

No-WCR/WS/2021-22/01

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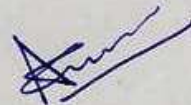
DRM/JBP

Sub: Submission of work study report on "Review of House Keeping Assistant (Cons. Safaiwala) in Medical Deptt. of JBP Division."

A Work Study on "Review of House Keeping Assistant (Cons. Safaiwala) in Medical Deptt. of JBP Division" has been conducted. The report on above subject is enclosed herewith.

Kindly go through with the recommendations incorporated in the work study report and send your acceptance to this office early.

DA: - As above



(Ajai Kumar)
AWSO/WCR
For DGM (G) WCR

C/- **CMS/JBP** - for information & necessary action please. Along with copy of Work Study Report.

C/- **Sr.DPO/JBP** - for information & necessary action please. Along with copy of Work Study Report.

WEST CENTRAL RAILWAY



WORK STUDY REPORT ON

*“Review of House Keeping Assistant (Cons. Safaiwala) in
Medical deptt. of Jabalpur division”*

STUDY PERSONNELS

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Asstt. Work Study Officer

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WORK STUDY ORGANISATION - JABALPUR

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SYNOPSIS

Indian Railway is one of the biggest transportation organizations among all other transport organizations in the country. In fact, Railway is backbone of the country's transport systems.

Indian Railway Health Care delivery System has to perform following two important functions:

1. Functions related to Industrial Medicine :
 - a) To attend Railway accident & other untoward incidences.
 - b) To provide emergency medical treatment to travelling sick passengers.
 - c) Pre employment Medical examination to allow only fit & suitable candidates to join the services.
 - d) PME (Periodical Medical Examination) of serving employees to allow fit person to continue in those jobs which are related to safe running of the train.
2. Functions related to Medical treatment to Railway beneficiaries:
 - a. A constant vigil is maintained to check on quality of drinking water made available at Railway Stations.
 - b. Regular inspection of kitchen & food stalls.
 - c. Safe food supply at Railway stations etc.

Indian Railway health care delivery system is providing Industrial medicine as per the need of the Indian Railway and also providing medical treatment to Railway beneficiaries. The system is a dynamic system which makes suitable changes in proper time to provide proper medical treatment to Railway beneficiaries.

Keeping in view, all these constraints, Work Study Cell is assigned to conduct work study of ***“Review of House Keeping Assistant (Cons. Safaiwala) in Medical deptt. of JBP divn.”*** with a view to assess the staff requirement as per the existing workload after technological up gradation and outsourcing.

To arrive at the actual requirement of staff, the team held discussions with officers and supervisors of this division.

CHAPTER-I

1. INTRODUCTION

1.1 Work Study on “*Review of House Keeping Assistant (Cons. Safaiwala) in Medical deptt. of JBP divn.*” been taken as a “Crash Work Study” for the year 2021-22.

1.2 There are two types of Safaiwala under Medical deptt. JBP:

1. Conservancy Safaiwala
2. Hospital Safaiwala

A	Conservancy safaiwala deals with cleaning of Railway Colonies as sweeping, garbage disposal, cleaning of tank of quarters etc.
B	Hospital Safaiwala deals with cleaning of Railway Hospitals/Dispensaries.

1.3 Activities of Conservancy Safaiwala:

1	Cleaning washing of commodes of latrine pane and chamber pots provided in the lavatory in the morning and once in an afternoon.
2	Cleaning of water closets once in the morning.
3	Washing of lavatory floor once a day probably in the morning.
4	Cleaning of common house drain and court yard once a day preferably in the morning.
5	Sweeping front and back of quarters.
6	Removal of refuse to nearest depot.
7	Sweeping of the road from sides to the centre in the colonies.
8	Safaiwala spraying insecticide, bleaching power etc. in colony and its surrounding areas time to time.

1.4 Activities of Hospital Safaiwala:

1	Cleaning washing of commodes of latrine pane and chamber pots provided in the Hospital lavatory continuously when required.
2	Cleaning of water closets.
3	To clean and Sweep inside/outside of Ward, Doctor's room, ICU etc.

4	To clean and washing Labour Ward, OPD etc.
5	To clean verandas and corridors of wards, Office of Administrative areas including stores and kitchens.
6	To clean Operation Theater, Surgical Ward, Orthopedic Ward regularly.

