



WORK STUDY REPORT  
ON  
REVIEW OF SAFAIWALA (HOUSE KEEPING) STAFF  
WORKING UNDER CHI COLONY OF MEDICAL DEPTT  
OVER  
AMBALA 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

DATE OF COMMENCEMENT: 07.02.2022

DATE OF COMPLETION : 10.03.2022

Central Planning Cell  
Northern Railway,  
Headquarters 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 HKA staff under medical department over Ambala Division.

### STAFF POSITION

The total sanctioned and on roll strength of House Keeping Assistant (HKA) working under CHI colony of Medical Deptt over Ambala Division is as under:-

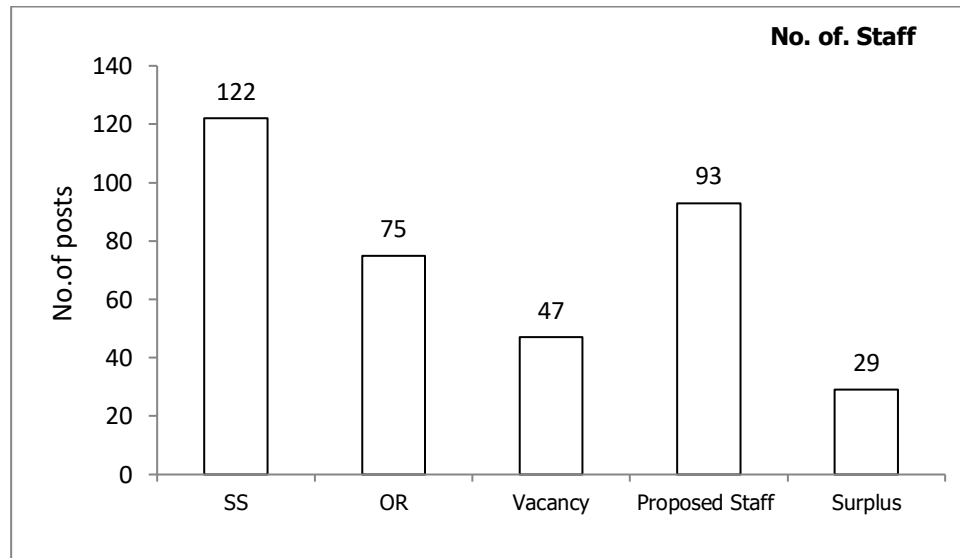
S.N.	Category	S/S	O/R	Vacancy.
1	HKA	122	75	47
Total		122	75	47

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

Gr. 'C' = Nil  
Gr. 'D' = 29 posts  
Total = 29 posts

### FINANCIAL IMPLICATIONS:

Anticipated recurring savings = ₹ 94.59 lakh per annum.  
Capital saving = Nil  
Total = ₹ 94.59 lakh per annum.



## INDEX

S. No.	Contents	Pages	
		From	To
1	Synopsis	4	-
2	Summary of recommendations	5	-
3	Acknowledgement	6	-
4	Introduction	7	-
5	Brief description, staff position, Workload Critical analysis, proposed requirement of staff, Recommendations and general observation.	8	18
6	Financial implications	19	-
7	Productivity	20	-
8	List of annexure	21	-
9	Work study report detailed chart	22	-

## SYNOPSIS

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 of House Keeping Assistant (HKA) working under CHI colony of Medical Deptt over Ambala Division to Central Planning Cell HQ Office, Northern Railway with a view to economize utilization of existing HKA 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 discussed the CHI/Railway colonies under the Administrative Control of CMS/UMB over Ambala Division and studied the existing system of working of HKA staff and observed that most of the workload of HKA staff are being done by Departmental staff and conservancy and desilting and cleaning of nala on contract basis. The team also noted that the activities being carried out by contractors are cheaper than the departmental labour. Keeping all aspects into consideration, the team has made two recommendations in the report identifying **29** posts of HKA staff as surplus under Medical Department over Ambala Division and recommended for surrender. If all the recommendations made in the report will be implemented in toto, a net recurring saving to the tune of ₹ **94.59** lakh per annum.

