

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF CONTROLLERS OF STORES
OFFICE/MLG UNDER PCMM/MLG, N.F. RAILWAY**

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STUDY NO. WSNF/62/2018-19

CASE NO. Z/375/10/18-62

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: REVIEW OF STAFF STRENGTH OF CONTROLLER OF STORES
OFFICE/MLG UNDER PCMM/MLG, N.F. RAILWAY**

STUDY NO: WSNF/62/18-19

CASE NO: Z/375/10/18-62

AUTHORITY: SDGM of N.F.Railway.

CONCERN DEPOT: Controllers of Stores Office/MLG

DEPARTMENT: STORES

TERMS OF REFERENCE: To assess the requirements of Staff Strength of Controllers of Stores office under PCMM/MLG

NO. OF RECOMMENDATION: One

As discussed in critical analysis in para-3 of Chapter- III, the proposed vacant surplus staff are identified as i) OS/G = 22 nos, ii) OS/Typist = 03nos, iii) Sr Clerk = 07 nos, iv) Jr Clerk =04 nos, v) Sr R/Sorter =02 nos, vi) Jr R/Sorter = 02 nos, vii) JDR Peon = 07 nos & viii) Farash = 01 no at **Controller of Stores Office under PCMM/MLG.**

PROJECTED MAN POWER SAVINGS: 48 Nos.

PROJECTED FINANCIAL SAVING: **Rs.2.84 crores.** (as per VI CPC)
Rs.2.16 crores. (as per VII CPC)

MONTH AND YEAR OF CIRCULATION: September' 2018

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CHAPTER – I

1.0 INTRODUCTION:

PCMM office is situated at Maligaon HQ N.F. Railway. All Stores departments of five divisions are coming under the control of PCMM/MLG. The main activities of this office are receipt of requisitions from different depots of N.F.Railway, Prepare purchase proposal, Tender, Purchase order, Bill & sent to FA & CAO/MLG, All sales related works, preparation of Budget, Vendor registration & renewal, Registration of Non-stock requisition of entire N.F. Railway, Procurement of Non-stock items for different consignee of N.F. Railway, Procurement of items pertaining to 60 & 70 Group i.e. Hardwar & P-Way items, Purchase work of C & W items, Steel, Paints, N/Stock items, General Purchase Section, Purchase activity of Diesel section, Correspondence with RB, CRIS, Purchase of digital signature and operating of iMMS imprest, maintenance of hardware, software, networking & all other maintenance of PC, UPS, Printers & Misc work.

1.1 RATIONALE FOR CONDUCTING THIS STUDY:

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2 AUTHORITY:

SDGM of N.F.Railway.

1.3 TERMS OF REFERENCE:

Review of Staff Strength of Controllers of Stores Office/MLG

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Dy CMM/IC/HQ/MLG, AMM/ E & G /MLG & Ch. OS/Estt/MLG and obtaining their views.
- c) Assess the workload for various sections of PCMM/MLG's office.
- d) Assess the staff requirements for the above workload.
- e) Collection & evaluation of data in respect of work load of sections.
- f) Examination of facts & figure keeping in view the present work load vis – a – vis Man power available .
- g) View and suggestions.
- h) Arriving at the optimum requirement of Man power for the present workload.

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to Sri M.K. Mohanty, Dy CMM/IC/MLG/HQ, Sri S.K. Das., AMM/E & G/MLG, and Smt Archana Mazumdar Ch. OS/Estt/MLG for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

Stores department which is responsible for all the functions of material management of Indian Railways is headed by Railway Board by Adviser Stores. At the Zonal Railway ,stores department is headed by Controller of Stores who reports to Addl. General Manager.

A very large number of items required by the Railways are still procured through the agency of director general, supplies and Disposals. The items purchased can broadly be classified into two categories, stock and non-stock items, which are consigned by the vendors directly to the final consignees as and when required. All items whether stock or non stocks are purchased through the stores department.

The main activities of sections are receipt of materials, delivery, issue of issue notes, depot transfer issue notes, preparation of annual stock requirement, making entries in ledger folios, receipt of materials/procurement/purchase etc.

