

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
ADEQUACY OF STAFF STRENGTH OF GENERAL STORES
DEPOT/DBRT UNDER SMM/DBRT**

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STUDY NO. WSNF/80/2018-19

CASE NO. Z/375/10/18-80

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

**SUBJECT: ADEQUACY OF STAFF STRENGTH OF GENERAL STORES
DEPARTMENT UNDER SMM/DBRT, N.F. RAILWAY**

STUDY NO: WSNF/80/18-19

CASE NO: Z/375/10/18-80

AUTHORITY: SDGM of N.F.Railway.

CONCERN DEPOT: GENERAL STORES DEPOT/DBRT,

DEPARTMENT: STORES

TERMS OF REFERENCE: To assess the requirements of Staff Strength of General Stores Depot Under SMM/DBRT

NO. OF RECOMMENDATION: One

After critical examination of the workload and activities out of **38 vacant posts** total **23 Nos of posts** (Viz. 02 Nos Posts in OS/G category, 02 Nos Sr Clerk, 04 Nos Tindal, & 15 Nos Store Mazdoor) under SMM/DBRT) are surplus, which may be surrendered and the BOS may be corrected accordingly.

PROJECTED MAN POWER SAVINGS: 23 Nos.

PROJECTED FINANCIAL SAVING : Rs 66.42 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION: March' 2019

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CHAPTER – I

1.0 INTRODUCTION:

General Store Depot, DBRT is under direct control of SMM/DBRT. This depot is situated near DBRT Railway station. DBRT Stores feeding the entire Tinsukia Division including Dibrugarh Workshop. The important activities of DBRT depot are; i) Receipt, Accountal, storage, Issue & Delivery of stores to indenters located to DBRT 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 General stores department Under SMM/DBRT

1.4 METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with SMM/DBRT & 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 B. Gogoi, SMM/DBRT, Sri R. Chakraborty CDMS/IC/DBRT & Sri J.A. Rao CDMS/DBRT 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 DBRT stores department is headed by Sr Material Manager of Stores who reports to PCMM/MLG.

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 /DBRT FOR THE YEAR-2017-18.

A - JURISDICTION OF DBRT GENERAL STORES DEPOT.

- I) Entire Tinsukia Division including Dibrugarh Workshop under the jurisdiction of SMM/DBRT.
- II) Stationery Items almost the entire Tinsukia Division of N.F.Railway.

B- POSITION OF DBRT/ STORE FOR THE YEAR - 2017-18.

A. Total No. of Cards : 1212 Out of Stock : 53

B. Annual Transaction for the 2017-18 :-

(Figure in Crores of Rs.)

OB	Cum-Receipt	Cum-Issue	CB
13.54 Cr.	114.90 Cr.	74.61 Cr.	53.83 Cr.

C. Work Load of Wards and Sections (From April,2017 to March,2018):-

1. Admin Section :

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS	RS. 9300-34800/- L-7	4600	01
3	OS/G	RS. 9300-34800/- L-6	4200	01
4	Jr Clerk	RS. 5200-20200/- L-2	1900	01
5.	Store Khalasi-I	RS. 5200-20200/- L-1	1800	01
6	Store Mazdoor	RS. 5200-20200/- L-1	1800	01
7	S/Cleaner	RS. 5200-20200/- L-1	1800	01
			Total	07

2. **General Section :**
D. Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	DMS	RS. 9300-34800/- L-6	4200	01
2	OS/G	RS. 9300-34800/- L-6	4200	02
3	Store Mazdoor	RS. 5200-20200/- L-1	1800	02
4.	Store Khalasi-I	RS. 5200-20200/- L-1	1800	01
			Total	06

3. **Ward No 01 –(Issue/Ward)**

- (a) Groups Dealt with - 40,41,42,43,45,47,54,56,70,72,78,79,85, 30 & 31
(b) No. of Cards Dealt with - 322
(c) Nos of stores out of stock - 22
(d) TRANSACTIONS:

