

ACKNOWLEDGEMENT

The Central Planning organization takes this opportunity to express hearty thanks to the Dy.CMM/M&E/LGD, all the Supervisors and their staff of stores department & Dy.CMM/G&S/MFT and their staff of personnel department for their valuable guidance and co-operation in compilation of the report.

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METHODOLOGY

The Work Study department has applied the following techniques for completion of the Work Study.

1. Collection of the details of workload at Stores Depot/LGDS.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Critical examination of the existing system of working
5. Assessment of manpower requirement for the existing workload by practical observation.

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SYNOPSIS

- ❖ **SUBJECT:** Review of Staff Strength of **Stores Department** under Dy.CMM/M&E/LGD.
- ❖ **AUTHORITY:** Annual Programme of Work studies for the year 2017-18.
- ❖ **STUDY No:** WSSCR-24/2017-18
- ❖ **REFERENCE FILE NO:** G276/2/WSSCR-24/2017-18
- ❖ **AREA OF ACTIVITY:** Stores Department under Dy.CMM/M&E/LGD.

- ❖ The work-study team approached Dy.CMM/M&E/LGD in order to conduct Work study on Stores department at LGDS.
- ❖ On critical examination of the scale check of stores department under Dy.CMM/M&E/LGD, it can be seen that out of sanctioned strength of 131 staff, (including office staff) 118 staff are working at present with 13 vacancies in different grades.
- ❖ Stores department is responsible to procure the material and to have proper upkeep, safe guard from thefts, damages, leakages, careless handling and have periodical inspections and checks departmentally and also by accounts department. Thus, Stores department has following main duties:
 - (a) Receipts and Issues.
 - (b) Custody and
 - (c) Frequent verification of ground balances with that of book balances.
- ❖ The Stores Depot under Dy.CMM/M&E/LGD is responsible for procurement, storing and disbursement of all items like carriage, Bogie items & Under frame items, DEMU, MEMU, MMTS, LHB Coaches items, Ferrous, Non-Ferrous, general items, Paints, Oils, Lube oils & General items, Lube Oil filter plant items, All Electrical items pertaining to TL, AC, ERRU & EM.
- ❖ For administrative convenience, the stores depot has been divided into 7 wards (6 issue wards and 1 Scrap sale ward) and 7 sections like Receipt, LP Receipt, Local Purchase, General, Establishment, Ledger, and Time Office.
- ❖ In order to have first hand information the Work study team visited all the wards, sections, yard and office in the Stores Depot and observed the working pattern, various processes involved in procurement, acceptance, rejection, accountal, safeguarding, maintenance and issue of the materials to the different indenters of Carriage Work shop/LGD.
- ❖ The Work study team made an analysis of the requirement of staff of the depot based on the following parameters for different categories of staff.
 - a) Work Load of Sections
 - b) Work Load of Wards
 - c) Requirement of CDMS/DMS staff basing on Work Load & need basis.
 - d) Requirement of ministerial staff basing on Work Load & need basis.
 - e) Requirement of Office Group "D" staff basing on Work Load & need basis.
 - f) Requirement of Stores Depot Khalasis basing on Work Load & need basis.
 - g) Scale Check of Stores depot of Dy.CMM/M&E/LGD
 - h) Recommendation of surrenders as per calculation of work load and Practical observation

❖ Work Load of Sections

- Work Load of **Receipt Section** (01-07-2017 to 12-02-2018 i.e 218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
3399	3399/218=15.6, say 16	7159	7159/218=32.8, say 33

- Work Load of **LP Receipt Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
1310	1310/218=6.0	1530	1530/218=7.0

- Work Load of **LP Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

Non stock indents received/Processed	Average non-stock indents per day	Po's Received	Average PO's per day	Stock indents received	Average stock indents per day	Po's received	Average PO's per day
1807	1807/218=8.3, say 9	1321	1321/218=6.0	788	788/218=3.6, say 4	129	129/218=0.6, say 1

- Work Load of **Ledger Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

No. of demands complied for 218 days	Average demands complied per day	Value in crores
7735	7735/218=35.5, say 36	107.96

❖ Work Load of Wards

- Work Load of wards from 01-07-2017 to 31-12-2017 (148 working days)

Ward No.	Total Receipts	Average Receipts per day	Total Issues	Average Issues per day
1	214	1.45 say 2	782	5.31 say 6
4	194	1.31 say 2	568	3.86 say 4
5	87	0.59 say 1	285	1.93 say 2
7	456	3.10 say 3	1734	11.79 say 12
8	310	2.09 say 2	351	2.38 say 3
9 (Scrap)	639	4.35 say 5	82	0.55 say 1
11	175	1.18 say 2	493	3.35 say 4

- The Issuing of material to shop will take 2 to 3 hours time duly entering in to BIN Card & Issue register. The issuing time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.
- The Receipt of material from Receipt ward will take 2 to 3 hours time duly entering in to Dump Register, BIN Card & Receipt register. The Receipt time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.
- Issue & receipt of Equipment or material will require Fork lift. Heavy machinery or equipment like wheels & Axles and iron sheets (11th Ward) will require crane.

❖ Requirement of Office Group-D staff

➤ Peon

Description of work of Peon	Requirement of Peons
➤ Attending the bell of the officers	Peon for Dy.CMM -1
➤ Ensure the sitting arrangements in the officers Room, visitors lounge is hygienic and clean before the commencement of office hours	Peon for Dy.CMM/O -1
➤ Bringing and serving water, beverages and lunch to the officers	Peon for AMM Office-1
➤ Carrying files and dak etc to the officer concerned	Peon for Dispatch (R&D) -1
➤ Going on tour with the officer	Peon for LP section -1
➤ Operating and maintaining photo copier machine	
➤ Any other work assigned	

After observation of work Load, the requirement of Peons is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2

The sanctioned strength of Peon is 7; requirement is 5, and found 2 staff excess.

➤ Safaiwala

Description of work of safaiwala	Requirement of Safaiwala
Cleanliness of Dy.CMM office, AMM office, General section, Ledger section, Establishment section	1

After observation of work Load, the requirement of Safaiwala is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Safaiwala	1	1	0	1	0

The sanctioned strength of safaiwala is 1, requirement is 1, and found no safaiwala is excess.

➤ Duftry

Description of work of Duftry	Requirement of Duftry
<ul style="list-style-type: none"> ➤ Maintaining records in proper order ➤ Making record available as and when required ➤ Maintaining record for movement of registers ➤ Placing of papers in relevant files ➤ Handling and distribution of forms and stationary ➤ Operating and maintaining photo copier machine ➤ Any other work assigned 	Duftry category is redundant. The duties of duftry staff is to be looked after by the clerical cadre.

Duftry Category is redundant. The duties of duftry are to be looked after by the clerical cadre. Hence, duftry post is not required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Duftry	1	1	0	0	1

The sanctioned strength of Duftry is 1, requirement is 0, and found 1 staff excess.

Water man

Water man post is redundant cadre. Hence, water man post is not required. The safaiwala may be utilized for the watering of plants, if required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Water man	1	0	1	0	1

The sanctioned strength of Water man is 1, requirement is 0, and found 1 staff excess.

Summary of office Group D staff

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftry	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

The sanctioned strength of Office Group D staff is 10, requirement is worked out to 6, and found 4 staff excess.

❖ Requirement of stores depot Khalasis**Work Load from 01-07-2017 to 12-02-2018 (Total 218 days wkg days)****➤ General Section**

Description of work	Duty of Khalasi	Requirement of Khalasis
General section look after Audit paras, stationary items, budget, M&P, AMCs, Transport contracts, Meetings, PCDO etc	File movement	1

➤ Establishment Section

Description of work	Duty of Khalasi	Requirement of Khalasis
Establishment section look after Service Record, Leave account, Salary bills, drawl of PF, various loans, compassionate appointment, grievance register etc of Stores department staff	File movement	1

➤ Ledger Section

No. of demands complied	Average demands complied per day	Value in crores	Duty of Khalasi	Requirement of Khalasis
7735 demands for 218 wkg days	7735/218=35.5, say 36	107.96	File movement to work shop	1

➤ LP section

No. of Non-stock/Stock indents/POs for 218 wkg days	Average Non-stock/Stock indents/POs per day	Total average indents/POs per day	Duty of Khalasi	Requirement of Khalasis
Non-stock indents -1807	1807/218=8.28, say 9	9+4=13 indents per day	For Entry of indents in dispatch book and opening case file	1
Stock indents-788	788/218=3.6, say 4			
Non-stock POs -1321	Average Non-stock POs per day- 6	6+1=7 POs per day	Carrying Pos to Receipt section, wards, Accouts office	1
Stock POs-129	Average stock POs per day- 0.6, say 1			

➤ **Receipt section & LP Receipt Section**

Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Requirement of Khalasis
Receipt section	Receipt man hrs=0.75 hrs (45min), Issue man hrs=0.75hrs(45min), cleaning =4 hrs	16	16X0.75=12 hrs	33	33X0.75=24.75 hrs	--	3hrs	12+24.75+3=39.75/8= 5 men
LP Receipt Section		6	6X0.75=4.5 hrs	7	7X0.75=5.25hrs	--	3hrs	4.5+5.25+3=12.75/8=1.59, say 2men

Summary of requirement of Khalasis of Sections

Section	Khalasis
General section	1
Establishment section	1
Ledger section	1
LP Section	2
Receipt section	5
LP Receipt section	2
Total	12

