

**NORTHEAST FRONTIER RAILWAY**



**WORK STUDY REPORT ON  
REVIEW OF STAFF STRENGTH OF GENERAL STORES DEPOT/PNO  
UNDER DY CMM/PNO N.F. RAILWAY**

**GUIDED BY:**

**SHRI RAJ. K. MANGLA, SDGM.**

**SHRI L. R. WARY, EO.**

**BRANCH OFFICER: SHRI S. SAIKIA, Dy CMM/PNO**

**DIVISIONAL INSPECTOR: SHRI DIGANTA BARUAH, CDMS/IC/PNO**

**CONDUCTED BY:**

**SHRI J. MITRA, WSI.**

**SHRI S.N.GHOSH, WSI.**

**STUDY NO. WSNF/61/2018-19**

**CASE NO. Z/375/10/18-61**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

**SUBJECT: REVIEW OF STAFF STRENGTH OF GENERAL STORES  
DEPARTMENT UNDER DY CMM/PNO, N.F. RAILWAY**

**STUDY NO:** WSNF/61/18-19

**CASE NO:** Z/375/10/18-61

**AUTHORITY:** SDGM of N.F.Railway.

**CONCERN DEPOT:** GENERAL STORES DEPOT/PNO,

**DEPARTMENT:** STORES

**TERMS OF REFERENCE:** To assess the requirements of Staff Strength of General Stores Department Under DY CMM/PNO

**NO. OF RECOMMENDATION:** One

After critical examination of the workload and activities total 61 Nos.post are surplus ( Viz. 13 Nos Posts in OS/G category, 06 Nos Sr Clerk, 04 Nos Jr Clerk , 01 no. Chief Typist, 02 Nos Jumbo Driver, 01 No L/Man, 01 No M/Man, 30 Nos Helpers, 01 No Jamader & 02 Nos Watchman ) under DY. CMM/PNO may be surrendered and the BOS may be corrected accordingly.

**PROJECTED MAN POWER SAVINGS:** 61 Nos.

**PROJECTED FINANCIAL SAVING:** Rs 1.89 Crore per annum.

**MONTH AND YEAR OF CIRCULATION:** December' 2018

## **I N D E X**

<b>Chapter</b>	<b>Contents</b>	<b>Page No.</b>
I	Introduction	4
II	Summary of work load	5-14
III	Critical analysis of staff requirements.	15-25
IV	Proposed staff & surplus posts (category & scale wise).	26
V	Recommendation.	27
VI	Financial implication.	27
VII	Ready reckoner	28

## **CHAPTER – I**

### **1.0 INTRODUCTION:**

General Store Depot, PNO is under direct control of Dy CMM/PNO. This depot is situated near Kamakhya Railway station. Initially PNO General Stores depot was feeding the entire Alipurduar, Lumding & Tinsukia Division. Later on feeding of TSK division entrusted to DBRT depot. Present jurisdiction of PNO Store depot is feeding entire LMG & RNY Division. Feeding of Lumding Div. starts from Agthori to outing near Fakiragram and branch line of LMG to Manu, Badarpur to Bhairavi, Silchar to Jiribam, Karimganj to Maleswar, Karimganj to Durlabhsara.

The important activities of PNO depot are; i) Receipt, Accountal, storage, Issue & Delivery of stores to indenters located to Rangiya & Lumding division, ii) Disposal of scrap through Public Auction sale. The main activities of Wards/ 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.

### **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 stores department Under Dy CMM/PNO

### **1.4 METHODOLOGY:**

- a) Collection of data relating to workload.
- b) Discussion with SMM/PNO & Subordinates and obtaining their views.
- c) Assess the workload for various wards of store depot.
- d) Assess the staff requirements for the above workload.
- e) Collection & evaluation of data in respect of receipt & Issue transactions of different wards & 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 S. Saikia, Dy CMM/PNO, Sri Diganta Baruah, CDMS/IC/PNO for their kind guidance and co-operation for conducting this study. The work study team is thankful to Sri Anjan Mukhopahaya, ChOS/Estt/PNO for their assistance rendered to the work study team for conducting the subject 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. Since 1984-85, the Administrative grade Officers have been provided in the division to strengthen their materials Management function.

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 stock are purchased through the stores department.

The main activities of Wards/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 GENERAL STORES DEPOT /PNO FOR THE YEAR-2017-18.**

##### **A - JURISDICTION OF PNO GENERAL STORES DEPOT.**

- I) Greater PNO, MLG, GHY, New Guwahati, Lumding and Rangiya Division under the jurisdiction of Dy.CMM/PNO.
- II) Stationery Items almost the entire N.F.Railway.