This depot works through various wards like Receipt and Issue wards mentioned below:

2.1 WORK LOAD & STAFF STRENGTH OF CONTROLLER OF STORES OFFICE/MLG

JURISDICTION OF CONTROLLER OF STORES OFFICE/MLG.

- Entire N.F. Railway pertaining to Stores.
- Procure DGS & D materials & process the same.
- Sale of Scrap of entire NF Railway.

2.2 POSITION OF CONTROLLER OF STORES OFFICE/MLG FOR THE YEAR 2017-18:

A. Purchase section : Data collected from Computer Section Sri Mridul Gogoi,CDMS/MLG

- Volume of purchase: Rs.400,46,56,548.00
- Nos. of P.O. received: 3333 Nos.

B. Scrap disposal:

Target : 125 Crores (yearly) & Achieved : 18.96 Crores (upto August 2018)

2.3 Work Load of Sections :

- **AMM/Sales:**

a) Section: Confidential Section

Nature of job done: Confidential Work

SN	Category	Scale	On Roll	Remarks
1	CDMS	Level 7	01	
2	OS	Level 6	01	
		Total	02	

b) Admin & LPC section:**Nature of job done:**

- i. Receipt of requisition, Purchase proposal, tender, P.O draft & final , preparation Full & Final PC work demand to payment.
- ii. Parliament work Lok Sabha & Rajya Sabha , verify of Passes & signature staff duty proceeding order, Maintaining of Group absent register duty etc
- iii. Preparation of Officer's I/card, Tour programme, Card pass, vehicle booking for inspection, arrangement of meeting.

SN	Category	Scale	On Roll	Remarks
1	Ch Typist	Level -7	01	
		Total	01	

c) Establishment section :**Nature of job done:**

Dealing of BOS, Transfer posting of staff, Work charged post, PNM meeting, Manpower planning issuing of pass & PTOs , muster roll, I/card Medical card etc.

SN	Category	Scale	On Roll	Remarks
1	Ch OS	Level -7	01	
2	Ch OS	Level -7	01	
3	Ch OS	Level -7	01	
		Total	03	

d) Sales section :**Nature of job done:**

- i) All sales related work
- ii) Scrap sales during 2017-18 Rs. 87.78 Crores

SN	Category	Scale	On Roll	Remarks
1	CDMS	Level -7	01	
2	CDMS	Level -8	01	
		Total	02	

e) Budget section :**Nature of job done: All works related to Budget**

SN	Category	Scale	On Roll	Remarks
1	Ch OS	Level -7	01	
2	Ch OS	Level -7	01	
		Total	02	

f) IC section :**Nature of job done: All works related to IC**

SN	Category	Scale	On Roll	Remarks
1	CDMS	Level -7	01	
		Total	01	

g) IB section :

Nature of job done: Vendor registration (New & Renewal)

SN	Category	Scale	On Roll	Remarks
1	Ch OS	Level -7	01	
2	OS	Level -7	01	
		Total	02	

- **SMM/IC:**

a) Tender

Nature of job done: All works related with tender

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	OS	9300-34800	01	
3	OS	9300-34800	01	
4	OS	9300-34800	01	
		Total	04	

b) CDR

Nature of job done: Registration of Non-stock requisition of entire N.F. Railway

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	Ch OS	9300-34800	01	
3	OS	9300-34800	01	
		Total	03	

c) 60 section (non stock)

Nature of job done: Procurement of non stock items for different consignee of NF Railways

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	Ch OS	9300-34800	01	
3	Ch OS Typist	9300-34800	01	
4	OS	9300-34800	01	
		Total	04	

d) 60 section (stock)

Nature of job done: Procurement of items pertaining to 60 & 70 groups i.e. Hardware & P-way items.

