



**EAST CENTRAL RAILWAY**

**WORK STUDY REPORT**

**ON**

**Review the Staff Strength of  
Caretaker & Safaiwala of Electrical (OP) Department  
of Sonpur Division.**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Efficiency/WSR/SEE/21-22/03**

**REVIEW  
OF  
STAFF STRENGTH  
OF  
CARETAKER & SAFAIWALA OF ELECTRICAL(OP)  
DEPARTMENT OF SONPUR DIVISION**

**(ECR/Effi./WSR/SEE/21-22/03)**

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**WORK-STUDY CELL**

**East Central Railway**

**HAJIPUR**

## EXECUTIVE SUMMARY

Study No.	ECR/Eff./WSR/SEE/21-22/03
Subject	REVIEW OF STAFF STRENGTH OF CARETAKER AND SAFAIWALA OF ELECTRICAL(OP) DEPARTMENT OF SONPUR DIVISION
Area	SONPUR
Division	SONPUR
Department	ELECTRICAL(OP)
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	07
Financial Implication	42.87 Lakh
Month of Circulation	JUNE, 2021

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## **TERMS OF REFERENCE**

The study has been conducted under the following terms of references:

- a) To review Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Caretaker and Safaiwala vis-à-vis workload of Electrical (OP) Department of Sonpur Division .
- c) To suggest ways and means to improve working of Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division .

## **METHODOLOGY ADOPTED**

The following techniques have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Hold discussions at various levels with a view to produce fruitful results.
- iii) Reassessment of manpower requirement by applying on need base.

## SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. These technological up gradations have shown the considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, all these constraints, The Work Study Cell was assigned to conduct work study of Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division with a view to assess the staff requirement as per the existing workload .
3. Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division also plays a vital role in Indian Railways and leads in performance of any zonal Railway. A sanctioned strength 07 staff is provided in Electrical Department of Sonpur Division.
3. Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division is under control by Sr DEE(OP) and assisted by AEE, Chief crew controller and other staff of Electrical Department. It deals with cleaning of Running Room, Office and crew lobbies etc. At present 7 Sanction Strength & 4 men are working under chief crew controller of Electrical(OP) department of Sonpur Division.

## Chapter-I

### INTRODUCTION

Indian Railways is one of the biggest Government Organization in the country whose prime motto is to provide cheap and best transportation services to their users at desired level of safety, security and punctuality. Being a large organization it plays a vital role in the Indian economy. Now-a-days, Indian economy is facing tough time. So, it is the moral responsibility of every government organization to keep close watch and check on its expenditure.

Safaiwala is utilized for some important cleaning work such as cleaning of Running Room, Office and crew lobbies etc. and Caretaker is utilized for linen work of Running Room.

Competent Authority has approved a Work Study on " Review of staff strength of Caretaker and Safaiwala vis-à-vis workload of Electrical(OP) Department of Sonpur Division with a view to assess the staff requirement as per the existing workload and best utilization .

## **Chapter- II**

### **Existing Setup:-**

BOS - 07

MOR - 04

Vacancy - 03

The actual staff strength of Caretaker and Safaiwala of Electrical (OP) Department SEE is 04 against the sanctioned strength of 07 and (Annexure-I) as per data given by Sr.DEE(OP)/SEE. There are 04 Crew lobbies and 04 Running Room under Sr.DEE(OP)/SEE given as below:-

#### **Crew lobbies**

1. SEE
- 2.MFP
3. BJU
4. MNE

#### **Running Room**

1. SEE
- 2.MFP
3. BJU
4. MNE

### Chapter- III

#### **Critical Analysis:-**

**BOS - 07                      MOR- 04                      Vacancy - 03**

As the Work of Caretaker and Safaiwala have been outsourced, then there is no need of Caretaker and Safaiwala staff .

Hence work study team is of the strong view to recommend to surrender 07 posts (03 posts of Caretaker and 04 posts of Safaiwala).

At present sanctioned strength is	=	07
At present men on roll is	=	03
At present requirement	=	00
Excess Staff	=	07

## Chapter – IV

### **Recommendation:-**

**BOS -07**

**MOR -04**

**Vacancy -03**

Total Sanction Strength	= 07
Total Men On Roll	= 04
Total Vacant Posts	= 03
Total Staff Required	= 00
Excess Staff	= 7

After going through the requirement of staff the work study team recommends to surrender 07 posts (03 posts of Caretaker and 04 posts of Safaiwala).

## Chapter – V

### **Financial Savings:-**

If the recommendation of the study report implemented, the annual recurring financial savings will be as under:-

S.No	Category	Scale of pay(Rs)	No. of posts	Mean pay per month (Rs)	Annul financial savings (Rs.) in Lakh
1.	<b>Caretaker</b>	29200-92300	01	71078	852936
		25500-81100	01	62361	748332
		19900-63200	01	48614	583368
2.	<b>Safaiwala</b>	18000-56900	04	43817	2103216
TOTAL			07		4287852 i.e 42.87 Lakh

**Annexure-I**

Staff strength of Caretaker and Safaiwala of Electrical (OP) department of Sonpur Division as on 14-06-2021.

S.No.	Department	Category	Scale	Grade pay	Sanctioned Strength	MOR	Vacancy
1.	Electrical (OP)	Safaiwala	5200-20200	1800	04	04	00
2.	Electrical (OP)	Caretaker	5200-20200	2800 2400 1900	01 01 01	00	03
Total					07	04	03