1.5 Outsourcing:

There is a contract of for Safaiwala activities of Partially cleanliness Work for Jabalpur division for a period of one year from 12.11.2018 to 11.11.2020 @ 547455.00 rupees per month as per letter no. JBP/04/CH/JBP/2019 dated 15.05.2019 has already functioning.

1.6 Some Terms & conditions for running of contract:

A.	Work contract with 28 labours in 03 shifts at Central Hospital, JBP.
B.	Working Hours , In morning 07.00 to 15.00, 15.00 to 23.00 & 23.00 to 07.00. In total of 28 staffs, in morning shift 11 Male & 07 ladies staffs to be worked.
C.	The work should be finished till 5 O'clock of every day.
D.	The employees are not less than 18 years of age and upto 50 years of age.
E.	The Railway shall provide storage space for keeping the machines at Railway colony.
F.	Contractor shall be solely responsible for safety of machines. Loss & theft of machines in this regard will be borne by contractor.
G.	The contractor shall not demand /claim any price escalation on account of any reason of price hike or any other reason.
H.	The supervision work will be carried out in co-ordination with Railway working and under the instructions of CHI.
I.	All cleaning works shall be done as per the directions of CHI/HI and all the areas shall be kept cleaned all the time.
J.	The supervision work will be carried out in coordination with Railway working and under the instruction of CHI/HI/deputed medical officer.
K.	If in a day, there is no work then penalty will impose Rs. 10000/- per day.
L.	The contractor shall be responsible for compliance with the provision of the payment of Wages Act.
M.	Staff should in duty with uniform& identity card.

N.	All glasses of doors and windows shall be cleaned everyday. Beside, the contractor will carry out dusting as and when required. Cleaning windows from outside New Building façade will be done every month including removal of cobwebs and dusts from window frames.
O.	Removal of cobwebs in complete building and cleaning side walls, railing and pillar's etc. every week. Beside the contractor will carry out the same as and when required.
P.	To follow instructions of nurse in charge for urine examination and providing enema to patients, whenever required.
Q.	To help needy patient to carry to toilet. Whenever required.
R.	To follow instructions of nurse in charge for urine examination and providing enema to patients. Whenever required.
S.	To wash contaminated clothes with soap and water immediately and dry it before sending it to dhobi for final cleaning.
T.	To follow instructions of nurse in charge for packing of dead bodies.
U.	During any kind of disaster any other work given by hospital administration.
V.	The Railways shall not be responsible for death, injury or accident to contractor's employees which may be arise out of and in course of their duty in the Railways premises and in the event the Railways is required to pay any damage/ compensation in respect of such employees, he hereby agrees to pay to the Railways.
W.	The contract is liable to be terminated by Railways at any time by giving short notice regarding termination of contract.
X.	The contractor shall provide apron to their employees and will continue as per actual requirement to provide the same number of dustbins on monthly basis. Plastic placed in the dustbins will be replaced on daily basis & the condemned & discarded dustbins shall be deposited with SM for disposal as per Railway rules.
Y.	The contractor shall personally ensure supervision and deploy supervisors exclusively to supervise the work as mentioned above so as to ensure that the services rendered are under guidelines and to the satisfaction of the Railways.

CHAPTER-II

2. HOUSE KEEPING ASSISTANT (CONS. SAFAIWALA) IN MEDICAL DEPTT.

House Keeping Assistant (Cons. Safaiwala) in Medical department is provided for the cleanliness of railway hospitals/dispensaries and railway colonies.

There are two types of House Keeping Assistant (Safaiwala), working under Medical deptt. of JBP division:

1. Conservancy Safaiwala- responsible for cleaning of Rly. Colonies as sweeping, garbage disposal, cleaning of tank of quarters etc. as indoor and outdoor cleaning.

2. Hospital Safaiwala- deals with cleaning of Rly. Hospitals/dispensaries.

- 2.1** Sanctioned strength and men on roll position of House Keeping Assistant (Cons. Safaiwala) in Medical deptt. at JBP division is as under:-

SN	Health Unit/Station	SS	MOR
1.	NKJ station	09	09
	Total	09	09

2.2 Summary of House Keeping Assistant (Cons. Safaiwala):

Category	S.S.	M.O.R
House Keeping Assistant (Cons. Safaiwala)	09	09

Above table shows that the at present 09 and 09 men on roll.

