



SOUTH EASTERN RAILWAY

REVIEW OF STAFF STRENGTH

VIS-À-VIS

WORK LOAD OF ALL THE STORES UNITS OPERATED UNDER DY.CMM/ KHARAGPUR



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STUDY NO. EFF/882

SYNOPSIS

1.	Name of the work study	Review of staff strength vis-à-vis workload of all the stores units operated under Dy.CMM/KGP
2.	Terms of reference	The study on the review of staff strength has been taken up as one of the studies for the year 2018-19.
3.	Aim	To review the requirement of staff in GSD/KGP and all the other units operated under Dy.CMM/KGP basing upon the present work load in the changed scenario.
4.	Projected manpower re-deployment/ surrender.	Surrender = 19 vacant posts.
5.	Anticipated/projected savings	Rs 107 lakhs per annum (approx)
6.	No of recommendations made	One.
7.	Critical analysis & observations	Critical analysis done on the basis of the present scenario & closure/merger of wards.
8.	Brief note on recommendations	<u>Rec-I:</u> 19 vacant posts from the different units under Dy.CMM/KGP to be surrendered outright.
9.	Department concerned	Stores.

C O N T E N T S

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CHAPTER – I

1.0. INTRODUCTION

Stores Department is one of the major service departments of Indian Railways, catering to the needs of all the other departments like Mechanical, Electrical, Civil, Operating etc. Stores department is headed by the COS at the HQ level and by the Dy.CMM/KGP at the Depot level. The department deals with purchase of various stock and non-stock items. In S.E.Rly, there are independent depots attached to different sheds, printing different forms, disposal of scrap materials etc. The main aim of this department is to provide timely service to all departments and endeavor to improve the quality of service. The department strives to purchase right quality materials at the right price, at the right time, from the right source.

The General Stores Depot under Dy.CMM/KGP caters to the material requirement of the different units all over S.E.Rly. For the smooth supply of materials, different store units are being operated in workshop and throughout the division. Another function is to ensure the management of surplus & obsolete items and industrial wastes. Consequent to trifurcation of the erstwhile South Eastern Railway and formation of the new zones viz., E.Co. Rly & S.E.C.Rly, the drawal of stores items by these two new zones has stopped. The Engineering Materials being stored by the Track Depot has also been discontinued and consequently, the available materials have been declared scrap by the Engineering department. The GSD is decentralized with the formation of Divisional Stores Depot at the divisional level. These factors have resulted in maintenance of a lower inventory by the GSD/KGP.

Due to better & modern materials being used for manufacture & maintenance of loco, coaching & goods stock, the recurrent requirement of these items have dropped to a great extent due to longer running life (of these materials). The Computerization, modernization of material management functions and economies in scale of operation have contributed significantly to improved productivity. Payment of clothing allowance to the eligible staff and introduction of MMIS (Material Management Information System) had resulted in a substantial drop in the man-power requirement and better information about the different material items available at the various depots.

Presently more than half of the total working expenses are expended towards staff costs in the Indian Railways. We should plan towards achieving a quantum reduction in the high manpower costs, especially those relating to the non-core activities, for sustaining the financial viability of the Indian Railways.

This study has been undertaken with a view to analyze the actual requirement of staff in the General Stores Depot & other depots under the control of Dy.CMM/KGP in the present changed scenario.

METHODOLOGY

The methodology for conducting the Work-Study is as follows:

1. Collection of the details of workload particulars.
2. Interaction with the field officials and Branch Officers.
3. Direct observation of the pattern of working.
4. Critical examination of the existing system of working and comparison of the present workload vis-à-vis workload prior to trifurcation, if any.
5. Performance of the depot in money value.