##### **B- POSITION OF PNO/ STORE FOR THE YEAR - 2017-18.**

**A. Total No. of Stock Item** : 1286 including Books & Forms items.

**B. Annual Transaction for the 2017-18** :-

**(Figure in Crores of Rs.)**

<b>OB</b>	<b>Cum-Receipt</b>	<b>Cum-Issue</b>	<b>CB</b>
<b>8.58 Cr.</b>	<b>19.01 Cr.</b>	<b>20.30 Cr.</b>	<b>7.29 Cr.</b>

##### **C. Work Load of Wards and Sections (From April,2015 to March,2016):-**

###### **1. Ward No. 01.**

- (a) Group Dealt with = 79,75,78.
- (b) No. of Cards dealt with = 64 nos.
- (c) No. of Stores out of Stock = 01

<b>Receipts</b>	<b>Issues</b>
<b>No. of items recd. = 771 nos</b> Value of R.O. = Rs. 5,62,89,056/-	<b>No. of Issue Notes = 704</b> Value of issue note=Rs.12,62,30,520/-

##### **BOS of Staff.**

<b>SN</b>	<b>Category</b>	<b>Scale</b>	<b>On Roll</b>
1.	CDMS	RS. 9300-34800/-	1
2.	OS/G	RS. 9300-34800/-	1

3.	UPG/HELPER	RS. 5200-20200/-	4
----	------------	------------------	---

## 2 - Ward No. 02

- (a) Group Dealt with = 30,31,33,36,37,38,73,74,93.  
(b) No. of Cards dealt with = 260 nos,  
(c) No. of Stores out of Stock = 15 nos,

### (d) Break up:-

Receipts	Issues
No. of R.O's = 410 Value of R.O. Rs.5,00,00,000/-	No. of Issue Notes = 574 Value of Issue = Rs.5,68,00,000/-

### BOS of Staff.

SN	Category	Scale	On Roll
1.	CDMS	RS. 9300-34800/-	1
2.	CH.OS	RS. 9300-34800/-	1
3.	OS		1
4.	JR. CLERK	RS. 5200-20200/-	1
5.	HELPER	RS. 5200-20200/-	8

## 3 -Ward No. 03

- (a) Group Dealt with = 60,61,62,65,67.  
(b) No. of Cards dealt with = 91.  
(c) No. of Stores out of Stock = 03.

### Break up:-

Receipts	Issues
No. of R.O's = 39 Value of R.O.= Rs.31.72 Lakh	No. of Issue Notes = 270 Value of Issue notes= Rs.26.57 Lakh

### BOS of Staff.

SN	Category	Scale	On Roll
1.	CDMS	RS. 9300-34800/-	1
2.	CH.OS	RS. 9300-34800/-	1
3.	OS	RS. 9300-34800/-	1
4	HELPER GR-II	RS. 5200-20200/-	3

## 4 - Ward No. 04

- (a) Group Dealt with = 75,80,81,92.  
(b) No. of Cards dealt with = 23 nos,

(c) No. of Stores out of Stock = 04 (1 + 3) nos,

Receipts	Issues
<b>No. of R.O's = 75</b> Value of R.O.= Rs.1.78 Cr.	<b>(a) No. of Issue Notes = 522</b> Value of Issue note= Rs. 1.70 Cr.

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	RS. 9300-34800/-	1
2.	OS/G	RS. 9300-34800/-	1
3.	HELPER GR-II	RS. 5200-20200/-	4

**5 - Ward No. 05**

(a) Group Dealt with = 54,55,56,71,72.

(b) No. of Cards dealt with =23 nos,

(c) No. of Stores out of Stock = 02 nos,

Receipts	Issues
(a) No. of R.O's = 18 Value of R.O.= Rs. 16.10 Lakh	(a) No. of Issue Notes = 207 Value of issue note= Rs. 22.42 Lakh

**BOS of Staff.**

**Merge with ward no. 03**

**6 - Ward No. 06**

(a) Group Dealt with = 73,74,91.

(b) No. of Cards dealt with = 57

(C )No. of Stores out of Stock = 06

Receipts	Issues
(a) No. of R.O's = 59.79 Lakh Value of R.O= Rs. 27.96 Lakh	(a) No. of Issue Notes = 66.67 Lakh Value of issue note= Rs. 26.20 Lakh

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	RS.9300-34800/-	1
2.	DMS	RS. 9300-34800/-	1
3.	CHOS	RS.9300-34800/-	1
4.	HELPER	RS. 5200-20200/-	5

**7- Ward No. 07**

(a) Group Dealt with = 76,77,90,93.

- (b) No. of Cards dealt with = 59 nos  
(c) No. of Stores out of Stock = 07 nos,

Receipts	Issues
(a) No. of R.O's = 27.96 Lakh Value of R.O= Rs. 59.79 Lakh	No. of Issue Notes = 26.28 Lakh Value of issue note= Rs. 66.67 Lakh

**BOS of Staff.**

**Merged with ward no. 06**

**8 - Ward No. 08 -**

- (a) Group Dealt with = 70,71,74,75,79,81,84,86.  
(b) No. of Cards dealt with = 56 nos,  
(c) No. of Stores out of Stock = 01 no,

Receipts	Issues
(a) No. of R.O's = 93 nos Value of R.O= Rs.1.74 Cr.	No. of Issue Notes = 880 nos Value of issue note= Rs. 1.50 Cr.

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	RS.9300-34800/-	1
2.	CHOS	Rs.9300-34800/-	1
3.	Helper	RS.5200-20200/-	3

**09 - Ward No. 09**

- i. Group Dealt with = 40 , 41,42,43,45,47,50,54,55,56, 65.  
ii. No. of Cards dealt with = 237 nos,  
iii. No. of Stores out of Stock = 12 nos,

Receipts	Issues
(a) No. of R.O's = 235 nos Value of R.O= Rs. 5.49 Cr.	No. of Issue Notes = 1666 nos, Value of issue note = Rs. 5.49 Cr.