2.3 Outsourcing:

2.3.1 Advantages of Outsourcing Activities:

1	Monetary Saving compared to present system.
2	Availability of physically fit person for the job.
3	No detention to trains due to absenteeism, absconding from duty, incapability of doing the job due to old age

	etc.
4	Administrative convenience.
5	Less / no union activities therefore better work culture.
6	Enforce conditions as per the requirement and benefits to Railways.
7	Saving of valuable manpower

2.4 Yardstick: -In olden days, when these yardsticks were come into force. There is no yardstick in this field.

2.5 Critical analysis:

There are two hospital (JBP & NKJ) functioning within JBP division with 125 bed and 25 bed respectively.

Present sanctioned strength is very old and after that period, extension of hospital has been occurred like Auditorium, super specialist block, new OPD, waiting hall, dormitory for patient's relatives, enquiry room, new medicine store, sonography deptt, new kitchen room, casualty, officer cabin, 3 no OPD, etc. No additional staffs are sanctioned for these establishments. To cater existing workload, available staff is not sufficient.

House Keeping Assistant (Cons. Safaiwala) work is such activity, which does not require any expertise, or the well trained staff. The service can be got at cheaper rate by out sourcing. To improve the quality of cleanliness of major stations of division, Mechanized Cleaning Contracts have been awarded at so many offices and seven major stations of the Jabalpur division. Quality of cleanliness and financial economy has achieved with the help of modern machinery and equipments.

At present, 28 contract House Keeping Assistant (Cons. Safaiwala) are working including existing House Keeping Assistant (Cons. Safaiwala) which are burden on railway.

So, 09 posts of House Keeping Assistant (Cons. Safaiwala) in Medical department of Jabalpur division should be surrendered immediately.

Financial implication shown at para no. 2.6 has reveals a drastic economy in expenditure of salary.

2.6 Feasibility of Outsourcing:

Financial Implication for outsourcing of 09 posts of House Keeping Assistant (Cons. Safaiwala) of Jabalpur division is as under-

Particular	Amount
Mean of grade	20,750
DA@17%	3,528
Salary Per Month	24,278
X 12 = Per annum	2,91,336
X No. of posts (09)	26,22,024
Say	26.22 Lakhs

For Out Sourcing	
Per day rate of private safaiwala	@ Rs.469.25
Per Annum Rs 469.25 x 09 x 365	15,41,486.25, Say Rs. 15.41 Lakh

Saving Per Annum	10,80,537.75
Rs. 26,22,024 - Rs. 15,41,486.25	Say 10.80 Lakh Per Annum

Financial implication shown above, is excluding PLB, Night Allowance, Pass/PTO, other allowances, Medical and other welfare facilities. It is also excluded of the expenditure of materials required for cleaning.

2.7 Recommendation: - With a view to achieve economy and better performance, the out sourcing of House Keeping Assistant (Cons. Safaiwala) activities at Jabalpur division is recommended. All the 09 posts of House Keeping Assistant (Cons. Safaiwala) should be surrendered immediately.

CHAPTER III

3

FINANCIAL IMPLICATION

Financial implication on surrender of existing sanctioned strength of 09 posts of House Keeping Assistant (Cons. Safaiwala) in Medical department of JBP division is as under-

3.1 Calculation for 09 sanctioned posts of grade pay of Rs.1800/- is as under:

Particular	Amount
Mean of grade	20,750
DA@17%	3,528
Salary Per Month	24,278
X 12 = Per annum	2,91,336
X No. of posts (09)	26,22,024
Say	26.22 Lakhs

For Out Sourcing	
Per day rate of private safaiwala	@ Rs.469.25
Per Annum Rs 469.25 x 09 x 365	15,41,486.25, Say Rs. 15.41 Lakh

Saving Per Annum	10,80,537.75
Rs. 26,22,024 - Rs. 15,41,486.25	Say 10.80 Lakh Per Annum

Saving Say, Rs. 10.80 Lakhs Per Annum.
