



WORK STUDY REPORT  
ON  
REVIEW OF SAFAIWALA STAFF  
WORKING UNDER CHI COLONY UNDER CMS  
OVER  
AMBALA DIVISION  
2020-21

WORK STUDY TEAM

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Northern Railway,  
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## 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 under medical department over Ambala Division.

### STAFF POSITION

The total sanctioned and on roll strength of safaiwala staff of Medical department over Ambala Division is as under:-

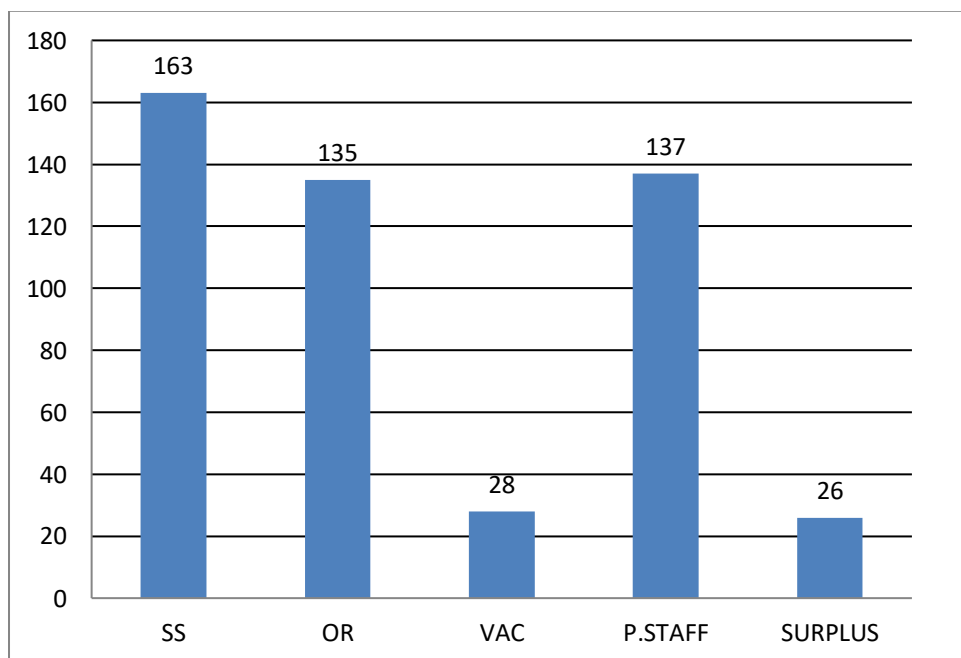
S.N.	Category	S/S	O/R	Vacancy.
1	Safaiwala	163	135	28
	Total	163	135	28

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

Gr. 'C' = Nil  
Gr. 'D' = 26 posts  
Total = 26 posts

### FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 75.74 lakh per annum.  
Capital saving = Nil  
Total = ₹ 75.74 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 under Medical Department in colonies over Ambala 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 discussed the CHI/Railway colonies under the Administrative Control of CMS/UMB over Ambala Division and studied the existing system of working of safaiwala staff and observed 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 also noted 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 **26** posts of safaiwala staff as surplus under Medical Department over Ambala 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 ₹ **75.74** lakh per annum.

## SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that <b>26</b> posts of Safaiwala staff in Gr. ₹ 5200-20200-1800 has been identified as surplus and recommended for surrender under the administrative control of CMS/Divisional Hospital UMB over UMB Division	2.5.0	ADRM/UMB CMS/UMB Sr.DPO/UMB
2	It is proposed that cleaning work of all Type-I single storey quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division to be outsourced in line with the ongoing contractual work, under Medical Department and thus the resultant surplus posts of safaiwala should be surrendered.	2.7.0	-do-

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## ACKNOWLEDGEMENT

The team is highly grateful to Shri Karan Singh, ADRM/UMB, Dr. Chhatar Singh CMS/UMB & Sh. Nikhil Dhongri, Sr.DPO/UMB and other functionaries in providing relevant data/information and giving valuable guidance and cooperation to the team during the conduct of study.

