

# **CENTRAL RAILWAY**

## **REVIEW OF STAFF WORKING AT DY.**

### **CMM (MECH) OFFICE PAREL**

| <b>OFFICERS &amp; INSPECTORS</b> |                             |
|----------------------------------|-----------------------------|
|                                  |                             |
| <b>OFFICERS</b>                  | <b>INSPECTORS</b>           |
| <b>SHRI RAJESH SAHANI</b>        | <b>SHRI PRADEEP KALAL</b>   |
| <b>SECY (PG)/HQ</b>              | <b>WSI/BB</b>               |
|                                  |                             |
| <b>SHRI R. SUBRAMANIAM</b>       | <b>SHRI SANTOSH HANDORE</b> |
| <b>DY. SECY/APIO</b>             | <b>WSI/BB</b>               |
|                                  |                             |
|                                  |                             |
|                                  |                             |
|                                  |                             |

| <b>CO-ORDINATING OFFICERS &amp; INSPECTORS</b> |                               |
|--|-------------------------------|
|  |                               |
| <b>Officer</b>                                 | <b>Supervisors</b>            |
| <b>Shri Shivkumar Verma</b>                    | <b>Shri H. N. Patel</b>       |
| <b>AMM-I/PR</b>                                | <b>CDMS-WII</b>               |
|  |                               |
|  | <b>Shri Ajeet Kr. Yadav</b>   |
|  | <b>CDMS-Receiving Section</b> |
|  |                               |
|  | <b>Shri Raju Adhangale</b>    |
|  | <b>Chief D. S. (Gen)</b>      |

## SYNOPSIS OF THE STUDY

|   |  |
|---|--|
| Study Number                              | : - WSCR/Stores/HQ/3/18-19                               |
| Name of Study                             | : - Review of Staff working at Dy. CMM (M) Office Parel. |
| Approved by                               | : - AGM  |
| Department                                | : - Stores   |
| Division                                  | : - Mumbai   |
| Date of Commencement                      | : - 03.04.2018   |
| Date of Completion                        | : - 07.08.2018   |
| Date of Submission                        | : - 16.08.2018   |
| No. of Recommendations                    | : - 01   |
| Sanctioned Strength (Gr. C+D)             | : - 406  |
| No. of staff studied. (Gr. C+D)           | : - 185  |
| No. of vacancies. (Gr. C+D)               | : - 221  |
| No. of posts identified surplus (Gr. C+D) | : - 166  |
| Financial Implication (Tentative)         | : - 10,22,88,000   |

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The work study team also likes to thanks all Chief Office Superintendent & Office Superintendent of various sections and all Chief Depot Material Superintendent & Depot Material Superintendent of various wards for the guidance rendered to the work study team for completion of the study. The work-study team is also thankful to other staff of all depots that rendered guidance to the team in conducting the study.

## **AUTHORITY AND TERM OF REFERENCE**

The work-study on “Review of Staff working at Dy. CMM (M) Office, Parel” has been included in work-study Program 2018-19 with No. G.250/WSCR/Stores/HQ/03/18-19.

The term of reference for the given work-study is “Review of Staff Working at. CMM (M) Office, Parel”.

## **METHODOLOGY**

The work-study team has adopted the strategy as under:-

1. Collection of data of details of existing staff strength, workload, allotment of duties, existing/new procedures to carry out the work.
2. Discussion of details with supervisors & other staff of store dept regarding existing scenario.
3. Critical analysis of the data collected.

|  |
|--|
| <b>SUMMARY OF RECOMDATIONS &amp; SUGGESTIONS</b> |
|--|

| Sl | RECOMDATIONS AND SUGGESTIONS  | Page No. |
|----|---|----------|
| 1. | <b>Recommendation No.1:--</b> 48 posts of Group C Staff and 118 erstwhile Group D staff may be surrendered. | 29       |
| 2. | <b>Suggestion No. 1:--</b> Club the existing sections LS-1 & LS-2 in a single section as Ledger Section.    | 29       |

Indian Railway is fourth-largest railway network in the world by size with 13.08 lakhs of employees.

The Central Railway Locomotive Workshop, Parel was set up by Great Indian Peninsular Railway as a Steam Loco Shed in 1879. Later repairs and overhauling of Steam loco had started, and that had reached peak capacity of 32 Steam locos per month in 1962-63. With tapering of Steam traction, the Shop was upgraded to take up the work of Repair and Overhauling of Diesel locomotives from 1974-75 onwards. Spread over 1.90 Lakh Sq.m. (47 Acre).

It is one of the largest and oldest repair Workshops on the Indian Railways with diversified repair/manufacturing activities. Being located in the heart of Mumbai, it has ready access to road, sea and air transport. The Parel Workshop has the unique distinction of rendering services to the Armed Forces during the World Wars.

Parel Workshop has gradually diversified and is at present also carrying out the repair and overhauling of Diesel locomotives, Diesel cranes, Rehabilitation of Main Line Coaches. This shop also manufactures many components for diesel locos, Carriages and Wagon.

This workshop has also successfully manufactured Narrow Gauge locos for Neral - Matheran section and for Kalka - Simla section.

This is the only workshop, other than DLW and CLW, which builds Diesel Locomotives.

Store depots are of considerable importance for smooth functioning of the workshops as timely supply of required materials and spare parts are very much essential for the unit to achieve the targeted out-turn. The responsibility of planning, processing, liaison, inspection, and stocking etc of the required materials and prompt supply of the same to various shops, besides accounting of the receipts and issues is lying with the attached store depot.

Objectives of Material Management: - The following concepts of goods Material Management are as under:--

- a. To ensure timely availability of required material for production, maintenance requirements.
- b. To maintain uninterrupted material supplies at minimum cost
- c. To minimize purchase/product cost and reduce percentages of obsolesce of inventories.
- d. To reduce material/product costs through standardization, value analysis and import substitution, indigenization, EOQ analysis and other material management techniques
- e. To maintain public accountability at all stages of transaction
- f. Efficient control of inventories to reduce working capital
- g. To suggest measures to prevent deterioration of materials and to eliminate losses, pilferages maintain shelf life.
- h. Timely disposal of surplus, non-moving, not-required and unwanted materials

In modern era, Integrated Materials Management Information System (iMMIS) with online facility is being provided in all stores depots of Indian Railways.

In view of the above factors, the work-study on “Review of staff working at Store Unit Parel” has been included as an annual study for the year 2018-19, which has the approval of AGM.

The Stores Depot, Parel is functioning under the administrative control of Dy.CMM (Mechanical) who is assisted by 2 AMMs with 406 sanctioned strength non gazetted staff, at present office is being run with one AMM and 185 non gazetted staff. This stores depot is mainly catering to the Loco Workshop, Parel for supply of spare parts and other materials required for day-to-day working for repair and maintenance of Diesel locos.

Purchase of Stock items is normally done through concerned section of Controller of Stores (COS) office, CSTM which is based on the requirement as per Average Annual Consumption (AAC) finalized by the CWM/PR in consultation with the WAO/PR.

Materials received in Store Depot/PR are checked first for correctness of quantity and quality as per (Purchase Order) (PO) issued by COS office. The materials are inspected by Store/Technical inspectors and AMM to check whether the materials received are as per specifications etc indicated in the PO.