## SUMMARY OF RECOMMENDATIONS

S. N.	Recommendations	Refer para No.	Accepting/ implementing authority.
1	It is proposed that <b>29</b> posts of HKA staff in Gr. ₹ 5200-20200-1800 has been identified as surplus and recommended for surrender under the administrative control of CMS/Divisional Hospital UMB over UMB Division	2.5.0	ADRM/OP/UMB CMS/UMB Sr.DPO/UMB
2	It is proposed that cleaning work of all quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division to be outsourced in line with the ongoing contractual work, under Medical Department and thus the resultant surplus posts of HKA should be surrendered.	2.7.0	-do-

\*\*\*\*\*

## ACKNOWLEDGEMENT

The team is highly grateful to Shri Guninder Singh Narang, ADRM/OP/UMB, Dr. S.M. Sharma CMS/UMB & Sh. Naresh Kumar, Sr.DPO/UMB 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 Ambala Division is an important division of Northern Railway spread over the territories of Haryana, Punjab and Uttar Pradesh. A sufficient goods and passenger traffic passes through Ambala Division, Medical Department has been entrusted the work of cleanliness of Railway colonies and Railway premises.

1.2 Cleanliness is one of the important aspects in human life. Neat and clean working environment not only keep the person healthy but also increase the working efficiency. Due to change in government policy, certain activities where the safety aspect is not involved like cleaning activity, maintenance work in works branch of Engg. Deptt; loading/unloading of parcel and handling of guards/loco pilots boxes etc, are being carried out by contractual labour on contract basis successfully. By implementation of these policies, the quality of work has improved whereas the expenditure incurred on labour charges have reduced as the establishment costs of government employee is very high. Technological advancements have also been introduced like jet cleaning machine, vacuum cleaner, modern wipers, improved infrastructure i.e., glazed floors, walls and stairs etc. This has resulted in less cleaning and encouragement of modern equipments, which has eased the working of HKA staff. This has not only reduced the physical stress and workload of staff but also improved the standard of cleanliness.

1.3 Keeping in view above, SDGM/NR assigned a work study on "Review of Safaiwala (House Keeping Assistant) (HKA) staff working under CHI colony of Medical Deptt over Ambala Division" with a view to optimum utilization of existing HKA staff to cope up the existing workload

## 1.4 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.

## 1.5 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 Ambala division is an important division of Northern Railway. Railway HKA staff carries out the cleaning activities at Railway colony & premises. The cleaning activity carried out by Railway staff in the division is supervised by the medical Department. HKA staff is utilized for cleaning/sweeping of offices, Railway colonies, roads, surrounding area and drains etc. The HKA staff under medical department is functioning under chief health inspector/health inspector at different colonies over Ambala Division.

2.1.2 The study is confined to HKA staff under medical department. It is therefore, essential to mention the CHI/HI headquarters controlled by CMS/UMB at different locations over UMB Division which are as under:-

1. Chief Health Inspector/colony, UMB
2. Chief Health Inspector/colony, Rail Vihar UMB
3. Chief Health Inspector/colony, CDG
4. Chief Health Inspector/colony, SRE
5. Chief Health Inspector/colony, BTI
6. Chief Health Inspector/colony, KLK
7. Chief Health Inspector/colony, JUDW

2.2.0 STAFF POSITION

2.2.1 During the course of study the team got the detailed staff position from 'P' Branch of UMB Division as well as from each CHI Office. The team has taken into consideration the sanctioned strength, as provided by the Divisional Headquarter and on roll position as provided by each CHI. The detailed staff position is placed at Annexure-II in the report and summarized position of the same is tabulated below :-

S. No.	Colony CHI	S/S	O/R	Vacancy
1	Ambala Cantt (UMB)	41	26	15
2	Rail Vihar UMB	-	-	-
3	Chandigarh (CDG)	01	-	01
4	Saharanpur (SRE)	21	07	17
5	Bathinda (BTI)	19	13	06
6	Kalka (KLK)	20	13	07
7	Jagadhari (JUDW)	20	16	04
Total		122	75	47

The above table reveals that the on roll strength is 75 against the sanctioned strength of 122 and 47 posts of HKA are lying vacant under CHI/HI/colony over UMB Division.



### 2.2.2 Work Load:-

During the conduct of study the work study team also got the work load in terms of Number of Quarters, area, length etc. from each CHI/colony. The detail of which is placed as annexure No. III in the report and the summarized position of the same is depicted as under:

#### I Quarters:

Type of qtr.	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Type-I	872	247	40	887	839	595	1041	Work load of Qtrs taken in Number
Type-II	438	299	230	430	365	484	718	
Type-III	72	81	50	109	51	31	159	
Type-IV	27	65	21	33	09	33	35	
Type -V	01	33	06	01	--	--	08	
Type-VI	--	--	--	--	--	--	--	