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## 1.0 INTRODUCTION

1.1 Ambala Division is an important division of Northern Railway spread over the territories of Haryana, Punjab and Uttar Pradesh. A sufficient goods and passenger traffic passes through Ambala 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 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 Ambala 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.

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

2.1.0 BRIEF DESCRIPTION

2.1.1 Ambala division is an important division of Northern Railway. Railway safaiwala staff carry out the cleaning activities at Railway colony & premises. The cleaning activity carried out by Railway staff in the division is supervised by the medical Department. Safaiwala staff is utilized for cleaning/sweeping of offices, Railway colonies, roads, surrounding area and drains etc. The safaiwala staff under medical department is functioning under chief health inspector/health inspector at different colonies over Ambala Division.

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

1. Chief Health Inspector/colony, UMB
2. Chief Health Inspector/colony, SRE
3. Chief Health Inspector/colony, BTI
4. Chief Health Inspector/colony, KLK
5. Chief Health Inspector/colony, JUDW

2.2.0 STAFF POSITION

2.2.1 During the course of study the team got the detailed staff position from 'P' Branch of UMB Division as well as from each CHI Office. The team has taken into consideration the sanctioned strength, as provided by the Divisional Headquarter and on roll position as provided by each CHI. 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	Vacancy
1	Ambala Cantt (UMB)	45	42	03
2	Saharanpur (SRE)	26	19	07
3	Bathinda (BTI)	37	29	08
4	Kalka (KLK)	26	20	06
5	Jagadhari (JUDW)	29	25	04
	Total	163	135	28

The above table reveals that the on roll strength is 135 against the sanctioned strength of 163 and 28 posts of safaiwala are lying vacant under CHI/HI/colony over UMB Division.



### 2.2.2 Work Load:-

During the conduct of study the work study team also got the work load in terms of Number of Quarters, area, length etc. from each CHI/colony. The detail of which is placed as annexure No. III in the report and the summarized position of the same is depicted as under:

#### I Quarters:

Type of qtr	UMB	SRE	BTI	KLK	JUDW	Remarks
Type-I	938	1119	839	654	1041	Work load of Qtrs taken in Number
Type-II	497	405	365	494	718	
Type-III	78	117	51	31	159	
Type-IV	26	33	08	26	35	
Type -V	01	01	--	--	08	
Type-VI	--	--	--	--	01	

#### II Drains:

Type of Drain	UMB	SRE	BTI	KLK	JUDW	Remarks
Surface Drain up to 12" rft	42984.4	39271	1279.2	18790	19660	Work load of drains taken in rft (running feet)
Surface Drain above 12" rft	15271.68	16706	8839.01	1663	10160	

#### III Area:

Type of Location	UMB	SRE	BTI	KLK	JUDW	Remarks
Area of Park, Open Ground, Roads etc	621465	1712193	1232131.04	6668822.04	146405	Work load of open area / office taken in sqft (square feet)
Telephone exchange, AEN, IOW, PWI, SC/ST NRMU,URMU Offices etc	--	--	53380.37	--	142410	

### 2.3.0 CRITICAL ANALYSIS

2.3.1 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 UMB 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 7<sup>th</sup> 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 Engg (works) deptt. Coach cleaning etc.

2.3.2 Conservancy work, Brooming/ surface cleaning or railway quarters up to 20 ft, drain cleaning, Brooming/ cleaning of parks, roads, open area, offices in Railway colony etc are being done on contract basis over Ambala division. These contractual works has not only reduced the workload of safaiwala staff, but also economized the system. At JUDW Railway colony only conservancy work and cleaning of big Nalas are being carried out on contract basis and rest of the cleaning work is being carried out by the departmental staff.