❖ **Requirement of Khalasis at Wards**

S. No	Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Reqd. strength of Gr.D staff
1	Ward No.1	Receipt man hrs=3 hrs, Issue man hrs= 3hrs,	2	2X3=6 hrs	6	6X3=18 hrs	3 hrs	3 hrs	6+18+3+3=30/8=3.75, say 4 men
2	Ward No.4	Stacking man hrs=2 hrs, cleaning man hrs=4 hrs	2	2X3=6 hrs	4	4X3=12hrs	3 hrs	3 hrs	6+12+3+3=24/8=3
3	Ward No.5	Note:	1	1X3=3hrs	2	2X3=6 hrs	3 hrs	3 hrs	3+6+3+3=15/8= 1.87, say 2 men
4	Ward No.7	Scrap ward Receipt man hrs=2 hrs, Issue man hrs=3hrs	3	3X3=9hrs	12	12X3=36hrs	3 hrs	3 hrs	9+36+3+3=51/8=6.3, say 6 men
5	Ward No.8		2	2X3=6hrs	3	3X3=9hrs	3 hrs	3 hrs	6+9+3+3=21/8=2.6, say 3men

6	Ward No.9 (Scrap)		5	5x2=10hrs	1	1X3=3 hrs	3hrs	3hrs	10+3+3+3=19/8=2.3, say 2men
7	Ward No. 11		2	2X3=6hrs	4	4X3=12rs	3 hrs	3 hrs	6+12+3+3=24/8=3+2*= 5 men

Note: * ward-11 deals with ICF wheels & axles. Hence, 2 more Khalasis are required for ward-11

Summary of requirement of khalasis of Wards

Ward No	Khalasis
Ward No.1	4
Ward No.4	3
Ward No.5	2
Ward No.7	6
Ward No.8	3
Ward No.9	2
Ward No.11	5
Total	25

Requirement of Khalasis at CDMS/GEN/YARD:

Description of work of Khalasis	Requirement of Khalasis
General cleanliness of the stores depot	3
Loading/unloading of consignments in to/from transport lorries or trucks.	7
Receiving material from other depots, firms etc	2
Total	12

Summary of requirement of khalasis at stores depot

1	Sections	12
2	Wards	25
3	Cdms/Gen/Yard	12
	Sub Total	49
	LR @ 12.5%	6.12, say 6
	Total	55

After observation of work Load, the requirement of Khalasis is worked out on need base as follows.

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

The sanctioned strength of Khalasi staff is 59, requirement is worked out to 55, and found 4 staff excess.

❖ **Scale Check of stores depot at Dy.CMM/M&E/LGD (Para 2.2)**

S.No.	Category	San	Act	Vac
1	Supervisory staff (CDMS/DMS)	14	11	3
2	Ministerial staff	33	33	0
3	Steno	1	0	1
4	Miscellaneous staff	1	2	-1
5	Artisan staff	13	11	2
6	Stores depot Khalasis	59	55	4
7	Office Group D staff	10	6	4
	Total	131	118	13

❖ **Recommendation of surrenders as per calculation of work Load and Practical observation**

➤ **Office Group D staff (Para 3.12)**

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftary	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

➤ **Stores depot Khalasis (Para 3.13)**

S.No.	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

➤ **Summary of office Group D staff and stores depot khalasis**

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Office Group D staff	10	6	4	6	4
2	Stores Depot Khalasis	59	55	4	55	4
	Total	69	61	8	61	8

The sanctioned strength of Group D Staff is 69, the requirement is worked out to 61 and found 8 staff is excess.

Hence, Recommended as follows.

Recommendation:

- It is recommended to surrender 8 posts of Group D staff/Khalasis from sanctions of stores department under Dy.CMM/M&E/LGD.

1.0 INTRODUCTION

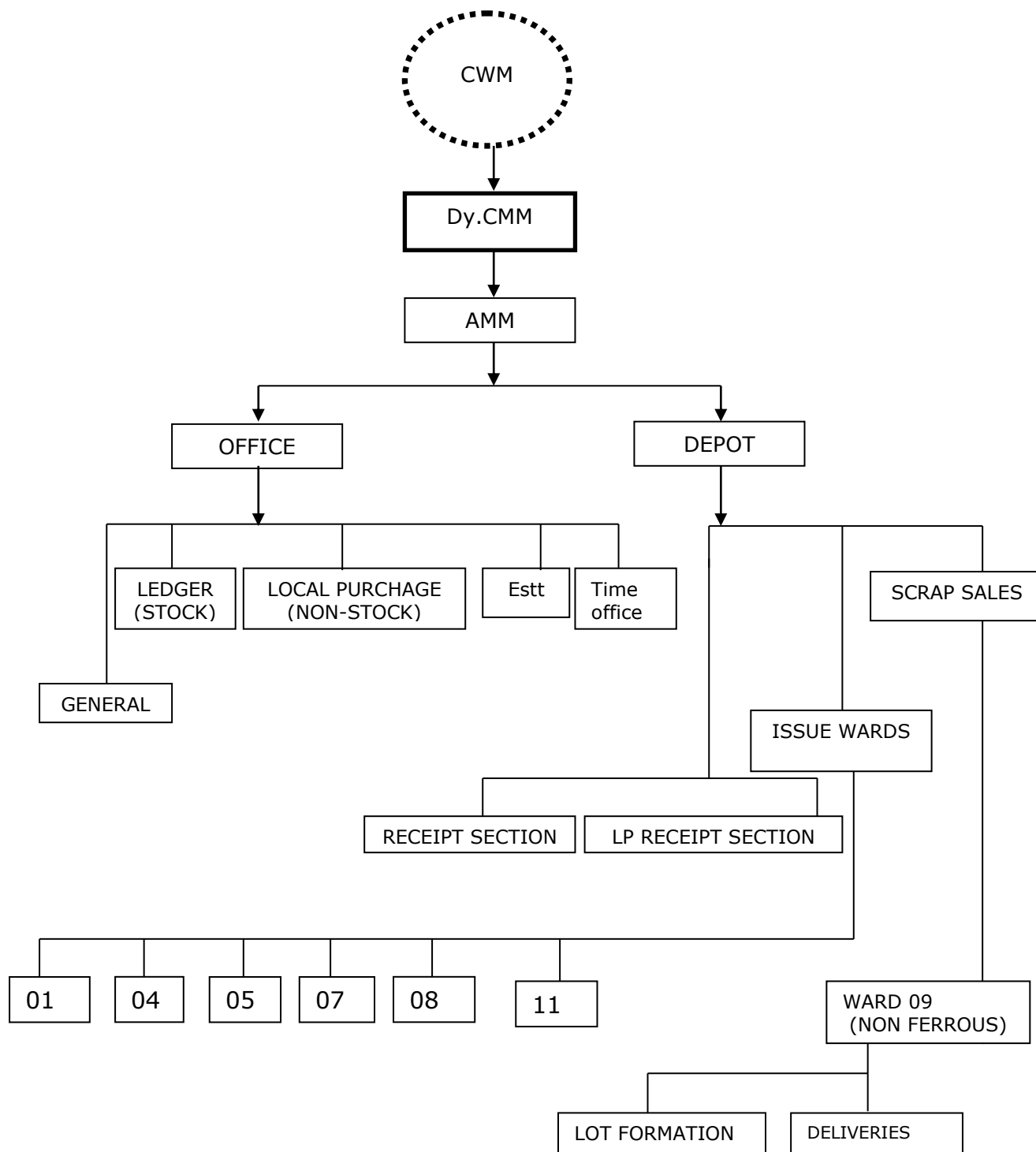
- 1.1 **RAILWAY'S ROLE:** Indian Railways is vested with the responsibility of carrying bulk of freight and passenger traffic across the country at economical rates. The Indian Railways operates through 17 Zones with 73 Divisions to serve the above objective and its operations cover twenty nine states and seven union territories and also provide limited international services to Nepal, Bangladesh and Pakistan.
- 1.2 **INCREASING OPERATING EXPENSES:** The operating/working expenses are increasing year after year and it is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it.
- 1.3 **GENESIS OF THE REPORT:** Central Planning Organization under the control of SDGM as approved and directed by SDGM conducted Work-study on "**Review of staff strength of Stores Department under Dy.CMM/M&E/LGD**".
- 1.4 **BRIEF HISTORY OF CARRIAGE WORK SHOP/LGD:**
The Workshop was established on 30th September 1893, under the aegis of "THE NIZAM GUARANTEED STATE RAILWAYS" for undertaking periodic over hauling and repairs to BG and MG steam locomotives, coaches and wagons. Subsequently it was brought under the purview of "NIZAM STATE RAILWAYS". On formation of South Central Railway on 2nd October 1966, it became a major workshop of the zone. It continued to be a composite workshop for MG and BG rolling stock till 1973. Due to phasing out of steam locos, the workshop took up POH of all types of BG coaches and was named as "Carriage Workshop". The workshop is spread over an area of 13.97 hectares with 4.25 hectares of covered area. The workshop presently handles a Wide variety of coach POH which includes ICF design coach, LHB coach, EMU, Self propelled coaches like SPARME/SPART/DEMU/DHMU & Tower Wagon.
- 1.5 **WORK & IMPORTANCE OF STORES DEPOT:**
The Stores Depot/LGDS is dealing with 1039 stock items, valuing around Rs.112 crores (AAC Value), Non-stock LP value 20.94 crores and Non-Ferrous scrap sale valuing 10.75 crores. IMMIS (Integrated *Material Management Information System*) was implemented in the Stores Depot of LGDS. The Depot module covers all the materials management activities at the Depot such as issues to Workshop, receipt of material, generation of R/Note, granting of RO's, ledger activities such as generation of shortfall recoupment, stock position slips, various reports for monitoring of stock level, inventory management etc. The stores depot caters all the required materials to the indentors of the shop to meet the out turn target of LGDS.
- 1.6 Keeping the above said objectives in view, the Work study Team visited all the sections/wards of the depot and humbly presents this report.