#### II Drains:

Type of Drain	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Surface Drain up to 12" rft	35183		3516	39268	10118.6	14767	19660	Work load of drains taken in rft (running feet)
Surface Drain above 12" rft	15271.68		2539	16706	--	--	33351	
Gully Trap	1051	512	347	1329	1264	367	15	Work load of Gully trap/ Manholes taken in Nos
Manhole	1942	600	169	620	03	582	1000	

#### III Area:

Location	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Area of Park, Open Ground, Roads etc	1141910	262550	1658402	2465656	2110329	673220	9147617.8	Work load of open area / office taken in sqft (square feet)
Service Buildings	--	--	--	--	--	--	101466	

### 2.3.0 CRITICAL ANALYSIS

2.3.1 Sanitation is an essential activity in any working/residential place. The working/residential place of human being should be neat and clean which helps to keep the person healthy, fit and also affect the working efficiency. A sufficient number of HKA (Safaiwala) staff is deployed under Medical Department over UMB division for upkeep of the standard of cleanliness. Due to introduction of advance technology and adoption of modern techniques, a lot of mechanized/ sophisticated machines have been introduced in the sphere of cleaning i.e. jet cleaning machine, vacuum cleaner, electric wiper etc. which not only improve the standard of cleaning but also affects the utilization of available manpower. It is also true that after implementation of the 7<sup>th</sup> Central Pay Commission, the establishment cost of government employee has increased tremendously. Consequently, the Railway has changed their policy and now it encourages contractual system in some departments where the safety is not directly involved i.e., cleaning, catering and vending, loading and unloading of parcels, maintenance work in Engg (works) deptt. Coach cleaning etc.

2.3.2 Conservancy work, Brooming/ surface cleaning or railway quarters up to 20 ft, drain cleaning, Brooming/ cleaning of parks, roads, open area, offices in Railway colony etc are being done on contract basis over Ambala division. These contractual works has not only reduced the workload of HKA staff, but also economized the system. At JUDW Railway colony only conservancy work and cleaning of big Nalas are being carried out on contract basis and rest of the cleaning work is being carried out by the departmental staff.

### 2.4.0 REQUIREMENT OF STAFF

2.4.1 The existing workload of HKA staff was deliberated with each Chief Health Inspector during the conduct of study. It was also observed that at some places some work like surface cleaning/brooming, drain cleaning, and desilting & cleaning work is being done by contractor labour on contractual basis whereas some of the cleaning work is being done by departmental labour and a sufficient HKA staff is deployed to cope with the existing workload under medical department. Some cleaning activities have proposed to be carried out on contract basis as the contractual work is more economical than the departmental labour. During the conduct of study the team has taken in to consideration, the yard stick in vogue, held discussion at various levels, spot observations, deployment of staff and the contractual work while proposing the requirement of staff. The CHI wise proposed requirement of HKA staff is discussed as under:

#### 2.4.2 CHI Colony Ambala Cantt (UMB):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	275	872	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied	597		@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	144	582	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied	438		@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	48	72	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied	24		@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	15	27	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied	12		@ 15 Qtrs/HKA		
9	Type-V Single Storied	1	1	@ 15 bungalow/HKA	0	*To be out sourced
10	Surface Drain up to 12" (in rft)	35183		@4,000 rft/HKA	0	
11	Surface Drain above 12" (in rft)	15271.68		@ 3,000 rft/HKA	5.09	Carried out by Deptt staff
12	Park, Open ground , Road (in sft)	1141910		@80,000 sqft/HKA	0	Already Out sourced
13	Service Buildings	--	--	--		Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--	--	--	15	--
15	For malaria & anti rodent activity	--	--	--	2	--
16	Food and water sample collection	--	--	--	1	--
17	Gully traps choking cleaning and desilting.	--	--	--	2	02 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	--	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	1 jamadar for 8-15 HKA and above	2	**
Total					27.09	
Leave reserve @ 12.5%					3.39	
Net total					30.48	Say 30

\*During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA.

### 2.4.3 CHI Colony Rail Vihar Ambala:

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	247	247	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied			@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	299	299	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied			@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	81	81	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied			@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	65	65	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied			@ 15 Qtrs/HKA		
9	Type-V Single Storied	33	33	@ 15 bungalow/HKA	0	*To be out sourced
10	Surface Drain up to 12" in rft	35183		@4,000 rft/HKA	0	
11	Surface Drain above 12" in rft	15271.68		@ 3,000 rft/HKA	0	*To be out sourced
12	Park, Open ground , Road in sft	262550.88		@80,000 sqft/HKA	0	
13	Service Buildings	--	--	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--	--	--	5	--
15	For malaria & anti rodent activity	--	--	--	2	--
16	Food and water sample collection	--	--	--	1	--
17	Gully traps choking cleaning and desilting in Nos	512	--	--	2	02 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting in Nos	600	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	**
Total					11	
Leave reserve @ 12.5%					1.38	
Net total					12.38	Say 12

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA.

