



SOUTH EASTERN RAILWAY

WORK STUDY ON THE STAFF STRENGTH VIS-À-VIS WORKLOAD IN THE OFFICE & UNITS OF Sr.MPS/KGP at GRC



**EFFICIENCY CELL,
(PLANNING & WORK STUDY),
GARDEN REACH, KOLKATA – 700 043.**

STUDY NO. EFF/897

SYNOPSIS

1.	Name of the work study	Work study on the staff strength vis-à-vis workload in the office / units of Sr.MPS/KGP at GRC.
2.	Terms of reference	The study on review of staff strength in the office of Sr.MPS/KGP at GRC has been taken up as one of the studies for the FY 2018-19.
3.	Aim	To review the staff strength vis-à-vis workload in the office of the Sr.MPS/KGP at GRC considering that the activities associated with the Printing Press have ceased and only the Receipt/Storage/ Distribution activities of stationery are continuing. Options for utilization of the stand-alone building housing the office of AMPS/GRC for other activities to be explored.
4.	Projected manpower re-deployment/ surrender.	Surrender = 4 'vacant' posts from GRC & 51 posts (subsequent to redeployment) from Printing Press/KGP.
5.	Anticipated/projected savings	Rs 431 lakhs per annum (approx)
6.	No of recommendations made	Five.
7.	Critical analysis & observations	The Printing Press activities have ceased resulting in decreased workload of the AMPS Office. Hence, vacant (DRQ) posts can be surrendered and the valuable space at the GRC Complex can be utilized for other important activities.
8.	Brief note on recommendations	<p><u>Rec-I :</u> The space at the Ticket Printing Press/ GRC can be utilized for other activities.</p> <p><u>Rec-II :</u> Considering the logistics point of view, the activities of MVB Depot at GRC may be offloaded to MV Depot/KGP & available space can be utilized for other activities.</p> <p><u>Rec-III :</u> The present AMPS office (Sonia Bapu Building) can be accommodated in the Ticket Printing Press and this space can be utilized for other activities</p> <p><u>Rec-IV :</u> One post each of CPI, Ch.DMS, Sr.Clerk & Helper-I may be surrendered outright. Total-4 posts.</p> <p><u>Rec-V :</u> The 51 'live' posts of Printing Press/KGP to be surrendered subsequent to redeployment of the men-on-roll.</p>
9.	Department concerned	Stores.

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CHAPTER - I

1.0. INTRODUCTION

The Forms Depot & Printing Press at KGP, Stationery Depot at HWH & the erstwhile Ticket Printing Press at GRC are/were under the control of Sr.Manager (Ptg. & Sty)/KGP at GRC. In addition, the General Office and Receipt ward at GRC are also under his control.

Considering computerization, impact of IT, mobile apps etc., in various areas and introduction of paperless working in the offices, a decision was taken to close down the Printing Press at KGP and the Ticket Printing Press at GRC. Hence, the workload of the Sr.MPS Office/GRC has considerably reduced.

Presently, the office of Sr.MPS/KGP at GRC is housed in a standalone 2 storied building viz., Sonia Bapu. This building additionally houses the PRS counter and the Central Despatch Office. There is also another unit inside the GRC Complex i.e., the Money Value Depot which is directly under the control of Sr.MPS.

Due to the construction work of Metro Railway at HWH, the erstwhile Stationery Depot Building at Howrah complex was shifted to the Parcel shed besides the Base Kitchen. As there was a shortage of space for storing the stationery items at Howrah, a bulk of the Stationery items is stored at the Ticket Printing Press, as this has been wound up.

There are around 30 staff in the Sonia Bapu Building. The General Printing Press at KGP is also under the process of closure. The present study to review the staff strength in the office of the Sr.MPS/KGP at GRC & Printing Press/ KGP have been taken up as one of the studies for the year 2018-19 to analyse whether (i) these 30 staff can be relocated elsewhere and this valuable space can be used for other important activities (ii) closure of General Printing Press at KGP.

