

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT

ON

**REVIEW OF HKA (HOUSE KEEPING ASSISTANT) UNDER SR DCM APDJ OF ALIPUDUAR
DIVISION.**

GUIDED BY:

SHRI B.LAKRA. SDGM

SHRI B.DAS. EO.

CO-ORDINATING OFFICERS & PERSONNEL

BRANCH OFFICER : SHRI A.M.THAKUR. Sr DCM/APDJ .

ASSOCIATED OFFICER: SHRI A.K.SARMAH.ACM./APDJ

DIVISIONAL INSPECTOR: SHRI AKHIL SAHA. CMI/APDJ.

CONDUCTED BY

SHRI B.R.GHOSE DASTIDAR, WSI.

SHRI A. BARUAH, WSI.

STUDY NO. WSNF/ 01/2021– 22.

CASE NO. Z/375/10/01/ 2021– 22.

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Review of HKA(House Keeping Assistant) under Sr DCM/APDJ of Alipuarduar Division.

STUDY NO : WSNF// 01/ 2021 – 22.

CASE NO : Z/375/10// 01/ 2021 – 22.

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : Sr DCM/APDJ.

DEPARTMENT : COMMERCIAL.

DATE OF COMMENCEMENT : 29/01/2021

DATE OF COMPLETION : 27/04/2021

DATE OF SUBMISSION : 27/04/2021

TERMS OF REFERENCE:

Approved annual Programme of Work Study.

NOS. OF RECOMMENDATION: 2(Two)

(1) In this work study 37 nos. of manned posts of Safaiwala/HKA(House Keeping Assistant) has been identified as surplus and proposed for Re-deployment for proper utilization of man power in Railways.

(2) The identified 37 nos. of manned posts of Safaiwala/HKA(House Keeping Assistant) may be surrender after Re-deployment for savings Railways Revenue.

PROJECTED MAN POWER:37 Posts.

PROJECTED FINANCIAL SAVING: Rs 165.45 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION: APRIL/2021

I N D E X

Chapter	Contents	Page No.
I	Introduction	4
II	Activities and work load	5-7
III	Critical analysis of staff requirements.	8 - 9
IV	Recommendation.	10
V	Financial implication.	
VI	Ready Reckoner	

CHAPTER-1

1. INTRODUCTION

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability . Taking into consideration to this objectives, The Railway Board has emphasized to take up review of staff strength of various departments in the Railway. In pursuance of this policy of Railway Board, the central planning Organisation of N.F.Railway/Maligaon has conducted this work study on requirements of Safaiwala under Sr DCM/APDJ of APDJ Division.

1.1 RATIONALE FOR CONDUCTING THIS STUDY:

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2 AUTHORITY:

SDGM of N.F.Railway.

1.3TERMS OF REFERENCE:

Approved Annual Work Study Programme

1.4METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DCM/APDJ & Subordinates and obtaining their views.
- c) Assess the workload for Commercial /field activity.
- d) Assess the workload for APDJ division's field units.
- e) Assess the staff requirements for the above workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to SriA.M.Thakur Sr DCM/APDJ, Sri A.K.Sarmah. ACM/APDJ , for their kind guidance and co-operation for conducting this study. The work study team is thankful to SriA.Saha CMI/APDJ for his assistance rendered to the work study team for conducting the subject study.

- 1.6. Sr DCM/APDJ has nominated Sri A.K.Sarma ACM/APDJ as associated officer and Sri Akhil SahaCMI/APDJ as associated supervisor for the said study (placed as Annex-I)

CHAPTER-II

SUMMARY OF WORK LOAD

2.1. Activities and Work load :

Safaiwala :

Sanitation services are to be provided in all the railway premises including the railway colonies, railway stations, circulating area, railway yards, office, coaches and the track. Cleanliness of these areas is a multidisciplinary approach by various departments of the Railways viz..Medical, Engineering, Commercial and Mechanical. The Medical Department maintains the sanitation at railway colonies where Health Inspectors are posted. The Commercial Department maintains other colonies, stations and also the Goods Offices, Parcel offices, etc.