The step-wise procedure for purchase of Stock items through COS/CSTM is as under:--

- Preparation of estimate sheets of items.
- Verification of quantity by Associated Accounts unit i.e. WAO/PR.
- Forwarding of the vetted figures to COS.
- Clubbing of demands of all depots and vetting by FA&CAO.
- Floating of tender enquiries at HQ.
- Opening of tenders and acceptance.
- PO sent to HQ finance for pre-check.
- PO released for firm by HQ.
- Receipt of material at PR.
- Inspection of material.
- After acceptance, preparation of Receipt Order (RO) and material handed over to ward. If rejected, material is returned to the firm.
- Taken on bin cards.
- Storage and issue of material.

On accepting the material as per specifications, Receipt Order (RO) is prepared and the materials are transferred to the concerned wards where necessary entries are made in the records. Similarly material when issued to the shops, the transaction is recorded in the wards. Sometimes, material is issued to different Store depots also through depot transfer.

Detail of Sanctioned Posts along with Men On roll and Vacancies thereof at Store Depot Parel as on **JULY 2018** is given in following tables respectively,

| Sr.                              | Category                           | SS         | MOR        | Vacancy    |
|----------------------------------|------------------------------------|------------|------------|------------|
| 1.                               | Chief OS                           | 11         | 8          | 3          |
| 2.                               | OS                                 | 46         | 31         | 15         |
| 3.                               | Sr. Clerk                          | 15         | 1          | 14         |
| 4.                               | Jr. Clerk                          | 15         | 2          | 13         |
| 5.                               | Material Clerk                     | 1          | 1          | 0          |
| 6.                               | Steno                              | 1          | 0          | 1          |
| 7.                               | Typist                             | 6          | 1          | 5          |
| 8.                               | Material Checker                   | 6          | 2          | 4          |
| 9.                               | CDMS                               | 12         | 8          | 4          |
| 10.                              | DMS                                | 9          | 8          | 1          |
| 11.                              | Store Inspector                    | 3          | 2          | 1          |
|                                  | Total                              | 125        | 64         | 61         |
| <b>Artisan Staff</b>             |                                    |            |            |            |
| 12.                              | Crane Driver, (MCM, Gr. I, II,III) | 5          | 2          | 3          |
| 13.                              | AT ET Driver, (MCM, Gr. I, II,III) | 6          | 5          | 1          |
| 14.                              | Carpenter, (MCM, Gr. I, II,III)    | 4          | 4          | 0          |
| 15.                              | Slinger, (MCM, Gr. I, II,III)      | 4          | 3          | 1          |
| 16.                              | Painter, (Gr. I, II,III)           | 4          | 3          | 1          |
| 17.                              | Motor Driver, (MCM, Gr. I, II,III) | 4          | 3          | 1          |
| 18.                              | Metal Sawyer                       | 1          | 0          | 1          |
|                                  | Total                              | 28         | 20         | 8          |
| <b>Erstwhile group 'D' staff</b> |                                    |            |            |            |
| 19.                              | Sr./Jr. Packer                     | 2          | 0          | 2          |
| 20.                              | Muccadam                           | 13         | 0          | 13         |
| 21.                              | S/Mazdoor                          | 36         | 6          | 30         |
| 22.                              | Fireman                            | 1          | 1          | 0          |
| 23.                              | Sr. Khalasi                        | 156        | 70         | 86         |
| 24.                              | Jr. Khalasi                        | 24         | 18         | 6          |
| 25.                              | Sr. Peon                           | 6          | 0          | 6          |
| 26.                              | Jr./Bungalow Peon                  | 5          | 1          | 4          |
| 27.                              | Daftary                            | 2          | 0          | 2          |
| 28.                              | Messenger                          | 2          | 1          | 1          |
| 29.                              | Head Hamal                         | 2          | 2          | 0          |
| 30.                              | Head safaiwala                     | 2          | 1          | 1          |
| 31.                              | Sr. Safaiwala                      | 1          | 1          | 0          |
| 32.                              | Jr. Safaiwala                      | 1          | 0          | 1          |
|                                  | Total                              | 253        | 101        | 152        |
|                                  | <b>Grant Total</b>                 | <b>406</b> | <b>185</b> | <b>221</b> |



Summary of SS, MOR and Vacancy of Dy. CMM/PR is as under:--

| Sr. | Category                      | Sanctioned Strength | Men On Roll | Vacancy    |
|-----|-------------------------------|---------------------|-------------|------------|
| 1   | Ministerial & Tech Sup. Staff | 125                 | 64          | 61         |
| 2   | Artisan Staff                 | 28                  | 20          | 8          |
| 3   | Erstwhile group 'D' staff     | 253                 | 101         | 152        |
|     | <b>Total</b>                  | <b>406</b>          | <b>185</b>  | <b>221</b> |
| 4   | CLA AMM depot                 | 27                  | 10          | 17         |

For Administrative Purpose stores office of workshop has been divided into various sections and wards. The list of sections and wards is as under,

| Sl  | Section                       |
|-----|-------------------------------|
| 1.  | Establishment section         |
| 2.  | General Section               |
| 3.  | PPC receiving Section         |
| 4.  | PPS Section                   |
| 5.  | Typing Section                |
| 6.  | Yard & Lorry Section          |
| 7.  | Y N F Section (Scrap section) |
| 8.  | Ledger Diesel Section         |
| 9.  | Ledger-II Section             |
| 10. | Ledger-I Section              |
| 11. | Receiving Section             |
| 12. | Computer Cell                 |
| 13. | Ward no.0801                  |
| 14. | Ward no. 0802                 |
| 15. | Ward no. 0803                 |
| 16. | Ward no. 0804                 |
| 17. | Ward no. 0805                 |
| 18. | Ward no. 0806, 0811           |
| 19. | Ward no. 0807, 0806, 814      |
| 20. | Ward no. 0810                 |
| 21. | Ward no. 08013                |
| 22. | Ward no. 08015                |
| 23. | Ward no. 0816                 |
| 24. | Ward IMP                      |
| 25. | Ward Scrap (YNF)              |

Details of these sections in terms of the activities performed in these sections and workload along with sanctioned strength is given in ensuing Paragraphs. Critical analysis of the workload and available manpower at each section is done by work-study team on the basis of discussion with supervisor of the sections and need based requirement of manpower.

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## Establishment Section

### Duty List:-

- Dealing with Pay Bills Units of all Parel Unit.
- Reservations.
- D&AR matters.
- MACPS, Audit Para, PNM and Court matters.
- Budget statement for Salary and Allowances.
- Compassionate Ground Appointment cases.
- To maintain Service Records of all Parel Unit staff.
- Issue of Passes and PTOs.
- To deal with the matters related with i-Pass and Computer applications.
- To generate various statistical statements related with Pay & allowances, manpower planning, 40 statement, Seniority list staff.
- Settlement/Pension & other post retirement benefits of staff under Parel store Unit.
- Bonus, Income Tax, Arrears, fixation of staff under Parel store Unit.
- Work of NPS of respective bill Units.
- Revision of pension of retired staff (Pre-2016) cases of concerned pay bill unit.
- To ensure Staff Welfare measures.
- Forwarding of PF advance, ECC Bank loan, Leave Application, leave Encashment, SBF, application of Concerned Bill unit.
- Preparations of scale check statement of respective Bill Unit.
- To maintain daily attendance register summary of attendance and other relevant records of Special CL, CCL etc.
- Any other work assigned by the Administration.