CHAPTER – II

2.0 STAFF STRENGTH :

2.1 Existing cadre strength of Gr-C staff for Sr.MPS/KGP at GRC Unit:

SL	Category	SCALE	Grade Pay	Sanctioned	On-Roll	Vacancy	Remarks
1	Ch. DMS	9300-34800	4600	06	03	03	1 post DRQ
2	Ch. Progress Inspector	9300-34800	4600	01	00	01	Surplus
3	DMS	9300-34800	4200	00	02	-02	
4	Ch.OS	9300-34800	4600	06	06	00	
5	OS	9300-34800	4200	18	13	05	
6	Forms Inspector	9300-34800	4200	01	01	00	
7	Sr. Clerk	5200-20200	2800	06	05	01	1 post DRQ
8	Jr. Clerk	5200-20200	1900	00	05	-05	
TOTAL Group - C				38	35	3	

2.2 Existing cadre strength of (erstwhile) Group-D for Sr.MPS Unit/KGP at GRC :

SL	Category	SCALE	Grade Pay	Sanctioned	On-Roll	Vacancy
1	Forms Counter	5200-20200	1800	01	01	0
2	Jr. Packer	5200-20200	1800	01	01	0
3	Sr. R/Sorter	5200-20200	1800	02	01	1
4	Jr. R/Sorter	5200-20200	1800	02	01	1
5	Helper-I	5200-20200	1800	4	0	4
6	J/ Peon	5200-20200	1800	01	0	1
7	J/ KSI	5200-20200	1800	11	12	-1
8	Peon	5200-20200	1800	0	01	-1
9	Helper-II	5200-20200	1800	9	13	-4
TOTAL				31	30	1

2.3 Existing cadre strength of General Printing Press/KGP under Sr.MPS/KGP at GRC:

SL	Category	Level	Grade Pay	Sanctioned	On-Roll
1	SSE/PTG	7	4600	4	4
2	Sr.Tech/Binder	6	4200	15	15
3	Tech Gr-I (Binder)	5	2800	20	20
4	Tech Gr-III (Binder)	2	1900	5	5
5	Sr. Tech (Machine)	6	4200	7	7
6	Tech-I (Machine)	5	2800	9	9
7	Tech-III (Machine)	2	1900	1	1
8	Sr. Tech (Compositor)	6	4200	2	2
9	Tech-I (Compositor)	5	2800	2	2
10	Tech-III (Compositor)	2	1900	1	1
11	Sr. Tech (Proof Reader)	6	4200	1	1
12	Tech-I (Proof Reader)	5	2800	1	1
13	Sr. Tech (Sterio Typer)	6	4200	1	1
14	Tech-I (Sterio Typer)	5	2800	1	1
15	Sr. Tech (Mechanic)	6	4200	1	1
	TOTAL			71	71

CHAPTER – III

3.0 EXISTING SYSTEM OF WORKING & WORKLOAD :

There are different sections under the control of Sr.MPS/KGP-at-GRC located at Garden Reach & Howrah. The details of their working and workload are as follows:-

3.1 The General Administration Section :- located at GRC deals with the establishment matters of all the staff at AMPS unit - GRC & HWH.

3.1.1 The following jobs are entrusted upon this section:

- (i) Various correspondence work relating to personnel and their welfare.
- (iii) Maintenance of T & P items.
- (iv) To maintain general office stores and timely submission of N.S. Reqs. to the respective wing as and when it is required.
- (v) Compilation of Audit & Accounts paras.
- (vi) Dealing of DAR / Court cases.
- (vii) Compilation of ACR of the staff of AMPS / GRC's unit.
- (viii) To prepare Muster Roll and also to consolidate the same for various section under AMPS / GRC's unit.
- (ix) To maintain leave records.
- (x) Up-keepment of records of Privilege Pass / PTO / Duty Pass / Duty Card Pass/ MCTO for the staff of AMPS / GRC's unit on regular basis.
- (xi) Issuance of pay order & its disposal as and when it is required.

3.1.2 This section consists of the following staff :

Ch. OS = 1, Sr. Clerk = 1, Jr. Steno = 1, Jr. KSI = 2
Jr. Steno is attached with the Sr.MPS.