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2.0 EXISTING SCENARIO:

2.1 ORGANISATION:

- Dy.CMM/M&E/LGD is the over all in-charge of the stores Depot of LGD shop and responsible for overall functioning of the depot in all aspects of material Planning, Receipt, Accountal, Stocking, Issue, and Verification.
- The organization set up under Dy.CMM/M&E/LGD of CWM/LGDS is shown below:



- Dy.CMM/M&E/LGDS is responsible for their receipt, inspection, custody, and distribution of materials/items to the various departments on requisition received from authorized consignees of the CWM/LGDS.
- The stores department has 06 issue wards, one scrap sales Ward and 07 sections like Receipt, LP Receipt, Local Purchase, General, Establishment, Ledger, Time Office.

2.2 SCALE CHECK: The Scale check of Stores Depot at LGDS as on 30-11-2017 is furnished below:

(a) Group "C"

S.No	Category	Grade	Grade pay	Sanction	Actual	Vacancy
1	CDMS	9300-34800	4600	10	8	2
2	DMS	9300-34800	4200	4	3	1
TOTAL				14	11	3
Ministerial staff						
1	Ch. OS	9300-34800	4600	9	6	3
2	OS	9300-34800	4200	20	21	-1
3	Senior Clerk	5200-20200	2800	2	6	-4
4	Junior Clerk	5200-20200	1900	2	0	2
	Total			33	33	0
Steno						
1	Jr.Steno	5200-20200	2800	1	0	1
Miscellaneous staff						
1	Material Chaser	5200-20200	1900	0	1	-1
2	GMO	5200-20200	1900	1	1	0
TOTAL				1	2	-1
Artisan staff						
1	Motor Lorry Driver	5200-20200	2400	4	4	0
2	Lister Truck Driver	5200-20200	2400	4	3	1
3	Fork Lift Driver	5200-20200	2400	1	1	0
4	Carpenter	5200-20200	1900	1	1	0
5	Painter	5200-20200	1900	2	1	1
6	DRCD	5200-20200	2400	1	1	0
	Total			13	11	2
Depot Group D						
1	Helpers	5200-20200	1800	59	55	4
Office Group D						
1	Duftry	5200-20200	2400	1	1	0
2	Jamedar Peon	5200-20200	1900	3	3	0
3	Peon	5200-20200	1800	4	1	3
4	Water man	5200-20200	1800	1	0	1
5	Safaiwala	5200-20200	1800	1	1	0
TOTAL				10	6	4

Summary of Staff strength of Dy.CMM/M&E/LGD

	Category	San	Act	Vac
1	Supervisory staff	14	11	3
2	Ministerial staff	33	33	0
3	Steno	1	0	1
4	Miscellaneous staff	1	2	-1
5	Artisan staff	13	11	2
6	Depot Group D staff (Khalasi)	59	55	4
7	Office Group D staff	10	6	4
	Total	131	118	13

2.3 In order to have first hand information of the depot the Work study team visited all the sections & wards and collected the following information

- A) The basic functions of the Depot in general
- B) List of Sections
- C) Section-wise activities and duties of the staff
- D) Depot Wards & Items/materials dealt with in the Issue Wards
- E) duties of the staff of wards
- F) Work Load of Scrap sales & duties of the staff
- G) Actual deployment of the staff of stores depot
- H) Work Load of the depot stock items, non-stock items, scrap sales

A) The basic functions of the Depot in general

- i) Procurement of materials.
- ii) Preservation of materials.
- iii) Maintenance of stock account.
- iv) Distribution of materials to intenders.

B) List of Sections:

- 1) General
- 2) Ledger
- 3) Local purchase
- 4) Establishment
- 5) Time Office

C) Section-wise activities and duties of the staff

Ledger section:-

- Timely submission of Annual intimation sheet (ANE) to purchase office (COS) as per EAC.
- Generating shortfall and emergency recoupment (Red Signal) for items with critical stock position
- Generating demand for Local purchase of stock items where supplies on COS purchase orders failed/delayed.
- Generation of demands on LP Section for Low value market available stock items
- Review of exception reports for collection of items with low stock levels from sister depots.
- Arrange collection of springs from RSK and distribution to other depots over SCR.

General Section :-

- Timely submission of replies for audit and accounts report
- Maintaining stationary items for depot consumption
- Budget estimates, review and modifications
- M&P and Works programme proposals
- AMC for depot equipments
- Transport contracts for collection of items
- Compilation of information for review meetings, PCDO to COS etc

Receipt section :-

- Timely collection of items from parcel and transport office
- Verification of supplies with regard to quantity and quality duly connecting the respective purchase order/supply orders and inspection certificates
- Arranging to send the material to shop for inspection wherever warranted
- Verification of inspection marks in case of pre-inspected items
- Correct and speedy preparation of receipt note after acceptancy by the depot officer
- Arranging to dispatch the receipt note to the firm after receiving the receipt order (RO) from the ward
- Issuing rejection memo for the material found not suitable and arranging subsequent joint inspection in case of pre-inspected material
- Arrange to recover the advance payment of the rejected cases from FA&CAO and pay & Accounts office of DGS&D
- To Lodge claim within prescribed time limit

Establishment section :-

- Maintaining service records and Leave account of employees of the depot
- Regular submission of salary bills to accounts
- Other general establishment activities such as the drawl against PF, Processing of various Loans, forwarding compassionate appointment cases to cadre unit
- Maintenance of grievance register and timely reply to audit & accounts for various inspection reports

PPC Section (LP Section) :-

- Registration of all non-stock requisitions submitted by the shop
- Arranging Local purchase of urgent items through quotation based limited tender from imprest
- Floating bulletin tender for other non-stock demands with payment through Dy FA& CAO/WS/LGD
- Arranging Local purchase of critical stock items against LPSR
- Maintaining cash imprest and timely submission of imprest recoupment to accounts
- Maintaining balance accounts for cash imprest

Issuing wards :-

- This depot consists of 7 wards issuing 1048 items with value 107 Crores
- Registration of indents received from the shop
- Issue of material
- Arranging stock verification of all items as per laid down procedure
- Maintaining excellent housekeeping of the ward
- Follow the first in first out principle while issuing the material to take care of shelf life
- Ensuring stocking of all items in unit piling method, so that at any time the item can be counted
- Posting of regular issues and receipt data
- Granting receipt order (RO) on receipt-Note after verification of quantity and other relevant details
- Disposal of Non-moving (NNR) items

D) Stocking of items & deployment of staff in the wards

Sl. No.	Ward No.	Material available	No. of items stocked	Total staff available	Details of staff available
1.	01	DEMU, MEMU, MMTS, LHB, Ferrous and Non-Ferrous and general items	326	6	1 DMS + 1 OS + 4 Group D
2.	04	Carriage, Bogie & Under frame items	198	5	1 CDMS + 1 Jr.Clerk + 3 Group D
3.	05	Lube Oil filter plant items	34	4	1 DMS + 1 OS + 2 Group D
4.	07	Paints, Oils, Lube oils & General items	257	9	1 DMS + 1 OS + 7 Group D
5.	08	All Electrical items pertaining to TL, AC, ER & EM	147	5	1 DMS + 1 OS + 3 Group D
6.	09	All Non-Ferrous items	24	4	1 CDMS + 1 OS + 2 Group D
7.	11	Carriage, Bogie & Under frame items	14	7	1 CDMS + 1 OS + 5 Group D

E) Duties of staff:**➤CDMS/GENERAL**

- 1) Overall incharge of stores depot.
- 2) Distribution of group-D staff.
- 3) Arranging for collection of material from other railways.
- 4) Maintenance of all T&P, M&P items.
- 5) Attending safety meeting, 5S meeting, daily shop floor meeting, weekly stores meeting.
- 6) Attending HQ stores officer's inspections.
- 7) Maintenance of group-D and group-C muster.
- 8) Attending for Night inspection duty of the depot.
- 9) Attending for stock verification in the depot.
- 10) Co-ordination with WI/Personnel for staff grievances.

Receipt section**CDMS/Stock custodian:**

- 1) Receipt, checking, counting/weighing of material.
- 2) Inspection, acceptance of material and maintenance of various registers.
- 3) Correspondence with HQ, firms, shops etc.
- 4) Dealing with rejections.

OS:

- 1) Preparing acceptance R/Note and dispatch R/Note to HQ, Accounts, Ledger, and LP.
- 2) Giving all details of SPS for AAC.
- 3) Stock position, consumption, Local DP.
- 4) DBR entry (manual DRRP & IMMIS DRRP).
- 5) Preparation of DBR/Label card (safety & vital).
- 6) Attending to inspector reg case file/sample.
- 7) Writing the ward RO no. in the DBR.

- 8) Sending reminders for test results.
- 9) Calling for inspection certificate.
- 10) Preparation of pay order.
- 11) Up loading of R/Note details in the net.
- 12) Putting separate tag for rejected material.
- 13) Advising accounts office to recover advance payment in any & wharfage charges, test charges.