### 2.4.0 REQUIREMENT OF STAFF

2.4.1 The existing workload of safaiwala was deliberated with each Chief Health Inspector during the conduct of study. It was also observed that at some places some work like surface cleaning/brooming, drain cleaning, and desilting & cleaning work is being done by contractor labour on contractual basis whereas some of the cleaning work is being done by departmental labour and a sufficient safaiwala staff is deployed to cope with the existing workload under medical department. Some cleaning activities have proposed to be carried out on contract basis as the contractual work is more economical than the departmental labour. During the conduct of study the team has taken in to consideration, the yard stick in vogue, held discussion at various levels, spot observations, deployment of staff and the contractual work while proposing the requirement of staff. The CHI wise proposed requirement of safaiwala staff is discussed as under:

2.4.2 CHI Colony Ambala Cantt (UMB):

S.N	Name Work	Quantity of work	Total Qtr/Area	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	340	938	@ 50 Qtrs/Safaiwala	0	Out sourced
2	Type-I double Storied	168		@ 75 Qtrs/Safaiwala	0	Out sourced
3	Type-I double Storied	430		@ 75 Qtrs/Safaiwala	5.73	Deptt
4	Type-II Single Storied	153	497	@ 30 Qtrs/Safaiwala	0	Out sourced
5	Type-II double Storied	180		@ 45 Qtrs/Safaiwala	0	Out sourced
6	Type-II double Storied	164		@ 45 Qtrs/Safaiwala	3.64	Deptt
7	Type-III Single Storied	54	78	@ 30 Qtrs/Safaiwala	0	Out sourced
8	Type-III double Storied	4		@ 45 Qtrs/Safaiwala	0	Out sourced
9	Type-III double Storied	20		@ 45 Qtrs/Safaiwala	0.44	Deptt
10	Type-IV Single Storied	26	26	@ 15 Qtrs/Safaiwala	0	Out sourced
11	Type-V Single Storied	1	1	@ 15 bungalow/safaiwala	0	Out sourced
12	Surface Drain up to 12"	17679 rft	42984.4	@4,000 rft/safaiwala	0	Out sourced
13	Surface Drain up to 12"	25305.4 rft		@4,000 rft/safaiwala	6.32	Deptt
14	Surface Drain above 12"	15271.68 rft.		@ 3,000 rft/safaiwala	5.09	Deptt
15	Park, Open ground , Road	621465	871459.9		0	Out sourced
16	Park, Open ground , Road	249994.94		@80,000 sqft/safaiwala	3.12	Deptt
17	Rly magistrate off Building	--	--	--	1	Deptt
18	School & Scout Hut	--	--	--	0	Out sourced
19	RPF Estt. & other office etc	--	--	--	0	Manage itself
20	DRM Off & Rail Vihar Colony/UMB	--	--	--	0	Out sourced
21	A Gang of S/Wala for misc & emergency work	--	--	--	5	--
22	For malaria & anti rodent activity	--	--	--	2	--
23	Food and water sample collection	--	--	--	1	--
24	Gully traps choking cleaning and desilting.	--	--	--	2	A team of 2 S/W of cont attached with deptt S/W

25	Sewer line/manholes choking cleaning and desilting	--	--	@300 manholes/safaiwala in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
26	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	2	*
	Total	--	--		37.34	
	Leave reserve @ 12.5%			@12.5% of total M power	4.66	
	Net total				42	Say 42

\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala.

#### 2.4.3 CHI Colony Saharanpur (SRE):

S.N	Name Work	Quantity of work	Total Qtr/Area	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	257	1119	@ 50 Qtrs/Safaiwala	0	Out sourced
2	Type-I double Storied	862		@ 75 Qtrs/Safaiwala	11.49	Deptt
3	Type-II Single Storied	64	405	@ 30 Qtrs/Safaiwala	0	Out sourced
4	Type-II double Storied	341		@ 45 Qtrs/Safaiwala	0	To be o/sourced
5	Type-III Single Storied	45	117	@ 30 Qtrs/Safaiwala	0	Out sourced
6	Type-III double Storied	72		@ 45 Qtrs/Safaiwala	2.6	Deptt
7	Type-IV Single Storied	25	--	--	0	Out sourced
8	Type-IV Single Storied	8	33	@ 15 Qtrs/Safaiwala	2.2	Deptt
9	Type-V Single Storied	1	1	@ 15 bungalow/safaiwala	0.06	Deptt
10	Surface Drain up to 12"	9120 rft	39271	@4,000 rft/safaiwala	0	Out sourced
11	Surface Drain up to 12"	30151 rft			0	To be o/sourced
12	Surface Drain above 12"	16706 rft.		@ 3,000 rft/safaiwala	0	Out sourced
13	KJGY & KWT colony				0	Out sourced
14	Park, Open ground , Road	93258 sqft	2465666	@80,000 sqft/safaiwala	0	Out sourced
15	Park, Open ground , Road	2372408 sqft			0	To be Out sourced
16	IOW off, SSE/P, RPF ground & other office etc				0	To be Managed by them self