3.2 TW/AMC Section : located at GRC:

3.2.1 The following jobs are entrusted upon this section:

- (i) AMC of different equipments like Xerox machine, Copier Machine, Water Coolers, PCs at AMPS unit – GRC & HWH. There are 3 coolers, 1 Digital copier machine, 1 Xerox machine and 4 PCs.
- (ii) Maintaining Tools & Plants of the office.
- (iii) Making out copies (minimum 50 and above) through Digital copier machine for all the departments of GRC. Around 20,000 sheets of all the departments are copied on an average per month.

3.2.2 This section consists of the following staff :

Ch. OS = 1, Helper – II = 1

3.3 Receipt & Despatch Section : located at GRC:

3.3.1 This section is involved in Receipt and Despatch of all the letters and other dak, including samples received in the AMPS office. It is the Centralized receipt and dispatch unit. Incoming 900 per year and outgoing 600 per year approx.

3.3.2 This section consists of the following staff :

OS = 1, Jr. Clerk = 1, Helper-II = 1

3.4 Stores Section : Located at GRC. This section deals with the issuing of the stationery items, imprest items and other items required for day to day working of the office. No of requisitions (to KGP) are 35 per year. There are 65 imprest items. In addition, this section checks, bundles, seals and transports the PCT from E.Rly Printing Press/HWH to the Parcel office for booking to the particular stations. This section is also involved in bringing the Computerised RRs from W.Rly Printing Press/MX to GRC. UTS stock is taken from the Printing Press to MV Section/KGP through truck.

3.4.1 This section consists of the following staff :

OS = 1, Sr. Clerk = 2, Helper-II = 1

3.5 Receipt & Recoupment Wing at GRC :

3.5.1 This section deals with the following activities:

3.5.2 The function of Receipt ward is as below:

- (i) Material Tallying work & preparation of Tally book.
- (ii) To maintain Register for daily Receipt particulars.
- (iii) Preparation of Receipt Note.
- (iv) Disposal of Receipt Note.
- (v) Up-keepment of records pertaining to Purchase order, Inspection Note, Testing of sample (consignee's own inspection if any and also through RITES, DGS&D, DQA etc) and Rejection advice.
- (vi) Correspondence relating to receipt work with purchase office.
- (vii) Collection of waybill from W.B. sales tax department.
- (viii) Clearance of materials from parcel shed.
- (ix) To maintain necessary facilities relating to movement of lorry and also to monitor material handing work.
- (x) To book the Forms Inspectors to all units for fixing/ reviewing of P/Scale for stationery, books, & forms items.

3.5.3 The function of the Recoupment wing :-

- (i) Preparation of Indent proforma (I/P) for procurement of sty. Stores.
- (ii) Preparation of position slip & Red slip as and when things are demanded.
- (iii) Preparation of monthly consumption statement of 15 (fifteen) vital Stationery items, viz., varieties of computer papers and photo copier paper for onward submission of the competent authority.
- (iv) To keep liaison with the purchase wing of COS office in connection with recoupment of stationery materials.
- (v) To process ARD (addition, Revision & deletion) of stock item.
- (vi) Updating of receipts of sty. items in the respecting case files.

Workload is an average of 60 Receipt notes per year. The consuming department sends a letter for issuing the quota of stationery items. Then the dealer checks the P/Scale register with the available stock and makes out issue notes. The consuming department takes the issue notes to Stationery Depot/HWH for taking delivery of the stationery items.

3.5.4 This section consists of the following staff :

Ch. DMS = 1, OS = 2, Inspector (F&S) – 1, Jr. Clerk = 1, R/Sorter = 2, J/KSI = 3, Helper-II = 1

3.6 **Money Value Depot – B at GRC :**

3.6.1 This depot stocks the items as stated hereunder :-

- i) 1st class 'A' card pass (GP.3)
- ii) 1st class card pass (GP.4)
- iii) 2nd class card pass (GP.5)
- iv) Pay Order Book (GP.55)
- v) Spl. Ticket (COM.T.6)
- vi) LBPT (CM.96)
- vii) FBPT (CM.96)
- viii) Invoice (Local paid) – (COM.G.23)
- ix) Invoice (Local to pay) – (COM.G.24)
- x) Goods Invoice (Foreign paid) – (COM.G.25)
- xi) Goods Invoice (Foreign to pay) – COM.G.26)
- xii) Preprinted computerized R.R.Forms (FOIS)

The items from i) to vii) are printed at & supplied by KGP Printing press and only stocked at GRC. Items from viii) to xii) are supplied by Mahalakshmi Press/ W.Rly./ Mumbai.