#### 2.4.4 CHI Colony Chandigarh (CDG):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	40	40	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied			@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	230	230	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied			@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	50	50	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied			@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	21	21	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied			@ 15 Qtrs/HKA		
9	Type-V Single Storied	6	6	@ 15 bungalow/HKA	0	*To be out sourced
10	Surface Drain up to 12"	3516		@4,000 rft/HKA	0	
11	Surface Drain above 12"	2539		@ 3,000 rft/HKA	0	*To be out sourced
12	Park, Open ground , Road	1618402		@80,000 sqft/HKA	0	
13	Service Buildings	--	--	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--	--	--	5	--
15	For malaria & anti rodent activity	--	--	--	1	--
16	Food and water sample collection	--	--	--	1	--
17	Gully traps choking cleaning and desilting.	347	--	--	1	01 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	169	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	**
Total					9	
Leave reserve @ 12.5%					1.13	
Net total					10.13	Say 10

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA.

#### 2.4.5 CHI Colony Saharanpur (SRE):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	887	887	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied			@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	430	430	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied			@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	109	109	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied			@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	33	33	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied			@ 15 Qtrs/HKA		
9	Type-V Single Storied	1	1	@ 15 bungalow/HKA	0	*To be out sourced
10	Surface Drain up to 12"	39268	39271	@4,000 rft/HKA	0	
11	Surface Drain above 12"	16706		@ 3,000 rft/HKA	0	*To be out sourced
12	Park, Open ground , Road	2465656	2465656	@80,000 sqft/HKA	0	
13	Service Buildings	0	0	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--		--	5	--
15	For malaria & anti rodent activity			--	1	--
16	Food and water sample collection			--	1	--
17	Gully traps choking cleaning and desilting.	1329	--	--	1	01 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	620	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	**
Total					9	
Leave reserve @ 12.5%					1.13	
Net total					10.13	Say 10

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA.

#### 2.4.6 CHI Colony Bathinda (BTI):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	839	839	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied			@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	365	365	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied			@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	51	51	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied			@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	9	9	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied			@ 15 Qtrs/HKA		
10	Surface Drain up to 12"	10118.6	39271	@4,000 rft/HKA	0	
11	Surface Drain above 12"	0		@ 3,000 rft/HKA	0	*To be out sourced
12	Park, Open ground , Road	2110329.5	2465656	@80,000 sqft/HKA	0	
13	Service Buildings	0	0	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--		--	5	--
15	For malaria & anti rodent activity			--	1	--
16	Food and water sample collection			--	1	--
17	Gully traps choking cleaning and desilting.	1264	--	--	1	01 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	620	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	*
Total					9	
Leave reserve @ 12.5%					1.13	
Net total					10.13	Say 10

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA

### 2.2.7 CHI Colony Kalka (KLK):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	325	595	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied	270		@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	396	484	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied	88		@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	7	31	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied	24		@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	33	33	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied	0		@ 15 Qtrs/HKA		
10	Surface Drain up to 12"	14767	14767	@4,000 rft/HKA	0	
12	Park, Open ground , Road	673220	673220	@80,000 sqft/HKA	0	
13	Service Buildings	0	0	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--		--	5	--
15	For malaria & anti rodent activity			--	1	--
16	Food and water sample collection			--	1	--
17	Gully traps choking cleaning and desilting.	367	--	--	1	01 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	582	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	*
Total					9	
Leave reserve @ 12.5%					1.13	
Net total					10.13	Say 10