CHAPTER – II

2.0 STAFF STRENGTH

2.1 The Cadre Strength of the various depots under Dy.CMM/GSD/KGP (Except Divisional stores) as on 01.08.2018 is as follows:-

STORES DEPOT – GENERAL STORES DEPOT/KGP							
Srl no.	CATEGORY	LEVEL in 7 th CPC	GP in 6 th CPC	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	Ch. OS	7	4600	55	53	2	
2	OS	6	4200	98	59	39	
3	Sr. CLERK	5	2800	18	12	6	
4	CLERK-TYPIST	2	1900	59	56	3	
5	CDMS	7	4600	49	42	7	
6	DMS	6	4200	20	9	11	
7	SUPDT TYPIST	7	4600	1	0	1	
8	CH TYPIST	6	4200	2	0	2	
9	S&WI/STORES	7	4600	1	1	0	
10	CA	6	4200	1	0	1	
11	SR.STENO	6	4200	4	1	3	
12	STENO	4	2400	3	0	3	
13	JE	6	4200	1	0	1	
14	SR.TECH/CARP	6	4200	2	0	2	
15	TECH-I/CARP	5	2800	3	0	3	
16	TECH-II/CARP	4	2400	1	0	1	
17	TECH-III/CARP	2	1900	1	1	0	
18	SR.TECH/PAINTER	6	4200	1	1	0	
19	TECH-I/PAINTER	5	2800	2	0	2	
20	TECH-II/PAINTER	4	2400	0	0	0	
21	TECH-III/PAINTER	2	1900	1	0	1	
22	SR.TECH/FITTER	6	4200	2	0	2	
23	TECH-I/FITTER	5	2800	4	1	3	
24	TECH-II/FITTER	4	2400	1	0	1	
25	TECH-III/FITTER	2	1900	1	1	0	
26	M L MISTRY	5	2800	1	1	0	
27	SR.TECH/MLD	6	4200	4	4	0	
28	TECH-I/MLD	5	2800	11	5	6	
29	TECH-II/MLD	4	2400	2	1	1	
30	TECH-III/MLD	2	1900	2	2	0	
31	SR.TECH/CR DRV	6	4200	6	4	2	
32	TECH-I/CR DRV	5	2800	12	2	10	
33	TECH-II/CR DRV	4	2400	2	2	0	
34	TECH-III/CR DRV	2	1900	4	1	3	
35	HELPER	1	1800	411	346	65	
36	PEON	1	1800	52	50	2	
37	TADK	1	1800	2	1	1	
	SUB TOTAL			840	656	184	

PERSONNEL BRANCH (under APO/S)							
Srl no.	CATEGORY	LEVEL in 7 th CPC	GP in 6 th CPC	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	Ch.OS	7	4600	8	8	0	0
2	OS	6	4200	21	19	3	0
3	Sr. CLERK	5	2800	6	2	4	0
4	CLERK-TYPIST	2	1900	3	0	3	0
	SUB TOTAL			38	29	9	0

CLOTHING FACTORY							
Srl No	CATEGORY	Level in 7 th CPC	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	FOREMAN	6	4200	1	1	0	
2	SUPERVISOR	5	2800	1	0	1	
3	Sr. Tech (Clothing)	6	4200	3	1	2	
4	TAILOR/CUTTER/EXAM.I	5	2800	4	1	3	
5	TAILOR/CUTTER/EXAM.II	4	2400	1	2	0	1
6	TAILOR/CUTTER/EXAM.III	2	1900	0	1	0	1
7	Gr D Helper	1	1800	7	6	1	
	SUB TOTAL			17	12	7	2

DIVISIONAL STORES ADRA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	1	2	0	1
2	DMS	6	4200	2	1	1	
3	CH.OS	7	4600	1	0	1	
4	OS	6	4200	23	3	20	
5	Sr. CLERK	5	2800	7	1	6	
6	M/CLERK	2	1900	1	0	1	
7	PEON	1	1800	1	0	1	
8	HELPER	1	1800	21	18	3	
9	TADK	1	1800	1	1	0	
	SUB TOTAL			58	26	33	1

DIVISIONAL STORES CHAKRADHARPUR

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	1	1	0	
2	DMS	6	4200	4	1	3	
3	CH.OS	7	4600	1	0	1	
4	OS	6	4200	23	0	23	
5	Sr. CLERK	5	2800	7	2	5	
6	M/CLERK	2	1900	1	4	0	3
7	PEON	1	1800	1	1	0	
8	HELPER	1	1800	22	15	7	
	SUB TOTAL			60	24	39	3

