

ACKNOWLEDGEMENT

The Central Planning organization takes this opportunity to express hearty thanks to the Dy.CMM/GP&S/HQ, staff of stores department & staff of personnel department for their valuable guidance and co-operation in compilation of the report.

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METHODOLOGY

Work Study team has applied the following techniques for completion of the Work Study.

1. Collection of the details of workload at Stores Office/HQ.
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 Ministerial staff of Stores Office/ HQ /Railnilayam/SC.
 - **Authority:** Annual Programme of Work studies for the year 2018-19.
 - **Study No:** WSSCR-06/2018-19
 - **Reference File NO:** G276/2/WSSCR-06/2018-19
 - **Area of Activity:** Stores Department under Dy.CMM/ GP&S/HQ.
1. HQS Stores office is responsible to procure the material through E-procurement and supply to all depots in the SCR as per requirement.
 2. In order to have first hand information the Work study team visited all the sections in the Stores office / HQ and observed the working pattern.
 3. In the absence of yardsticks to measure the work load, the Work Study Team made an analysis of the requirement of staff of Stores department/HQ's based on the following parameters.
 - **Procurement wing** – based on pattern of working and number of work orders in each section.
 - **Non-procurement wing** - on need basis
 4. In the stores department, there are mainly into two wings.
 - 1) Procurement wing and
 - 2) Non-procurement wing.
 - I. Procurement wing is further divided into the following departments
 - PA (auxiliary items)
 - PB (Building items)
 - PC (Carriage items)
 - PE (Electrical items)
 - PM (Machinery items)
 - PO (Oils and Paints)
 - PP (Stationary & Uniform)
 - PS (Signal items)
 - PT (Medicines)
 - PW (Wagon items)
 - Diesel
 - E-Tendering
 - II. Non-procurement section:
 - R & D
 - Stationery
 - Establishment
 - General & Policy
 - Sales
 - Inventory control
 - Computer cell
 5. In procurement section process of tendering involves the following activities:
 1. Registration
 2. Tendering
 3. Pre-ordering/Acceptance
 4. PO Release
 5. Post order correspondence

Activities involved in each order:

- **Registration:** After getting demand from user departments, opening of case, registration of cases, obtaining acceptance, Description vetting, Accounts approval, uploading in system, attending of short fall demands e.t.c.
- **Tendering:** Preparation of purchase proposal, approval of draft tender, Feeding of cases in IMMS & IREPS, attending mfg items, Tender cases, risk purchase cases e.t.c.
- **Opening of Tenders:** This section deals with opening of E-Tenders as per Scheduled Time through IREPS. Opening of Tenders manually for further distribution to concerned officers, Processing of Digital signature certificate, Assigning of E-Tenders on line to all Officers. Opening of tenders for all sections is being done separately by E-Tendering section only.
- **Pre-ordering/Acceptance of tender:** Downloading the tender, arranging TC meetings, negotiating meetings, obtaining technical suitability and issuance of advance acceptance.
- **PO Release:** Release of Purchase Order of all AT (advertised Tender)/BL (Bulletin Tender)/LT (Limited Tender) cases, Meeting items, Chasing with Accounts department for Vetting. Release of Pos against RC (Rate Contract), Placing Railway Board Indents, placing SOs (Supply Orders) against RC, Co-ordination with consignee for actual requirement.
- **Post order correspondence:** Issuance of DP (Delivery Period) extension, Modifications requested by Firms, consignee, Releasing SD (Security Deposit), BG (Bank Guarantee), EMDs(Earnest Money Deposit), providing case files to Audit, Finance and Vigilance departments.

6. Section wise Assessment of workload and manpower requirement:

Procurement section:

1. PA (auxillary items): Deals with procurement of Auxiliary Items.			
No.of orders per month	No.of orders per day	Staff required	Total
347	15.77	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/PO release – 4 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	15
2. PB (Building items): Deals with procurement of Building items.			
No.of orders per month	No.of orders per day	Time required	Total
192	8.73	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 2 staff • Pre- ordering/ PO release – 2 staff 	10