Receipt

4336.57 lacs

ISSUES

2354.83 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2	Ch OS/I	RS. 9300-34800/- L-7	4600	01
3.	OS/I	RS. 9300-34800/- L-6	4200	01
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	01
5.	Jr Clerk	RS. 5200-20200/- L-2	1900	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	02
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
			Total	08

4. **Ward No. 02**

- (a) Group Dealt with = 60,62,66,71,73,74,79,33
(b) No. of Cards dealt with = 96 nos,
(c) No. of Stores out of Stock = 08 nos,
(d) TRANSACTIONS:

Receipt

85.58 lacs

ISSUES

92.12 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01
3.	OS/I	RS. 9300-34800/- L-6	4200	01
4	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	01

6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
			Total	06

5. Ward No 3 & 9 (Oil & Stationery)

- (a) Group Dealt with = 75,76,80,81,83,84,85,86 & 92
(b) No. of Cards dealt with = 102 nos
(c) No. of Stores out of Stock = 06 nos,
(d) TRANSACTIONS:

Cumulative Receipt

Rs.652.81 lacs

(R/O 287 Nos)

Cumulative Issue

Rs.374.94 lacs

(Issue 1839 Nos.)

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01
3.	OS/G	RS. 9300-34800/- L-6	4200	02
4	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	04
6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
		Total		10

6 -Ward No. 04 (C & W, LHB & DEMU)

- (a) Group Dealt with = 30,31,32,33,36,37 & 38
(b) No. of Cards dealt with = 445 + 199 = 644.
(c) No. of Stores out of Stock = 08 + 01 = 09
(d) TRANSACTIONS:

Cum. Receipt

20.83 Crores

Cum. Issues

5.83 Crores

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	02
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01
3	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01
4.	Store Mazdoor	RS. 5200-20200/- L-1	1800	03
5.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
		Total		08

7- Ward No. 05

- (a) Group Dealt with = 33,77,90 & 91
(b) No. of Cards dealt with = 64 nos
(c) No. of Stores out of Stock = 02 nos,
(d) TRANSACTIONS:

Cumulative Receipt

Rs.423.39 lacs

Cumulative Issue

Rs.188.57 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	Ch OS-I	RS. 9300-34800/- L-7	4600	01
3.	OS/G	RS. 9300-34800/- L-6	4200	01
4.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	02
6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
		Total		07

8. Ward No. 06 (Scrap)

- (a) Group Dealt with =
(b) No. of Cards dealt with = 54 nos
(c) No. of Stores out of Stock = 02 nos,
(d) TRANSACTIONS:

Cumulative Receipt**Rs. 41.84 lacs****Cumulative Issue****Rs.4.95 Crores****Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	Ch OS-I	RS. 9300-34800/- L-7	4600	01
3.	OS/G	RS. 9300-34800/- L-6	4200	01
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	06
6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
		Total		11

9 . Ward No. LP

- (a) Group Dealt with = Nil
(b) No. of Cards dealt with =Nil
(c) No. of Stores out of Stock = Nil
(d) TRANSACTIONS:

Receipt**Nil****ISSUES****Nil****Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/II	RS. 9300-34800/- L-7	4200	01
3.	OS/G	RS. 9300-34800/- L-6	4200	01
4.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	03
6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01
		Total		08

10. Ward No. 07 (Receipt Section)

- (a) Group Dealt with = Nil
 (b) No. of Cards dealt with = Nil
 (c) No. of Stores out of Stock = Nil
 (d) TRANSACTIONS:

Receipt

Rs. 108,1950,399 Crores

ISSUES

Nil

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/II	RS. 9300-34800/- L-7	4200	02
3	Store Mazdoor	RS. 5200-20200/- L-1	1800	04
4.	Store Khalasi	RS. 5200-20200/- L-1	1800	02
		Total		09