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	DMS	RS. 9300-34800/-	1
2.	CHOS	RS. 9300-34800/-	1
3	OS	RS. 9300-34800/-	1
4	JR. CLERK	RS. 5200-20200/-	1
5.	HELPER-II	RS. 5200-20200/-	4

**10 - Ward No. 11**

**Activity:- Stationery section.**



Group Dealt with = 83 nos,  
 No of stock Item = 68 nos,  
 Out of Stock = 04 nos,

Receipts	Issues
<b>No. of R.O's = 59 nos</b> Total value of R.O's = Rs.1.40 Cr.	<b>No. of Issue Notes = 5768 nos,</b> Total value of Issue= Rs. 1.46 Cr.

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	RS. 9300-34800/-	1
2.	CHOS	RS. 9300-34800/-	1
3.	OS	RS. 9300-34800/-	1
4.	HELPER	RS. 5200-20200/-	5

**11- Ward No. 12&14**

(a) Group Dealt with = **98 nos**,  
 (b) No. of Cards dealt with = 28 nos

Receipts	Issues
No. of R.O's = 1058 nos, VALUE OF R.O. = Rs. 50,83,287.92	No. of Issue Notes = 258 nos, VALUE OF ISSUE = Rs. 3,78,56,538.00

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	DMS	RS. 9300-34800/-	1
2.	OS-G	RS. 9300-34800/-	3
3.	M/MAN	RS. 5200-20200/-	1
4.	HELPER-II	RS. 5200-20200/-	11

**12. (A) Ward No. 14**

(a) Group Dealt with = **411 nos**,  
 (b) No. of Cards dealt with = 1005 nos

Receipts	Issues
No. of Recd. = 1005 nos,	No. of Issue disposed of = 973 nos,

**BOS of Staff.**

**Merged with ward no. 12**

**12. (B) Ward No. Receipt (R-IV)**

(a) Group Dealt with = **411 nos**,  
 (b) No. of Cards dealt with = 1005 nos

Receipts	Issues
No. of Recd. = 1005 nos,	No. of Issue disposed of = 973 nos,

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	DMS	RS. 9300-34800/-	1
2.	OS-G	RS. 9300-34800/-	3
3.	Jr. Clerk	RS. 5200-20200/-	1
	HELPER-II	RS. 5200-20200/-	6

**13. (A) CDMS/ IC/PNO :****BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	Rs. 9300-34800/-	2
2.	OS	Rs. 9300-34800/-	1
3.	Helper	Rs. 5200-20200/-	4

**Depstach:****BOS of Staff.**

SN	Category	Scale	On Roll
1.	OS	Rs. 9300-34800/-	1
1.	Helper	Rs. 5200-20200/-	1

**General Section:****BOS of Staff.**

SN	Category	Scale	On Roll
1.	CHOS	Rs. 9300-34800/-	2
2	OS	Rs. 9300-34800/-	2
3	Helper	Rs. 5200-20200/-	4
4	CH. TYPIST	Rs. 5200-20200/-	1

**Sales Section :****BOS of Staff.**

SN	Category	Scale	On Roll
1.	DMS	Rs. 9300-34800/-	1
2	CHOS	Rs. 9300-34800/-	1
3	OS	Rs. 9300-34800/-	1
4	Helper	Rs. 5200-20200/-	5

**Gate Pass:****BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	Rs. 9300-34800/-	1
2	OS	Rs. 9300-34800/-	2

3	Helper	Rs. 5200-20200/-	4
---	--------	------------------	---

**Cordination Section :**  
**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CHOS	Rs. 9300-34800/-	1
2	Helper	Rs. 5200-20200/-	2

**Requisition Section :**  
**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CHOS	Rs. 9300-34800/-	1
2	OS	Rs. 9300-34800/-	1
3	Helper	Rs. 5200-20200/-	3

**Inventory Section :**  
**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CDMS	Rs. 9300-34800/-	1
2	OS	Rs. 9300-34800/-	1

**Record Section :**  
**BOS of Staff.**

SN	Category	Scale	On Roll
1.	OS	Rs. 9300-34800/-	1

**Establishment Section :**  
**BOS of Staff.**

SN	Category	Scale	On Roll
1.	CHOS	Rs. 9300-34800/-	1
2	OS	Rs. 9300-34800/-	2
3	Helper	Rs. 5200-20200/-	1
4	Peon	Rs. 5200-20200/-	1

**14 Gang Staff :**

Gang staff are utilised for Cutting of Grass, loading & un loading and cleaning of the office.

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	Helper	Rs. 5200-20200/-	18

**BOS of Staff.**

#### **14(C) –Time Office**

In this office following works are done:-**OS is the In-Charge of time office and he maintain record of all incoming and outgoing materials and also maintain the attendance of group-d staffs register.**

##### **BOS of Staff.**

SN	Category	Scale	On Roll
1.	OS	RS.9300-34800/-	1
2.	HELPER	RS.5200-20200/-	1

#### **14-(D) - Maintenance of Departmental Truck & Lifter by CDMS/IC:-**

Truck is utilized for collection and deliver of materials of the consignees and the fork lifter is being utilized for quicker lifting and shifting of heavy materials in the depot.