CDMS/DMS of wards:

- 1) Witnessing of physical receipt and verification & counting of consignments.
- 2) Stacking of the received material at the requisite place with the assistance of group D staff.
- 3) Presenting the material for accounts stock verification as and when scheduled.
- 4) Witnessing of each and every issue to the consignees.
- 5) Pursuing consignees for prompt accountal of issue vouchers for receipt of acknowledgement copies.
- 6) To co-ordinate with accounts dept. in dispatching the issue & receipt vouchers for in time and to get the monthly transaction register.

Sr.Clerk/Jr.Clerk of WARDS:

- 1) Advance intimation sheets (AIS) up-dation with respect to stock, dues, AAC.
- 2) Attending accounts department queries for vetting of AISs for all A category headings & for B category where AAC is enhanced.
- 3) Submission of shortfall demands due to generating for lesser quantities against actual tendered quantities.
- 4) Furnishing safety & vital items position (with less than 01 month stock items).
- 5) Submission of shortfall demands for items where AAC is enhanced.
- 6) Correspondence with HQRs for cancellation of POs & dropping of demands due to reduction in AAC or low consumption in comparison with AAC.
- 7) Submission of ARDs to Sr.EDPM/SC (both hard & soft copies) to update OB in respect of revision of AACs.
- 8) Submission of initial recoupment ANEs for newly approved headings.
- 9) Reporting to HQ about firm failure against COS/SCs Pos to take alternate procurement action.
- 10) Every month updation of safety items position and submission of safety items booklet to HQRs.
- 11) Scrutiny and certification of Non- stock indents
- 12) Generating LP demands.
- 13) Generating & submission of Red signals to HQRs.
- 14) Correspondence with consumer departments in respect of justification of AACs, discrepancies in description, drawing of items etc.
- 15) Submission of stock position slips (SPS) as and when called from HQRs.
- 16) Correspondence with consumer departments for getting PACs.
- 17) Certification of SAFs.
- 18) Updating of SPSs weekly meeting items/AGM meeting items.
- 19) Posting of TRs, POs position & R/Note references in Ledger card.
- 20) Preparation & maintenance of muster and sending to personnel branch.

- 21) Collection of TA bills and checking with muster.
- 22) Collection of festival advance applications etc, and forwarding to personnel branch.
- 23) Preparation of S1313 indent for staff amenity items of the depot, HSD oil for depot vehicles.
- 24) Preparation of memos for arranging lights and fans in various wards.
- 25) Preparation of DS-8 copies for condemned items and handing over of the same to sales section after signature.
- 26) Preparation of note for toll plaza bills for the depot lorry.

Lorry Driver

- 1) Clearance of material from parcel offices, transport offices and godowns.
- 2) Collection of material from other railways.
- 3) Loading/unloading of scrap wheels, axles etc in to lorries/wagons through crane.

Fork Lift Driver

- 1) Transshipment of materials from Receipt ward to various wards/yards.
- 2) Clearance of dust bins.
- 3) Stacking of wheels/axles.

Crane Driver

- 1) Transshipment of heavy materials like wheels/axles to wards/yards.
- 2) Stacking of wheels/axles and heavy materials.

Group D staff under CDMS/G:

- 1) Collection of stock assistance/PO quantity items from sister depots.
- 2) Collection of stock assistance/sale order items from other railways.
- 3) Loading/unloading of materials in to/from various depots.
- 4) Collection of PO quantity items from parcel/transport offices and unloading at Receipt ward.
- 5) Daily cleanliness in and around the depot.

Group D staff of wards

- 1) Counting, checking, weighing & receiving from receipt ward.
- 2) Stacking of all the items in orderly manner for counting and issue purposes
- 3) Unloading and loading of receipt/issue of material into depot/transport lorries
- 4) Counting of materials and separate stacking of materials for stock verification purposes
- 5) Issue of materials duly counting & weighing etc.
- 6) Weighing, counting of material at the time of accounts department, vigilance & other stock verification.
- 7) Filling of vouchers and pasting of receipted certified copies of issue vouchers
- 8) General cleaning, sweeping, dusting and maintenance of ward and its go-downs and surrounding areas.

F) Duties of staff of Scrap sale ward

CDMS/ DMS (Non Ferrous)

- 1) Custodian of Non ferrous ward
- 2) Receipt and accountal of Scrap material
- 3) Stock verification
- 4) Attending to loading and deliver of sold material
- 5) Witnessing of loading of material
- 6) Generation of scrap

Ministerial staff:

- 1) Receipt of ferrous material
- 2) Receipt of Non ferrous material
- 3) Debiting, posting in ferrous & non ferrous ward.
- 4) Pre auction work (survey, Lot formation, catalogue, amendments, bid sheets)
- 5) Post sales (preparation of DO, sales tax, completion reports, refund, cancellation, forfeiture etc)

Khalasi for scrap sale

- 1) Segregation and grouping with similar type material and removal of rubbish.
- 2) Cleaning of sold and delivered bin
- 3) Cleaning of bins to accommodate fresh receipt to avoid missing up of different scrap.
- 4) Conducting test check of the weigh bridge, finding the accuracy of weight.
- 5) Preparation of lot board
- 6) Painting the status of the lot after every auction
- 7) Removal of lot board after delivery

G DEPLOYMENT OF STAFF AT PRESENT:**SUMMARY OF ACTUAL DISTRIBUTION OF STAFF AT STORES DEPOT/LGDS:**

S.No	Name of the Section	Non-Ministerial		Ministerial					Peon/G MO/Dufty/B.Peon/S/wala/MC	Group-D	Tech/ Artisan	G.Total
		CDMS	DMS	Ch.OS	OS	Sr.clerk	Jr.Clerk	Typist/steno				
1	Ledger section	0	0	1	4	0	0	0	0	1	0	6
2	Receipt section	1	0	0	3	1	0	0	1	5	0	11
3	PPC (Local Purchase Process)	0	0	2	3	2	0	0	0	3	0	10
4	LP Receipt section	1	0	1	1	0	0	0	1	2	0	6
5	General section	0	0	1	1	1	0	0	6	1	0	10
6	Estt	0	0	1	1	1	0	0	0	2	0	5
7	Time Office	0	0	0	1	0	0	0	1	0	0	2
8	01 Ward	0	1	0	1	0	0	0	0	4	0	6
9	04 Ward	2	0	0	0	1	0	0	0	3	0	6
10	05 Ward	1	0	0	1	0	0	0	0	2	0	4
11	07 Ward	0	1	0	1	0	0	0	0	7	0	9
12	08 Ward	0	1	0	1	0	0	0	0	3	0	5
13	9 Ward	1	0	0	1	0	0	0	0	2	0	4
14	11 Ward	1	0	0	1	0	0	0	0	5	0	7
15	COS/SC	0	0	1	0	0	0	0	0	1	1	3
16	CDMS/G/YARD	1	0	0	1	0	0	0	0	13	10	25
17	CDMS/Meeting	0	0	0	0	0	0	0	0	1	0	1
	Total	8	3	7	21	6	0	0	9	55	11	120

H) Work Load of the depot stock items, Non-stock items, and scrap sales:

The Work load of the stores depot starts from submission of the indent and ends with the issue of the material. Thus the workload of the staff depends on the no of indents, no. of receipts and issues in the depot which are projected below:

STOCK ITEMS (TOTAL DEPOT)

Year	AAC (Value in Cr)	No. of items	Cum Issues (Value in Cr)	Cum Receipts (Value in Cr)	TOR
2014-2015	102	1201	99.6	96.36	11.64%
2015-2016	106	1082	100.89	100.66	11.28
2016-2017	112	1039	107.96	106.04	8.76

(STOCK ITEMS WARD WISE)

WARD-1				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	687	4.00	289	3.63
2015-2016	877	4.79	251	4.92
2016-2017	888	8.83	256	5.65

WARD-2				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	2136	5.40	227	4.27
2015-2016	1725	4.20	229	4.04
2016-2017	Ward was merged with Ward 7			

WARD-3				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	359	4.32	76	3.42
2015-2016	308	2.78	65	3.00
2016-2017	Ward was merged with Ward 1			

WARD-4				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	1592	15.06	493	11.92
2015-2016	1631	11.67	432	11.22
2016-2017	1503	16.42	457	15.45

WARD-5				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	476	20.44	109	19.45
2015-2016	480	20.63	126	20.61
2016-2017	506	19.58	100	19.09

WARD-7				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	2036	8.67	554	7.59
2015-2016	1971	9.44	599	9.38
2016-2017	2760	13.98	721	12.46

WARD-8				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	886	30.19	407	22.66
2015-2016	859	26.31	275	26.40
2016-2017	808	28.90	312	28.26

WARD-11				
Year	No. of issues	Issue Value (Value in Cr)	No. of Receipts	Receipt value (Value in Cr)
2014-2015	886	23.47	407	22.66
2015-2016	1138	24.48	312	24.24
2016-2017	962	30.27	330	27.74

STOCK ITEMS- TRANSACTIONS – NO.OF VOUCHERS

Year	No. of transactions	Value of transactions (Value in Cr)
2014-2015	7214	99.62
2015-2016	7153	100.89
2016-2017	7735	107.96

Non-Stock LP procurement

Year	No. of Demands complied	AAC (Value in Cr)
2014-2015	1685	7.72
2015-2016	1720	12.08
2016-2017	2211	20.94

SCRAP COLLECTION & SALE PARTICULARS – YEAR WISE

Year	Scrap Received Quantity (MTs)	No. of Receipts	Scrap Sale Quantity (MTs)	No. of Sales	Sales Value
2014-2015	1041.96	1152	1013.16	132	9.06
2015-2016	1006.10	1120	1027.23	126	7.63
2016-2017	1081.47	1173	1241.02	150	10.75