17	For malaria & anti rodent activity, Food and water sample collection	--	--	3	
18	Sewer line/manholes choking cleaning and desilting	7071 mt	@300 manholes/safaiwala in a month	0	Out sourced
19	Sanitary jamadar for supervision		@ 1 jamadar for 8-15 S/Wala and above	2	*
	Total			21.35	
	Leave reserve @ 12.5%		@12.5% of total M power	2.66	
	Net total			24.01	Say 24

\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

#### 2.4.4 CHI Colony Bathinda (BTI):

S.N	Name Work	Quantity of work	Total Qtr/Area	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	277	839	@ 50 Qtrs/Safaiwala	0	Out sourced
2	Type-I Single Storied	442			8.84	Deptt
3	Type-I double Storied	120		@ 75 Qtrs/Safaiwala	1.6	Deptt
4	Type-II Single Storied	190	--	@ 30 Qtrs/Safaiwala	0	Out sourced
5	Type-II Single Storied	107	--	@ 30Qtrs/Safaiwala	0	Outsourced
6	Type-II double Storied	68	365	@ 45 Qtrs/Safaiwala	1.51	Deptt
7	Type-III Single Storied	40	51		1.43	Deptt
8	Type-III Single Storied	3		@ 30 Qtrs/Safaiwala	0	Out sourced
9	Type-III double Storied	8		@ 45 Qtrs/Safaiwala	0.17	Deptt
10	Type-IV Single Storied	7	8		0	Deptt
11	Type-IV Single Storied	1		@ 15 Qtrs/Safaiwala	0.53	Deptt
12	Surface Drain up to 12"	1279 rft		@4,000 rft/safaiwala	0	Out sourced
13	Surface Drain above 12"	4951.02 rft	8839.01			Out sourced
14	Surface Drain above 12"	3887.99 rft		@3,000 rft/safaiwala	0	To be Out sourced
15	Park, Open ground , Road etc	267945.52 sqft	1332131.04 sqft		0	Out sourced
16	Park, Open ground , Road etc	1064185.52 sqft		@80,000 sqft/safaiwala	0	To be Out sourced
17	IOW, PWI, SSE/P, SC/ST,BC & other office etc	53380.36 sqft (covered Ar)		@8,000 sqft/safaiwala	0	To be Out sourced

18	IOW, PWI, SSE/P, SC/ST,BC & other office etc	161981.04 sqft (Open Ar)		@80,000 sqft/safaiwala	2.02	Deptt
19	Anti malaria, anti rodent activities, food & water sampling				3	
20	Sewer line/manholes choking cleaning and desilting			@300 manholes/safaiwala in a month	0	Outsourced
21	Sanitary jamadar for supervision			@ 1 jamadar for 8-15 S/Wala and above	2	*
	Total				21.1	
	Leave reserve @ 12.5%			@12.5% of total M power	2.53	
	Net total				23.63	Say 24