SN	Category	Scale	On Roll
1.	M/Driver	RS.5200-20200/-	1+2 (HQ)
2.	J/driver	RS.5200-20200/-	1
3.	KHALASHI HELPER	RS.5200-20200/-	3
4.	M. Cleaner	RS.5200-20200/-	1

#### **14-(E) - Maintenance of T&P items by CDMS/IC:-**

**Maintenance of T&P items including furniture's is done by CDMS/IC.**

#### **14-(F) - Watch & Wards:-**

SN	Category	Scale	On Roll
1	WATCHMAN	RS. 5200-20200/-	17+1(HQ)
2			

#### **15 – ADMN. OFFICE at Dy.CMM/PNO.**

##### **Activity.**

##### **1) Local Purchase.**

SN	Local Purchase	P.O. Placed	Value
1.	OS	RS.9300-34800/-	1
2.	HELPER	RS.5200-20200/-	2

##### **2) In addition of Official works, following works are dealt with at Admn. Office of Dy.CMM/ PNO.**

**BOS of Staff.**

SN	Category	Scale	On Roll
1.	Steno	Rs.9300-34800/-	1
2.	E/Peon	Rs.5200-20200/-	1
3.	Forus	Rs.5200-20200/-	1
4.	S/Cleaner	Rs.5200-20200/-	1
5.	Carpenter	Rs.5200-20200/-	1

**Note :**

- CDMS 02 (two) nos. working at AMM/GHY. } 06
- CDMS 04 (four) nos. working at AMM/NGC. }
- CH. OS 02 (two) nos. working at AMM/GHY. } 03
- CH. OS 01 (one) nos. working at AMM/NGC. }
- DMS 01 (one) each at AMM/GHY & AMM/NGC.—02
- OS 05 (Five) nos. working at AMM/GHY. } 10
- OS 05 (Five) nos. working at AMM/NGC. }
- Watchman 06 (six) nos. working at AMM/GHY. } 07
- Watchman 01 (ONE) no. working at Maligaon Head Quarter. }
- Total 07 (seven) nos. Helper working at Maligaon Head Quarter. }
- Helper 20 (twenty) nos. working at AMM/GHY. } 39
- Helper 12 (twelve) nos. working at AMM/NGC. }
- Peon 01 (one) and Forous 01 (one) no. Working at AMM/GHY.---- 02
- S/Cleaner 01 (one) no. Working at AMM/NGC. ----01
- M/Driver 02 (two) nos. working at Maligaon Head Quarter.-----02

**Total = 72**

➤ **BOS, On Roll & Vacancy Position at Dy.CMM/PNO is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANCTI ON	ON ROLL	VACANC Y
1	CDMS	09300-34800/-	4600/-	18	17	1
2.	DMS	09300-34800/-	4200/-	16	7	9
3	CHIEF OS/G	09300-34800/-	4600/-	23	15	8
4	OS/I(G)	09300-34800/-	4200/-	62	34	28
5	SR. CLERK(G)	09300-34800/-	2800/-	10	0	10
6.	JR. CLERK(G)	09300-34800/-	1900/-	14	03	11
7	STENO	09300-34800/-	2400/-	1	1	0
8	CHIEF TYPIST	09300-34800/-	4600/-	2	1	1
9	M/DRIVER,GR-I	05200-20200/-	2800/-	3	1	2
10.	M/DRIVER,GR-II	05200-20200/-	2400/-	2	0	2
11.	M/DRIVER,GR-III	05200-20200/-	1900/-	1	3	Excess 2
12	JAMBOO DRIVER GR.I	05200-20200/-	2800/-	1	1	0
13	JAMBOO DRIVER GR.II	05200-20200/-	2400/-	2	0	2
14	LETTER MAN GR.I	05200-20200/-	2800/-	1	0	1
15	PEON	05200-20200/-	1800/-	3	3	0
16	S.CLEANER	05200-20200/-	1800/-	1	2	Excess 1
17	FARASH	05200-20200/-	1800/-	2	2	0
18	E/PEON	05200-20200/-	1800/-	1	1	0
19	MARK MAN	05200-20200/-	1800/-	2	1	1
20	HELPER	05200-20200/-	1800/-	175	140	35
21	JAMADAR	05200-20200/-	1800/-	1	0	1
22	WATCHMAN	05200-20200/-	1800/-	26	24	2
23	MOTOR CLEANER	05200-20200/-	1800/-	1	1	0
24	CARPENTER	05200-20200/-	1800/-	1	1	0
		TOTAL		<b>369</b>	<b>258</b>	<b>111</b>

### **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 under the Office of Dy CMM/PNO 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-centralisation of store depot had also another factor of decreasing the work load of Dy CMM/PNO. BOS of various staff in different category shown by Dy CMM/PNO 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 General Store Depot under Dy CMM/PNO of N.F.Railway .

**3.4** As discussed in para-3.1 & 3.2, computerisation and use of MMIS in the Dy CMM/PNO store depot would have required if work load was sufficient to justify the computerization of the said Depot. However, the study team has gathered the relevant data from the Depot. in presence of AMM/PNO, which is reproduced below.

#### **3.5 REQUIREMENT OF STAFF :- (Ref. chapter II)**

- **WORK LOAD OF OS/G:**

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 at PNO GENERAL stores depot. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of PNO General Store depot of N.F.Railway .