The primary duty of Safaiwala under Commercial Department is to cleaning of Station round the clock which includes cleaning of platforms, Tracks, washable aprons, waiting rooms/halls, VIP lounge. Offices of stations and drains, circulating area and surrounding areas. Rag picking from outer signal to outer signal of both end stations . Garbage collection and disposal daily to dumping place away from station building. Beside this they have to perform other duties also as and when ordered by the in-charge of them.

House Keeping Assistant.

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

STATION WISE DISTRIBUTION OF HKA(Safaiwala) UNDER ALIPUDUAR DIVISION

SN	Station	Category	Pay band	Grade pay	BOS	On Roll strength	Vacancy
1	APDJ(CNL)	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
2	RVK	HKA (House Keeping Assistant)	5200-20200	1800	2	1	1
3	HOJ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
4	HSA	HKA (House Keeping Assistant)	5200-20200	1800	2	2	0
5	SMTA	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
6	KAMG	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
7	JOQ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
8	KOJ	HKA (House Keeping Assistant)	5200-20200	1800	3	2	1
9	SLKX	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0

		Assistant)					
10	BSGN	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
11	DTX	HKA (House Keeping Assistant)	5200-20200	1800	1	0	1
12	GUP	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
13	SRPB	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
14	GOGH	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
15	CROA	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
16	NOQ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
17	NCB	HKA (House Keeping Assistant)	5200-20200	1800	2	2	0
18	GDX	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
19	GUZ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
20	FLK	HKA (House Keeping Assistant)	5200-20200	1800	1	2	-1
21	COB	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
22	DHH	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
23	DQG	HKA (House Keeping Assistant)	5200-20200	1800	2	2	0
24	SXX	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
25	ATM	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
26	NMX	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
27	JPE	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
28	DLO	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
29	BNV	HKA (House Keeping Assistant)	5200-20200	1800	1	0	1

		Assistant)					
30	BNQ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
31	SVQ	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0
32	SJRR	HKA (House Keeping Assistant)	5200-20200	1800	0	1	-1
33	DDM	HKA (House Keeping Assistant)	5200-20200	1800	0	1	-1
34	KLGR	Safaiwala	5200-20200	1800	0	1	-1
				TOTAL	37	37	0

CHAPTER-III

CRITICAL ANALYSIS OF EXISTING WORK LOAD AND STAFF REQUIREMENTS :

3.1. Safaiwala :

Sanitation services are to be provided in all the railway premises including the railway colonies, railway stations, circulating area, railway yards, office, coaches and the track. At earlier, the Cleanliness of these areas is a multidisciplinary approach by various departments of the Railways viz..Medical, Engineering, Commercial and Mechanical. The Medical Department maintains the sanitation at railway colonies and Railway station . But, now-a-days , the Medical department is responsible for cleanliness of Railway Area, including Railway station, Railway Track , Station Circulating Area, even Medical Department had engaged out-agencies for those purposes, in this context, it is observed that the work load of Safaiwala is off-loaded. In this work study the study team emphasis on proper utilization of man power in Railways, obviously, it is proposed that the working strength in this category should be reduced to zero by redeployment of staff to other field where more staff is required and the vacant posts should be surrender immediately for saving of revenue.

3.2. House Keeping Assistant.

The duties and responsibilities are to look after the curative, preventive and environmental sanitation work in Rly. Stations, Circulating area attached to Rly. Stations, Colony Area, Office complex, Play ground and Parks, etc. and others in the vicinity of Railway Area.

