



WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA STAFF
WORKING IN DIVISIONAL HOSPITAL LKO
OF
LUCKNOW DIVISION
2021-22
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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No. 16-CP/05/WS/2021-22

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 in Divisional Hospital, LKO.

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	Safaiwala NRDH	52	35	17
Total		52	35	17

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

Gr. 'C' = Nil posts

Gr. 'D' = 17 posts

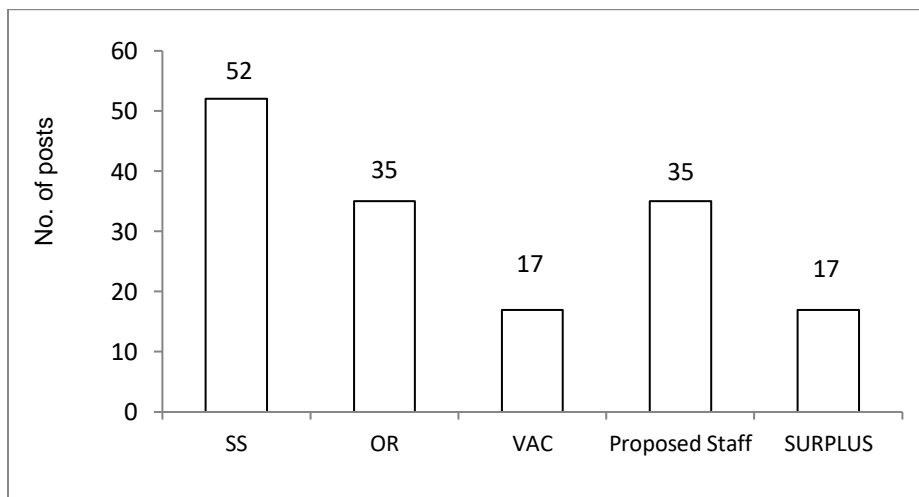
Total = 17 posts

FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 49.52 lakh per annum.

Capital saving = Nil

Total = ₹ 49.52 lakh per annum



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SYNOPSIS

Medical Department is an important department in any Government organization. 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. 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 in Divisional Hospital LKO 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 Safaiwala staff working in Divisional Hospital LKO. Keeping all aspects into consideration, the team has made one recommendation in the report identifying 17 posts of Safaiwala staff working in Divisional Hospital LKO 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 ₹ 49.52 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 Safaiwala staff working in Divisional Hospital LKO has been identified as surplus and recommended for surrender as under:</p> <table><tr><th>S No</th><th>Unit</th><th>Category/ Grade</th><th>S/S</th><th>Proposed staff</th><th>Surplus staff</th></tr><tr><td>1</td><td>Div. Hospital LKO</td><td>Safaiwala/ Gr 5200-20200+1800</td><td>52</td><td>35</td><td>17</td></tr><tr><td colspan="3">Total</td><td>52</td><td>35</td><td>17</td></tr></table>	S No	Unit	Category/ Grade	S/S	Proposed staff	Surplus staff	1	Div. Hospital LKO	Safaiwala/ Gr 5200-20200+1800	52	35	17	Total			52	35	17	2.4.3	ADRM/Admin/ LKO CMS/ LKO Sr.DPO/ LKO
S No	Unit	Category/ Grade	S/S	Proposed staff	Surplus staff																
1	Div. Hospital LKO	Safaiwala/ Gr 5200-20200+1800	52	35	17																
Total			52	35	17																

ACKNOWLEDGEMENT

The team is highly grateful to Smt. Veena Verma ADRM/ Admin/ LKO, Dr. VM Sinha/CMS/LKO & Sh. Babbal Yadav, 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 and Bihar. A sufficient goods and passenger traffic passes through Lucknow 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.

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 entire Hospital premises including wards, operation theaters, doctor's chamber etc. 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 Safaiwala staff working in Divisional Hospital LKO" 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 Lucknow 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. The safaiwala staff under Medical Department are functioning in Divisional Hospital at LKO.

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 Safaiwala staff working in Divisional Hospital LKO under the administrative control of CMS/LKO.

2.2.0 STAFF POSITION

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

SN	Unit	Category	S/S	O/R	Vacancy
1	Divisional Hospital LKO	Safaiwala	52	35	17
Total			52	35	17

The above table reveals that the on roll strength is 35 against the sanctioned strength of 52 and 17 posts of Safaiwala staff working in Divisional Hospital LKO are lying vacant.