### Work Load: -

Establishment section is responsible for preparation of Pay Sheet for 406 and 27 sanctioned strength of Parel & CLA depot respectively, at present MOR is 185(PR) +10(CLA) = 195 staff. In addition to this section is also responsible of various activities performed by personnel department. The distribution of workload is done activity wise among the staff of sections. Staff wise nominated activity is given in following table,

| Sr. No | Category         | No of Staff | Deployment   |
|--------|------------------|-------------|--|
| 1      | <b>Ch. O. S.</b> | <b>1</b>    | Over all in-charge of Establishment section, T.A. verification of Cl. IV, OT, PNM, Audit, Monitoring movement register, Pension Adalat.  |
| 2      | <b>Ch. O. S.</b> | <b>1</b>    | All work related to retiring employees, Compassionate Ground Appointment, Revision of pension, PLB of retired staff, CAT/Court cases, General correspondence, MACP   |
| 3      | <b>Ch. O. S.</b> | <b>1</b>    | Pay sheet of Gaz & Class-III, office Class-IV, LPC correspondence, IT, PLB, Leave encashment, PF advance, Annual Statement-40, Advance register, Rent roll, Leave posting, Increment, Fixation and Related correspondence. |
| 4      | <b>O. S.</b>     | <b>1</b>    | Preparation of Pass/PTO of all working and retired staff, Maintenance of muster, Leave of class-III & office class IV staff, Correspondence of Railway Quarter, Transfer   |

|   |         |    |  |
|---|---------|----|--|
|   |         |    | applications, Seniority, Yearly book of sanction, ZTS and other training, Sanction strength, Awards etc.   |
| 5 | O. S.   | 1  | Pay sheet of class IV & Artisan Staff, Correspondence related to LPC, IT, PLB, Leave encashment, PF advance, Maintaining of advance register, Rent roll, Leave posting, Increment, Fixation, drawn & dues etc  |
| 6 | O. S.   | 1  | Deals with ECC, PF loan, School fees, Roster, Book of SC, ST, OBC, Hindi Rajbhasha, School fees, I-card, Family card, Medical/RELHS/pensioners I. cards, All advances, Nomination of PF, All work related to reimbursements, SBF   |
| 7 | O. S.   | 1  | Statement of staff PCDO & DO, Artisan staff promotion, DAR, TA/OT statement, Training of class IV staff for promotion in Artisan category, Holiday home, Man power planning, Confidential report, Issue of bearer letter, Circulation of notice regarding examination, Review of premature retirement, Surrendering of post. |
| 8 | O. S.   | 1  | Time keeping and Hindi library, Maintenance of muster of class IV & Artisan staff, Supervision in time office, Preparation of leave account.   |
| 9 | Khalasi | 3  | Assisting office staff in file and paper movement etc.   |
|   | Total   | 11 |  |

#### **Critical Analysis:-**

Establishment section is entrusted with various activities related to Pay Sheet and Establishment matters. The above 08 staffs deals with Pay Sheet and Establishment matters for sanctioned strength of 408 staff of Parel store Depot including all group 'C' and 'D' staff. **The Present Men On Roll is 195 (PR+CLA).**

Current Indian Railway Average **Bench Mark (May 2018)** for Personnel staff is **11.1** per '000 staff, accordingly considering present Sanctioned Strength of 406+25 of Parel Store Depot **05 ministerial and 02 group 'D' staff is enough to cater the workload.** Thus, 03 posts of Chief OS/OSs and 01 Khalasi are found surplus.

#### **Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl           | Designation | Existing | Proposed |
|--------------|-------------|----------|----------|
| 1            | Ch. OS/OS   | 8        | 5        |
| 3            | Khalasi     | 3        | 2        |
| <b>Total</b> |             | 11       | 7        |

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### **Typing Section and Steno**

Steno post is vacant and only one typist is on roll. One each Khalasi are attached to attend AMM and Dy. CMM

#### **Critical Analysis:-**

There is no such as typing section is in existence, out of sanction strength of 06 typist only one typist is on roll. Since the steno post is lying vacant, the only typist is being utilised as steno. This typist is attending Dy. CMM and AMM in addition to other work of steno like maintenance of APR etc.

On the basis of discussion with typist and AMM, observation and work distribution given above, work study team has noted that since all the sections are provided with sufficient Pc's i.e. **46 PC's** there is no need of Typist.

There is need of one post of Steno. One vacant post of Steno may be filled.

In view of the above 06 posts of Typist needed to be surrender.

#### **Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl           | Designation | Existing  | Proposed |
|--------------|-------------|-----------|----------|
| 1            | Steno       | 0         | 1        |
| 2            | Typist      | 1         | 0        |
| 3            | Khalasi     | 1         | 1        |
| <b>Total</b> |             | <b>02</b> | <b>2</b> |

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### **General and Dispatch Section**

#### **Duty List:-**

- Preparation of proposal of Works Programme.
- Maintenance of dead stock items pertaining to Main Office Building.
- Collecting PCDO data from Ledgers/Wards and compiling the figures.
- Non-stock requisition received from CWM/PR is send to concerned ledger for non-stock certification.
- Receipt & Dispatch of Dak.
- Collection of stationery from Byculla Depot and General Items from CRD.
- Distribution of stationery.
- Library work.
- Preparation of requisition for collection of material from Depot.
- Preparation of demand for purchase of material.
- Deals with Telephone and its bills received are sent to WAO/PR for making payment
- Preparation of Work Order to be placed on CWM/PR and Byculla.
- To overall look after cleaning of Main Office Building and toilets.

- Calibration and stamping of weighing machine/Oil tankers.
- Furnishing PNM reply of agenda pertaining to Civil/M&P works.
- Preparations of gate pass for repairs of computers.
- Purchasing of toner for facsimile machine, computer ribbon and cartridge.
- Furnishing information of departmental Annual Report.
- Issue of notification of Independence/Republic Day celebration.
- Provision of and refilling of Fire Extinguishers.
- To make arrangement for Newspaper and making necessary payments.
- To ensure File Management in the sequence of financial year.
- Any other work assigned by the Administration.

### **Work Load:-**

Workload pertaining to this section is of variable nature, i.e. quantum of workload may increase or decrease at times.

Deployment of Existing staff at this section is as under,

| Sl | Category               | No of Staff | Deployment   |
|----|------------------------|-------------|--|
| 1  | Chief OS               | 1           | Over all in charge, Audit work, PCDO.  |
| 2  | OS                     | 1           | Preparing office statement of office expenses quarterly.<br>Light, Fans, Toilet complaints to be lodged and chasing.<br>Medicines arrangement in first aid boxes of depot.<br>Preparing files required for work orders of safety, vital, PPC items.<br>Proposals and purchase of stationary from market and its distribution.<br>Rajbhasha works including library works.<br>Routine MRTs work of the depot.<br>Collection of stationeries & retirement medals from CRD and MTN depot & wards of Parel depot and its distribution. |
| 3  | OS                     | 1           | Refilling of fire extinguishers of the depot.<br>Telephone bill work.<br>Non-stock requisition work.<br>Contract of Safaiwala.<br>Hiring of Printer work and its monitoring (tonner & serving)<br>Road Transport Work.<br>Monitoring of new and old furniture of the depot with record.<br>Stamping, calibration & RTO passing works of vehicles, weighing machines & DU of diesel, Petrol and kerosene of the depots<br>Preparation of pay orders<br>Monitoring of work and M&P items.  |
| 4  | OS and Jr. Clerk       | 2           | Receipts of all the letters, parcels and courier every day & keeping proper record of these letters. Putting up the official letters documents to the officers every day.<br>Dispatching all the letters, documents received from various sections wards and officers every day.   |
| 6  | Khalasi, Hamal, S/wala | 6           | 01 khalasi is utilised for office working, meetings etc.<br>02 khalasis utilised for correspondence work with other stores depots and COS office, stationary collection from byculla, Curry road etc   |
|    | Total                  | 11          |  |

**Critical Analysis:-**

On the basis of discussion with In-charge of this Section, observation and work distribution given above, work study team has noted following,

- Numbers of works given above are occasional viz quarterly, yearly or as and when arises.
- Existing supervisory, clerical and khalasi staffs are more against workload.
- Thus, 02 posts of OS/Clerks and 01 post of Hamal, 02 posts of safaiwala are found surplus.