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	OS	9300-34800	01	
3	OS	9300-34800	01	
		Total	03	

- **AMM/C & W:**

Section: C & W

Nature of job done : Purchase work for C & W items , Steel & N/Stock items

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	Ch OS	9300-34800	01	
3	Ch OS	9300-34800	01	
4	Ch OS	9300-34800	01	
5	Ch OS	9300-34800	01	
6	Ch OS	9300-34800	01	
7	Ch OS	9300-34800	01	
8	OS	9300-34800	01	
9	OS	9300-34800	01	
10	OS	9300-34800	01	
11	Khalasi	5200-20200	01	
	Total		11	

- **SMM/IC:**

Section: GPC

Nature of job done: Purchase works since GPC is a purchase section (40, 50,79 & 83)

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	Ch OS	9300-34800	01	
3	Ch OS	9300-34800	01	
4	Ch OS	9300-34800	01	
5	Ch OS	9300-34800	01	
6	Ch OS	9300-34800	01	
7	OS	9300-34800	01	
8	OS	9300-34800	01	
9	OS	9300-34800	01	
	Total		09	

- **AMM/Diesel:**

Section: Diesel

Nature of job done: Purchase activity of Diesel section

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	Ch OS	9300-34800	01	
3	Ch OS	9300-34800	01	
4	Ch OS	9300-34800	01	
5	Ch OS	9300-34800	01	
6	Ch OS	9300-34800	01	
7	Ch OS	9300-34800	01	
8	Ch Typist	9300-34800	01	
9	OS	9300-34800	01	
10	OS	9300-34800	01	
11	OS	9300-34800	01	
12	OS	9300-34800	01	
	Total		12	

- **AMM/HQ:**

a) Section: RTI

Nos. of staff working in this section:

Nature of job done: Works related with RTI

SN	Category	Scale	On Roll	Remarks
1	Ch OS/RTI Cell	9300-34800	01	
	Total		01	

b) Despatch Section

Nature of job done: (i) Total No. of letter despatched during the year Apr 2017 to March 2018—58600 (ii) Letter received and despatched activity of despatch

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	OS	9300-34800	01	
3	OS	9300-34800	01	
4	OS	9300-34800	01	
	Total		04	

c) Receipt section

Nature of job done: (i) Total No. of letter received during the year Apr 2017 to March 2018—35640 Nos. (ii) Letter receipt and despatch.

SN	Category	Scale	On Roll	Remarks
1	Ch OS	9300-34800	01	
2	OS	9300-34800	01	
3	OS	9300-34800	01	
	Total		03	

d) Computer

Nature of job done:

- i. Maintenance of Hardware, Software, Networking and all other maintenance of PC , UPS, Printer and Misc**
- ii. Corresponding with RB , CRIS, Purchase of Digital Signature and operating of iMMS imprest**

SN	Category	Scale	On Roll	Remarks
1	CDMS	9300-34800	01	
2	Ch Typist	9300-34800	01	
3	Sr Clerk	5200-20200	01	
	Total		03	

e) Steno section

Nature of job done: Preparing of TC minutes, draft letter, maintain all confidential letter.

SN	Category	Scale	On Roll	Remarks
1	Steno	9300-34800	01	
2	Steno	9300-34800	01	
3	Steno	9300-34800	01	
4	Steno	9300-34800	01	
5	Steno	9300-34800	01	
6	Steno	5200-20200	01	
7	Steno	5200-20200	01	
	Total		07	

• **SMM/IC:**

Section: General

Nature of job done:

- i. Maintain all types of MCDO, Inspection and other field work**
- ii. Maintain GM narrative report activity & others**
- iii. Maintain of requisition and other works.**

SN	Category	Scale	On Roll	Remarks
1	OS/Typist	9300-34800	01	
2	OS/G	9300-34800	01	
3	OS/G	9300-34800	01	
4	OS/G	9300-34800	01	
	Total		04	

Summarised BOS, On Roll & Vacancy Position at Controllers of Stores Office/MLG is furnished below:

SN	CATEGORY	SCALE	G/ PAY	SANCTION	ON ROLL	VACANCY
1	Ch OS	9300-34800	4600	34	34	0
2.	OS	9300-34800	4200	72	31	41
3	CDMS	9300-34800	4600	08	05	03
4	ChTypist	9300-34800	4600	03	03	0
5	OS Typist	9300-34800	4600	05	02	03
6.	DMS	9300-34800	4200	11	0	11
7	Sr Clerk	5200--20200	2800	14	02	12
8	JR Clerk	5200--20200	1900	12	02	10
9	MCM driver	9300-34800	4200	01	01	0
10.	Sr R/Sorter	5200--20200	2800	05	03	02
11.	Jr R/sorter	5200--20200	1900	02	0	02
12	Jdr Peon	5200--20200	1800	07	0	07
13	Peon	5200--20200	1800	01	01	0
14	E/Peon	5200--20200	1800	10	06	04
15	Steno-I	9300-34800	4600	0	03	0
16	Steno-II	5200--20200	2800	0	02	0
17	S/Khalasi	5200--20200	1800	03	03	0
18	Farash	5200--20200	1800	01	0	01
		Total		189	98	96

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

While going through the work study of Store depot it is observed that there is no specific yard stick to measure the volume of work load. It is recommended that yard sticks should be fixed based on a scientific work study and reviewed periodically to account for the changes in the competence profile of the staff, the market condition and other environmental factors. Considering 290 working days in a year (excluding holidays) the transactions in different wards / sections in a year have been worked out per day basis. The work study team then critically analyzed these transactions / activities with respect to how much transaction activities a normal person can handle per day. Based on this, the requirement of different categories of staff have been worked out which are shown below ward / section wise. The distribution of staff is considered to be adequate including LR.

3.1 Computerisation

In January 1984, a comprehensive Material Management Information System (MMIS) for better Inventory Control and Stores Purchase was designed by the System Development Group (SDG),

3.2 New MMIS

Railway Board vide their letter dated 11 November 1997, decided to form a Systems Development Team on Central Railway to develop new MMIS applications on an on-line environment making use of an RDBMS and new hardware systems.

3.3 The activities and work load involved with the Staff of Controller of Stores under PCMM/MLG and positions of vital categories have already been discussed/detailed in Chapter-II above and those categories which are losing their existence with the change of working scenario & introduction of wide range of outsourcing in respective departments. De-centralization of store depot had also another factor of decreasing the work load of PCMM/MLG. Deployment of various staff in different category shown by PCMM/MLG is scientifically calculated as per their work load. Audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of Controller of Stores under PCMM/MLG of N.F.Railway .

3.4 REQUIREMENT OF STAFF :- (Ref. chapter II)

3.4.1 OS WORK LOAD:

This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff of Controller of Stores under PCMM/MLG. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of Controller of Stores under PCMM/MLG of N.F.Railway .

Against the sanctioned strength of 72 Nos of OS posts, presently this office is running smoothly with 31 Nos. of OS categories and keeping 41Nos.of **OS post vacant**
The detail calculation of OS category is tabulated below :

Sl No	Group C Category	Quota	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	OS	DP (80 %)	9300-34,800/-	4200/-	57	31	26	35	22
	OS	LDCE (20 %)	--do--	--do--	15	Nil	15	15	Nil
	Total				72	31	41	50	22

- LDCE quota of **OS/G** is 20 % of sanctioned strength 72 is nearly 15 posts, which kept aside.
- As per guide lines the DP quota is to be kept for promotion of staff and on roll strength under this category is 31. The present incumbency of Sr Clerk & Jr Clerk is 04, hence additional 04 Posts are kept for promotional avenue, which becomes 31 + 04 = 35 under

DP quota and rest **22 Nos. of OS/G category can be recommended for surrender & BOS may be corrected.**

3.4.2 OS Typist : This category is engaged to look after establishment matters of staff, attendance, all establishment and stores correspondence including typing activity of important letters. As an OS he is entrusted to monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of Controller of Stores under PCMM/MLG of N.F.Railway .

Against the sanctioned strength of 05 Nos of OS/Typist posts, presently this office is running smoothly with 02 Nos. of OS/Typist categories and keeping 03Nos.of **OS/Typist post vacant.** Moreover, this category **is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

The detail calculation of OS Typist category is tabulated below :

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	OS Typist	9300-34,800/-	4200/-	05	02	03	02	03
	Total			05	02	03	02	03

3.4.3 Sr Clerk :

This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff .He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases. Now a day the above work load is also accomplished by Ch OS & OS.

