	0.50	
4	For type-IV single storied	02	@15 Qtrs/Safaiwala	0.13	
5	Surface Drain upto 12"	1600 R.ft	@4,000 Rft/safaiwala	Nil	To be out soucred
6	Surface Drain above 12"	5,019.3 R.Ft	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground and road less busy with one side drain	75,018.22 sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chadigarh, anti malaria activity & misc. work.			1.00	
9	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			7.05	
12	Leave reserve @12.5%			0.88	
Net total				7.93or say 8	

2.4.11 CHI/NBD:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	179	@ 50 Qtrs/Safaiwala	3.58	
2	For Type-II Single Storied	81	@ 30 Qtrs/Safaiwala	2.70	
3	For Type-III Single Storied	13	@ 30 Qtrs/Safaiwala	0.43	
4	For Type-IV Single Storied	04	@15 Qtrs/Safaiwala	0.26	
5	Surface Drain upto 12"	3,148 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	9,672 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground and road less busy with one side drain	12,277.42 sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	Union offices	8733.05 Sq.ft.	@8000 Sq.ft./Safaiwala	Nil	
9	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			1.00	
10	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
11	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
12	Total			9.97	
13	Leave reserve @12.5%			1.24	
Net total				11.21or say 11	

2.4.12 CHI/Haridwar:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	284	@ 50 Qtrs/Safaiwala	5.68	
2	For Type-II Single Storied	101	@ 30 Qtrs/Safaiwala	3.36	
3	For Type-III Single Storied	05	@ 30 Qtrs/Safaiwala	0.16	
4	For Type-IV single storied	03	@ 15 Qtrs/Safaiwala	0.20	
5	Surface Drain upto 12"	9,582.42 R.ft	@4,000 Rft/safaiwala	Nil	To be outsourced
6	Surface Drain above 12"	8,770.72 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground and road less busy	4,45,996.12 sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			2.00	
9	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00 Nil	To be cleaned by mechanical means as per Rly,Bd guidelines
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			13.4	
12	Leave reserve @12.5%			1.67	
Net total				15.07 or say 15	

2.4.13 CHI/DDN:

S.N	Name Work	Quantity of work	yardstick for sanitation work	Proposed requirement of staff	Remark
1	For Type-I Single Storied	373	@ 50 Qtrs/Safaiwala	7.46	
2	For Type-II Single Storied	103	@ 30 Qtrs/Safaiwala	2.28	
3	For Type-III Single Storied	30	@ 30 Qtrs/Safaiwala	0.70	
4	For Type-IV Single Storied	05	@ 15 Qtrs/Safaiwala	0.31	
5	Surface Drain upto 12"	9,090 R.ft	@4,000 Rft/safaiwala	Nil	To be out sourced
6	Surface Drain above 12"	12,114 R.ft.	@ 3,000 R.Ft/safaiwala	Nil	
7	Park/open ground	89,500 sq.ft	@80,000 sq.ft/safaiwala	Nil	
8	For office work, store material, purpose, Daak, courtier, food and water sample collection and deposition in divisional hospital, luck now lab and NABL lab in Chandigarh, anti malaria activity & misc. work.			2.00	
9	Sewer work i)Gully trap choking cleaning and desilting. ii)manholes choking cleaning and desilting		@1000 gully traps and catch pits/safaiwala @300 manholes/safaiwala in a month	1.00	
10	Sanitary jamadar	1 jamadar	@ 1 jamadar/8=15 safaiwala	1.00	
11	Total			14.75	
12	Leave reserve @12.5%			1.84	
	Net total			16.59 or say 17	

2.4.14 CHI/Jharipani: 02 posts of safaiwala staff are sanctioned at Jharipani on roll strength is 02 posts. The existing sanctioned strength is sufficient to cope up with the existing work load and hence there is no surplus or shortage of posts at Jharipani.

