SOUTH EASTERN RAILWAY

CE's circular No.154

Office of the
G.M.(Engg)
Garden Reach

JOINT PROCEDURE ORDER ON SANITATION OF STATIONS AND RAILWAY COLONIES (FOR CLEANLINESS)

Sanitation of railway stations, colonies and other service buildings is managed by different agencies in the Railways. This JOINT PROCEDURE ORDER is issued to serve as GUIDELINES SANITATION POLICY ON S.E.Railway.

1. STATION SANITATION

1.1 Railway Board have time and again stressed that Chief Health Inspectors/Health Inspectors of major stations should work under the administrative control of the station Managers.

At present station sanitation of Adra, Kharagpur, Khurda Road, Visakhapatnam and Bilaspur is supervised by an independent CHI/HI instructions have also been issued for posting of an independent HI for station sanitation at Ranchi, Tatanagar, Chakradharpur, Rourkela, Raipur, Durg, Cuttack, Bhubaneswar and Sambalpur. Board's instructions should be implemented for these stations forthwith.

1.2 HIs stations mentioned in para 1.1 will work under the administrative control of station Managers and technical control of Medical Department. Their day to day working, leave etc. will be processed by or through station mangers to MS/DMO(H&F) of the Division where required ,ACRs of the HIs will be initiated by Station Managers will be reviewed by Area Managers where ARM is posted and by ADMO/DMO/SR.DMO at station (DMO?SR.DMO/(H&F) in case of Divisional HQ station before being submitted to MS/CMS

Technical support to these HIs will be given by the Medical Department in the form direction , supply of stores,etc.

1.3 The safai Karamcharis in whatever cadre they are present will remain in the same cadre, i.e. Traffic/Medical/Others, irrespective of whether they are working for the colony, service building or for the station.

For stations as in para 1.1 for disciplinary action and for sanction of LAP etc to safai karmachari and safai jamadars etc. the routing will be as follows :

Sanitary safai karmachari -HI-SM-ADM0/DMO/SR.DMO/MS/CMS
1.4 At some of the stations, e.g. Muri, Balasore, Mecheda, Vizianagaram, Rayagada and some other stations, where HIs are at present looking after both station and colony, they will continue to do so. At these stations, however, the day to day control/distribution of work to Safai Karmachari for station sanitation will be exercised by him in consultation with Station Managers.

1.5 At way-side stations, where Safai Karmacharis are posted under Traffic Department, Station Managers will be responsible for cleanliness and upkeep of that station, including dusting of walls and removal of cobwebs from roofs of platform shelters and station building etc. up to a height of 6 metres.

1.6 All Safai Karmacharis will be responsible, not only for cleanliness of floors and drains in their jurisdiction, but also for dusting of walls and cleaning of cobwebs from walls and roof up to 6.0 metre height.

   In case of high roofs (beyond 6.0 metres) cleaning and removal of cobwebs may require special arrangements like scaffolding or ladder and will be responsibility of Engineering (Works) Department.

1.7 At stations Safai Karmacharis should be made responsible for cleanliness of a particular length of platform as well as adjoining track so that individual responsibility can be fixed for cleanliness of platform as well as track and tendency to sweep garbage from platforms on to the tracks is curbed.

1.8 In Retiring and Waiting rooms, having special Caretaker, the Caretaker will be responsible for sanitation of floor, walls and cleaning of roof, removal of cobwebs, dusting of furniture, cleaning of utensils etc. Safai Karmacharis will be utilised for cleaning of toilets and bathrooms only till Safai Karmachari-cum-caretakers are posted at these stations.

1.9 Suitable dust bins/waste bins in sufficient numbers will be provided on all platforms by Engineering Department.

   C.E. will develop a suitable design, which will be good to look at, but will also permit decanting of garbage from the bottom on to the garbage trolleys and give instructions for procurement to the Divisions.

1.10 Adequate number of garbage trolleys for carriage of garbage from platform to outside the station will be procured and provided by Medical Deptt. for stations, where HIs are posted and by Commercial Deptt. at other stations.

1.11 Commercial Department shall be responsible to ensure that adequate number of hygienic dust bins with lid, and preferably with plastic bags, are provided by all owners
and operators of vending stalls. It will also be the responsibility of Commercial Deptt., through owners/operators of these stalls, to ensure that not only the vending unit is kept clean but its surrounding area as well as the track in front of the unit is kept clean of the garbage generated by the vending activity. Adequate deterrent measures will be specified in the contracts/agreements for these vending stalls.

1.12 Engineering Deptt. must ensure that adequate supply of water and hydrants are available at stations, where washable aprons have been provided, for washing of these aprons.

1.13 At every station, a time slot should be identified by Station Manager, in consultation with HIs for thorough cleaning and washing of platforms, waiting halls, concourses, washable aprons and other utilities. The responsibility for cleanliness of these areas will directly rest with Station Manager.