3.6.2 The summary of the functions of this ward is as follows:-

- (i) Generation of I/P for procurement
 - (a) For card pass, LPT & FBPT, Pay order book & COM.T-6, indent is placed at the KGP Ptg. Press,
 - (b) For R.R. and Goods, Invoice placed at Mahalakshmi Press/Mumbai.
 - (c) Printing of station names/ codes on F/BPT/L/BPT on a daily basis.
- (ii) To sort out the indents as received from the consignees over Divisions before supply and maintain specific Registers before supply through Spl. Messenger / parcel service.

- (iii) Stamping work for BPTs (for both local and foreign) after allotment of quota for the said item.
- (iv) Arrangement for proper stacking packing, tagging & sealing work before supply of MVB stores.
- (v) Preparation of Gate Pass.
- (vi) Sorting out of verified copies of indent as returned from respective stations / Goods office after completion of supply.
- (vii) Disposal of the copy of Indent to Accounts as well as to TIAs after supply is completed.
- (viii) Preparation of S.V. sheets and its disposal after completion of stock verification.

3.6.3 The process of working is underlined below:- Indent → Accounts vetting → Issue (checking commencing/closing allotment numbers), Ledgers → Take out the MV books → Stack them → Binding section for stamping → Checking each page → packing serially in gunny bags or brown paper → Sealed with label for dispatch by parcel → No seal in case of per-bearer → After receipt, gate pass is issued alongwith RPF gate pass.

3.6.4 Stamping of one BPT book takes an average of 10 mins and checking the same take 5 minutes. This does not include the preparation time, inking, setting station code and parting the books.

3.6.5 The workload of this ward is as follows:

Item	Workload for 1½ years with instances of issue	Present status of item
1 st Class 'A; Card Pass	255 nos in 2 days	
1 st Class Card Pass	3568 nos in 15 days	
2 nd Class Card Pass	4138 nos in 11 days	
Pay Order Book	Last issue in 2010	Obsolete
Special Ticket	1 book on 25.01.2018	
BPT (Local)	505 books in 8 days	
BPT (Foreign)	350 books in 6 days	
RR (Local paid)/G-23	Last issue in 2010	Obsolete
Invoice (Local to pay)-G-24	Last issue in 2007	Obsolete
Goods Invoice (Foreign Paid) - G-25	Last issue in 2010	Obsolete
Goods Invoice (Foreign to Pay) -G-26	Last issue in 2007	Obsolete
Pre Printed Computerized RR Forms - FOIS	177 boxes in 33 days	Fast moving

3.6.6 This section consists of the following staff :

Ch.OS = 1, Jr. Clerk = 1, Jr. Packer = 1, Forms Counter = 1, /KSI = 4.

3.7 **Howrah Stationery Depot - DPWD 8740 & DPWD 8741** : This depot is concerned with the issue of all the stationery items to the different units.

- 3.7.1 This depot consists of the following staff :
Ch. OS =3, Ch DMS = 2, OS =7, Jr. Clerk =1, J/KSI =2, Helper-II =7, Peon = 1
- 3.8 The General Printing Press/ KGP is under orders for closure shortly. Even after closure, there requires to dispose of all the existing machinery. Some machinery were utilized for printing Money value items. The dismantling and proper disposal of all the available machinery involves manpower and technical knowhow. On discussions, it is revealed that the posts of SSE (2 nos) & Technicians/Machine/Mechanic (18 nos) to be retained as such till completion of this exercise.