		<ul style="list-style-type: none"> • Post Order Correspondence – 1 staff • Indents – 1staff • Statistics – 1 staff 	
3. PC(Carriage items) Deals with procurement of Carriage Items.			
No.of orders per month	No.of orders per day	Men required	Total
288	13.09	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	14
4. PE(Electrical items) Deals with procurement of Electrical Items.			
No.of orders per month	No.of orders per day	Men required	Total
96	4.36	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 1 staff • Tendering – 1 staff • Pre- ordering/ PO release – 1 staff • Post Order Correspondence – 1 staff • Statistics – 1 staff 	6
5. PM(Machinery items) Deals with procurement of Machinery Items.			
No.of orders per month	No.of orders per day	Men required	Total
173	7.86	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 2 staff • Pre- ordering/ PO release – 2 staff • Post Order Correspondence – 1 staff • Indents – 1staff • Statistics – 1 staff 	10
6. PO(Oils and Paints) Deals with procurement of Oils and Paints Items.			
No.of orders per month	No.of orders per day	Men required	Total
231	10.5	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 2 staff • Pre- ordering/ PO release – 2 staff • Post Order Correspondence – 2 staff • Indents – 2 staff • Statistics – 1 staff 	12

7. PP (Stationary & Uniform) Deals with procurement of Stationary & Uniform Items.			
No.of orders per month	No.of orders per day	Men required	Total
212	9.63	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 2 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 1 staff • Indents – 2staff • Statistics – 1 staff 	12
8. PS (Signal items) Deals with procurement of Signal Items.			
No.of orders per month	No.of orders per day	Men required	Total
270	12.27	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	14
9. PT (Medicines) Deals with procurement of Medicines Items.			
No.of orders per month	No.of orders per day	Men required	Total
269	12.22	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	14
10. PW (Wagon items) Deals with procurement of Wagon Items.			
No.of orders per month	No.of orders per day	Men required	Total
285	12.95	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	14
11. DSL Deals with procurement of Diesel Items.			
No.of orders per month	No.of orders per day	Men required	Total

300	13.55	<ul style="list-style-type: none"> • In charge – 1 Ch.OS • Registration- 2 staff • Tendering – 3 staff • Pre- ordering/ PO release – 3 staff • Post Order Correspondence – 2 staff • Indents – 2staff • Statistics – 1 staff 	14
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12. E-Tendering:

No.of orders per month	No.of orders per day	Men required	Total
2663	126 Opening of tenders for all sections is being done separately by E-Tendering section only.	<ul style="list-style-type: none"> • Opening of Tenders and Downloading • Printing of Tender document and attachments • Filing and sending files to concerned sections/ Officers 	12

Non-Procurement section:

Department	Nature of duty	Sanctioned staff	Staff required
1. R&D	Receiving and dispatch of files, maintenance of records.	5	5 staff are justified
2. Establishment	Establish matters related to Gazetted & Non- Gazetted Of PCMM office,	7	7 staff are justified
3. G&P	Work related to creation of Revenue, Temporary, Work charged posts of	6	6 staff are justified
4. Sales	Gaz & Non-Gaz , Timely extension of currency of work charged posts,	6	6 staff are justified
5. Inventory Control	DAR, Vigilance cases, Providing information to PNM subjects, Leave, Court cases, RTI, Audit, Arbitration,	6	6 staff are justified
6. Computer Section	Approval & Sanction of various subjects relating to Depots, Telephone Bills, Catering, SOP, Quarterly Attendance, Loans, Advance, Passes, Awards, Transfers etc. to GAZ & Non-GAZ, Training programs to Gaz & Non- Gaz staff at STC, Baroda, IRIMM, IRTM, Quarterly Statements to Railway Board, MMPCDO, Maintenance of stock files e.t.c.	5	5 staff are justified
7. Admin		6	6 staff are justified

7. Section wise Requirement of manpower:

SINo	Section	Staff required
1	PA(Auxiliary Items)	14
2	PB(Building items)	11
3	PC(Carriage items)	14
4	PE(Electrical items)	7

5	PM(Machinery items)	10
6	PO(Oils and Paints)	12
7	PP(Stationary & Uniform)	11
8	PS(Signal items)	14
9	PT(Medicines)	14
10	PW(Wagon items)	14
11	DSL	14
12	E-Tendering	12
13	R&D	5
14	Establishment	7
15	G&P	6
16	Sales	6
17	IC	6
18	Computer	5
19	Admin	6
	Total	188

Total Requirement of staff	188
Total Sanctioned strength	193
Excess to requirement (193-188)	5

8. The SAVE position of Group "D" staff of Stores Office/HQs is as follows:

SNo	Designation	San	Act	Vac
1	Sr. Record sorter	4	0	4
2	Jr. Record sorter	3	1	2
3	Naik	14	8	6
4	Peon/Safaiwala	11	11	0
	Total	32	20	12