3.0 CRITICAL EXAMINATION:

- 3.1 The work-study team approached Dy.CMM/M&E/LGD in order to conduct Work study on Stores department at LGDS.
- 3.2 On critical examination of the scale check of stores department under Dy.CMM/M&E/LGD, it can be seen that out of sanctioned strength of 131 staff, (including office staff) 118 staff are working at present with 13 vacancies in different grades.
- 3.3 Stores department is responsible to procure the material and to have proper upkeep, safe guard from thefts, damages, leakages, careless handling and have periodical inspections and checks departmentally and also by accounts department. Thus, Stores department has following main duties:
- Receipts and Issues.
 - Custody and
 - Frequent verification of ground balances with that of book balances.
- 3.4 The Stores Depot under Dy.CMM/M&E/LGD is responsible for procurement, storing and disbursement of all items like carriage, Bogie items & Under frame items, DEMU, MEMU, MMTS, LHB Coaches items, Ferrous, Non-Ferrous, general items, Paints, Oils, Lube oils & General items, Lube Oil filter plant items, All Electrical items pertaining to TL, AC, ERRU & EM.
- 3.5 For administrative convenience, the stores depot has been divided into 7 wards (6 issue wards and 1 Scrap sale ward) and 7 sections like Receipt, LP Receipt, Local Purchase, General, Establishment, Ledger, and Time Office.
- 3.6 In order to have first hand information the Work study team visited all the wards, sections, yard and office in the Stores Depot and observed the working pattern, various processes involved in procurement, acceptance, rejection, accountal, safeguarding, maintenance and issue of the materials to the different indenters of Carriage Work shop/LGD.
- 3.7 The Work study team made an analysis of the requirement of staff of the depot based on the following parameters for different categories of staff.
- Work Load of Sections
 - Work Load of Wards
 - Requirement of CDMS/DMS staff basing on Work Load & need basis.
 - Requirement of ministerial staff basing on Work Load & need basis.
 - Requirement of Office Group "D" staff basing on Work Load & need basis.
 - Requirement of Stores Depot Khalasis basing on Work Load & need basis.
 - Scale Check of Stores depot of Dy.CMM/M&E/LGD
 - Recommendation of surrenders as per calculation of work load and Practical observation

3.8 Work Load of Sections

Receipt section: It is responsible for following activities

- Receipt, checking, counting/weighing of material.
- Inspection, acceptance of material and maintenance of various registers.
- Correspondence with HQ, firms, shops etc.

Work Load of Receipt Section (01-07-2017 to 12-02-2018 i.e 218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
3399	3399/218=15.6, say 16	7159	7159/218=32.8, say 33

LP Receipt section: It is responsible for the following activities

- Receipt of purchase orders from the LP section.
- Receipt of the material from the suppliers, physical check of the quantity, inspection of the quality of the material.
- Dealing with rejections & warranty.
- Issue of the material to the consignees after the acceptance of the material.
- Pairing of the receipt vouchers from the consignees and submitting the completed cases to the LP section for the billing.

Work Load of LP Receipt Section from 01-07-2017 to 12-02-2018 (218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
1310	$1310/218=6.0$	1530	$1530/218=7.0$

LP Section: It is responsible for following activities

- Indent registration
- Purchase proposals
- Floating of tender
- Tender finalization and acceptance
- Passing of PO bills

Work Load of LP Section from 01-07-2017 to 12-02-2018 (218 wkg days)

Non stock indents received/Processed	Average non-stock indents per day	Po's Received	Average PO's per day	Stock indents received	Average stock indents per day	Po's received	Average PO's per day
1807	$1807/218=8.3$, say 9	1321	$1321/218=6.0$	788	$788/218=3.6$, say 4	129	$129/218=0.6$, say 1

Ledger Section: It is responsible for following activities

- Advance intimation sheets up-dation with respect to stock, dues, AAC.
- Attending accounts dept Queries for vetting of AISs for all A category headings & for B category where AAC is enhanced.
- Submission of shortfall demands due to generating for lesser qtys against actual tendered qtys.
- Furnishing safety & vital items position
- Chasing Letters to SAIL, RWF for getting supplies of allotted qtys of WTA items.
- Correspondence with HQRs for cancellation of Pos & dropping of demands due to reduction in AACs.
- Submission of ARDs to Sr. EDPM/SC (both hard & soft copies) to update OB in respect to revision of AACs.
- Submission of initial recoupment ANEs for newly approved headings.
- Reporting to HQ about firm failure against COS/SCs Pos to take alternate procurement action.
- Generating & submission of Red signals to HQRs.
- Submission of stock position slips (SPS) as and when called from HQRs.
- Posting of TRs, POs position & R/Note references in Ledger card.

Work Load of Ledger Section from 01-07-2017 to 12-02-2018 (218 wkg days)

No. of demands complied for 218 days	Average demands complied per day	Value in crores
7735	$7735/218=35.5$, say 36	107.96

3.9 Work Load of wards

Wards: It is responsible for following activities

- Accountal of materials into ward records.
- Issue of materials.
- Filing & Pairing of Vouchers.
- Stock Verification as per schedule.
- Preservation of material.
- Monitoring Shelf Life Items.
- Receipt
- Receipt of R-Note and entry in dump register & receipt register.
- Making entries in the bin cards.
- Return R-note to Ledger section and receipt section.
- Maintenance for T&P
- Issue
- Receiving the indents & their verification of PL Nos.
- Charging Off the indents.
- Preparation of Issue Note. Preparation of Gate Passes. Pairing of Issue notes.

Scrap Sale

- Segregation and grouping with similar type of material and removal of rubbish.
- Cleaning of sold and delivered bin
- Cleaning of bins to accommodate fresh receipt to avoid missing up of different scrap.
- Conducting test check of the weigh bridge, finding the accuracy of weight.
- Preparation of lot board
- Formation of Lot for auction
- Painting the status of the lot after every auction
- Removal of lot board after delivery

Work Load of wards from 01-07-2017 to 31-12-2017 (148 working days)

Ward No.	Total Receipts	Average Receipts per day	Total Issues	Average Issues per day
1	214	1.45 say 2	782	5.31 say 6
4	194	1.31 say 2	568	3.86 say 4
5	87	0.59 say 1	285	1.93 say 2
7	456	3.10 say 3	1734	11.79 say 12
8	310	2.09 say 2	351	2.38 say 3
9 (Scrap)	639	4.35 say 5	82	0.55 say 1
11	175	1.18 say 2	493	3.35 say 4

The Issuing of material to shop will take 2 to 3 hours time duly entering in to BIN Card & Issue register. The issuing time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.

The Receipt of material from Receipt ward will take 2 to 3 hours time duly entering in to Dump Register, BIN Card & Receipt register. The Receipt time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.

Issue & receipt of Equipment or material will require Fork lift. Heavy machinery or equipment like wheels & Axles and iron sheets (11th Ward) will require crane.

3.10 REQUIREMENT OF CDMS/DMS (NON MINISTERIAL STAFF)

There are 6 issue wards in the depot. Each ward is headed by CDMS/DMS as the custodian. The wards deal with all the transactions i.e. receipt and issues to different users. During this transaction the custodian of the ward is supposed to pay special attention on each item. This has to be looked after by the custodian himself. The requirement of CDMS/DMS is calculated only on the basis of work Load and need basis.

S N o	Place	Work Load per day		Total Receipts &Issues/ day	Receipt & Issue value in Crores (2016-17)	Practical Observa tion	Require ment of CDMS/ DMS
		Average Receipts	Average Issues				
1	01 Ward	2	6	2+6=8	14.48	One CDMS/ DMS can do transact ions up to 8 per day	1
2	04 Ward	2	4	2+4=6	31.87		1
3	05 Ward	1	2	1+2=3	38.67		1
4	07 Ward	3	12	3+12=15	26.44		2
5	08 Ward	2	3	2+3=5	57.16		1
6	11 Ward	2	4	2+4=6	58.01		1
7	09 Ward	5	1	5+1=6	10.75		1
					Total		8

Sections:

Place	Work Load per day		Total Receipts & Issues/day	Practical Observation	Require ment of CDMS/ DMS
	Average Receipts	Average Issues			
Receipt section	16	33	16+33=49	One CDMS/DMS can do transactions up to 25 per day	2
LP Receipt Section	6	7	6+7=13		1
			Sub Total		3

CDMS/GEN/YARD:

Description of Work	Requiremen t of CDMS/DMS
<ul style="list-style-type: none"> ➤ CDMS/General is responsible for the general cleanliness of the stores depot, Gr. D staff matters in respect of their attendance, work distribution, maintenance and monitoring of Attendance/Leave registers. ➤ He arranges Group D staff/Khalasis for collection of material from other depots, firms and responsible for loading/unloading of consignments to/from Lorries or trucks by khalasis etc. 	1

Summary of requirement of CDMS/DMS

Place	No. of CDMS/DMS
Wards	8
Sections	3
General/Yard	1
Sub Total	12
LR @ 12.5%	1.5, say 2
Total	14

After observation of work Load and critical analysis, the requirement of CDMS/DMS staff is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
CDMS/DMS	14	11	3	14	0

The sanctioned strength of CDMS/DMS is 14; requirement is worked out to 14. Hence, there is no excess CDMS/DMS staff.

3.11 Requirement of Ministerial staff in the wards and sections:

After observation of work Load and critical analysis, the requirement of ministerial staff is worked out on need base as follows.