- **Summarised BOS, On Roll & Vacancy Position at SMM/DBRT is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANCT ION	ON ROLL	VACANCY
1.	CDMS	09300-34800/-	4600/-	13	10	03
2.	DMS	09300-34800/-	4200/-	02	01	01
3.	CHIEF OS/G	09300-34800/-	4600/-	09	09	0
4.	OS/(G)	09300-34800/-	4200/-	18	10	08
5.	SR. CLERK/SVC	09300-34800/-	2800/-	10	02	08
6.	JR. CLERK(G)	09300-34800/-	1900/-	05	07	(-)02
7.	M/DRIVER,GR-II	05200-20200/-	2400/-	0	01	(-)01
8.	TINDAL	05200-20200/-	1800/-	04	0	04
9.	Store Mazdoor	05200-20200/-	1800/-	48	28	20
10.	Store Khalasi	05200-20200/-	1800/-	08	11	(-)03
11.	S.CLEANER	05200-20200/-	1800/-	01	01	0
12.	Peon /UG	05200-20200/-	1800/-	--	--	--
13.	Peon	05200-20200/-	1800/-	--	--	--
		TOTAL		118	80	38

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 SMM/DBRT 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 SMM/DBRT. BOS of various staff in different category shown by SMM/DBRT 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 SMM/DBRT of N.F.Railway .

3.4 As discussed in para-3.1 & 3.2, computerization and use of MMIS in the SMM/DBRT 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 SMM/DBRT, 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 DBRT GENERAL stores depot. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of DBRT General Store depot of N.F.Railway .

Against the sanctioned strength of 18 Nos of OS/G posts, presently the Depot is running smoothly with 10 Nos. of OS/G, which yields the existing vacancy to 08. On going through the work load & considering the future promotional avenue and future expansion of work load the work study team proposed additional 06 Nos. of OS/G ,the **BOS becomes 16 Nos.& recommends 02 Nos. of OS/G category to 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 with only 02 Sr. Clerks. Keeping in mind of promotional avenue and future expansion of work load additional total 06 Nos of Sr. Clerk, the **BOS becomes 08 Nos. & recommends 02 Nos. of Sr Clerk category to surrender.**

- **WORK LOAD OF STORE MAZDOOR**

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 48 nos sanctioned posts, the Depot is running with 28 posts & keeping 20 nos post vacant. By considering the work load & future expansion of depot study team suggest additional 05 Nos. of post and balance 15 nos vacant post of Store Mazdoor category are recommended for surrender.

Also 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.

- **TINDALWORK LOAD:**

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

The sanctioned strength of this category 04 Nos. & all posts are 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.

The study team opined that **04 Nos. of vacant Tindal post is surplus & may be recommended for surrender.**

The detail staff position along with additional post proposed at all different wards/section under SMM/DBRT is furnished below:

- Admin Section :

Deployment of Staff.

SN	Category	Scale	G/Pay	On	Proposed
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				Roll	Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	02
2.	Ch OS	RS. 9300-34800/- L-7	4600	01	01
3	OS/G	RS. 9300-34800/- L-6	4200	01	02
4.	Sr Clerk	RS. 5200-20200/- L-5	1900	0	01
5	Jr Clerk	RS. 5200-20200/- L-2	1900	01	01
6.	Store Khalasi-I	RS. 5200-20200/- L-1	1800	01	01
7.	Store Mazdoor	RS. 5200-20200/- L-1	1800	01	01
8.	S/Cleaner	RS. 5200-20200/- L-1	1800	01	01
			Total	07	10

• **General Section :**
Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	DMS	RS. 9300-34800/- L-6	4200	01	01
2	OS/G	RS. 9300-34800/- L-6	4200	02	03
3	Store Mazdoor	RS. 5200-20200/- L-1	1800	02	02
4.	Store Khalasi-I	RS. 5200-20200/- L-1	1800	01	01
			Total	06	07