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA



#### 2.4.8 CHI Colony Jagadhari Workshop (JUDW):

S.N	Name Work	Quantity of work	Total Qtr/ Area	Yardstick for sanitation work	Proposed req. of staff	Remarks
1	Type-I Single Storied	1041	1041	@ 50 Qtrs/HKA	0	*To be out sourced
2	Type-I double Storied			@ 75 Qtrs/HKA	0	
3	Type-II Single Storied	718	718	@ 30 Qtrs/HKA	0	*To be out sourced
4	Type-II double Storied			@ 45 Qtrs/HKA	0	
5	Type-III Single Storied	159	159	@ 30 Qtrs/HKA	0	*To be out sourced
6	Type-III double Storied			@ 45 Qtrs/HKA	0	
7	Type-IV Single Storied	35	35	@ 15 Qtrs/HKA	0	*To be out sourced
8	Type-IV double Storied			@ 15 Qtrs/HKA	0	
9	Type-V double Storied	8	8	@ 15 Qtrs/HKA	0	
10	Surface Drain up to 12"	19660	19660	@4,000 rft/HKA	0	*To be out sourced
	Surface Drain above 12"	33351	33351	@4,000 rft/HKA	0	
12	Park, Open ground , Road	9147618	9147618	@80,000 sqft/HKA	0	
13	Service Buildings	0	0	--	0	Being maintained by user Deptt
14	A Gang of S/Wala for misc & emergency work	--		--	5	--
15	For malaria & anti rodent activity			--	2	--
16	Food and water sample collection			--	1	--
17	Gully traps choking cleaning and desilting.	4500	--	--	1	01 HKA attached with contractor staff
18	Sewer line/manholes choking cleaning and desilting	1000	--	@300 manholes/HKA in a month	0	To be done by mech. means as per Rly Bd's existing guidelines
19	Sanitary jamadar for supervision	--	--	@ 1 jamadar for 8-15 S/Wala and above	1	**
Total					10	
Leave reserve @ 12.5%					1.25	
Net total					11.25	Say 11

\* During discussion it was apprised that estimate and Proposal of cleaning contract already under process at division level.

\*\* As the post of Sanitary Jamadar is not sanctioned post, however staff is proposed with each CHI from the existing strength of HKA

2.5.0 The summarized position of sanction, proposed staff and surplus posts of HKA staff under CHI/Colony over UMB Division.

S. No.	Location	S/S	Proposed	Surplus/ Shortage
1	Ambala Cantt (UMB)	41	30	11
2	Rail Vihar UMB	-	12	-12
3	Chandigarh (CDG)	01	10	-09
4	Saharanpur (SRE)	21	10	11
5	Bathinda (BTI)	19	10	09
6	Kalka (KLK)	20	10	10
7	Jagadhari (JUDW)	20	11	09
Total		122	93	29

The proposed requirement of HKA staff comes to 93 against the sanction strength of 122 and 29 posts of HKA identified as surplus and recommended for surrender under CHI/Colonies under the administrative control of CMS/Divl Hospital/UMB.

#### RECOMMENDATION NO.1

It is proposed that **29** posts of HKA staff in Gr. ₹ 5200-20200-1800 identified as surplus and recommended for working under CHI/Colony over Ambala division.

#### 2.6.0 GENERAL OBSERVATION:-

Keeping in view of all facts, the team observed that the cleaning standard being maintained by the contractual labour is satisfactory as well as the contractual cleaning activities are cheaper than the departmental staff. During the conduct of study, team observed that cleaning of all Type-I single storey quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division may be proposed for outsource in line with the ongoing contractual work, which will increase the man power productivity as well as economy to the system.

#### RECOMMENDATION NO.2

It is proposed that cleaning work of all quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division to be outsourced in line with the ongoing contractual work, under Medical Department and thus the resultant surplus posts of HKA staff should be surrendered.

### 3.0.0 FINANCIAL IMPLICATIONS

After the implementation of the work study recommendations following will be the financial implications.

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts in ₹	Anticipated annual recurring saving in ₹
1	HKA staff	5200-20200+ 1800	2.5.0	29	27183.00	9459684.00
Total				29		9459684.00

No. of posts identified as surplus: -

Group 'D' = 29 posts

Anticipated recurring saving = ₹ 94.59 lakh per annum  
Capital saving = Nil  
Total saving = ₹ 94.59 lakh per annum

\*\*\*\*

#### 4.0.0 PRODUCTIVITY

4.1.0 The total annual expenditure on the sanctioned strength of HKA staff working under CHI/Colony under the administrative control of CMS/UMB over UMB Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts in ₹	Sanctioned strength	Total annual expenditure in ₹
1	HKA staff	5200-20200+1800	27183.00	122	39795912.00

The above table reveals that ₹ 39795912.00 per annum is being spent on the above sanctioned strength.

4.2.0. The annual expenditure on the proposed HKA staff working under CHI/Colony over UMB Division is tabulated as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed staff	Total annual expenditure
1	HKA staff	5200-20200+1800	27183.00	93	30336228.00

The above table reveals that after the implementation of the work study report, the expenditure on the proposed staff will come to ₹ 30336228.00 Therefore the expenditure will be reduced from ₹ 39795912.00 to ₹ 30336228.00.