9. Remarks of the Work Study Team:

- Filling up the vacancies of OS and Sr.Clerks are under process Vide SPO/E & Con's Letter dated 13/14.03.2018.
- Separate Work Studies were proposed on redundant categories of Record Sorters, Jamedar peons and Safaiwalas. Hence the Planning Cell has not considered Record Sorters, Peon/Safaiwalas in the current work study.
- The requirement of Ministerial staff for the existing workload worked out to 188 posts. The sanctioned strength of Ministerial staff is 193 posts. The Excess staff to be surrendered = 193-188= 5 posts in Ministerial staff category.
- As per railway board Ir no. D.O.E (MPP)2008/1/84 Dated 13.12.2008 wherein it is stated that Non- essential non-safety, non operational vacancies may be surrendered.
- Since the Naik posts are of redundant category, the 6 vacancies can be surrendered.
- Then the total posts to be surrendered = 5+6 = 11 posts.
- No. of posts to be surrendered:
 1. Procurement wing = 5 Posts (vacant posts of Ministerial category)
 2. Group -D Staff =6 posts (vacant posts of Naik category)

10. Recommendation: It is recommended to surrender 11 Posts from office of Stores Department/HQ

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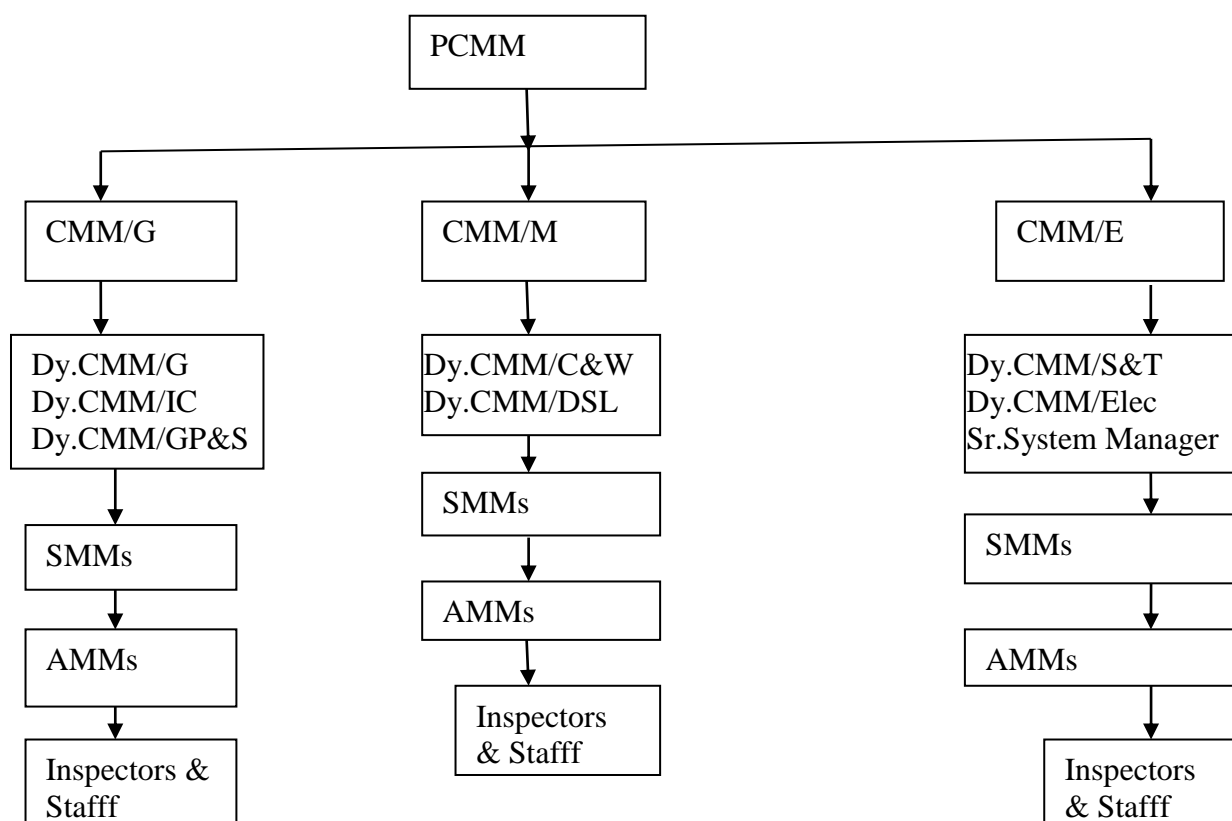
1.0 INTRODUCTION

- 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 Ministerial Staff of Stores office/HQ**".