Category: - Sr Clerk

Sl No	Group C Category	Quota	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Sr Clerk (E)	DR 20 %	5200-20,200/-	2800/-	03	--	03	03	Nil
	--do--	LDCE 13.37 %	--do--	--do--	02	Nil	02	02	Nil
	--do--	DP 66.66 %	--do--	--do--	09	02	07	02	07
	Total				14	02	12	07	07

- The DR & LDCE quota of Sr Clerk category is very essential and hence vacancies are kept as it is.
- Against DP quota the present incumbency of Jr. Clerk is 02 . Considering above facts into consideration 07 posts is kept aside for promotion from Jr. Clerk to Sr. Clerk category. **Hence, 07 vacant posts are recommended for surrender of this category.**

3.4.4 Category: - Jr. Clerk

This category is the assistance category of Sr Clerk . He will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of Sr.Clerk/E. It is also worth to mention that the above work load is also shared by Ch OS, OS & Sr Clerk.

Sl No	Group C Category	Quota	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Jr Clerk (E)	DR 50 %	5200-20,200/-	1900/-	06	02	04	06	Nil
	--do--	LDCE 33.33 %	--do--	--do--	04	Nil	06	02	04
	--do--	DP 16.67 %	--do--	--do--	02				
	Total				12	02	10	08	04

- The DR quota of Jr. Clerk category is very essential and hence vacancies for all 04 Posts are kept as it is.
- Among LDCE & DP quota the present incumbency of Jr Clerk is Nil & all 06 posts are vacant. But keeping in mind the promotional avenue from lower category 02 posts are kept aside and left 04 posts are recommended for surrender
- . Therefore, the study team recommends surrendering **only 04 posts of this category.**

3.4.5 Work load of Record Sorter:

This category is employed to assist the OS/Sr clerk for maintaining office day to day working. They are employed to keep the vital record of official documents in proper manner & exhibit the same as and when it is required. The same is being done by any Gr. C or Gr. D staff. Hence, this category has no any vital requirement. Moreover, this category of R/Sorter **is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Sr.Record Sorter	5200-20,200/-	1800/-	05	03	02	03	02
2	Jr.	5200-	1800/-	02	Nil	02	Nil	02

	Record Sorter	20,200/-	-					
		Total		07	03	04	03	04

On going through the workload of this category, the study team opined that **02 Posts** of Sr. Record sorter & **02 posts** of Jr. Record sorter category which are lying vacant may be recommended for surrender.

3.4.6 JDR Peon Work Load:

This category is presently employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency. Hence, this category having no viable importance and may be easily surrendered.

The sanctioned strength of this category is 07 and all are vacant. Moreover, **this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Jdr Peon	5200-20,200/-	1800/-	07	Nil	07	Nil	07
		Total		07	Nil	07	Nil	07

Therefore, all 07 vacant posts of JDR Peon is recommended for surrender.

3.4.7 Farash Work load:

This category is the assistance category and similar to the work load of duty Jamader.

The sanctioned strength of this category 01 No. & lying vacant since long and having no specific work load. Moreover, this is a diminishing category vides GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. 16th Oct. 2000.

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Farash	5200-20,200/-	1800/-	01	Nil	01	Nil	01
		Total		01	Nil	01	Nil	01

The study team opined that **01 No. of vacant Farash post is surplus & may be recommended for surrender.**

CHAPTER-IV

4.0 PROPOSED & SURPLUS STAFF: As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of OS/G, OS/Typist, Sr Clerk, Jr Clerk, Sr R/Sorter, Jr R/Sorter, JDR Peon & Farash **at PCMM/MLG's Office is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANC TION	ON ROLL	Proposed BOS	Proposed surplus
1	Ch OS	9300-34800	4600	34	34	34	0
2.	OS	9300-34800	4200	72	31	50	22
3	CDMS	9300-34800	4600	08	05	08	0
4	ChTypist	9300-34800	4600	03	03	03	0
5	OS Typist	9300-34800	4600	05	02	02	03
6.	DMS	9300-34800	4200	11	0	11	0
7	Sr Clerk	5200--20200	2800	14	02	07	07
8	JR Clerk	5200--20200	1900	12	02	08	04
9	MCM driver	9300-34800	4200	01	01	01	0
10.	Sr R/Sorter	5200--20200	2800	05	03	03	02
11.	Jr R/sorter	5200--20200	1900	02	0	0	02
12	Jdr Peon	5200--20200	1800	07	0	0	07
13	Peon	5200--20200	1800	01	01	01	0
14	E/Peon	5200--20200	1800	10	06	10	0
15	Steno-I	9300-34800	4600	03	03	03	0
16	Steno-II	5200--20200	2800	02	02	02	0
17	S/Khalasi	5200--20200	1800	03	03	03	0
18	Farash	5200--20200	1800	01	0	0	01
		Total		194	98	146	48