\*\*\*\*\*

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Category and grade wise sanctioned and on roll position of HKA staff working under CHI/Colony over UMB Division.	I
2	Statement showing CHI/colony wise workload over UMB division.	II
3	Authority Letter to conduct the work study report No. 16-CP/26/WS/2021-22.	III

## WORK STUDY REPORT DETAILED CHART

Department : - Medical

Name of study : - Review of HKA staff working under CHI/Colony under the administrative control of CMS/UMB over UMB Division

Activity Centre : - Railway colony UMB, SRE, BTI, KLK, JUDW.

S N	Sub activity	Actual staff deployed	Work Study recommendation	Brief description of workload
1	CHI/Colony Under the administrative control of CMS/UMB over UMB Divn. The activity under UMB, RV UMB, CDG, SRE, BTI, KLK, JUDW.	S/S= 122 O/R=76 Vac =47	SS = 122 Proposed = 93 Surplus = 29	To keep the Railway colony clean under the jurisdiction of CHI/Colony under Medical Department over UMB Division.

## Annexure-I

## STATEMENT SHOWING SANCTION AND ON ROLL POSITION OF HKA STAFF WORKING UNDER CHI COLONIES OVER AMBALA DIVISION

SN	CHI/colony	Category	Grade in Rs.	S/S	O/R	Vacancy
1	Ambala (UMB)	HKA	5200-20200-1800	41	26	15
2	Rail Vihar UMB	HKA	5200-20200-1800	..	-	-
3	Chandigarh (CDG)	HKA	5200-20200-1800	01	-	01
2	Saharanpur (SRE)	HKA	5200-20200-1800	21	07	17
3	Bathinda (BTI)	HKA	5200-20200-1800	19	13	06
4	Kalka (KLK)	HKA	5200-20200-1800	20	13	07
5	Jagadhari (JUDW)	HKA	5200-20200-1800	20	16	04
Total				122	75	47

\*\*\*\*

## Statement showing workload under CHI/Colony over Ambala Division

**I Quarters:**

Type of qtr.	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Type-I	872	247	40	887	839	595	1041	Work load of Qtrs taken in Number
Type-II	438	299	230	430	365	484	718	
Type-III	72	81	50	109	51	31	159	
Type-IV	27	65	21	33	09	33	35	
Type -V	01	33	06	01	--	--	08	

**II Drains:**

Type of Drain	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Surface Drain up to 12" rft	35183		3516	39268	10118.6	14767	19660	Work load of drains taken in rft (running feet)
Surface Drain above 12" rft	15271.68		2539	16706	--	--	33351	
Gully Trap	1051	512	347	1329	1264	367	15	Work load of Gully trap/ Manholes taken in Nos
Manhole	1942	600	169	620	03	582	1000	

**III Area:**

Location	UMB	RV UMB	CDG	SRE	BTI	KLK	JUDW	Remarks
Area of Park, Open Ground, Roads etc	1141910	262550	1658402	2465656	2110329	673220	9147617.8	Work load of open area / office taken in sqft (square feet)
Service Buildings	--	--	--	--	--	--	101466	



## **Salient features of work study report No. 16-CP-26/WS/2021-22**

Sub: "Review of Safaiwala (HKA) staff working under CHI/colony of medical department over Ambala division"

Staff Position:

Sanctioned Strength of C&W Cleaner = 122

On Roll strength of C&W Cleaner = 75

Vacancy = 47

1. Introduction of Comprehensive cleaning, surface cleaning of open area, residential building, service buildings, conservancy work (garbage disposal), in Railway colonies on contract basis over UMB division i.e. UMB, RV UMB, CDG, BTI, KKK, SRE, JUDW etc has reduced the work load of departmental HKA staff tremendously.
2. During discussion it was apprised that estimate and proposal for comprehensive cleaning, surface cleaning of open area, residential building, service buildings, conservancy work (garbage disposal), in Railway colonies over UMB division are under process.
3. It is proposed that cleaning work of all quarters, surface drain, sewer line, open area, roads and parks in Railway colonies over UMB Division to be outsourced in line with the ongoing contractual work, under Medical Department and thus the resultant surplus posts of HKA should be surrendered.

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

House Keeping Asstt. (HKA) =29 posts

### FINANCIAL IMPLICATIONS:

Anticipated recurring savings	= ₹ 94.59 lakh per annum.
Capital saving	= Nil
Total	= ₹ 94.59 lakh per annum