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2.0 EXISTING SCENARIO:**2.1 ORGANISATION:**

- PCMM is the over all in-charge of the stores Department and responsible for overall functioning of the Zone in all aspects of material Planning, Receipt, Accountal, Stocking, Issue, and Verification.
- The organization set up under PCMM is shown below:



- The stores depots available in the SCR Zone are as follows:

S NO	Depot	No.s	Conrtolling officer
1	Workshop depots (LGD, RYPS,TPTY)	3	Dy.CMM
2	Diesel Stores Depots (KZJ, GY, GTL,BZA,MLY)	5	SMM
3	Electrical stores Depots (LGD, BZA, KZJ)	3	SMM
4	Gen.Stores Depot (MFT)	1	Dy.CMM
5	Stationery & Forms Depot (SC)	1	--
6	EMU stores depot (MLY)	1	AMM
7	Div. Stores Depot (BZA)	1	Sr.DMM
8	Scrap Depots (LGD, RYPS, TPTY)	3	Dy.CMM
	Total	18	

2.2 SAVE position of Ministerial Staff of Stores department of HQs/RN as on JUNE-2018 is furnished below

SNo	Category	Grade	Grade pay	Sanction	Actual	Vacancy
Ministerial staff						
1	Ch. OS	9300-34800	4600	36	36	00
2	OS	9300-34800	4200	101	82	19
3	Senior Clerk	5200-20200	2800	31	14	17
4	Junior Clerk	5200-20200	1900	25	20	05
	Sub Total			193	152	41
Group-D						
5	Sr.record sorter	5200-20200	1800	04	00	04
6	Jr.record sorter	5200-20200	1800	03	01	02
7	Naik	5200-20200	1800	14	08	06
8	Peon/safaiwala	5200-20200	1800	11	11	00
	Sub Total			32	20	12
Grand Total				225	172	53

2.3 In order to have first hand information of the stores office functions, the Work study team visited all the sections:

i. Procurement section.

- PA (auxillary items)
- PB (Building items)
- PC (Carriage items)
- PE (Electrical items)
- PM (Machinery items)
- PO (Oils and Paints)
- PP (Stationary & Uniform)
- PS (Signal items)
- PT (Medicenes)
- PW (Wagon items)
- Diesel
- E-Tendering

ii. Non-procurement section:

- R & D
- Stationery
- Establishment
- General & Policy
- Sales
- Inventory control
- Computer cell

3.0 CRITICAL EXAMINATION:

- 3.1** HQS Stores office is responsible to procure the material through E-procurement and supply to all depots in the SCR as per requirement.
- 3.2** In order to have first hand information the Work study team visited all the sections in the Stores office / HQ and observed the working pattern.
- 3.3** IT Initiatives in stores office/ HQ:
- Introduction of Government e-Market place (GeM):
 - Implementation of 100% paperless working in tender finalization for direct acceptance as well as tender committee cases.
 - Procurement of items by e-procurement platform through IREPS
- 3.4** The workforce cost constitutes around 40% (excluding pension) of gross ordinary working expenses of Indian Railways. Human resource development and manpower planning are thus crucial for Indian Railways financial viability. Review of work methods and sequences regularly, so as to create groups for execution of job whenever new technologies are introduced. The controlling of the manpower and its best utility is the need of the hour in the organisation. It is realised that output of every individual railway employee has to be substantially optimised to enable the Railway system to work with requisite economy and achieve more productivity. Keeping the reforms in view there should be sweeping changes in the content and composition of manpower.
- 3.5** In the absence of yardsticks to measure the work load, the Work Study Team made an analysis of the requirement of staff of Stores department/HQ's based on the following parameters.
- **Procurement wing** – based on pattern of working and number of work orders in each section.
 - **Non-procurement wing** - on need basis
- 3.6** In the stores department, there are mainly into two wings.
- 1) Procurement wing and
 - 2) Non-procurement wing.
- I. Procurement wing is further divided into the following departments
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 - E-Tendering
- II. Non-procurement section:
- R & D
 - Stationery
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 - Sales
 - Inventory control
 - Computer cell

3.7 In procurement section process of tendering involves the following activities:

1. Registration
2. Tendering
3. Pre-ordering/Acceptance
4. PO Release
5. Post order correspondence

Activities involved in each order:

- **Registration:** After getting demand from user departments, opening of case, registration of cases, obtaining acceptance, Description vetting, Accounts approval, uploading in system, attending of short fall demands e.t.c.
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3.8 Section wise Assessment of workload and manpower requirement:

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No.of orders per month	No.of orders per day	Men required	Total
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11. DSL Deals with procurement of Diesel Items.			
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12. E-Tendering:			
No.of orders per month	No.of orders per day	Men required	Total
2663	126 Opening of tenders for all sections is being done separately by E-Tendering section only.	<ul style="list-style-type: none"> • Opening of Tenders and Downloading • Printing of Tender document and attachments • Filing and sending files to concerned sections/ Officers 	12

Non-Procurement section:

Department	Nature of duty	Sanctioned staff	Staff required
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2. Establishment	Establish matters related to Gazetted & Non- Gazetted Of PCMM office,	7	7 staff are justified
3. G&P	Work related to creation of Revenue, Temporary, Work charged posts of	6	6 staff are justified
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7. Admin	Quarterly Attendance, Loans, Advance, Passes, Awards, Transfers etc. to GAZ & Non-GAZ, Training programs to Gaz & Non- Gaz staff at STC, Baroda, IRIMM, IRTM, Quarterly Statements to Railway Board, MMPCDO, Maintenance of stock files e.t.c.	6	6 staff are justified

3.9 Section wise Requirement of manpower:

SINo	Section	Staff required
1	PA(Auxiliary Items)	14
2	PB(Building items)	11
3	PC(Carriage items)	14
4	PE(Electrical items)	7
5	PM(Machinery items)	10
6	PO(Oils and Paints)	12
7	PP(Stationary & Uniform)	11
8	PS(Signal items)	14
9	PT(Medicines)	14
10	PW(Wagon items)	14
11	DSL	14
12	E-Tendering	12
13	R&D	5
14	Establishment	7
15	G&P	6
16	Sales	6
17	IC	6
18	Computer	5
19	Admin	6
	Total	188

Total Requirement of staff	188
Total Sanctioned strength	193
Excess to requirement (193-188)	5

3.10 The SAVE position of Group "D" staff of Stores Office/HQs is as follows:

SNo	Designation	San	Act	Vac
1	Sr. Record sorter	4	0	4
2	Jr. Record sorter	3	1	2
3	Naik	14	8	6
4	Peon/Safaiwala	11	11	0
	Total	32	20	12

3.11 Remarks of the Work Study Team:

- Filling up the vacancies of OS and Sr.Clerks are under process Vide SPO/E & Con's Letter dated 13/14.03.2018.
- Separate Work Studies were proposed on redundant categories of Record Sorters, Jamedar peons and Safaiwalas. Hence the Planning Cell has not considered Record Sorters, Peon/Safaiwalas in the current work study.
- The requirement of Ministerial staff for the existing workload worked out to 188 posts. The sanctioned strength of Ministerial staff is 193 posts. The Excess staff to be surrendered = $193-188= 5$ posts in Ministerial staff category.
- As per railway board Ir no. D.O.E (MPP)2008/1/84 Dated 13.12.2008 wherein it is stated that Non- essential non-safety, non operational vacancies may be surrendered.
- Since the Naik posts are of redundant category, the 6 vacancies can be surrendered.
- Then the total posts to be surrendered = $5+6 = 11$ posts.

- No. of posts to be surrendered:

3. Procurement wing = 5 Posts (vacant posts of Ministerial category)

4. Group -D Staff =6 posts (vacant posts of Naik category)

3.12 Recommendation: It is recommended to surrender 11 Posts from office of Stores Department/HQ

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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/GP&S/HQ would be as follows:

S No	Cate gory	Scale		No. of posts	Mean Pay	DA @ 7%	Emolumen ts P.M (in Rs.)	Total Emolum ents P.A (in Rs.)
		From	To					
1	Jr.Clerk	19900	63200	5	41550	2909	222295	2667540
2	Naik	18000	56900	6	37450	2622	240432	2885184
TOTAL				11			462727	5552724

*for calculation purpose, initial grade is taken

On implementation of the recommendations brought out in the Work study report an annual savings of **Rs.55.52 Lakhs** can be achieved.

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CHAPTER – 5

5.0 Recommendation :

S.No.	<u>RECOMMENDATION :</u>	Para No.
1	It is recommended to surrender 11 Posts from office of Stores Department/HQ	3.12

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ՀՀ ՍԵՆՏՐԱԼ ՐԵՎԵՆՈՒՄԻ
SOUTH CENTRAL RAILWAY

**WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH
OF
MINISTERIAL STAFF OF
STORES DEPARTMENT/HQ**

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CENTRAL PLANNING ORGANISATION
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