**Need Based Requirement :-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl    | Designation | Existing | Proposed |
|-------|-------------|----------|----------|
| 1     | Ch. OS      | 1        | 1        |
| 2     | OS          | 3        | 2        |
| 3     | Jr. Clerk   | 1        | 0        |
| 4     | Khalasi     | 3        | 3        |
| 5     | Hamal       | 1        | 0        |
| 6     | Safaiwala   | 2        | 0        |
| Total |             | 11       | 6        |

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**PPS Section****Duty List:-**

- Scrutiny and Registration of Demand.
- Put up file to concerned Officer for approval of LT/WB/ST.
- Tender uploading in IREPS site.
- Tender opening with concerned Officer Department.
- Scrutiny of Tender and file put up to the concerned Officer as per tender value.
- To sent file to shop for TS and RR.
- Correspondence with Vendors and Shops.
- Purchase Order after Acceptance of Tender by Officer.
- PO sent to firm by post and Email
- Modifications, if any.
- Sending of bill received from firm to Accounts.
- Cash Imprest.
- Any other work assigned by the Administration.

**Work Load:--**

The above workload is managed by deploying existing staff at this section is as under,

| Sl | Category | No of Staff | Deployment   |
|----|----------|-------------|--|
| 1  | Ch. OS   | 1           | Overall in-charge, scrutiny and endorsement on each office note/file for obtaining sanction, order, approval of competent authority, Tender opening, scrutiny etc. |

|   |           |    |  |
|---|-----------|----|--|
| 2 | OS        | 1  | Scrutiny and registration of demand, modification advice, cancellation etc.            |
| 3 | OS        | 1  | Tender uploading in IREPS site etc. (Indian Railway e-procurement system)              |
| 4 | OS        | 1  | Preparation of Purchase order, dispatch of P. O. to firm by post and email to firm etc |
| 5 | OS        | 1  | Raising bills etc.   |
| 6 | Sr. Clerk | 1  | All correspondence, Imprest, Transport etc.  |
| 4 | Khalasi   | 3  | Assisting in Correspondence, File Movement, assistance in office work etc.             |
|   | Total     | 09 |  |

The workload of this section in terms of number of cases purchased in this is as under:--

| Sl | Year    | No. of cases |
|----|---------|--------------|
| 1. | 2011-12 | 1079         |
| 2. | 2012-13 | 1091         |
| 3. | 2013-14 | 1652         |
| 4. | 2014-15 | 2244         |
| 5. | 2015-16 | 2242         |
| 6. | 2016-17 | 2379         |
| 7. | 2017-18 | 1874         |

### **Critical Analysis:--**

For assessment of need based requirement at this section Work Study team has taken into consideration the deployment of staff and number of Demand notes & PO dealt year wise. Also, during the discussion with supervisors of the section it was noted that the workload has been increasing regularly.

Considering the above, Work study team is of the opinion of that the ministerial staff provided in above section is sufficient and 02 khalasis are found surplus.

### **Need Based Requirement:--**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| SL           | Designation | Existing  | Proposed |
|--------------|-------------|-----------|----------|
| 1            | Ch. OS/OS   | 5         | 5        |
| 2            | Sr. Clerk   | 1         | 1        |
| 3            | Khalasi     | 3         | 1        |
| 4            | Peon        | 1         | 1        |
| <b>Total</b> |             | <b>10</b> | <b>8</b> |

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### **Yard and Lorry Section**

#### **Duty List:--**

- Ensure opening and closing of the section. Cleaning of the section.
- To maintain all M & P items & vehicles including survey of M&P items, purchasing spare parts etc.

- To ensure timely collection of parcels from home Railway's parcel depots, stores depots and foreign Railways.
- To maintain muster of Class-IV staff.
- To assign duties to motor Lorry Drivers.
- Ensuring timely submission of Receipts Vouchers to receiving section.
- Survey of dead surplus stock items.
- Taking necessary measures for clearance of non moving items.
- To ensure File Management in the sequence of financial year.
- Weighing bridge maintenance.
- Any other work assigned by the Administration.

### **Work Load:--**

The major workload assigned to this section is to collect the material from various depot of Central Railway as well as from foreign Railways. Deployment of Staffs for collecting material from various depots, parcel office etc.

At workload for the last 05 years and numbers of vehicle in Y & L Section is as under:-

### **Details of materials collected from various parcel depots by Yard staff.**

| Sl | Year    | No. of material collections |               |
|----|---------|-----------------------------|---------------|
| 1  | 2013-14 | 211                         |               |
| 2  | 2014-15 | 215                         | Box-Bdt's CTM |
| 3  | 2015-16 | 226                         |               |
| 4  | 2016-17 | 249                         |               |
| 5  | 2017-18 | 197                         |               |

### **Details of number of wagons unloaded in PR depot by Yard staff**

| Sl | Year    | No. of material collections | Weight (in M/T) |
|----|---------|-----------------------------|-----------------|
| 1  | 2013-14 | 1                           | 23.000          |
| 2  | 2014-15 | 1                           | 230             |
| 3  | 2015-16 | 5                           | 303.411         |
| 4  | 2016-17 | -                           | -               |
| 5  | 2017-18 | -                           | -               |

### **Details of number of lorries unloaded in PR depot by Yard staff.**

| Sl | Year    | No. of material collections | Sister Depot                     |
|----|---------|-----------------------------|----------------------------------|
| 1  | 2013-14 | 85 Lorry                    | 561969 – Nos. KG, Ltr, Mtr, Pair |
| 2  | 2014-15 | 91 Lorry                    | 502107 – Nos. KG, Ltr, Mtr, Pair |
| 3  | 2015-16 | 89 Lorry                    | 585986 – Nos. KG, Ltr, Mtr, Pair |
| 4  | 2016-17 | 99 Lorry                    | 406052 – Nos. KG, Ltr, Mtr, Pair |
| 5  | 2017-18 | 82 Lorry                    | 430262 – Nos. KG, Ltr, Mtr, Pair |



| Vehicle   | Number of Vehicle |
|-----------|-------------------|
| Truck     | 1                 |
| Fork Lift | 2                 |
| Crane     | 2                 |
| Staff Car | 1                 |
| Tempo     | Under repair      |

### **Critical Analysis:--**

On the basis of discussion with In-charge of this depot, work study team has noted that this section is mainly looking after the collection of material from own Railway and foreign Railways to cater the need of various Wards. The check of Quality, Quantity and record keeping is being done by receiving and PPC receiving section. The Yard and Lorry is like assisting Receiving/PPC section by collecting material from own Railway and foreign Railway by deputing clerk and erstwhile group 'D' staff.

| Sl  | Designation    | Men on Roll |
|-----|----------------|-------------|
| 1.  | DMS            | 1           |
| 2.  | OS             | 2           |
| 3.  | Material Clerk | 1           |
| 4.  | AT ET Driver   | 5           |
| 5.  | Painter        | 3           |
| 6.  | Carpenter      | 3           |
| 7.  | M/L Driver     | 3           |
| 8.  | Slinger        | 3           |
| 9.  | Crane Driver   | 2           |
| 10. | Fireman        | 1           |
| 11. | Store Mazdoor  | 1           |
| 12. | Khalasi        | 25          |
|     | <b>Total</b>   | <b>50</b>   |

Total 50 staffs are working in Yard and Lorry section, which is much more compare to availability of vehicle and work of material collection from various depot.