\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

#### 2.4.5 CHI Colony Kalka (KLK):

S.N	Name Work	Quantity of work	Total Qtr/Area	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	350	839	@ 50 Qtrs/Safaiwala @ 75 Qtrs/Safaiwala	0	Out sourced
2	Type-I Single Storied	92			1.84	Deptt
3	Type-I double Storied	212			2.82	Out sourced
4	Type-II Single Storied	248	494	@ 30 Qtrs/Safaiwala	0	Out sourced
5	Type-II Single Storied	162		@ 30Qtrs/Safaiwala	5.4	Deptt
6	Type-II double Storied	84		@ 45 Qtrs/Safaiwala	1.86	Deptt
7	Type-III Single Storied	15	31	@ 30 Qtrs/Safaiwala	0.5	Out sourced
8	Type-III double Storied	16		@ 45 Qtrs/Safaiwala	0.35	Deptt
9	Type-IV Single Storied	26	26	@ 15 Qtrs/Safaiwala	1.73	Out sourced
10	Surface Drain up to 12"	8298.4 rft	18790	@4,000 rft/safaiwala	0	Out sourced
11	Surface Drain up to 12"	10491.6 rft				
12	Surface Drain above 12"	1298.88 rft.	1663	@ 3,000 rft/safaiwala	0	Out sourced
13	Surface Drain above 12"	364.12 rft			0.12	
14	Park, Open ground , Road	647827.32 sqft	6668822	@80,000 sqft/safaiwala	0	Out sourced
15	Park, Open ground , Road	6020994.72 sqft	sqft		0	To be Out sourced
16	IOW off, SSE/P, RPF ground & other office etc				0	To be Managed by themselves

17	Office work, store material, purpose, Daak, courtier, anti malaria & anti rodent activity, Food and water sample collection			--	2	
18	Sewer line/manholes choking cleaning and desilting	7071 mt		@300 manholes/safaiwala in a month	2	Out sourced
19	Sanitary jamadar for supervision			@ 1 jamadar for 8-15 S/Wala and above	2	*
	Total				20.62	
	Leave reserve @ 12.5%			@12.5% of total M power	2.47	
	Net total				23.09	Say 23

\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

#### 2.4.6 CHI Colony Jagadhari Workshop (JUDW):

S.N	Name Work	Quantity of work	Total Qtr/Area	Yardstick for sanitation work	Proposed req. of staff	Remark
1	Type-I Single Storied	1041	1041	@ 50 Qtrs/Safaiwala	0	To be out sourced
3	Type-I double Storied	--		@ 75 Qtrs/Safaiwala	0	
4	Type-II Single Storied	574	718	@ 30 Qtrs/Safaiwala	19.13	Deptt
5	Type-II double Storied	144		@ 45 Qtrs/Safaiwala	0	Outsourced
6	Type-III Single Storied	135	159	@ 30 Qtrs/Safaiwala	0	Outsourced
7	Type-III double Storied	24		@ 45 Qtrs/Safaiwala	0	Outsourced
8	Type-IV Single Storied	35	35	@ 15 Qtrs/Safaiwala	0	Outsourced
9	Type-V Single Storied	8	8		0	Deptt
10	Type-VI Single Storied	1	1	@ 15 bungalow/safaiwala	0.06	Deptt
11	Surface Drain up to 12"	19660 rft		@4,000 rft/safaiwala	0	To be out sourced
13	Surface Drain above 12"	10160 rft.		@ 3,000 rft/safaiwala	0	
14	Park, Open ground , Road	146405 sft		@80,000 sqft/safaiwala	0	
15	IOW off, SSE/P, RPF ground & other office etc	142410 sft			0	To be Managed by them self
16	Anti malaria, anti rodent activities, food & water sampling				1	
17	Sewer line/manholes choking cleaning and desilting	7071 mt		@300 manholes/safaiwala in a month	0	Out sourced

18	Sanitary jamadar for supervision			@ 1 jamadar for 8-15 S/Wala and above	1	*
	Total				21.19	
	Leave reserve @ 12.5			@12.5% of total M power	2.54	
	Net total				23.73	Say 24

\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of S/Wala

2.5.0 The summarized position of sanction, proposed staff and surplus posts of safaiwala staff under CHI/Colony over UMB Division.