Total Proposed for surrender identified as 48 Nos.

CHAPTER-V

5.0 RECOMMENDATION:

As discussed in critical analysis in para-3 of Chapter- III, the proposed a **total 48 Nos.vacant surplus staff** are identified as i) OS/G = 22 nos, ii) OS/Typist = 03nos, iii) Sr Clerk = 07 nos, iv) Jr Clerk =04 nos, v) Sr R/Sorter =02 nos, vi) Jr R/Sorter = 02 nos, vii) JDR Peon = 07 nos & viii) Farash = 01 no. which may be surrendered and the BOS may be corrected accordingly **at Controller of Stores Office under PCMM/MLG.**

CHAPTER-VI

6.0

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	SCALE (In Rs)	G/ PAY	Category	No. of Posts surpl us	Expenditur e per month as Salary in Rs (As per VI CPC)	Total Expenditure incurred per annum due to staff salary in Rs (As per VI CPC)	As per VII CPC per anum
1	9300- 34800	4200	OS	22	62343/-	62343/- X 12 X 22 = 1,64,58,552/-	555912/- X 22 =1,22,30,064/-
1	9300- 34800	4200	OS Typist	03	62343/-	62343/- X 12 X 03 = 22,44,348/-	555912/- X 3 =16,67,736/-
2	5200- 20200	2800	Sr Clerk	07	36812/-	36812/- X 12 X 07 =30,92,208/-	450576/- X 07 =31,54,032/-
3	5200- 20200	1900	Jr Clerk	04	34675/-	34675/- X 12 X 4 = 16,64,400/-	306972/-X04 =12,27,888/-
4	5200- 20200	1800	Sr R/Sorter	02	34437/-	34437/- X 12 X 2 = 8,26,488/-	278640/- X2=5,57,280/-
5	5200- 20200	1800	Jr R/Sorter	02	34437/-	34437/- X 12 X 2 = 8,26,488/-	278640/- X2=5,57,280/-
6	5200- 20200	1800	Jamader Peon	07	34437/-	34437/- X 12 X 7 = 28,92,708/-	278640/- X 7= 19,50,480/-
7	5200- 20200	1800	Farash	01	34437/-	34437/ X 12 = 4,13,244/-	278640/-
Total				48		2,84,18,436/-	2,16,23,400/-

Total surplus for surrender= 48 posts

Projected Recurring saving / annum = Rs.2.84 crores. (as per VI CPC)

Rs.2.16 crores. (as per VII CPC)

7.0

CHAPTER – VII
READY RECKONER (as per VI CPC)

SCALE (In Rs)	G/Pay	Mean Pay	DA (125%)	SDA(12.5 %)	Total Salary PM
9300-34800	4200	22050	32812	3281	62343/-
5200-20200	2800	12700	19375	1937	36812/-
5200-20200	2400	12700	18875	1887	35862/-
5200-20200	1900	12700	18250	1825	34675/-
5200-20200	1800	12700	18125	1812	34437/-

READY RECKONER (as per VII CPC)

SCALE (In Rs)	G/Pay	Starting Pay	DA (9 %)	SDA (10 %)	Total Salary PM	Total Salary Per Anum
9300-34800	4200	35400	3186	3540	46326	555912/-
5200-20200	2800	29200	2628	2920	37548	450576/-
5200-20200	2400	25500	2295	2550	32745	392940/-
5200-20200	1900	19900	1791	1990	25581	306972/-
5200-20200	1800	18000	1620	1800	23220	278640/-

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