Thus, 21 posts of Artisan and erstwhile group 'D' are found surplus.

### **Need Based Requirement:--**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl | Designation    | Existing | Proposed |
|----|----------------|----------|----------|
| 1. | DMS            | 1        | 1        |
| 2. | OS             | 2        | 2        |
| 3. | Material Clerk | 1        | 1        |
| 4. | AT ET Driver   | 5        | 3        |

|     |               |    |    |
|-----|---------------|----|----|
| 5.  | Painter       | 3  | 2  |
| 6.  | Carpenter     | 3  | 1  |
| 7.  | M/L Driver    | 3  | 3  |
| 8.  | Slinger       | 3  | 2  |
| 9.  | Crane Driver  | 2  | 2  |
| 10. | Fireman       | 1  | 1  |
| 11. | Store Mazdoor | 1  | 1  |
| 12. | Khalasi       | 25 | 10 |
|     | Total         | 50 | 29 |

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### **Receiving Section**

#### **Duty List:--**

- Opening and closing of the section.
- To maintain DRR Register and clearance of pending DRRs manually and entry of DRR in iMMIS.
- To ensure inspection of materials received in receiving section.
- To ensure preparation of RO within prescribed time period.
- Arranging to handover to work shop for practical suitability in prescribe time period stipulated.
- To ensure disposal of rejection cases as per extent rules.
- To conduct joint inspection.
- To maintain recovery register of rejected materials.
- Correspondence with headquarter for DP extension and other modification of PO.
- To ensure correspondence with the firm for GC/TC & required papers for inspection of the items.
- Signing of RO & rejection advice prepared in receiving section.
- To maintain overall cleanliness of premises.
- Overall in charge of receiving section, which includes monitoring of other CDMS/DMS, ministerial staff's day to day work.
- Compliance of various reports, such as audit report/inspection report etc.
- To generate various reports such as DRR pending reports, rejection recovery cases etc for monthly PCDO.
- To ensure File Management in the sequence of financial year.
- Any other work assigned by the Administration.

#### **Work Load:-**

The deployment of staff is done activity wise which is as under:-

| Sl | Category    | No of Staff | Deployment   |
|----|-------------|-------------|--|
| 1  | CDMS/DMS    | 2           | Overall in charge, supervision etc,<br>Assist to CDMS taking receipt of material,  |
| 2  | OS          | 3           | R-Note, purchase suspense, Rejection cases, DRR advice, daily receipt, Railway Board material, Rate contract, Rate running contract, wheel section and axel section and all correspondence |
| 3  | Tech. Insp. | 2           | Technical verification of material received in section.  |

|   |           |    |  |
|---|-----------|----|--|
| 4 | Carpenter | 1  | Caters the work of carpenter of unpack/pack the material received in wooden packing.   |
| 5 | Messenger | 1  | Messenger work to Hq, kalyan etc and file movement   |
| 6 | Khalasi   | 4  | 1 khalasi attached to Tech Inspector and 03 khalasi being utilised for receiving, staking, checking and dispatching of material. |
|   | Total     | 13 |  |

The combined workload in Receipt section and PPC receipt section in terms of DDR's, Manual and iMMIS is given in following Table:-

| Receipt        | Local Challan | RRs          | Steel/DLR   |
|----------------|---------------|--------------|-------------|
| 2013-14        | 3495          | 173          | 25          |
| 2014-15        | 3739          | 192          | 17          |
| 2015-16        | 4105          | 203          | 20          |
| 2016-17        | 3956          | 217          | 32          |
| 2017-18        | 3033          | 156          | 44          |
| <b>Average</b> | <b>3665.6</b> | <b>188.2</b> | <b>27.6</b> |

### **Critical Analysis:--**

Considering the quantum of workload in material handling 03 additional Khalasi staff may be provided at this section for smooth operation.

### **Need Based Requirement:--**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl           | Designation                      | Existing  | Proposed  |
|--------------|----------------------------------|-----------|-----------|
| 1            | CDMS                             | 1         | 1         |
| 2            | DMS                              | 1         | 1         |
| 2            | Ch. OS, OS, Sr. Clerk, Jr. Clerk | 3         | 3         |
| 3            | Tech Insp.                       | 2         | 2         |
| 4            | Carpenter                        | 1         | 1         |
| 5            | Messenger                        | 1         | 1         |
| 6            | Store Mazdoor                    | 1         | 1         |
| 7            | Khalasi                          | 3         | 6         |
| <b>Total</b> |                                  | <b>13</b> | <b>16</b> |

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### **PPC Receiving Section**

#### **Duty List:-**

- Responsible for all works pertaining to Receipt of Material from Vendors till the issue of Material to the shop.
- Opening and closing of the Section. Cleaning of the section.
- To receive the material against PPC & COS Non-stock orders, stacking& labeling of the same.
- To maintain DRR Register and Clearance of pending DRRs and entry of DRR in iMMIS.

- To connect the concerned file and put up to TI for inspection.
- After acceptance of material, issue to concerned shop on Challan.
- Material to be sent to various shops for practical fitment suitability on approval as advised by competent authority.
- Material to be sent to C&M Lab for testing where necessary.
- To generate various reports, such as DRR pending reports, rejection, recovery cases, etc. for monthly PCDO & as asked by the Administration.
- Preparation of monthly statement regarding non lifter, non stock after acceptance as well as statement for pending practical suitability report.
- Any other work assigned by the Administration.

### **Work Load:-**

The combined workload in Receipt section and PPC receipt section in terms of DDR's, Manual and iMMIS is given in following Table:-

| Receipt        | Local Challan | RRs          | Stell/DLR   |
|----------------|---------------|--------------|-------------|
| 2013-14        | 3495          | 173          | 25          |
| 2014-15        | 3739          | 192          | 17          |
| 2015-16        | 4105          | 203          | 20          |
| 2016-17        | 3956          | 217          | 32          |
| 2017-18        | 3033          | 156          | 44          |
| <b>Average</b> | <b>3665.6</b> | <b>188.2</b> | <b>27.6</b> |

Workload at this section consists of file preparation for receipt of non stock items against PPS and COS Staking, inspection and labeling of non stock items is also done at this section.

Present deployment of staff at this section is as under:-

| Sl | Category | No of Staff | deployment  |
|----|----------|-------------|---|
| 1  | DMS      | 1           | In charge/Receipt of material   |
| 2  | OS       | 1           | iMMIS RO for both PCC & COS   |
| 3  | Khalasi  | 3           | Khalasi being utilised for staking, checking and dispatching of material. |
|    | Total    | 5           |   |

### **Critical Analysis:-**

Based on the discussion with in-charge of section work study team has noted the following points.

- Considering the quantum of workload in addition to existing DMS, Clerical staff one CDMS is required.
- 02 additional Khalasi may be provided for smooth handling/staking of material.