SN	CHI/Colony	Sanctioned strength	Proposed Staff	Surplus (+) Shortage (-)
1	Ambala (UMB)	45	42	3
2	Saharanpur (SRE)	26	24	2
3	Bathinda (BTI)	37	24	13
4	Kalka (KLK)	26	23	3
5	Jagadhari (JUDW)	29	24	5
	Total	163	137	26

The proposed requirement of safaiwala staff comes to 137 against the sanction strength of 163 and 26 posts of safaiwala identified as surplus and recommended for surrender under CHI/Colonies under the administrative control of CMS/Divl Hospital/UMB.

RECOMMENDATION NO.1

It is proposed that 26 posts of Safaiwala staff in Gr. ₹ 5200-20200-1800 identified as surplus and recommended for surrender under the administrative control of CMS/Divl. Hospital/UMB.



2.6.0 Detail of the running Contractual work at Railway colonies under Medical Deptt over UMB division

Sr. No	Colony	Description of Work	Amount/month in Rs.
1.	UMB	Comprehensive cleaning work at Old colony UMB on quotation basis	2,40,000/-
2.	DRM office UMB	Comprehensive cleaning work at DRM office UMB on quotation basis	2,40,000/-
3.	Rail Vihar	Comprehensive cleaning work at Rail Vihar colony UMB on quotation basis	2,40,000/-
4.	SRE	Comprehensive cleaning work at Railway colony SRE on quotation basis	1,41,200/-
5.	BTI	Comprehensive cleaning work at Railway colony BTI	84,415/-
6.	KLK	Comprehensive cleaning work at Rail Vihar colony KLK on quotation basis	92,910/-
Total			10,38,525/-

Above table reveals that Rs. 10,38,525/-/- (Ten Lakh thirty eight thousand five hundred twenty five only) per month is being spent on comprehensive cleaning contracts over Ambala division.

Keeping in view of 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. During the conduct of study, team observed that cleaning of all Type-I single storey quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division may be proposed for outsource in line with the ongoing contractual work, which will increase the man power productivity as well as economy to the system.

#### RECOMMENDATION NO.2

It is proposed that cleaning work of all Type-I single storey quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division to be outsourced in line with the ongoing contractual work, under Medical Department and thus the resultant surplus posts of safaiwala staff should be surrendered.

### 3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following will be the financial implications.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts in ₹	Anticipated annual recurring saving in ₹
1	Safaiwala staff	5200-20200+ 1800	2.5.0	26	24278.00	7574736.00
Total				26		75,74,736.00

No. of posts identified as surplus: -

Group 'D' = 26 posts

Anticipated recurring saving = ₹ 75.74 lakh per annum

Capital saving = Nil

Total saving = ₹ 75.74 lakh per annum

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#### 4.0.0 PRODUCTIVITY

- 4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working under CHI/Colony under the administrative control of CMS/UMB over UMB Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in ₹	Sanctione d strength	Total annual expenditure in ₹
1	Safaiwala staff	5200-20200+1800	24278.00	163	47487768.00

The above table reveals that ₹ 47487768.00 per annum is being spent on the above sanctioned strength.

- 4.2.0. The annual expenditure on the proposed safaiwala staff working under CHI/Colony under the administrative control of CMS/MB over MB Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed staff	Total annual expenditure
1	Safaiwala staff	5200-20200+1800	24278.00	137	39913032.00

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 39913032.00. Therefore the expenditure will be reduced from ₹ 47487768.00 to ₹ 39913032.00.

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LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Authority Letter to conduct the work study report No. 16-CP/42/WS/2020-21.	I
2	Category and grade wise sanctioned and on roll position of safaiwala staff working under CHI/Colony under the administrative control of CMS/UMB over UMB Division.	II
3	Statement showing workload under CHI/colony over UMB division.	III

## WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Safaiwala staff working under CHI/Colony under the administrative control of CMS/UMB over UMB Division

Activity Centre : - Railway colony UMB, SRE, BTI, KLK, JUDW.

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	CHI/Colony Under the administrative control of CMS/UMB over UMB Divn. The activity under UMB, SRE, BTI, KLK, JUDW.	S/S= 163 O/R=135 Vac =28	SS = 163 Proposed = 137 Surplus = 26	To keep the Railway colony clean under the jurisdiction of CHI/Colony under Medical Department over UMB Division.