Against the sanctioned strength of 62 Nos of OS/G posts, presently the Depot is running smoothly with 34 Nos. of OS/G, which yields the existing vacancy to 28. On going through the work load & considering the future promotional avenue and future expansion of work load the work study team proposed additional 15 Nos. of OS/G ,the **BOS becomes 49 Nos.& recommends 13 Nos. of OS/G category to surrender.**

**The detailed calculation is appended below :**

- (i) LDCE quota of **OS/G** is 20 % of sanctioned strength 62 is nearly 12 posts
- (ii) DP quota of **OS/G** is 80 % but present incumbency of this depot is Sr Clerk-Nil & Jr Clerk-03. Therefore, maximum 03 persons can be promoted to **OS/G** , on this basis a total  $12 \text{ (LDCE)} + 03 \text{ (On Roll Jr Clerk)} + 34 \text{ ( OS on roll)} = 49$  posts are adequate to run the PNO Depot. Hence,  $(62 - 49) = \mathbf{13 \text{ Nos. of OS/G category can be recommended for surrender.}}$

- **WORK LOAD OF SR. CLERK:**

The Sr Clerk is entrusted to work with staff establishment matters such as promotion, training, salary & wages maintains of personal record, issue of passes & PTOs and settlement of payment & other dues.

Against the sanctioned strength of 10 Nos of Senior clerk posts, presently the Depot is running without any Sr. Clerk since long. Keeping in mind of promotional avenue and future expansion of work load a total 06 Nos of Sr Clerk which is vacant can be easily surrendered..

**The detailed calculation is appended below :**

- (i) DR quota of **Sr Clerk** is 20 % of sanctioned strength 10 is nearly 02 posts. These posts are vacant since long and on discussion with concerned authority came to conclusion that there is no planning of filling up this category. But also considering other aspects the study team recommends to surrender at least 01 posts of DR quota of this category.
- (ii) DP quota **Sr Clerk** is 80 % which is nearly 08 posts and presently all posts are vacant. Also present incumbency of Jr Clerk is 03. In rear future maximum 03 persons can be promoted to **Sr Clerk** ,which and on this basis a BOS become  $01 \text{ (DR quota)} + 03 \text{ (DP)} = 04$  posts.
- (iii) Therefore a total **06 posts of Sr Clerk category is recommended for surrender.**

- **WORK LOAD OF JR. CLERK**

This category is the assistance category of OS & Sr Clerk. He will maintain the records of establishment matters of staff, attendance, all establishment and stores correspondence and acquainted with the workload of OS & Sr Clerk..

Against the sanctioned strength of 14 Nos of Junior clerk posts, presently the Depot is running with 03 Nos. Junior clerk. By taking into consideration of future



expansion/requirement the work study team recommended BOS of Jr Clerk as 10 & the study team opined that **04 Nos. of Junior clerk posts is surplus & may be recommended for surrender.**

**The detailed calculation is appended below:**

- (i) The DR quota of **Jr Clerk** is 50 % of sanctioned strength 14 is nearly 07 posts. These posts are vacant since long and considering other aspects the study team recommends to **surrender at least 03 posts of DR quota** of this category.
- (ii) The LDCE quota **Jr Clerk** is 16- 2/3 % of sanctioned strength 14 is 2.28 nearly 02 posts. On basis of work load **01 post is recommended for surrender.**
- (iii) The DP quota **Jr Clerk** is 33- 1/3 % of sanctioned strength 13 is 4.66 nearly 05 posts All the posts are left for promotional avenue.
- (iv) on this basis a total DR quota 04 +LDCE quota 01 + DP quota 02 + 03 (On Roll ) = 10 posts are adequate to run the PNO Depot. Hence, (14 – 10) = **04 Nos. of Jr Clerk category can be recommended for surrender.**

- **Chief Typist :**

**Work load of Chief Typist:**

This category is engaged for typing job but now a days all typing job are made through Computer, which is readily available at each & every section. Hence, this category has no any vital utility. **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 present sanction strength of Chief Typist 02 and 01 post is manned keeping **01 vacant post can be easily surrender & deleted from BOS.**

- **Jumbo Driver :**

This category is engaged for lifting job but this work are carried out by one Jumbo driver only. **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 present sanction strength of Jumbo driver 03 and 01 post is manned keeping **02 posts vacant which can be easily surrendered.**

- **L/Man & M/Man**

This category is engaged lettering & marking job in coordination but now a days most of this job are obsolete. Hence, this category has no any vital utility. **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 present sanction strength of L/Man & M/Man is 01 each & both the post are vacant and can be easily surrendered. Hence, **02 vacant posts of L/Man & M/Man recommended for surrender & to be deleted from BOS.**

- **WORK LOAD OF HELPER**

This category is the assistance category of field as well as office. For regular day to day work of the depot this category is employed as an assistant towards field work , office etc..

Against the 175 nos sanctioned posts, the Depot is running with 140 posts ( 108 posts are in PNO/Depot, 20 Posts are in AMM/GHY's depot & 12 posts are in AMM/NGC depot) keeping 35 nos post vacant. By considering the work load of depot study team suggest out of 30 nos vacant post are recommended for surrender keeping 05 vacant posts for future expansion of workload.

