

EAST CENTRAL RAILWAY

WORK STUDY REPORT

**To assess the utility of Safaiwalaof Medical
Department of Samastipur Division**

EFFICIENCY CELL

EAST CENTRAL RAILWAY

HAJIPUR

Study No. ECR/Efficiency/WSR/SPJ/20-21/01

**REVIEW
OF
STAFF STRENGTH
OF
SAFAIWALA SANITATION OF
MEDICAL DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/19-20/17)**

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WORK-STUDY CELL

East Central Railway

HAJIPUR

EXECUTIVE SUMMARY

Study No.	ECR/Efficiency/WSR/SPJ/20-21/01
Subject	Review of staff strength safaiwala of Medical Department of Samastipur Division.
Area	Medical Department .
Division	SPJ
Department	Medical
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations.	1
Post recommended for surrender.	67
Financial Implication	352.28 Lac per annum
Month of Circulation	June 2020

INDEX

Chapter	Contents	Page No.
	Terms of reference & Methodology adopted	01
	Synopsis	02
I	Introduction	03
II	Present scenario	04-05
III	Critical analysis	06
IV	Recommendation	07
V	Financial Saving	08
VI	Summary	09
VII	Annexure-1	10

TERMS OF REFERENCE

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

- a) To review of staff vis-a-vis workload of Safaiwala of Medical Department Samastipur Division with a view to identify the surplus manpower in unit.
- b) To assess the effective utilization of Safaiwala working in Medical Department, Samastipur Division.
- c) To suggest ways and means to improve working of Safaiwala of Medical Department, Samastipur Division.

METHODOLOGY ADOPTED

The following methodology adopted to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussions hold at various levels with a view to produce fruitful result.
 - Discussion with CMS/SPJ
 - Discussion with concerning CHI of Samastipur Division.
 - Assessment of work load.
 - Arriving of staff requirement.
- iii) Reassessment of manpower requirement by applying outsourcing activities.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still it is in progress in every sphere of the system. These technological up gradations have shown considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, the Work Study Cell was assigned to conduct work study of Safaiwala of Medical Department, Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Safaiwala(Sanitation) of Medical Department, Samastipur Division also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. Safaiwala is under control of CMS/SPJ and assisted by ACMS, Sr. DMO, CMP, concerning CHI/HI of Division and other staff of Medical Department. It deals with cleaning of Railway Colony, Station premises, road, service building, circulating area, drain and disposal of garbage etc.

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 road, service building, circulating area, drain and disposal of garbage etc

Competent Authority has approved a Work Study on " Review of staff strength of Safaiwala of Medical Department Samastipur Division" with a view to assess the staff requirement as per the existing workload and best utilization .

CHAPTER –II

Present scenario:

BOS –73

MOR -64

Vacancy – 09

- 1.1 Railway is one of the biggest transport organization whose services are utilized by a large number of floating population. It becomes more important to maintain hygiene to avoid spread of any communicable disease. Therefore, it is advised to have a set up which can ensure cleanliness and hygiene in the Railway premises both in the station area and in the Railway colony.
- 1.2 Apart from running of trains & maintaining cleanliness in the station premises and Railway colonies is one of the prime objectives of the Railway.
- 1.3 Sanitation and hygiene work is under the control of CMS/SPJ who is assisted by Sr. DMO, CMP, CHI,HI and other staff of sanitation of Samastipur Division.
- 1.4 The actual staff strength of Safaiwala of Medical Department of Samastipur Division is 64 as against the sanctioned strength of 73 (Annexure –I) as per data given by CMS /SPJ. There are many points of Safaiwala (Sanitation) in Samastipur Division Such as:- CHI/SPJ,DBG.SHC.NKE,BMKI and BNKI

1.5 : Position of Safaiwala of Medical department of Samastipur Division as on 23.06.2020 .

Sl.No.	POINTS/STATION	S/S	MOR	Vacancy
01	Railway hospital	24	22	02
02	CHI/DBG	21	11	10
03	CHI/NKE	15	11	04
04	HI/SHC	08	08	00
05	CHI/BMKI	02	02	00
06	CHI/BNKI	03	03	00
		73	57	16

i) **Railway Hospital /SPJ:-** As per observation Medical safaiwala are utilized for cleaning work of Male medical ward, Female medical ward , isolation ward , emergency ward , X ray , CMS office and small drain cleaning etc.