2.3.0 CRITICAL ANALYSIS:

Medical Department is an important department in any Government organization. In Railways, Medical Department have important categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. 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. 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. During the review of requirement of Safaiwala staff, it was observed that the 35 No of safaiwala staff is sufficient to cope up with the existing workload.

2.4.0 REQUIREMENT OF STAFF

The team discussed the existing workload of Safaiwala staff working in Divisional Hospital LKO during the conduct of study. The team proposes the requirement of Safaiwala staff working in Divisional Hospital LKO

2.4.1 Safaiwala staff of Divisional Hospital LKO:

Sr. No	Location	No of staff Proposed
1	Ward 1-12 (01 staff for 02 wards in each shift (1*6*3)	18
2	Pathology deptt (1*Two shift)	02
3	Radiology (1*Two shift)	02
4	OT (1*Two shift)	02
5	Gallery and associated Area (1*Two shift)	02
6	Doctors Cabin & Office	01
Total		27
LR+RG @29% on 27		7.86
G Total		34.83 say 35

The on roll position of safaiwala staff in divisional hospital is 35 against the sanctioned strength of 52 and 17 posts of safaiwala staff are lying vacant. The bare requirement of safaiwala staff for divisional hospital comes to 35. Hence 17 posts of safaiwala staff are identified surplus and recommended for surrender.

RECOMMENDATION:

It is proposed that 17 posts of safaiwala staff working Division Hospital LKO are identified as surplus and recommended for surrender:

S. No.	Category	Grade	S/S	Proposed Staff	Surplus Staff
1	Safaiwala	5200-20200+1800	52	35	17
Total			52	35	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	Safaiwala	5200-20200+ 1800	2.4.1	17	24278/-	49,52,712/-
Total				17		49,52,712/-

No. of posts identified as surplus: -

Group 'C' = Nil posts

Group 'D' = 17 posts

Total = 17 posts

Anticipated recurring saving = ₹ 49.52 lakh per annum

Capital saving = Nil

Total saving = ₹ 49.52 lakh per annum

4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of Safaiwala staff working in Divisional Hospital LKO 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/-	52	1,51,49,472/-
Total				52	1,51,49,472/-

The above table reveals that expenditure on the sanctioned strength comes to ₹ 15,14,97,472/-per annum.

4.2.0. The annual expenditure on the proposed Safaiwala staff working in Divisional Hospital LKO 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/-	35	1,01,96,760/-
Total				35	1,01,96,760/-

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 1,01,96,760/-Therefore the expenditure will be reduced from ₹ 1,51,49,472/-to ₹ 1,01,96,760/-and an anticipated recurring saving of ₹ 49,52,712 per annum will be achieved.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Category and grade wise sanctioned and on roll position of Safaiwala staff working in Divisional Hospital LKO.	I
2	Authority Letter to conduct the work study report No. 16-CP/05/WS/2021-22.	II

WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of Safaiwala staff working in Divisional Hospital LKO

Activity Centre : - Divisional Hospital LKO,

S N	Sub activity	Staff Position	Work Study recommendation	Brief description of workload
1	Divisional Hospital LKO,	S/S = 52 O/R = 35 Vac = 17	SS = 52 Proposed = 35 Surplus = 17	Sanitation and up keeping of Divisional Hospital LKO.

Annexure-I

Annexure-II

STATEMENT SHOWING SANCTIONED, ON ROLL AND VACANCY POSITION OF
SAFAIWALA STAFF WORKING IN DIVISIONAL HOSPITAL, LKO

SN	Location	Category	Grade in Rs.	S/S	O/R	Vacancy
1	Divisional Hospital LKO	Safaiwala	5200-20200-1800	52	35	17
Total				52	35	17

Salient features of the work study

Name of the Work study: Review of Safaiwala staff working in N Rly. Divisional Hospital of LKO division.

No. 16-CP/05/WS/2021-22

- (i) The study is confined to provide the actual requirement of Safaiwala staff working in N Rly. Divisional Hospital of LKO division.

Medical Department is an important department in any Government organization. In Railways, Medical Department have important categories of staff like, Doctors, Nurses, Pharmacists and other paramedical staff to provide health care to the beneficiaries. 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. 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. During the review of requirement of Safaiwala staff, it was observed that 35 No of safaiwala staff is sufficient to cope up with the existing workload and 17 posts of Safaiwala staff identified surplus and recommended for surrender.

Staff proposed and identified surplus:-

Total sanctioned strength	52
On roll strength	35
Vacancy	17
Proposed strength	35
No. of post identified as surplus	17
Net recurring saving per annum	49.52 lakh