1.14 In case of consignments with perishable goods, the certification of fitness/unfitness for human consumption will be done by Medical Deptt. Disposal and destruction of perishable materials will be done by the Station Manager, i.e. the agency responsible for sanitation of that area as per extant rules and procedure by adopting rules governing these matters.

2. COLONY SANITATION:

2.1 Railway administration is responsible for outdoor conservancy only. The occupants of railway quarters are responsible for indoor conservancy.

2.2 At way-side stations, sanitation of the colonies will be controlled by Station Managers.

3. SANITATION OF OTHER BUILDINGS:

3.1 Sanitation of service buildings, other than railway station, is the responsibility of concerned department.

3.2 Sanitation of schools, colleges, training schools, training centres and other institutions will be the responsibility of the management of concerned department.

3.3 Cleanliness and sanitation of Running Rooms of Guards, Drivers, TTEs etc. will be taken care of by Traffic/Mechanical/Commercial department, as the case may be, as they have their own sanitary staff.

3.4 Provisions of paras 3.1, 3.2, 3.3 will be applicable to the internal sanitation as well as sanitation within the compounds of these buildings.

4. GENERAL:
4.1 De-silting of drains and de-sludging of septic tanks is the responsibility of Medical Department, where CHI/HIs are posted along with sanitary staff. At way-side stations and where CHI/HIs are not posted, Engineering Department will take up the job.

4.2 Jungle cutting and clearance of rank vegetation is the responsibility of Engineering Department.

4.3 Garbage removal is the responsibility of the department controlling the sanitation in that area and by Medical Department as a whole. The construction debris, dug up soil etc. would, however, be removed by the department that created it. Monitoring of such debris removal will be the responsibility of Engineering Department.

4.4 Repairs and maintenance of all drains (maintenance should be differentiated from cleaning) as well as repairs and maintenance of all structures like septic tanks, sewerage treatment works etc. will be carried out by the Engineering Department.

4.5 While the responsibility for cleanliness of sullage drains by the side or between the platform lines will be the responsibility of the department controlling the sanitation at that station, the cleanliness of storm water drains in the station yard (other than sullage drains of platform lines) shall be the responsibility of P.Way unit of Engineering Department.

4.6 For the stations and colonies, cleaning of sullage drains will be the responsibility of the department controlling sanitation in that area. De-silting of purely storm water drains, where required required, will be done by Engineering Department.

4.7 While Engineering department will be responsible for repairs and maintenance of roads in colonies and station areas, the department responsible for sanitation of that area will be responsible for cleanliness of roads.

5 SYSTEM IMPROVEMENTS REQUIRED IN SANITATION:

5.1 At each station, colony etc. the name of SAFai Karmachari, responsible for cleanliness of that area will be displayed prominently on a board.

5.2 Apart from specifying the area on the job for every SAFai Karmachari, 2 to 3 hours out of 8 Hours of their duty every day should be kept apart for collective working. During this, period SAFai Karmachari of a particular area should work together to clean up a particularly bad area or a drain, which cannot be attended to by isolated SAFai Karmacharis. The HI or the Supervisor should make out a weekly programme for this attention, after the inspection of various areas under their jurisdiction, and advise to SAFai Karmachari in advance, date-wise.

5.3 The SAFai Karmachari responsible for cleanliness of platform in a particular length, should be responsible for cleanliness of the length of track by the side of that platform.
5.4 During joint inspection that have been specified for all A&B class stations by the group of officers, a separate para on sanitation of platforms, platform lines and other areas and of vending stalls should invariably be given.

5.5 Safai Karmachari should be provided with improved tools for improving the productivity and quality of their work, eg.

(i) Cleaning of enclosed and covered areas like waiting halls, concourses, covered platforms etc. and the surfaces provided with polished stone flooring, should be done only by long handled brushes and rubber mops and not by booms.

(ii) Safai karmcharis at all railway stations should be provided with at least one broom with a 5-10 ft. long (as per requirement) bamboo handle with a broom for dusting walls and cleaning of cobwebs from the ceiling.

(iii) For cleaning mosaic and concrete surfaces in toilets, pumice stones should be procured and given to the safai karmcharis, specially at the stations, running rooms, etc.

(iv) For proper cleaning of sanitary fitting inside and outside and glazed/ceramic tiles, adequate supply of caustic soda/light acid should be arranged by the concerned department.

5.6 The material as mentioned in para 5.5 above should be arranged by Medical Department for Safai Karmcharis controlled by HIs and by SR.DCMs for Safai Karmachari directly controlled by Station Managers.

Sd/-
Chief Engineer

Sd/-
Chief Operating Manager

Sd/-
Chief Commercial Manager

Sd/-
Chief Medical Director