### **Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl           | Designation | Existing | Proposed |
|--------------|-------------|----------|----------|
| 1            | CDMS        | 0        | 1        |
| 2            | DMS         | 1        | 1        |
| 3            | OS          | 1        | 1        |
| 4            | Khalasi     | 3        | 5        |
| <b>Total</b> |             | <b>5</b> | <b>8</b> |

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### **Return Scrap Section** (YNF)

#### **Duty List:-**

- Opening and closing of the Section.
- Ensure opening and closing of the ward on time.
- To supervise the receipt of material taken by DMS and kept in proper location.
- Supervise the preparation of lot by DMS and entering in Lot Register with all details.
- General supervision of the YNFPR Section staff.
- To supervise and witnessing the delivery of scrap material.
- To maintain general cleanliness of YNFPR Section.
- Joint Inspection of the Lots with Sr.ISA
- To ensure the creation of the lot in iREPS site on time.
- Check and signing of the Bid Sheet, DO and completion reports.
- Check and sign of the gate pass, sale issue note and payment Challan.
- Monthly PCDO, Auction statement and other reports needed by Department as and when required.
- To ensure the proper and smooth correspondence with other sections and departments.
- Any other work assigned by the Administration.

#### **Work Load:-**

Work load in terms of scrap disposal and other activities performed at this section is given in the table below,

| <b>Quantity Disposed in year</b> |                 |                 |                 |                 |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| Description                      | 2014-15         | 2015-16         | 2016-17         | 2017-18         |
| Turning Baring                   | 295             | 330             | 285             | 304.945         |
| Wheel                            | 832.355         | 843.730         | 689.365         | 561.400         |
| Axel                             | 98.425          | 71.105          | 58.715          | 74.600          |
| Depot Ferrous                    | 845.660         | 1291.376        | 1605.662        | 2213.446        |
| Wooden                           | 30.000          | 50.000          | 100.000         | 269.725         |
| Machinery                        | 197.959         | 156.577         | 90.713          | 76.140          |
| Non-Ferrous                      | 886.198         | 596.338         | 935.277         | 599.822         |
| <b>Total</b>                     | <b>3185.597</b> | <b>3339.126</b> | <b>3764.732</b> | <b>4100.078</b> |

#### **Critical Analysis:-**

04 khalasis may be provided in addition to existing 06 staff this will be sufficient for handling/Staking of material.

**Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| SL           | Designation | Existing  | Proposed  |
|--------------|-------------|-----------|-----------|
| 1            | CDMS        | 2         | 2         |
| 2            | Ch. OS/OS   | 2         | 2         |
| 3            | Khalasi     | 6         | 10        |
| <b>Total</b> |             | <b>10</b> | <b>14</b> |

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**Ledger I & II Section****Duty List:-**

- Monitoring of Stock items.
- Submission of demands on HQ as and when required.
- Submission of Stocking Proposal on HQ with Registration.
- Submission of demands on PPS for Local Purchase for critical stock items.
- Submission of Non-Stock requisition duly certifying and registering them.
- Up-dation of daily and weekly critical stock position of items in system.
- Chasing of files over the phone and by letters for early supply of critical items.
- To co-ordinate collection of critical stock items from other Depots and other Railways by placing PO on them.
- Submission of PCDO every month to General Section.
- Correspondence with HQ for change in AAC description etc, cancellation of PO, amendment in delivery period etc
- Corresponding with HQ for change in status of items like Non Required Items (NRI).
- Updating of remarks column in iMMIS regarding early procurement of the items, change in AAC status, etc.
- Efforts to maintain stock position of stock item above BDL
- Submission of Work Orders on CWM/PR as and when demanded.
- Maintaining of out-of-stock items at a minimum level by regular chasing firms for early supply, arranging collection from other Depots, Railways or by arranging local Purchase.
- Interaction with Officers regarding critical stock items.
- Update the details of CSP meeting for every month regular meeting with consignee and Hq officers. (CSP-Critical Store Progress)
- Any other work assigned by the Administration.

### **Work Load:-**

Work load of ledger section in terms of items assigned to them is given in following table,

| Ledger                         | Major Head | Non VS | Not Specified | Safety | Vital | Closed | Change Of Ward      | Under Closure | Live | NRI |
|--------------------------------|------------|--------|---------------|--------|-------|--------|---------------------|---------------|------|-----|
| Ledger (L1)                    |            | 240    |               | 4      | 47    |        |                     |               | 291  |     |
| Ledger (L2)                    |            | 354    |               | 22     | 37    |        |                     |               | 413  |     |
| N. S. demand processed by LS-I |            |        |               |        |       | 674    | Total demand = 1490 |               |      |     |
| N. S. demand processed by LS-I |            |        |               |        |       | 816    |                     |               |      |     |

### **Critical Analysis:-**

While discussion with supervisor's work-study team has noticed that the existing work of ledger posting and maintenances of records iMMIS is maintained by two ledger groups, and existing 06 staffs are more than required one.

Both the ledger sections i.e. LS1 &LS2 may be clubbed to one Ledger Section.

Thus, 02 posts of ministerial staff are found surplus.

Further, to cater the workload of all ledger groups 01 Khalasi may be provided.

### **Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl | Designation | Existing |      | Proposed             |
|----|-------------|----------|------|----------------------|
|    |             | LS-1     | LS-2 | Ledger Section       |
| 1  | Ch. O. S.   | 1        | 1    | 04 ministerial staff |
| 2  | O. S.       | 2        | 2    |                      |
| 3  | Khalasi     | 1        | 0    |                      |
|    | Total       | 4        | 3    | 2                    |
|    | Grant Total | 07       |      | 6                    |

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### **Ledger D Section**

#### **Duty List:-**

- Monitoring of Safety and vital item monthly position submission to Hq out of stock and below one month.
- Preparation of PCDO of group no. 10, 11, 12, 15 & consolidated PCDO.
- Certification of non stock demand received from Work Shop and send to PPC stock Hq.
- Sending of progress sheet to receiving section against supply received from Hq.
- Preparation of urgent ERM/RM on Hq/PPC through iMMIS.

- Collection of material from other department, Railways to reduce out of stock percentage (%) through L & Y.
- Updation of remarks of AAC in iMMIS as per P. O.

**Work Load:** - Distribution of existing workload is being carried out by one O. S. only.

**Critical Analysis:** - Only O.S. is not sufficient to carry out the work of Ledger D section. Thus, proposed 01 additional ministerial staff.

**Need Based Requirement:-**

On the basis of Duties and Workload pertaining to this section and critical analysis thereof the need based requirement of staff viz-a-viz existing manpower available at section is given in following table,

| Sl | Designation        | Existing | Proposed |
|----|--------------------|----------|----------|
| 1  | Ch. O. S./OS/clerk | 1        | 2        |
| 3  | Khalasi            | 1        | 1        |
|    | Total              | 2        | 3        |

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**Wards**

Wards are mainly responsible for storage of received material and issuing the same to consignee. Store wards are divided in various segments based on the material handled by them.

**Duty List:-**

- Opening and closing of the Depot/ Ward.
- Material collections from Receiving Section and proper stacking wards & preservation of material in ward.
- To ensure and maintain the cleanliness of the Ward.
- To ensure proper issue tickets, deliver the proper material to consignee.
- To ensure proper posting In Bin cards and posting/entry in iREPS.
- To submit the stock verification.
- To monitor shelf life and high value items.
- To ensure departmental and accounts Stock Verification.
- Disposal of Surplus Stores, non-moving and inactive items.
- To ensure valuable items in a strong room in proper manner.
- To ensure proper safety and fire protection arrangements.
- To ensure all PL tag for all items are placed on the items.
- To coordinate with the consignee of Workshop/Divisions.
- To ensure the work from Ward/Depot clerk, Allotted to him as under-
  - a) Correspondence in issue/receipt vouchers, sending reminder for receipt copies, which have not received within two months.
  - b) Preparing of issue Notes/Challan/Receipt/Gate pass/Periodical returns.
- Registration of requisitions and maintenance of registers, etc.
- To allocate the work of Class-IV staff in the Ward.
- Any other work assigned by the Administration.