- **WORK LOAD OF JAMADAR**

This category is presently employed to look after the cleaning work of the PNO store depot. This JDR post (05nos) is presently 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.**

This category now-a-days has no viable importance. Since it is a diminishing category & will be freeze tomorrow therefore, the study team opined that **01 no vacant post of this category is recommended for surrender and BOS may be corrected.**

- **WATCHMAN WORK LOAD OF WATCHMAN**

This category is employed for patrolling duties inside the store premises to protect the Railway properties lying in PNO store depot. To accomplish the same a total 08 beats are required consisting 03 Nos. watchmen in a shift which require 24 Nos. of watchman & 04 Nos. are to be kept for LR/RG duties.

**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.**

Since it is a diminishing category & will be freeze tomorrow therefore, the study team opined that 02 nos vacant post of this category is recommended for surrender and BOS may be corrected.

Hence, out of 26 Nos. of sanctioned strength, 24 Nos. watchmen is sufficient for this job. Therefore, 02 posts are surplus & presently 02 nos of this category is vacant. Hence, **the study team recommends for surrender of this 02 Nos. vacant post of watchman category.**

**1. Ward No. 01**  
**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed Strength
1.	CDMS	RS. 9300-34800/-	1	01
2.	OS/G	RS. 9300-34800/-	1	<b>01</b>
3.	UPG/HELPER	RS. 5200-20200/-	4	04
4	Jr Clerk	RS. 5200-20200/-	0	1
		Total	06	07

**2. Ward No. 02**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	RS. 9300-34800/-	1	1
2.	CH.OS	RS. 9300-34800/-	1	1
3.	OS		1	1
4.	JR. CLERK	RS. 5200-20200/-	1	1
5.	HELPER	RS. 5200-20200/-	8	8
		Total	12	12

**3. Ward No. 03****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	RS. 9300-34800/-	1	1
2.	CH.OS	RS. 9300-34800/-	1	1
3.	OS	RS. 9300-34800/-	1	1
4	HELPER GR-II	RS. 5200-20200/-	3	3
5	Jr Clerk	RS. 5200-20200/-	0	1
		Total	06	07

**4. Ward No. 04****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	RS. 9300-34800/-	1	01
2.	OS/G	RS. 9300-34800/-	1	01
3.	HELPER GR-II	RS. 5200-20200/-	4	04
4	Jr Clerk	RS. 5200-20200/-	0	1
			06	07

**5. Ward No. 05****Merged with Ward No. 3****6. Ward No. 06****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed
----	----------	-------	---------	----------

				<b>strength</b>
1.	CDMS	RS.9300-34800/-	1	1
2.	DMS	RS. 9300-34800/-	1	1
3.	CHOS	RS.9300-34800/-	1	1
4.	HELPER	RS. 5200-20200/-	5	5
		Total	08	08

**7. Ward No. 07**  
**Merged with Ward No. 6**

**8. Ward No. 08 -**  
**BOS of Staff.**

SN	Category	Scale	On Roll	<b>Proposed strength</b>
1.	CDMS	RS.9300-34800/-	1	1
2.	CHOS	Rs.9300-34800/-	1	1
3.	Helper	RS.5200-20200/-	3	3
4	Jr Clerk	RS. 5200-20200/-	0	1
		Total	05	06

**9. Ward No. 09**  
**BOS of Staff.**

SN	Category	Scale	On Roll	<b>Proposed strength</b>
1.	DMS	RS. 9300-34800/-	1	1
2.	CHOS	RS. 9300-34800/-	1	1
3	OS	RS. 9300-34800/-	1	1
4	JR. CLERK	RS. 5200-20200/-	1	1
5.	HELPER-II	RS. 5200-20200/-	4	4
		Total	08	08

**10. Ward No. 11**

SN	Category	Scale	On Roll	<b>Proposed strength</b>
1.	CDMS	RS. 9300-34800/-	1	1
2.	CHOS	RS. 9300-34800/-	1	1
3.	OS	RS. 9300-34800/-	1	1
4.	HELPER	RS. 5200-20200/-	5	5
		Total	08	08

**11. Ward No. 12&14****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	DMS	RS. 9300-34800/-	1	1
2.	OS	RS. 9300-34800/-	3	2
3.	M/MAN	RS. 5200-20200/-	1	1
4.	HELPER	RS. 5200-20200/-	11	11
5	Jr Clerk	RS. 5200-20200/-	0	1
		Total	16	16

**12 A) Ward No. 14****Merged with Ward No. 12****12 (B) Ward No. RECEIPT (R IV).****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	DMS	RS. 9300-34800/-	1	1
2.	OS-G	RS. 9300-34800/-	3	2
3.	Jr. Clerk	RS. 5200-20200/-	1	1
4	HELPER-II	RS. 5200-20200/-	6	6
		Total	11	10

**13. (A) CDMS/ IC/PNO :****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	Rs. 9300-34800/-	2	2
2.	OS	Rs. 9300-34800/-	1	1
3.	Helper	Rs. 5200-20200/-	4	4
		Total	07	07

**Depstach:****BOS of Staff.**

SN	Category	Scale	On Roll	Proposed
----	----------	-------	---------	----------

				strength
1.	OS	Rs. 9300-34800/-	1	1
2	Helper	Rs. 5200-20200/-	1	1
		Total	02	02

**General Section:**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CHOS	Rs. 9300-34800/-	2	2
2	OS	Rs. 9300-34800/-	2	2
3	Jr Clerk	RS. 5200-20200/-	0	1
4	Helper	Rs. 5200-20200/-	4	4
5	CH. TYPIST	Rs. 5200-20200/-	1	1
		Total	09	10