3.1. EXISTING SANCTIONED STRENGTH OF HKA(Safaiwala) UNDER ALIPUDUAR DIVISION AND STATUS OF IDENTIFIED SURPLUS POSTS:

SN	Station	Category	Pay band	Grade pay	BOS	On Roll strength	Vacancy	Identified Surplus	Remarks
1	APDJ (CNL)	HKA (House Keeping Assistant)	5200-20200	1800	1	1	0	All 37 nos. of posts	(1) Rly Board advised that the Zonal Railways should go for Mechanized cleaning at all A & B category stations, exclusively Health Inspector Should be provided at these stations, Vide Rly Bd's Circular No-06/TG-IV/10/ Sanitation Policy Dt-04-01-2007 (Placed as Annex-II). It infers that cleaning of stations should be monitored by Medical staff under Medical Department . The present practice of
2	RVK	- Do -	5200-20200	1800	2	1	1		
3	HOJ	- Do -	5200-20200	1800	1	1	0		
4	HSA	- Do -	5200-20200	1800	2	2	0		
5	SMTA	- Do -	5200-20200	1800	1	1	0		
6	KAMG	- Do -	5200-20200	1800	1	1	0		
7	JOQ	- Do -	5200-20200	1800	1	1	0		
8	KOJ	- Do -	5200-20200	1800	3	2	1		
9	SLKX	- Do -	5200-20200	1800	1	1	0		
10	BSGN	- Do -	5200-20200	1800	1	1	0		
11	DTX	- Do -	5200-20200	1800	1	0	1		

12	GUP	- Do -	5200-20200	1800	1	1	0		<p>station sanitation by medical department is to engage out-agencies for the purpose.</p> <p>Thus, the work-load of HKA (House Keeping Assistant) under Commercial Department is off-loaded.</p> <p>(2) The Station Sup/Station Managers should be provided with adequate cash imprest for cleaning of Stations in addition to the existing arrangement at C, D & E category of stations for ensuring cleaning through utilisation of imprest or Departmental staff, option of out-sourcing the cleaning work of C, D & E categories of stations should be considered , vide commercial circular no- 47 of 2014 , circulated vide Rly. Bd's letter no- 2014/TG- IV/16/SAN/40/SWR dt- 26/11/2014</p>
13	SRPB	- Do -	5200-20200	1800	1	1	0		
14	GOGH	- Do -	5200-20200	1800	1	1	0		
15	CROA	- Do -	5200-20200	1800	1	1	0		
16	NOQ	- Do -	5200-20200	1800	1	1	0		
17	NCB	- Do -	5200-20200	1800	2	2	0		
18	GDX	- Do -	5200-20200	1800	1	1	0		
19	GUZ	- Do -	5200-20200	1800	1	1	0		
20	FLK	- Do -	5200-20200	1800	1	2	-1		
21	COB	- Do -	5200-20200	1800	1	1	0		
22	DHH	- Do -	5200-20200	1800	1	1	0		
23	DQG	- Do -	5200-20200	1800	2	2	0		
24	SXX	- Do -	5200-20200	1800	1	1	0		
25	ATM	- Do -	5200-20200	1800	1	1	0		
26	NMX	- Do -	5200-20200	1800	1	1	0		
27	JPE	- Do -	5200-20200	1800	1	1	0		
28	DLO	- Do -	5200-20200	1800	1	1	0		
29	BNV	- Do -	5200-20200	1800	1	0	1		
30	BNQ	- Do -	5200-20200	1800	1	1	0		
31	SVQ	- Do -	5200-20200	1800	1	1	0		
32	SJRR	- Do -	5200-20200	1800	0	1	-1		
33	DDM	- Do -	5200-20200	1800	0	1	-1		
34	KLGR	- Do -	5200-20200	1800	0	1	-1		
				TOTAL	37	37	0	37	

CHAPTER-IV

RECOMMENDATION

(1) In this work study 37 nos. of manned posts of Safaiwala/HKA(House Keeping Assistant) has been identified as surplus and proposed for Re-deployment for proper utilization of man power in Railways.

(2) The identified 37 nos. of manned posts of Safaiwala/HKA(House Keeping Assistant) may be surrender after Re-deployment for savings Railways Revenue.

CHAPTER- V

FINANCIAL IMPLICATION

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	Safaiwala	5200-20200/-	1800/-	14,500	37,265	4,47,180	37	1,65,45,660
						TOTAL	37	165.45 Lakhs/Annum

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs.165.45 Lakhs (say) per annum.

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of 7 th CPC(2.57) & revised Pay	Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180