CHAPTER – IV

4.0 CRITICAL ANALYSIS & RECOMMENDATIONS :

- 4.1 As per the orders of Rly. Bd, the Ticket Printing Press at GRC has been wound up. The General Printing Press at KGP is also under the process of winding up. This has resulted in the decrease in the workload of the AMPS office.

Recommendation – I : The space at the Ticket Printing Press/ GRC can be utilized for other activities.

- 4.2 The MVB Depot (vide para 3.6 above) is dealing with 12 MV items. Of these 12 items, five are obsolete items, one is a non-moving item and 5 are slow moving items. Only the computerized RR Form for FOIS is a regular moving item. At present, only the Pre Printed Computerized RR is procured from MX Printing Press/ Mumbai/ W.Rly. Rest are printed at KGP Printing Press. There is a Money-Value Depot existing at KGP which is already dealing with 69 nos Money value items of which most of them are printed at KGP Printing Press and the rest are procured from MX Printing Press/ Mumbai/ W.Rly. These 69 items are being dealt with by 9 officials. Whereas, these very few Money Value items are being dealt at MVB Depot/Garden Reach by 8 staff. From the point of saving manpower and time of the consuming departments, it would be practical to locate Money value depot at a single location. As most of the items are being printed at KGP Printing Press, it would be judicious to locate the Money Value Depot at KGP itself, so that all the Printed items – both Money Value and General can be procured from the same station. From the logistics point of view, KGP being nearer to the rail-head is a better option for distribution of Commercial Money Value items compared with GRC.

Recommendation – II : The activities of the MVB Depot at GRC may be offloaded to MV Depot/KGP. The valuable space of MVB Depot at GRC can be utilized for carrying out other important activities in the Headquarters.

- 4.3 Due to the Metro Railway project at HWH, the erstwhile Stationery Depot has been shifted besides the Base Kitchen. As the space is insufficient, most of the Stationery Items are being stocked at the Ticket Printing Press and AMPS office (Sonia Bapu Building). There are around 17-20 tonnes of stationery materials stocked at GRC. There are also RRC materials stocked in this building. In addition, there are around 30 staff working at the AMPS office. The staff and the available materials can be shifted to the Ticket Printing Press.

Recommendation – III : All the Staff and materials of AMPS office can be accommodated in the Ticket Printing Press/GRC and the Sonia Bapu Building can be utilized for carrying out other important activities in the Headquarters.

- 4.4 There is one DRQ post of Ch.DMS (Level-7) and one DRQ post of Sr.Clerk (Level-5) available in the Book of Sanctions. There is also one (erstwhile) Gr-D post (Level -1) vacant. Considering the decreasing workload, these posts to be declared surplus. The vacant post of Chief Progress Inspector to be surrendered which was catering to the working of the erstwhile Ticket Printing Press, since closed.

Recommendation – IV : From the available vacancies, one post each from Ch.DMS, Ch. Progress Inspector, Sr.Clerk & Helper-I may be surrendered outright.

- 4.5 The General Printing Press at KGP is under the process of winding up. As per para 3.8 above, the 20 posts as required for dismantling and proper disposal of all the available machinery involves manpower and technical knowhow may be retained and the balance available 51 men-on-roll to be redeployed and subsequent 51 vacancies to be surrendered.

Recommendation – V : A total of 51 men-on-roll to be redeployed and subsequent 51 vacancies to be surrendered.

CHAPTER-V

5.0 Financial Evaluation

In reference to the recommendations made in the study report the financial evaluation on the basis of surrendering 55 'vacant' posts is as under:-

5.1 FINANCIAL SAVINGS DUE TO SURRENDER OF 55 POSTS :

Sl	Level	No. of posts	Scale	Avg. pay	Monthly cost per staff	Total cost per month
1	7	4	44900-142400	93650	93650	374600
2	6	19	35400-112400	73900	73900	1404100
3	5	25	29200-92300	60750	60750	1518750
4	2	7	19900-63200	41550	41550	290850
	TOTAL	55				3588300

The annual savings due to surrender of 55 'vacant' posts = Rs. 358800 x 12
= Rs. 430,59,600/-
say 431 lakhs per annum (approx)

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