**Sales Section :**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	DMS	Rs. 9300-34800/-	1	1
2	CHOS	Rs. 9300-34800/-	1	1
3	OS	Rs. 9300-34800/-	1	1
4	Helper	Rs. 5200-20200/-	5	5
		Total	08	08

**Gate Pass:**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	Rs. 9300-34800/-	1	1
2	OS	Rs. 9300-34800/-	2	2
3	Helper	Rs. 5200-20200/-	4	4
		Total	07	07

**Cordination Section :**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CHOS	Rs. 9300-34800/-	1	1
2	Helper	Rs. 5200-20200/-	2	2
		Total	03	03

**Requisition Section :**

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CHOS	Rs. 9300-34800/-	1	1
2	OS	Rs. 9300-34800/-	1	1
3	Helper	Rs. 5200-20200/-	3	3
		Total	05	05

**Inventory Section :  
BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CDMS	Rs. 9300-34800/-	1	1
2	OS	Rs. 9300-34800/-	1	1
		Total	02	02

**Record Section :  
BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	OS	Rs. 9300-34800/-	1	1
		Total	01	01

**Establishment Section :  
BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	CHOS	Rs. 9300-34800/-	1	1
2	OS	Rs. 9300-34800/-	2	2
3	Helper	Rs. 5200-20200/-	1	1
4	Peon	Rs. 5200-20200/-	1	1
		Total	05	05

**14 Gang Staff :**

Gang staff are utilised for Cutting of Grass, loading & un loading and cleaning of the office.

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	Helper	Rs. 5200-20200/-	18	18
		Total	18	18

**BOS of Staff.**

#### **14(C) –Time Office**

In this office following works are done:-**OS is the In-Charge of time office and he maintain record of all incoming and outgoing materials and also maintain the attendance of group-d staffs register.**

##### **BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	OS	RS.9300-34800/-	1	1
2.	HELPER	RS.5200-20200/-	1	1
		Total	02	02

#### **14-(D) - Maintenance of Departmental Truck & Lifter by CDMS/IC:-**

Truck is utilized for collection and deliver of materials of the consignees and the fork lifter is being utilized for quicker lifting and shifting of heavy materials in the depot.

SN	Category	Scale	On Roll	Proposed strength
1.	M/Driver	RS.5200-20200/-	1	1
2.	J/driver	RS.5200-20200/-	1	1
3.	HELPER	RS.5200-20200/-	3	3
4.	M. Cleaner	RS.5200-20200/-	1	1
		Total	06	06

#### **14-(E) - Maintenance of T&P items by CDMS/IC:-**

**Maintenance of T&P items including furniture's is done by CDMS/IC.**

#### **14-(F) - Watch & Wards:-**

SN	Category	Scale	On Roll	Proposed strength
1	WATCHMAN	RS. 5200-20200/-	17	17
		Total	17	17

#### **15 – ADMN. OFFICE at Dy.CMM/PNO.**

##### **Activity.**

##### **3) Local Purchase.**

SN	Category	Scale	On Roll	Proposed strength
----	----------	-------	---------	-------------------



1.	OS	RS.9300-34800/-	1	1
2.	HELPER	RS.5200-20200/-	2	2
3	PEON	RS.5200-20200/-	0	1
		Total	03	04

4) In addition of Official works, following works are dealt with at Admn. Office of Dy.CMM/ PNO.

**BOS of Staff.**

SN	Category	Scale	On Roll	Proposed strength
1.	Steno	Rs.9300-34800/-	1	1
2.	E/Peon	Rs.5200-20200/-	1	1
3.	Forus	Rs.5200-20200/-	1	1
4.	S/Cleaner	Rs.5200-20200/-	1	1
5.	Carpenter	Rs.5200-20200/-	1	1
		Total	05	05

**Note :**

- CDMS 02 (two) nos. working at AMM/GHY. } 06
- CDMS 04 (four) nos. working at AMM/NGC. }
- CH. OS 02 (two) nos. working at AMM/GHY. } 03
- CH. OS 01 (one) nos. working at AMM/NGC. }
- DMS 01 (one) each at AMM/GHY & AMM/NGC.—02
- OS 05 (Five) nos. working at AMM/GHY. } 10
- OS 05 (Five) nos. working at AMM/NGC. }
- Watchman 06 (six) nos. working at AMM/GHY. } 07
- Watchman 01 (ONE) no. working at Maligaon Head Quarter. }
- Total 07 (seven) nos. Helper working at Maligaon Head Quarter. }
- Helper 20 (twenty) nos. working at AMM/GHY. } 39
- Helper 12 (twelve) nos. working at AMM/NGC. }
- Peon 01 (one) and Forous 01 (one) no. Working at AMM/GHY.---- 02
- S/Cleaner 01 (one) no. Working at AMM/NGC. ----01
- M/Driver 02 (two) nos. working at Maligaon Head Quarter.-----02