**Work Load:-**

Existing distribution of staff in store wards is as under,

| Sl           | Designation         | Ward     |                    |          |          |          |          |          |          |          |           |
|--------------|---------------------|----------|--------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
|              |                     | 1        | 2,5,8,12,<br>17,18 | 3, 16    | 4        | 10       | 11       | 13       | 15       | IMP      | Total     |
| 1.           | CDMS                | 1        | 1                  | 0        | 0        | 0        | 1        | 1        | 1        | 1        | <b>6</b>  |
| 2.           | DMS                 | 0        | 0                  | 1        | 1        | 1        | 0        | 0        | 0        | 0        | <b>3</b>  |
| 3.           | Ch. OS/OS           | 0        | 0                  | 1        | 1        | 0        | 0        | 1        | 0        | 0        | <b>3</b>  |
| 4.           | Sr. Clerk/Jr. Clerk | 1        | 0                  | 0        | 0        | 0        | 0        | 0        | 0        | 1        | <b>2</b>  |
| 5.           | Material Checker    | 0        | 0                  | 0        | 0        | 1        | 0        | 0        | 1        | 0        | <b>2</b>  |
| 6.           | Store Mazdoor       | 1        | 1                  | 0        | 1        | 0        | 1        | 0        | 0        | 0        | <b>4</b>  |
| 7.           | Khalasi             | 2        | 3                  | 3        | 2        | 5        | 2        | 3        | 5        | 3        | <b>28</b> |
| 8.           | Hamal               | 0        | 0                  | 0        | 0        | 1        | 0        | 0        | 0        | 0        | <b>1</b>  |
| <b>Total</b> |                     | <b>5</b> | <b>5</b>           | <b>5</b> | <b>5</b> | <b>8</b> | <b>4</b> | <b>5</b> | <b>7</b> | <b>5</b> | <b>49</b> |

The Main workload of wards is pertaining to receipt and issue of store material, ward wise items of issued and receipt is given in following table,

| Sl           | Year →   | 2014-15     |             | 2015-16     |             | 2016-17     |             | 2017-18     |             |
|--------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|              | Wards    | Receipt     | Issue       | Receipt     | Issue       | Receipt     | Issue       | Receipt     | Issue       |
| <b>1.</b>    | 1        | 117         | 2718        | 87          | 2522        | 119         | 2446        | 152         | 2148        |
| <b>2.</b>    | 2        | 162         | 1061        | 170         | 941         | 197         | 725         | 194         | 627         |
| <b>3.</b>    | 3        | 132         | 674         | 135         | 666         | 121         | 366         | 098         | 279         |
| <b>4.</b>    | 4        | 130         | 1383        | 133         | 1352        | 165         | 1193        | 101         | 1107        |
| <b>5.</b>    | 5        | --          | 74          | 09          | 64          | 10          | 54          | 06          | 45          |
| <b>6.</b>    | 16       | 155         | 510         | 148         | 576         | 144         | 367         | 115         | 274         |
| <b>7.</b>    | 10       | 778         | 1744        | 671         | 1672        | 770         | 1509        | 938         | 1634        |
| <b>8.</b>    | 6, 11    | 187         | 1293        | 198         | 1122        | 205         | 1273        | 155         | 1161        |
| <b>9.</b>    | 13       | --          | --          | --          | --          | 1679        | 2106        | 1508        | 1789        |
| <b>10.</b>   | 7, 6, 14 | 1112        | 403         | 885         | 315         | 933         | 469         | 871         | 407         |
| <b>11.</b>   | 15       | 649         | 1417        | 525         | 1084        | 534         | 1100        | 550         | 1075        |
| <b>12.</b>   | IMP      | 849         | 1149        | 980         | 1583        | 877         | 1384        | 819         | 633         |
| <b>Total</b> |          | <b>2610</b> | <b>2969</b> | <b>2390</b> | <b>2982</b> | <b>4998</b> | <b>7841</b> | <b>4841</b> | <b>6699</b> |

In addition to this proper storage of material is also another workload pertaining to the wards. Numbers of items earmarked ward wise are given in following table,

| Sl | Description Items | 1  | 2   | 3   | 4  | 5  | 6, 11 | 7, 6, 14 | 10  | 13  | 15  | 16 | IMP |
|----|-------------------|----|-----|-----|----|----|-------|----------|-----|-----|-----|----|-----|
| 1  | Total Items       | 64 | 179 | 104 | -- | 09 | 106   | 50       | 430 | 402 | 315 | 85 | --  |
| 2  | Safety Items      | 02 | 03  | 09  | -- | -- | --    | --       | 43  | 20  | --  | 4  | --  |
| 3  | Vital Items       | 07 | 08  | 12  | -- | 02 | 31    | --       | 19  | 33  | 20  | 7  | --  |
| 4  | Live Items        | 45 | 102 | 72  | -- | 04 | 106   | --       | 195 |     | 251 | 79 | --  |

|   |                  |    |     |    |    |    |    |    |     |     |    |    |    |
|---|------------------|----|-----|----|----|----|----|----|-----|-----|----|----|----|
| 5 | A Category Items | 02 | 15  | 1  | -- |    | 16 | -- | 54  | 09  | 17 | 3  | -- |
| 6 | B Category Items | 15 | 28  | 15 | -- | 02 | 22 | -- | 75  | 37  | 38 | 11 | -- |
| 7 | C Category Items | 25 | 180 | 64 | -- | 06 | 68 | -- | 156 | 249 | 43 | 47 | -- |
| 8 | Under Closure    | 19 | 77  | 32 | -- | -- | -- | -- | 235 | 07  | 66 | 06 | -- |
| 9 | NRI Items        | 02 | 24  | -- | -- | -- | 02 | -- | 171 | --  | -- | -- | -- |

### **Critical Analysis:-**

During the discussion of work study team in-charge of these depots, it was noticed that the existing deployment of CDMS, DMS and clerical staff in each ward is not sufficient for activities pertaining to it. Hence, additional **03 CDMS, 1 DMS are considered need base**. The distribution of these CDMS/DMS may be done as per the quantum of load. Some of wards are clubbed hence there are 09 wards are in function, out of which 05 wards has no clerical staff. Hence **05 staff of clerical cadre is recommended for these wards**.

Handling of material is another area where wards are facing a shortage of manpower. It was noticed that each ward is having some heavy items which cannot be handled by one or two khalasis. All together 28 khalasis are posted in these 09 wards. It is recommended that sufficient number of Khalasi may be deployed at each ward. For this purpose **17 more Khalasi** is addition to existing staff in store wards may be provided so that average 05 khalasis will be available for each section. The distribution of these Khalasi staff may be done as per the quantum of load and variation thereof.