S. No	Place	Description of Work	Ministerial staff reqd
1	Ledger Section	1) Advance intimation sheets updation with respect to stock, dues, AAC. 2) Attending accounts dept Queries for vetting of AISs for all A category headings & for B category where AAC is enhanced. 3) Submission of shortfall demands due to generating for lesser qtys against actual tendered qtys. 4) Furnishing safety & vital items position 5) Chasing Letters to SAIL, RWF for getting supplies of allotted qtys of WTA items. 6) Correspondence with HQRs for cancellation of Pos & dropping of demands due to reduction in AACs. 7) Submission of ARDs to Sr. EDPM/SC (both hard & soft copies) to update OB in respect to revision of AACs. 8) Submission of initial recoupment ANEs for newly approved headings. 9) Reporting to HQ about firm failure against COS/SCs Pos to take alternate procurement action. 10) Generating & submission of Red signals to HQRs. 11) Submission of stock position slips (SPS) as and when called from HQRs. 12) Posting of TRs, POs position & R/Note references in Ledger card.	Ch.OS-1, OS-1, Sr.Clerk -1, Jr.Clerk-1
2	Receipt section	13) Receipt, checking, counting/weighing of material. 14) Inspection, acceptance of material and maintenance of various registers. 15) Correspondence with HQ, firms, shops etc. 16) Dealing with rejections.	OS-2, Sr.Clerk -1, Jr.Clerk-1,
3	LP section	1) Indent registration 2) Purchase proposals 3) Floating of tender 4) Tender finalization and acceptance 5) Passing of PO bills	Ch.OS-1, OS-2, Sr.Clerk -1, Jr.Clerk-1,

4	LP Receipt Section	<ol style="list-style-type: none"> 1) DMS is the overall in charge of the section and is responsible for the receipt of purchase orders from the LP section. 2) Receipt of the material from the suppliers, physical check of the quantity, inspection of the quality of the material. 3) Issue of the material to the consignees after the acceptance of the material. 4) Apart from this the pairing of the receipt vouchers from the consignees and submitting the completed cases to the LP section for the billing. 	Ch.OS-1, OS-1
5	General section	<ol style="list-style-type: none"> 1) Transport of material by Lorries 2) PCDO, Budget, Audit, M&P, Establishment 3) ISO, RTI, Maintenance of APARs, Telephone bills 4) Engineering works, Non-stock indent 5) GM narrative statement, TA camp 6) Staff training, Inspection notes 7) Stock sheets, Awards 8) Hindi statistics and reports 9) EOM meeting, Circulation of policy matters 	Ch.OS-1, OS-1, Sr.Clerk -1
6	Establishment section	<ol style="list-style-type: none"> 1. Maintenance, Posting and updating of Employees' Leave records, Service records, Personal files and family declarations. 2. Preparation of bills of all the employees. 3. Preparation of change cards for Increments, recoveries etc. 4. Preparation of office procedure orders, duty lists, issuing circulars towards staff matters. 5. Circulation of guidelines issued by Hd.Qtrs and Rly Board from time to time towards staff and stores matters. 6. Deputing staff for training/refresher courses and coordinating with STC. 7. Issue of various kinds of passes. 	Ch.OS-1, OS-1, Sr.Clerk -1
7	Time Office	It is provided to look after the attendance of Group D staff and maintains Leave Record. It maintains custody of all Keys of wards and sections.	OS-1
8	CDMS/Gen/Yard	Chief DMS/General is the overall in charge of Depot yard who is responsible for the general cleanliness of the depot, Gr. D staff matters in respect of their attendance, work distribution, maintenance and monitoring of Attendance/Leave registers. Responsible for loading and unloading of consignments from depot by engaging labour and equipment etc.	OS-1
9	01 Ward	<ul style="list-style-type: none"> ➤ Accountal of materials into ward records. ➤ Issue of materials. ➤ Filing & Pairing of Vouchers. ➤ Stock Verification. ➤ Preservation of material. ➤ Monitoring Shelf Life Items. ✓ Receipt ➤ Receipt of R-Note and entry in dump register & receipt register. ➤ Making entries in the bin cards. ➤ Return R-note to Ledger section and receipt section. 	OS-1
10	04 Ward		Sr.Clerk -1
11	05 Ward		Sr.Clerk -1
12	07 Ward		Jr.Clerk-1

		✓ Issue ➤ Receiving the indents & their verification of PL Nos. ➤ Charging Off the indents. ➤ Preparation of Issue Note. Preparation of Gate Passes. Pairing of Issue notes.	
13	8 Ward		JClerk-1
14	9 Ward		OS-1
15	11Ward		OS-1

Summary of requirement of Ministerial staff

S.No	Place	No.of ministerial staff
1	sections	22
2	CDMS/Gen/Yard	1
3	Wards	7
	Sub Total	30
	LR @ 12.5%	3.6 say 3
	GRAND TOTAL	33

After observation of work Load and critical analysis, the requirement of Ministerial staff is worked out on need base as follows.

S.No.	Designation	Sanction	Actual	Requirement	Excess
1	Ministerial	33	33	33	0

The sanctioned strength of Ministerial Staff is 33, the requirement is worked out to 33. Hence, there is no excess Ministerial staff.

3.12 Requirement of Office Group-D staff

Peon

Description of work of Peon	Requirement of Peons
➤ Attending the bell of the officers ➤ Ensure the sitting arrangements in the officers Room, visitors lounge is hygienic and clean before the commencement of office hours ➤ Bringing and serving water, beverages and lunch to the officers ➤ Carrying files and dak etc to the officer concerned ➤ Going on tour with the officer ➤ Operating and maintaining photo copier machine ➤ Any other work assigned	Peon for Dy.CMM-1
	Peon for Dy.CMM/O-1
	Peon for AMM Office-1
	Peon for Dispatch (R&D) -1
	Peon for LP section -1

After observation of work Load and critical analysis, the requirement of Peons is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2

The sanctioned strength of Peon is 7, requirement is 5, and found 2 staff excess.

Safaiwala

Description of work of safaiwala	Requirement of Safaiwala
Cleanliness of Dy.CMM office, AMM office, General section, Ledger section, Establishment section	1

After observation of work Load, the requirement of Safaiwala is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Safaiwala	1	1	0	1	0

The sanctioned strength of safaiwala is 1, requirement is 1, and found no safaiwala is excess.

Duftry

Description of work of Duftry	Requirement of Duftry
<ul style="list-style-type: none"> ➤ Maintaining records in proper order ➤ Making record available as and when required ➤ Maintaining record for movement of registers ➤ Placing of papers in relevant files ➤ Handling and distribution of forms and stationary ➤ Operating and maintaining photo copier machine ➤ Any other work assigned 	Duftry category is redundant. The duties of duftry staff is to be looked after by the clerical cadre.

Duftry Category is redundant. The duties of duftry are to be looked after by the clerical cadre. Hence, duftry post is not required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Duftry	1	1	0	0	1

The sanctioned strength of Duftry is 1, requirement is 0, and found 1 staff excess.

Water man

Water man post is redundant cadre. Hence, water man post is not required. The safaiwala may be utilized for the watering of plants, if required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Water man	1	0	1	0	1

The sanctioned strength of Water man is 1, requirement is 0, and found 1 staff excess.

Summary of office Group D staff

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftry	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

The sanctioned strength of Office Group D staff is 10, requirement is worked out to 6, and found 4 staff excess.

3.13 Requirement of stores depot Khalasis

Work Load from 01-07-2017 to 12-02-2018 (Total 218 days wkg days)

General Section

Description of work	Duty of Khalasi	Requirement of Khalasis
General section look after Audit paras, stationary items, budget, M&P, AMCs, Transport contracts, Meetings, PCDO etc	File movement	1

Establishment Section

Description of work	Duty of Khalasi	Requirement of Khalasis
Establishment section look after Service Record, Leave account, Salary bills, drawl of PF, various loans, compassionate appointment, grievance register etc of Stores department staff	File movement	1

Ledger Section

No.of demands complied	Average demands complied per day	Value in crores	Duty of Khalasi	Requirement of Khalasis
7735 demands for 218 wkg days	$7735/218=35.5$, say 36	107.96	File movement to work shop	1

LP section

No. of Non-stock/Stock indents/POs for 218 wkg days	Average Non-stock/Stock indents/POs per day	Total average indents/POs per day	Duty of Khalasi	Requirement of Khalasis
Non-stock indents -1807	$1807/218=8.28$, say 9	$9+4=13$ indents per day	For Entry of indents in dispatch book and opening case file	1
Stock indents-788	$788/218=3.6$, say 4			
Non-stock POs -1321	Average Non-stock POs per day- 6	$6+1=7$ POs per day	Carrying Pos to Receipt section, wards, Accouts office	1
Stock POs-129	Average stock POs per day- 0.6, say 1			

Receipt section & LP Receipt Section

Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Requirement of Khalasis
Receipt section	Receipt man hrs=0.75 hrs (45min), Issue man hrs=	16	$16 \times 0.75 = 12$ hrs	33	$33 \times 0.75 = 24.75$ hrs	--	3hrs	$12+24.75+3=39.75/8=5$ men
LP Receipt Section	0.75hrs(45min), cleaning =4 hrs	6	$6 \times 0.75 = 4.5$ hrs	7	$7 \times 0.75 = 5.25$ hrs	--	3hrs	$4.5+5.25+3=12.75/8=1.59$, say 2men

Summary of requirement of Khalasis of Sections

Section	Khalasis
General section	1
Establishment section	1
Ledger section	1
LP Section	2
Receipt section	5
LP Receipt section	2
Total	12