**Total = 72**

## 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 various categories are tabulated below :

#### **SUMMARISED STRENGTH OF PNO GENERAL/STORE WITH ON ROLL & PROPOSED SURRENDER**

➤ **BOS, On Roll & Vacancy Position at Dy.CMM/PNO is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SA NC TION	ON RO LL	VACA NCY	Proposed strength	Proposed Surplus
1	CDMS	09300-34800/-	4600/-	18	17	1	18	0
2.	DMS	09300-34800/-	4200/-	16	7	9	16	0
3	CHIEF OS/G	09300-34800/-	4600/-	23	15	8	23	0
4	<b>OS/I(G)</b>	<b>09300-34800/-</b>	<b>4200/-</b>	<b>62</b>	<b>34</b>	<b>28</b>	<b>49</b>	<b>13</b>
5	<b>SR. CLERK(G)</b>	<b>09300-34800/-</b>	<b>2800/-</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>04</b>	<b>06</b>
6.	<b>JR. CLERK(G)</b>	<b>09300-34800/-</b>	<b>1900/-</b>	<b>14</b>	<b>03</b>	<b>11</b>	<b>10</b>	<b>04</b>
7	STENO	09300-34800/-	2400/-	1	1	0	1	0
8	<b>CHIEF TYPIST</b>	<b>09300-34800/-</b>	<b>4600/-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>01</b>
9	M/DRIVER,GR-I	05200-20200/-	2800/-	3	1	2	3	0
10.	M/DRIVER,GR-II	05200-20200/-	2400/-	2	0	2	2	0
11.	M/DRIVER,GR-III	05200-20200/-	1900/-	1	3	Exces s 2	1	0
12	JAMBOO DRIVER GR.I	05200-20200/-	2800/-	1	1	0	1	0
13	<b>JAMBOO DRIVER GR.II</b>	<b>05200-20200/-</b>	<b>2400/-</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>02</b>
14	<b>LETTER MAN GR.I</b>	<b>05200-20200/-</b>	<b>2800/-</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>01</b>
15	PEON	05200-20200/-	1800/-	3	3	0	3	0
16	S.CLEANER	05200-20200/-	1800/-	1	2	Exces s 1	1	0
17	FARASH	05200-20200/-	1800/-	2	2	0	2	0
18	E/PEON	05200-20200/-	1800/-	1	1	0	1	0
19	<b>MARK MAN</b>	<b>05200-20200/-</b>	<b>1800/-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>01</b>
20	<b>HELPER</b>	<b>05200-20200/-</b>	<b>1800/-</b>	<b>175</b>	<b>140</b>	<b>35</b>	<b>145</b>	<b>30</b>
21	<b>JAMADAR</b>	<b>05200-20200/-</b>	<b>1800/-</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>01</b>
22	<b>WATCHMAN</b>	<b>05200-20200/-</b>	<b>1800/-</b>	<b>26</b>	<b>24</b>	<b>2</b>	<b>24</b>	<b>02</b>
23	MOTOR CLEANER	05200-20200/-	1800/-	1	1	0	1	0
24	CARPENTER	05200-20200/-	1800/-	1	1	0	1	0
		TOTAL		<b>369</b>	<b>258</b>	<b>111</b>	<b>308</b>	<b>61</b>

## CHAPTER-V

### 5.0 RECOMMENDATION

After critical examination of the workload and activities total 61 Nos.post are surplus ( Viz. 13 Nos Posts in OS/G category, 06 Nos Sr Clerk, 04 Nos Jr Clerk , 01 no. Chief Typist, 02 Nos Jumbo Driver, 01 No L/Man, 01 No M/Man, 30 Nos Helpers, 01 No Jamader & 02 Nos Watchman ) under DY. CMM/PNO may be surrendered and the BOS may be corrected accordingly.

## 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	Pay as per 7 <sup>th</sup> CPC	Category	No. of Posts surplus	Expenditure per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	9300- 34800	4600	48941/-	Ch Typist	01	48941/-	5,87,292/-
2	9300- 34800	4200	38586/-	OS/G	13	38586 X 13 = 501618/-	60,19,416/-
3	5200- 20200	2800	31828/-	Sr Clerk	06	31828/-X 6= 190968/-	22,91,616/-
4	5200- 20200	1900	21691/-	Jr Clerk	04	21691/- X 4 = 86764/-	10,41,168/-
5	5200- 20200	2400	27795/-	J/Driver	02	27795/-x 2 = 55590/-	6,67,080/-
6	5200- 20200	2800	31828/-	L/Man	01	31828/-	3,81,936/-
7	5200- 20200	1800	19620/-	M/Man	01	19620/-	2,35,440/-
8	5200- 20200	1800	19620/-	Helper	30	19620 X 30 = 588600/-	70,63,200/-
6	5200- 20200	1800	19620/-	W/Man	02	19620 X 2 = 39240/-	4,70,880/-
7	5200- 20200	1800	19620/-	Jamader	01	19620/-	2,35,440/-
Total					61		1,89,93,468/-

**Total surplus = 61 posts**

**Projected Recurring saving / annum = Rs. 1.89 crores.**

## **CHAPTER – VII**

**7.0**

### **READY RECKONER**

SCALE (In Rs)	G/Pay	Pay as per 7 <sup>th</sup> CPC	DA (9%)	Total Salary PM
9300-34800	4600	44900	4041	48941/-
9300-34800	4200	35400	3186	38586/-
5200-20200	2800	29200	2628	31828/-
5200-20200	2400	25500	2295	27795/-
5200-20200	1900	19900	1791	21691/-
5200-20200	1800	18000	1620	19620/-

-----