2.4.15 The summarized position of sanction strength, proposed and surplus staff of safaiwala staff working under CHI/colony of medical department over MB Division is tabulated as under:

SN	Station/colony	Category	S/S	Proposed	Surplus
1	HRH colony/MB	Safaiwala	55	32	23
2	North Colony/MB	Safaiwala	61	33	28
3	BE	Safaiwala	39	33	06
4	HRI	Safaiwala	20	14	06
5	SPN	Safaiwala	29	19	10
6	RAC	Safaiwala	50	29	21
7	BLM	Safaiwala	10	10	00
8	HPU	Safaiwala	22	12	10
9	LRJ	Safaiwala	22	15	07
10	RK	Safaiwala	07	06	01
11	NBD	Safaiwala	19	12	07
12	HW	Safaiwala	02	01	01
13	DDN	Safaiwala	23	15	08
14	Jharipani	Safaiwala	02	02	00
	Total		361	233	128

The proposed requirement of safaiwala staff comes to 233 against the sanction strength of 361 and 128 posts of on roll strength is identified as surplus and recommended for surrender under medical department over Moradabad Division.

RECOMMENDATION NO.1

It is proposed that 128 posts of safaiwala staff working under CHI/colony of medical department in grades ₹ 5200-20200+2800 are identified as surplus and recommended for surrender over Moradabad Division.

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	Safaiwala	5200-20200+ 1800	2.4.15	128	24278/-	37291008/-
Total						37291008/-

No. of posts identified as surplus: -

Group 'C' = Nil

Group 'D' = 128 posts

Total = 128 posts

Anticipated recurring saving = ₹ 372.91 lakh per annum

Capital saving = Nil

Total saving = ₹ 372.91 lakh per annum

4.0.0 PRODUCTIVITY

- 4.1.0 The total annual expenditure on the sanctioned strength of miscellaneous Gr 'C' & 'D' staff 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	Safaiwala	5200-20200+1800	24278/-	361	105172296/-
Total				361	105172296/-

The above table reveals that ₹ 105172296/-per annum is being spent on the above sanctioned strength.

- 4.2.0. The annual expenditure on the proposed miscellaneous Gr 'C' & 'D' staff 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	Safaiwala	5200-20200+1800	24278/-	233	67881288/-
					67881288/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 67881288/- Therefore the expenditure will be reduced from ₹ 105172296/- to ₹ 67881288/- resulting net recurring saving to the tune of ₹ 37291008/-per annum.

LIST OF ANNEXURES

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

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of safaiwala staff working under CHI/Colony of Medical Deptt; over MB Division over Moradabad Division

Activity Centre : - NRH Colony/MB, North Colony/MB, BE, HRI, SPN, RAC, BLM, HPU, LRJ, RK, NBD, HW, DDN & Jharipani Railway colony under CHI/Colony.

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	The cleaning activities of HRH colony, North Colony, MB, BE, HRI, SPN, RAC, BLM, HPU, LRJ, RK, NBD, HW, DDN & Jharipani Railway colony under CHI/ Colony of Medical deptt, over MB Divn..	S/S = 361 O/R = 223 Vac = 138	SS = 361 Proposed = 233 Surplus = 128	To keep Railway colonies clean under the jurisdiction of CHI/ Colony under Medical Department over MB Division.

Annexure-II

STATEMENT SHOWING SANCTION AND ON ROLL AND VACANCY POSITION OF SAFAIWALA STAFF WORKING UNDER CHI/COLONY OF MEDICAL DEPTT OVER MB DIVISION.

SN	Stations/colony	Category	Grade in Rs.	S/S	O/R	Vacancy
1	HRH Colony/MB	Safaiwala	5200-20200-1800	55	26	29
2	North Colony/MB	Safaiwala	5200-20200-1800	61	29	32
3	BE	Safaiwala	5200-20200-1800	39	33	06
4	HRI	Safaiwala	5200-20200-1800	20	14	06
5	SPN	Safaiwala	5200-20200-1800	29	19	10
6	RAC	Safaiwala	5200-20200-1800	50	29	21
7	BLM	Safaiwala	5200-20200-1800	10	10	00
8	HPU	Safaiwala	5200-20200-1800	22	12	10
9	LRJ	Safaiwala	5200-20200-1800	22	15	07
10	RK	Safaiwala	5200-20200-1800	07	06	01
11	NBD	Safaiwala	5200-20200-1800	19	12	07
12	HW	Safaiwala	5200-20200-1800	02	01	01
13	DDN	Safaiwala	5200-20200-1800	23	15	08
14	Jharipani	Safaiwala	5200-20200-1800	02	02	00
Total				361	223	138