• **Ward No 01 –(Issue/Ward)**

(a) Groups Dealt with - 40,41,42,43,45,47,54,56,70,72,78,79,85, 30 & 31

(b) No. of Cards Dealt with - 322

(c) Nos of stores out of stock - 22

(d) TRANSACTIONS:

Receipt

4336.57 lacs

ISSUES

2354.83 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	01
2	Ch OS/I	RS. 9300-34800/- L-7	4600	01	01
3.	OS/I	RS. 9300-34800/- L-6	4200	01	02
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	01	01
5.	Jr Clerk	RS. 5200-20200/- L-2	1900	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	02	02
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
			Total	08	09

• **Ward No. 02**

(d) Group Dealt with = 60,62,66,71,73,74,79,33

(e) No. of Cards dealt with = 96 nos,

(f) No. of Stores out of Stock = 08 nos,

(d) TRANSACTIONS:

Receipt
85.58 lacs

ISSUES
92.12 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	01
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01	01
3.	OS/I	RS. 9300-34800/- L-6	4200	01	01
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	0	01
5.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	01	03
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
			Total	06	09

• **Ward No 3 & 9 (Oil & Stationery)**

- (a) Group Dealt with = 75,76,80,81,83,84,85,86 & 92
 (b) No. of Cards dealt with = 102 nos
 (c) No. of Stores out of Stock = 06 nos,
 (d) TRANSACTIONS:

Cumulative Receipt
Rs.652.81 lacs
(R/O 287 Nos)

Cumulative Issue
Rs.374.94 lacs
(Issue 1839 Nos.)

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	02
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01	01
3.	OS/G	RS. 9300-34800/- L-6	4200	02	02
4.	Sr. Clerk	RS. 5200-20200/- L-5	2800	0	01
5.	Jr. Clerk-I	RS. 5200-20200/- L-2	1900	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	04	04
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
			Total	10	12

• **Ward No. 04 (C & W, LHB & DEMU)**

- (a) Group Dealt with = 30,31,32,33,36,37 & 38
 (b) No. of Cards dealt with = 445 + 199 = 644.
 (c) No. of Stores out of Stock = 08 + 01 = 09
 (c) TRANSACTIONS:

Cum. Receipt
20.83 Crores

Cum. Issues
5.83 Crores

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	02	02
2.	Ch OS/I	RS. 9300-34800/- L-7	4600	01	01

3	OS/G	RS. 9300-34800/- L-6	4200	0	01
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	0	01
5.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	03	03
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
		Total		08	10

• **Ward No. 05**

(a) Group Dealt with = 33,77,90 & 91

(b) No. of Cards dealt with = 64 nos

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

(d) TRANSACTIONS:

Cumulative Receipt

Rs.423.39 lacs

Cumulative Issue

Rs.188.57 lacs

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01
2.	Ch OS-I	RS. 9300-34800/- L-7	4600	01	01
3.	OS/G	RS. 9300-34800/- L-6	4200	01	01
4.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01	01
5.	Store Mazdoor	RS. 5200-20200/- L-1	1800	02	02
6.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
		Total		07	07

• **Ward No. 06 (Scrap)**

(a) Group Dealt with = 93,98

(b) No. of Cards dealt with = 54 nos

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

(d) TRANSACTIONS:

Cumulative Receipt

Rs. 41.84 lacs

Cumulative Issue

Rs.4.95 Crores

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01
2.	DMS	RS. 9300-34800/- L-6	4200	0	01
3.	Ch OS-I	RS. 9300-34800/- L-7	4600	01	01
4.	OS/G	RS. 9300-34800/- L-6	4200	01	01
5.	Sr Clerk	RS. 5200-20200/- L-5	2800	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	06	06
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
		Total		11	12

• **Ward No. LP**

- (a) Group Dealt with = Nil
 (b) No. of Cards dealt with = Nil
 (c) No. of Stores out of Stock = Nil
 (d) TRANSACTIONS:

Receipt

Nil

ISSUES

Nil

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	01
2.	Ch OS/II	RS. 9300-34800/- L-7	4200	01	01
3.	OS/G	RS. 9300-34800/- L-6	4200	01	02
4.	Sr Clerk	RS. 5200-20200/- L-5	2800	0	01
5.	Jr Clerk-I	RS. 5200-20200/- L-2	1900	01	01
6.	Store Mazdoor	RS. 5200-20200/- L-1	1800	03	03
7.	Store Khalasi	RS. 5200-20200/- L-1	1800	01	01
		Total		08	10

• **Ward No. 07 (Receipt Section)**

- (a) Group Dealt with = Nil
 (b) No. of Cards dealt with = Nil
 (c) No. of Stores out of Stock = Nil
 (d) TRANSACTIONS:

Receipt

Rs. 108.20 Crores

ISSUES

Nil

Deployment of Staff.

SN	Category	Scale	G/Pay	On Roll	Proposed Strength
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01	01
2.	Ch OS/II	RS. 9300-34800/- L-7	4200	02	02
3.	Store Mazdoor	RS. 5200-20200/- L-1	1800	04	04
4.	Store Khalasi	RS. 5200-20200/- L-1	1800	02	02
		Total		09	09

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 DBRT GENERAL/STORE WITH ON ROLL & PROPOSED SURRENDER

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

SN	CATEGORY	SCALE	G/ PAY	SANC TION	ON RO LL	VACA NCY	Proposed strength	Proposed Surplus
1.	CDMS	09300-34800/-	4600/-	13	10	03	13	0
2.	DMS	09300-34800/-	4200/-	02	01	01	02	0
3.	CHIEF OS/G	09300-34800/-	4600/-	09	09	0	09	0
4.	OS/(G)	09300-34800/-	4200/-	18	10	08	16	02
5.	SR. CLERK/SVC	09300-34800/-	2800/-	10	02	08	08	02
6.	JR. CLERK(G)	09300-34800/-	1900/-	05	07	(-)02	05	0
7.	M/DRIVER,GR-II	05200-20200/-	2400/-	0	01	(-)01	0	0
8.	TINDAL	05200-20200/-	1800/-	04	0	04	0	04
9.	Store Mazdoor	05200-20200/-	1800/-	48	28	20	33	15
10.	Store Khalasi	05200-20200/-	1800/-	08	11	(-)03	08	0
11.	S.CLEANER	05200-20200/-	1800/-	01	01	0	01	0
12.	Peon /UG	05200-20200/-	1800/-	--	--	--	--	--
13.	Peon	05200-20200/-	1800/-	--	--	--	--	--
			Total	118	80	38	95	23

CHAPTER-V

5.0 RECOMMENDATION:

After critical examination of the workload and activities out of **38 vacant posts** total **23 Nos of posts** (Viz. 02 Nos Posts in OS/G category, 02 Nos Sr Clerk, 04 Nos Tindal, & 15 Nos Store Mazdoor) under SMM/DBRT) are surplus, which 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 th 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	4200	38586/-	OS/G	02	42126 X 02 = 84252/-	10,11,024/-
2	5200- 20200	2800	31828/-	Sr. Clerk	02	34748/- X 2= 69496/-	8,33,952/-
3	5200- 20200	1800	19620/-	Tindal	04	19620/- X 4 =78480/-	9,41,760/-
4	5200- 20200	1800	19620/-	S/Mazdoor	15	21420 X 15 = 321300/-	38,55,600/-
Total					23		66,42,336/-

Total surplus = 23 posts

Projected Recurring saving / annum = Rs. 66.42 lakhs.

CHAPTER – VII

7.0

READY RECKONER

SCALE (In Rs)	G/Pay (In Rs)	Pay as per 7 th CPC (In Rs)	DA (9%) (In Rs)	SDA 10 % (In Rs)	Total Salary PM (In Rs)
9300-34800	4200	35400	3186	3540	42126/-
5200-20200	2800	29200	2628	2920	34748/-
5200-20200	1800	18000	1620	1800	21420/-