Requirement of Khalasis at Wards

S. No	Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Reqd. strength of Gr.D staff
1	Ward No.1	Receipt man hrs=3 hrs, Issue man hrs= 3hrs,	2	2X3=6 hrs	6	6X3=18 hrs	3 hrs	3 hrs	6+18+3+3=30/8=3.75, say 4 men
2	Ward No.4	Stacking man hrs=2 hrs,	2	2X3=6 hrs	4	4X3=12hrs	3 hrs	3 hrs	6+12+3+3=24/8=3
3	Ward No.5	cleaning man hrs=4 hrs	1	1X3=3hrs	2	2X3=6 hrs	3 hrs	3 hrs	3+6+3+3=15/8= 1.87, say 2 men
4	Ward No.7	Note: Scrap ward Receipt man hrs= 2 hrs,	3	3X3=9hrs	12	12X3=36hrs	3 hrs	3 hrs	9+36+3+3=51/8=6.3, say 6 men
5	Ward No.8	Issue man hrs=3hrs	2	2X3=6hrs	3	3X3=9hrs	3 hrs	3 hrs	6+9+3+3=21/8=2.6, say 3men
6	Ward No.9 (Scrap)		5	5x2=10hrs	1	1X3=3 hrs	3hrs	3hrs	10+3+3+3=19/8=2.3, say 2men
7	Ward No. 11		2	2X3=6hrs	4	4X3=12rs	3 hrs	3 hrs	6+12+3+3=24/8=3+2*= 5 men

Note: * ward-11 deals with ICF wheels & axles. Hence, 2 more Khalasis are required for ward-11

Summary of requirement of khalasis of Wards

Ward No	Khalasis
Ward No.1	4
Ward No.4	3
Ward No.5	2
Ward No.7	6
Ward No.8	3
Ward No.9	2
Ward No.11	5
Total	25

Requirement of Khalasis at CDMS/GEN/YARD:

Description of work of Khalasis	Requirement of Khalasis
General cleanliness of the stores depot	3
Loading/unloading of consignments in to/from transport lorries or trucks.	7
Receiving material from other depots, firms etc	2
Total	12

Summary of requirement of khalasis at stores depot

1	Sections	12
2	Wards	25
3	Cdms/Gen/Yard	12
	Sub Total	49
	LR @ 12.5%	6.12, say 6
	Total	55

After observation of work Load, the requirement of Khalasis is worked out on need base as follows.

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

The sanctioned strength of Khalasi staff is 59, requirement is worked out to 55, and found 4 staff excess.

3.14 Scale Check of stores depot at Dy.CMM/M&E/LGD (Para 2.2)

S.No.	Category	San	Act	Vac
1	Supervisory staff (CDMS/DMS)	14	11	3
2	Ministerial staff	33	33	0
3	Steno	1	0	1
4	Miscellaneous staff	1	2	-1
5	Artisan staff	13	11	2
6	Stores depot Group D staff or Khalasis	59	55	4
7	Office Group D staff	10	6	4
	Total	131	118	13

3.15 Recommendation of surrenders as per calculation of work Load and Practical observation**➤ Office Group D staff (Para 3.12)**

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftary	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

➤ Stores depot Khalasis (Para 3.13)

S.No.	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

➤ **Summary of office Group D staff and stores depot khalasis**

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Office Group D staff	10	6	4	6	4
2	Stores Depot Khalasis	59	55	4	55	4
	Total	69	61	8	61	8

The sanctioned strength of Group D Staff is 69, the requirement is worked out to 61 and found 8 staff is excess.

Hence, Recommended as follows.

Recommendation:

- It is recommended to surrender 8 posts of Group D staff/Khalasis from sanctions of stores department under Dy.CMM/M&E/LGD.

4.0 FINANCIAL REPERCUSSIONS:

- 4.1** If the recommendations are accepted, the recurring savings on surrender of the under mentioned posts in stores depot of Dy.CMM/M&E/LGDS would be as follows:

S. N o	Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 5%	Emolu ments P.M (in Rs.)	Total Emolumen ts P.A (in Rs.)
		From	To						
1	*Khalasi	18000	5690 0	8	37450	18000	1962	329696	3956352
TOTAL				8					3956352

*for calculation purpose, Khalasi initial grade is taken

On implementation of the recommendations brought out in the Work study report an annual savings of **Rs.39.56 Lakhs** can be achieved.

** ** *

5.0 Recommendation :

S. No.	Description	Para No.
01	<u>Recommendation:</u> ➤ It is recommended to surrender 8 posts of Group D staff/Khalasis from sanctions of stores department under Dy.CMM/M&E/LGD.	3.15

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SOUTH CENTRAL RAILWAY

**WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH
OF
STORES DEPARTMENT
UNDER
Dy.CMM/M&E/LGD**

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GUIDED BY
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(SHRI JAYACHANDRA NAIK)
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&
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I N D E X **၂၀၁၈ခုနှစ်အတွက်**

အမှတ် နံပါတ် S.No	အကြောင်းအရာ Description	စာမျက်နှာ Page No.	
		မှတ် FROM	အထိ TO
1	အကျဉ်းချုပ် Acknowledgement & နည်းလမ်း - Methodology	01	--
2	အကျဉ်းချုပ် _Synopsis	02	03
3	ပထမဦးစွာ Chapter – 1. အကြောင်းအရာ – Introduction	04	--
4	ပထမဦးစွာ Chapter – 2 အခြေခံအုတ်မြစ် နှင့် အခြေခံအုတ်မြစ် Scenario Existing	05	14
5	ပထမဦးစွာ Chapter – 3 အခြေခံအုတ်မြစ် နှင့် အခြေခံအုတ်မြစ် Critical Examination	15	19
6	ပထမဦးစွာ Chapter – 4 အခြေခံအုတ်မြစ် နှင့် အခြေခံအုတ်မြစ် Financial Repercussions	20	--
7	အကြံပြုချက် - Recommendations	21	--

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NOTE

SUB: Review of Staff Strength of Stores Department under Dy.CMM/M&E/LGD

- ❖ The work-study team approached Dy.CMM/M&E/LGD in order to conduct Work study on Stores department at LGDS.
- ❖ On critical examination of the scale check of stores department under Dy.CMM/M&E/LGD, it can be seen that out of sanctioned strength of 131 staff, (including office staff) 118 staff are working at present with 13 vacancies in different grades.
- ❖ Stores department is responsible to procure the material and to have proper upkeep, safe guard from thefts, damages, leakages, careless handling and have periodical inspections and checks departmentally and also by accounts department. Thus, Stores department has following main duties:
 - (a) Receipts and Issues.
 - (b) Custody and
 - (c) Frequent verification of ground balances with that of book balances.
- ❖ The Stores Depot under Dy.CMM/M&E/LGD is responsible for procurement, storing and disbursement of all items like carriage, Bogie items & Under frame items, DEMU, MEMU, MMTS, LHB Coaches items, Ferrous, Non-Ferrous, general items, Paints, Oils, Lube oils & General items, Lube Oil filter plant items, All Electrical items pertaining to TL, AC, ERRU & EM.
- ❖ For administrative convenience, the stores depot has been divided into 7 wards (6 issue wards and 1 Scrap sale ward) and 7 sections like Receipt, LP Receipt, Local Purchase, General, Establishment, Ledger, and Time Office.
- ❖ In order to have first hand information the Work study team visited all the wards, sections, yard and office in the Stores Depot and observed the working pattern, various processes involved in procurement, acceptance, rejection, accountal, safeguarding, maintenance and issue of the materials to the different indenters of Carriage Work shop/LGD.
- ❖ The Work study team made an analysis of the requirement of staff of the depot based on the following parameters for different categories of staff.
 - i) Work Load of Sections
 - j) Work Load of Wards
 - k) Requirement of CDMS/DMS staff basing on Work Load & need basis.
 - l) Requirement of ministerial staff basing on Work Load & need basis.
 - m) Requirement of Office Group "D" staff basing on Work Load & need basis.
 - n) Requirement of Stores Depot Khalasis basing on Work Load & need basis.
 - o) Scale Check of Stores depot of Dy.CMM/M&E/LGD
 - p) Recommendation of surrenders as per calculation of work load and Practical observation

❖ Work Load of Sections

- Work Load of **Receipt Section** (01-07-2017 to 12-02-2018 i.e 218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
3399	$3399/218=15.6$, say 16	7159	$7159/218=32.8$, say 33

- Work Load of **LP Receipt Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

Total Receipts for 218 days	Average Receipts per day	Total Issues for 218 days	Average Issues per day
1310	$1310/218=6.0$	1530	$1530/218=7.0$

- Work Load of **LP Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

Non stock indents received/Processed	Average non-stock indents per day	Po's Received	Average PO's per day	Stock indents received	Average stock indents per day	Po's received	Average PO's per day
1807	$1807/218=8.3$, say 9	1321	$1321/218=6.0$	788	$788/218=3.6$, say 4	129	$129/218=0.6$, say 1

- Work Load of **Ledger Section** from 01-07-2017 to 12-02-2018 (218 wkg days)

No. of demands complied for 218 days	Average demands complied per day	Value in crores
7735	$7735/218=35.5$, say 36	107.96

❖ Work Load of Wards

- Work Load of wards from 01-07-2017 to 31-12-2017 (148 working days)

Ward No.	Total Receipts	Average Receipts per day	Total Issues	Average Issues per day
1	214	1.45 say 2	782	5.31 say 6
4	194	1.31 say 2	568	3.86 say 4
5	87	0.59 say 1	285	1.93 say 2
7	456	3.10 say 3	1734	11.79 say 12
8	310	2.09 say 2	351	2.38 say 3
9 (Scrap)	639	4.35 say 5	82	0.55 say 1
11	175	1.18 say 2	493	3.35 say 4

- The Issuing of material to shop will take 2 to 3 hours time duly entering in to BIN Card & Issue register. The issuing time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.
- The Receipt of material from Receipt ward will take 2 to 3 hours time duly entering in to Dump Register, BIN Card & Receipt register. The Receipt time will depend on the counting the material in no. of units viz., No's, pairs, Kgs, meters, litres, Tonnes, cubic meters etc.
- Issue & receipt of Equipment or material will require Fork lift. Heavy machinery or equipment like wheels & Axles and iron sheets (11th Ward) will require crane.