(ii) **CHI/DBG:-** As per discussion with CHI/DBG the station area is out sourced only sanitation work of colony and service building is done by railway staff.

(iii) **CHI/NKE :-** As per discussion with CHI/NKE, station is out sourced, only sanitation work of colony and service building is done by railway staff.

(iv) **CHI/ SHC :-** As per discussion with HI/SHC ,the station is outsourced and colony is not outsourced. Sweeping work is done by sanitation safaiwala.

(v) **CHI/BMKI :-** As per discussion with CHI/BMKI, station is out sourced, only sanitation work of colony and service building is done by railway staff.

(vi) **CHI/BNKI :-** As per discussion with CHI/BNKI, station is outsourced, sanitation work of colony and service building are done by outsourcing staff.

CHAPTER -III

1.0 Critical analysis :

BOS – 73

MOR -64

Vacancy –09

The actual strength of safaiwala is 64 against the sanctioned strength of 73. The staff requirement for the present work load of sanitation is arrived on outsourcing activities. The activities of safaiwala in different unit of Samastipur Division may be outsourced. After outsourcing all 73 posts of Safaiwala may be surrendered.

CHAPTER:- IV

Recommendation

BOS -73

MOR -64

Vacancy - 09

After Practical assessment of work load and activities of sanitary staffs working in Samastipur Division, work study team has made its assessment of staff on outsourcing base. It is observed that 67 posts of Safaiwala may be recommended for surrender in face of outsourcing. Rest 06 posts of Safaiwala is already recommended for surrender in 2019-20.

Total Sanction Strength = 73

Total Men on Roll = 64

Total Staff required = 00

Excess Staff = 67 + 06 = 73

(06posts has already been recommended for surrender in 2019-20)

Excess Staff i.e 67 posts of Safaiwala may be recommended for surrender and financial saving will be Rs.352.28 Lakh per annum.

CHAPTER: - V

FINANCIAL SAVINGS:-

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

S.N o.	Category	Scale of pay (Rs.)	Grade pay	Level	Mean pay per monthl	DA @ 17%	Total pay per month per staff (Rs.)	No. of post	Annual financial savings (Rs. In lakh)
1	Safaiwala	5200- 20200	1800	1	37450	6367	43817	67	35228864
Total								67	i.e 352.28 Lakh

CHAPTER VI

Summary:-

After critically examining the work load of category of Safaiwala working in Medical Department of Samastipur Division, work study team proposes as below:-

S.No.	Designation	BOS	Man on Roll	Requirement as per WS	Proposed surrender	Remark
1	Safaiwala	73	64	00	67 (06 posts already recommended for surrender in 2019-20)	67 posts may be surrendered
Total		73	64	00	67	

Total post proposed for surrender = 67

Annexure -I

**Sanction Strength of Safaiwala of Medical Department of Samastipur Division
as on 23.06.2020**

Sl NO.	Category	Scale	Grade Pay	Sanctioned Strength	Men on Roll	vacancy
1	Safaiwala	5200-20200	1800	73	64	09
	Total			73	64	09

EAST CENTRAL RAILWAY

**Office of the
General Manager (Vig.)
Hajipur**

Dated:-06.07.2020

No.: - ECR/Eff./WSR/SPJ/20-21/01

CMS

**East Central Railway,
Samastipur**

**Sub.:- Work study report on adequacy staff strength of Safaiwala of
Medical Department of Samastipur Division.**

In connection to above, it is intimated that work study has been conducted on adequacy of staff strength of Safaiwala of Medical Department of Samastipur Division. The work study has recommended to surrender of 67 posts of Safaiwala.

Hence, It is requested to scrutinize the work study report and send the reply within 10 days so that, the report may be finalized and intimated to Railway Board .


(A. Khalifa)
Efficiency Officer
For SDGM

Copy to: (i) PCMD/ HJP for kind information please.
(ii) PCPO/HJP for kind information please.
(iii) ADRM/SPJ for kind information please.
(iv) Sr. DPO /SPJ for kind information please.


For SDGM
06/07/2020