## Annexure-I

STATEMENT SHOWING SANCTION AND ON ROLL POSITION OF MEDICAL SAFAIWALA  
STAFF WORKING UNDER CHI COLONIES UNDER THE ADMINISTRATIVE CONTROL OF  
CMS OVER AMBALA DIVISION

SN	CHI/colony	Category	Grade in Rs.	S/S	O/R	Vacancy
1	Ambala (UMB)	Safaiwala	5200-20200-1800	45	42	03
2	Saharanpur (SRE)	Safaiwala	5200-20200-1800	26	19	07
3	Bathinda (BTI)	Safaiwala	5200-20200-1800	37	29	08
4	Kalka (KLK)	Safaiwala	5200-20200-1800	26	20	06
5	Jagadhari (JUDW)	Safaiwala	5200-20200-1800	29	25	04
Total				163	135	28

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## Statement showing workload under CHI/Colony over Ambala Division

**I. Quarters:**

Type of Qtr	UMB	SRE	BTI	KLK	JUDW	Remarks
Type-I	938	1119	839	654	1041	Work load of Qtrs taken in Number
Type-II	497	405	365	494	718	
Type-III	78	117	51	31	159	
Type-IV	26	33	08	26	35	
Type -V	01	01	--	--	08	
Type-VI	--	--	--	--	01	

**II. Drains:**

Type of Drain	UMB	SRE	BTI	KLK	JUDW	Remarks
Surface Drain up to 12" rft	42984.4	39271	1279.2	18790	19660	Work load of drains taken in rft (running feet)
Surface Drain above 12" rft	15271.68	16706	8839.01	1663	10160	

**III. Area:**

Type of Location	UMB	SRE	BTI	KLK	JUDW	Remarks
Area of Park, Open Ground, Roads etc	621465	1712193	1232131.04	6668822.04	146405	Work load of open area / office taken in sqft (square feet)
Tele exchange, AEN, IOW, PWI, SC/ST NRMU,URMU Offices etc	--	--	53380.37	--	142410	

Statement showing workload under CHI/Colony over Ambala Division

**I. Quarters:**

S. N	Name Work	UMB			SRE			KJGY/KWT			BTI			KLK		
		Depth	Out sourced	Total	Depth	Out sourced	Total	Dep t	Out sourced	Total	Dep t	Out sourced	Total	Dep t	Out sourced	Total
1	Type-I S/S	--	340	938	--	257	1119	--	198	198	442	277	839	92	350	839
3	Type-I D/S	430	168		862	--		--	--	--	120	--		--	212	
4	Type-II S/S	--	153	497	--	64	405	--	110	110	107	190	365	162	248	494
5	Type-II D/S	164	180		341	--		--	--	--	--	68		84	162	
6	Type-III S/S	--	54	78	--	45	117	--	05	05	40	03	51	--	15	31
7	Type-III D/S	20	04		72	--		--	--	--	08	--		16	--	
8	Type-IV S/S	--	26	26	08	25	33	--	02	02	07	01	08	26	--	26
9	Type-V S/S	--	01	01	01	--	01	--	--	--	--	--	--	--	--	--
10	Type-VI S/S	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**II. Drains:**

11	S. Drain up to 12" rft	25305.4	17679	92984.4	30151	9120	39271	--	8628	8628	1279	--		10491.6	8298.4	18790
12	S. Drain above 12" rft		--	15271.68	--	16706	16706	--	3261	3261	3887.99	4951.02	8839.01	364.12	1298.88	1663

**III. Area:**

13	Area of Park, Open Ground, Roads etc sqft	249994.94	621465	871459.94	2372408	93258	24655666		240799	240799	1064185.52	267945.52	1332131.04	6020994.72	647827.32	6668822.04
14	IOW off, SSE/P, RPF ground & other office etc	--	--	--	--	--	--				53380.36+161981.04					

15	Sewer line/ manhole s choking cleaning and desilting	--	--	--	--	7071	7071		-	-	-	-	-	-	-	-	-
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