❖ Requirement of Office Group-D staff

➤ Peon

Description of work of Peon	Requirement of Peons
➤ Attending the bell of the officers	Peon for Dy.CMM -1
➤ Ensure the sitting arrangements in the officers Room, visitors lounge is hygienic and clean before the commencement of office hours	Peon for Dy.CMM/O -1
➤ Bringing and serving water, beverages and lunch to the officers	Peon for AMM Office-1
➤ Carrying files and dak etc to the officer concerned	Peon for Dispatch (R&D) -1
➤ Going on tour with the officer	Peon for LP section -1
➤ Operating and maintaining photo copier machine	
➤ Any other work assigned	

After observation of work Load, the requirement of Peons is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2

The sanctioned strength of Peon is 7; requirement is 5, and found 2 staff excess.

➤ Safaiwala

Description of work of safaiwala	Requirement of Safaiwala
Cleanliness of Dy.CMM office, AMM office, General section, Ledger section, Establishment section	1

After observation of work Load, the requirement of Safaiwala is worked out on need base as follows.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Safaiwala	1	1	0	1	0

The sanctioned strength of safaiwala is 1, requirement is 1, and found no safaiwala is excess.

➤ Duftry

Description of work of Duftry	Requirement of Duftry
<ul style="list-style-type: none"> ➤ Maintaining records in proper order ➤ Making record available as and when required ➤ Maintaining record for movement of registers ➤ Placing of papers in relevant files ➤ Handling and distribution of forms and stationary ➤ Operating and maintaining photo copier machine ➤ Any other work assigned 	Duftry category is redundant. The duties of duftry staff is to be looked after by the clerical cadre.

Duftry Category is redundant. The duties of duftry are to be looked after by the clerical cadre. Hence, duftry post is not required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Duftry	1	1	0	0	1

The sanctioned strength of Duftry is 1, requirement is 0, and found 1 staff excess.

➤ **Water man**

Water man post is redundant cadre. Hence, water man post is not required. The safaiwala may be utilized for the watering of plants, if required.

Designation	Sanction	Actual	Vacancy	Requirement	Excess
Water man	1	0	1	0	1

The sanctioned strength of Water man is 1, requirement is 0, and found 1 staff excess.

Summary of office Group D staff

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftry	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

The sanctioned strength of Office Group D staff is 10, requirement is worked out to 6, and found 4 staff excess.

❖ **Requirement of stores depot Khalasis**

Work Load from 01-07-2017 to 12-02-2018 (Total 218 days wkg days)

➤ **General Section**

Description of work	Duty of Khalasi	Requirement of Khalasis
General section look after Audit paras, stationary items, budget, M&P, AMCs, Transport contracts, Meetings, PCDO etc	File movement	1

➤ **Establishment Section**

Description of work	Duty of Khalasi	Requirement of Khalasis
Establishment section look after Service Record, Leave account, Salary bills, drawl of PF, various loans, compassionate appointment, grievance register etc of Stores department staff	File movement	1

➤ **Ledger Section**

No. of demands complied	Average demands complied per day	Value in crores	Duty of Khalasi	Requirement of Khalasis
7735 demands for 218 wkg days	7735/218=35.5, say 36	107.96	File movement to work shop	1

➤ **LP section**

No. of Non-stock/Stock indents/POs for 218 wkg days	Average Non-stock/Stock indents/POs per day	Total average indents/POs per day	Duty of Khalasi	Requirement of Khalasis
Non-stock indents -1807	1807/218=8.28, say 9	9+4=13 indents per day	For Entry of indents in dispatch book and opening case file	1
Stock indents-788	788/218=3.6, say 4			
Non-stock POs -1321	Average Non-stock POs per day- 6	6+1=7 POs per day	Carrying Pos to Receipt section,	1
Stock POs-129	Average stock POs			

	per day- 0.6, say 1		wards, Accounts office	
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➤ **Receipt section & LP Receipt Section**

Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Requirement of Khalasis
Receipt section	Receipt man hrs=0.75 hrs (45min),	16	16X0.75 =12 hrs	33	33X0.75=24.75 hrs	--	3hrs	12+24.75+3=39.75/8 = 5 men
LP Receipt Section	Issue man hrs= 0.75hrs(45 min), cleaning =4 hrs	6	6X0.75= 4.5 hrs	7	7X0.75 =5.25hrs	--	3hrs	4.5+5.25+3=12.75/8 =1.59, say 2men

Summary of requirement of Khalasis of Sections

Section	Khalasis
General section	1
Establishment section	1
Ledger section	1
LP Section	2
Receipt section	5
LP Receipt section	2
Total	12

❖ **Requirement of Khalasis at Wards**

S. No	Section	Time required as per practical observation	Average Receipts per day	Man hours reqd for Receipts	Average Issues per day	Man hours reqd for Issues	Stacking	Cleaning	Reqd. strength of Gr.D staff
1	Ward No.1	Receipt man hrs=3 hrs, Issue man hrs= 3hrs,	2	2X3= 6 hrs	6	6X3= 18 hrs	3 hrs	3 hrs	6+18+3+3=30/8 =3.75, say 4 men
2	Ward No.4	Stacking man hrs=2 hrs, cleaning man hrs=4 hrs	2	2X3= 6 hrs	4	4X3= 12hrs	3 hrs	3 hrs	6+12+3+3=24/8 =3
3	Ward No.5	Note:	1	1X3= 3hrs	2	2X3= 6 hrs	3 hrs	3 hrs	3+6+3+3=15/8= 1.87, say 2 men
4	Ward No.7	Scrap ward Receipt man hrs= 2 hrs,	3	3X3= 9hrs	12	12X3= 36hrs	3 hrs	3 hrs	9+36+3+3=51/8 =6.3, say 6 men

5	Ward No.8	Issue man hrs=3hrs	2	2X3=6hrs	3	3X3=9hrs	3 hrs	3 hrs	6+9+3+3=21/8=2.6, say 3men
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6	Ward No.9 (Scrap)		5	5x2=10hrs	1	1X3=3 hrs	3hrs	3hrs	10+3+3+3=19/8=2.3, say 2men
7	Ward No. 11		2	2X3=6hrs	4	4X3=12rs	3 hrs	3 hrs	6+12+3+3=24/8=3+2*= 5 men

Note: * ward-11 deals with ICF wheels & axles. Hence, 2 more Khalasis are required for ward-11

Summary of requirement of khalasis of Wards

Ward No	Khalasis
Ward No.1	4
Ward No.4	3
Ward No.5	2
Ward No.7	6
Ward No.8	3
Ward No.9	2
Ward No.11	5
Total	25

Requirement of Khalasis at CDMS/GEN/YARD:

Description of work of Khalasis	Requirement of Khalasis
General cleanliness of the stores depot	3
Loading/unloading of consignments in to/from transport lorries or trucks.	7
Receiving material from other depots, firms etc	2
Total	12

Summary of requirement of khalasis at stores depot

1	Sections	12
2	Wards	25
3	Cdms/Gen/Yard	12
	Sub Total	49
	LR @ 12.5%	6.12, say 6
	Total	55

After observation of work Load, the requirement of Khalasis is worked out on need base as follows.

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

The sanctioned strength of Khalasi staff is 59, requirement is worked out to 55, and found 4 staff excess.

❖ **Scale Check of stores depot at Dy.CMM/M&E/LGD (Para 2.2)**

S.No.	Category	San	Act	Vac
1	Supervisory staff (CDMS/DMS)	14	11	3
2	Ministerial staff	33	33	0
3	Steno	1	0	1
4	Miscellaneous staff	1	2	-1
5	Artisan staff	13	11	2
6	Stores depot Khalasis	59	55	4
7	Office Group D staff	10	6	4
	Total	131	118	13

❖ **Recommendation of surrenders as per calculation of work Load and Practical observation**

➤ **Office Group D staff (Para 3.12)**

	Sanction	Actual	Vacancy	Requirement	Excess
Peon	7	4	3	5	2
Safaiwala	1	1	0	1	0
Duftary	1	1	0	0	1
Water man	1	0	1	0	1
Total	10	6	4	6	4

➤ **Stores depot Khalasis (Para 3.13)**

S.No.	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Khalasis	59	55	4	55	4

➤ **Summary of office Group D staff and stores depot khalasis**

S.No	Design	Sanction	Actual	Vacancy	Requirement	Excess
1	Office Group D staff	10	6	4	6	4
2	Stores Depot Khalasis	59	55	4	55	4
	Total	69	61	8	61	8

The sanctioned strength of Group D Staff is 69, the requirement is worked out to 61 and found 8 staff is excess.

Hence, Recommended as follows.

Recommendation:

- It is recommended to surrender 8 posts of Group D staff/Khalasis from sanctions of stores department under Dy.CMM/M&E/LGD.

Put up for your kind approval of SDGM please.

SWSO

SDGM