### **Need Based Requirement:-**

Considering the duties assigned to store wards, workload in terms of receipt, issue and storage of material and the detailed critical analysis done by work study team ward wise need based requirement of manpower to cater the workload is given in following table,

| Sl    | Designation      | Existing | Proposed |
|-------|------------------|----------|----------|
| 1     | CDMS             | 6        | 9        |
| 2     | DMS              | 3        | 4        |
| 3     | Ch. OS/OS/Clerks | 5        | 10       |
| 4     | Material Checker | 2        | 2        |
| 5     | Store Mazdoor    | 4        | 4        |
| 6     | Khalasi          | 28       | 45       |
| 7     | Hamal            | 1        | 1        |
| Total |                  | 49       | 75       |

## CHAPTER 3

## CRITICAL ANALYSIS

Based on Critical analysis of requirement of posts at various wards and sections, as discussed in previous paragraphs, the summary of the same is reproduced below,

| SectionQ     | CDM<br>S/DM<br>S | Ch.<br>OS/O<br>S/Cle<br>rk | Steno<br>Typist | Tech<br>Inspector | Material<br>Checker | Crane Dr | AT/ET Dr | Carpenter | Slings   | Painter  | ML Dr    | M/Sawyer | Packer   | Macadam  | S/Majdoor | Fire /Man | Khalasi   | Peon     | Daftary  | Messenger | Hamal    | S/Wala   | Total      |
|--------------|------------------|----------------------------|-----------------|-------------------|---------------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|----------|----------|-----------|----------|----------|------------|
| Esst.        | 0                | 5                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 2         | 0        | 0        | 0         | 0        | 0        | 7          |
| Gen+disp.    | 0                | 3                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 3         | 0        | 0        | 0         | 0        | 0        | 6          |
| Gate         | 0                | 1                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 2         | 0        | 0        | 0         | 0        | 0        | 3          |
| Ledger       | 0                | 4                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 2         | 0        | 0        | 0         | 0        | 0        | 6          |
| LS-D         | 0                | 2                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 1         | 0        | 0        | 0         | 0        | 0        | 3          |
| Steno        | 0                | 0                          | 1               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 1         | 0        | 0        | 0         | 0        | 0        | 2          |
| PPS          | 0                | 6                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 1         | 1        | 0        | 0         | 0        | 0        | 8          |
| Receiving    | 2                | 3                          | 0               | 2                 | 0                   | 0        | 0        | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 0         | 6         | 0        | 0        | 1         | 0        | 0        | 16         |
| PPC/Recv     | 2                | 1                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 5         | 0        | 0        | 0         | 0        | 0        | 8          |
| Scrap/YNF    | 2                | 2                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 10        | 0        | 0        | 0         | 0        | 0        | 14         |
| YL           | 1                | 2                          | 0               | 0                 | 1                   | 2        | 3        | 1         | 2        | 2        | 3        | 0        | 0        | 0        | 1         | 1         | 10        | 0        | 0        | 0         | 0        | 0        | 29         |
| Wards        | 13               | 10                         | 0               | 0                 | 2                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 4         | 0         | 45        | 0        | 0        | 0         | 1        | 0        | 75         |
| Computer     | 1                | 0                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0        | 0        | 0         | 0        | 0        | 1          |
| Others       | 0                | 2                          | 0               | 0                 | 0                   | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         | 6         | 0        | 0        | 0         | 0        | 0        | 8          |
| <b>Total</b> | <b>21</b>        | <b>41</b>                  | <b>1</b>        | <b>2</b>          | <b>3</b>            | <b>2</b> | <b>3</b> | <b>2</b>  | <b>2</b> | <b>2</b> | <b>3</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>6</b>  | <b>1</b>  | <b>94</b> | <b>1</b> | <b>0</b> | <b>1</b>  | <b>1</b> | <b>0</b> | <b>186</b> |

The brief of above summery is as under:-

| Sl           | Sections     | Existing MOR |       | Proposed MOR |       | Total existing | Total Proposed |
|--------------|--------------|--------------|-------|--------------|-------|----------------|----------------|
|              |              | Gr. C        | Gr. D | Gr. C        | Gr. D |                |                |
| 1.           | Estt.        | 8            | 3     | 5            | 2     | 11             | 7              |
| 2.           | Gen + Disp   | 5            | 6     | 3            | 3     | 11             | 6              |
| 3.           | Gate         | 1            | 5     | 1            | 2     | 06             | 03             |
| 4.           | Ledger       | 6            | 1     | 4            | 2     | 07             | 06             |
| 5.           | LS-D         | 1            | 1     | 2            | 1     | 02             | 03             |
| 6.           | Steno/typing | 1            | 1     | 1            | 1     | 02             | 02             |
| 7.           | PPS          | 6            | 4     | 6            | 2     | 10             | 08             |
| 8.           | Receiving    | 8            | 5     | 8            | 8     | 13             | 16             |
| 9.           | PPC/Recv     | 2            | 3     | 3            | 5     | 05             | 08             |
| 10.          | Scrap/YNF    | 4            | 6     | 4            | 10    | 10             | 14             |
| 11.          | YL           | 23           | 27    | 17           | 12    | 50             | 29             |
| 12.          | Wards        | 16           | 33    | 25           | 50    | 49             | 75             |
| 13.          | Computer     | 1            | 0     | 1            | 0     | 01             | 01             |
| 14.          | Others       | 2            | 6     | 2            | 6     | 08             | 08             |
| <b>Total</b> |              | 85           | 101   | 82           | 104   | 185            | 186            |

As per the summery details shown above, there is need based requirement of 186 posts at Parel store depot against the existing deployment of 185 staff. Provision of Leave Reserve is calculated at 12.5% for 183 posts. Hence, the Need Based requirement of posts including of posts including Leave Reserve is 208 (185 Need Based + 23 LR) against the sanctioned strength of 406 posts.

Further, for variation of workload arising of any unforeseen circumstances in future, it is considered rational to keep some staff as buffer. For this purpose work study team has considered that 15% staff of total staff required may be sufficient. Calculation of required staff including provision of 15% staff for unforeseen circumstances is given in following table,

| Sr. | Description                                | Posts |
|-----|--|-------|
| 1   | Total Required                             | 186   |
| 2   | Leave Reserved at 12.5% of (1)             | 23    |
| 3   | Total Staff Required (1) + (2)             | 209   |
| 4   | Additional posts for unforeseen 15% of (3) | 31    |
| 5   | Grand Total (3) +(4)                       | 240   |
| 6   | Sanctioned Strength as on                  | 406   |
| 7   | Surplus Staff (6) – (5)                    | 166   |

As it can be seen from the table above, there is a surplus of 166 posts at Parel Store depots despite the provision of Need Based staff, Leave Reserve and 15% additional staff for unforeseen circumstance.

Based on the above findings, it is recommended that 166 posts of Group C and erstwhile Group D staff, as indentified surplus by Work Study Team, may be surrendered for right sizing and optimum utilization of staff.

**Recommendations 1:-** 48 posts of Group C Staff and 118 erstwhile Group D staff may be surrendered.

**Suggestion 1:-** Club the existing sections LS-1 & LS-2 in a single section as Ledger Section.

## CHAPTER 4

## FINANCIAL IMPLICATION

The tentative financial implication due to surrender of posts as on **July 2018** (DA7%) will be as under,

| Designation             | No of Posts | Pay Band   | Grade Pay              | Mean Value Pay (Monthly) | Mean Value Pay (2X5) | Total Money Value Per year (6X12 months) |
|-------------------------|-------------|------------|------------------------|--------------------------|----------------------|--|
| 1                       | 2           | 3          | 4                      | 5                        | 6                    | 7  |
| Group C staff           | 48          | 9300-34500 | 4200<br><b>Level 6</b> | 79073                    | 3795504              | 45546048                                 |
| Erstwhile Group D staff | 118         | 5200-20200 | 1800<br><b>Level 1</b> | 40072                    | 4728496              | 56741952                                 |
| <b>Total</b>            | <b>166</b>  |            |                        |                          | <b>Total</b>         | <b>102288000</b>                         |

**Note:** - The above financial implication is subject to actual surrender of posts.

END OF STUDY