DIVISIONAL STORES KHARAGPUR

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	2	0	2	
2	DMS	6	4200	3	0	3	
3	CH.OS	7	4600	1	1	0	
4	OS	6	4200	21	0	21	
5	Sr. CLERK	5	2800	5	0	5	
6	M/CLERK	2	1900	5	1	4	
7	PEON	1	1800	2	1	1	
8	HELPER	1	1800	20	8	12	
9	TADK	1	1800	1	0	1	
	SUB TOTAL			60	11	49	

DIVISIONAL STORES RANCHI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	6	6	0	
2	DMS	6	4200	3	0	3	
3	CH.OS	7	4600	2	2	0	
4	OS	6	4200	20	6	14	
5	Sr. CLERK	5	2800	8	1	7	
6	M/CLERK	2	1900	2	6	0	4
7	SR. TECH/MLD	6	4200	1	1	0	
8	PEON	1	1800	1	1	0	
9	HELPER	1	1800	21	12	9	
10	TADK		1800	1	1	0	
	SUB TOTAL			65	36	33	4

AMM/ELECTRIC LOCO SHED/ SANTRAGACHI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	2	2	0	
2	DMS	6	4200	2	1	1	
3	CH.OS	7	4600	3	2	1	
4	OS	6	4200	3	3	0	
5	Sr. CLERK	5	2800	1	1	0	
6	M/CHECKER	2	1900	6	2	4	
7	HELPER	1	1800	7	6	1	
	SUB TOTAL			24	17	7	

AMM/TRS/TIKIAPARA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CDMS	7	4600	3	3	0	
2	DMS	6	4200	1	0	1	
3	CH.OS	7	4600	3	3	0	
4	OS	6	4200	7	5	2	
5	M/CHASER	4	2400	2	1	1	
6	M/CHECKER	2	1900	6	5	1	
7	HELPER	1	1800	7	5	2	
	SUB TOTAL			29	22	7	

CHAPTER – III

3.0 GENERAL DUTIES OF THE STAFF OF GENERAL STORES DEPOT:

3.1 Depot Material Supdt :

- (a) Overall in-charge of the particular stores depot ward.
- (b) Checks all incoming and outgoing materials of his depot.
- (c) Time to time checking of high value materials.
- (d) Attend all types of verifications like CAT-A,B,C, ISO-9002 & Stock verifications.
- (e) To do all types of correspondence as and when required with Railway as well as with private firms.
- (f) Attend the monthly meetings conducted by Dy.CMM/DMM/SMM/AMMs
- (g) Checks the incoming materials specially supplied by the private firms.
- (h) Reconcile the bin cards and accounts cards against stock items.
- (i) Personally supervise at random, the materials loaded for outstation depots/ units.

3.2 Material Clerk :

- (a) Checks the number of materials along with the inspection marks received through challans.
- (b) Send the challan back to the Receipt section after proper posting.
- (c) Make arrangement for stacking the said materials inside the godown.
- (d) Hand over the keys of the godown to the RPF post after locking and sealing and bring the same next day for opening the godown.

3.3 OS/ Clerks :

- (a) Verify the signature of the consignee before issuing the materials.
- (b) Prepare issue notes of the items issued.
- (c) Prepare gate pass, if required.
- (d) To make necessary postings in the bin card and also keep a record of the balance items in hand.
- (e) To intimate DMS from time to time regarding position of stock.
- (f) On receipt of the R/Note, duly endorsed by the consignee, the same is recorded and filed.
- (g) Attend Audit verification, stock verification and other allied works, as and when required.
- (h) Maintain all the concerned registers systematically and up-to-date.

3.4 Material Checkers :

- (a) Check all the incoming materials which are supplied by the Railway or private firms.
- (b) Maintain proper labeling of the incoming materials.
- (c) Arrange proper stacking of the materials.

CHAPTER – IV

4.0 EXISTING SYSTEM OF WORKING OF THE DIFFERENT WARDS/ SUPPORT SECTIONS OF THE GENERAL STORES DEPOT:

4.1 The details of working of the different Wards/ Sections of the GSD/KGP is as follows:-

- 4.1.1 **Ward No 0101:** This ward deals with items like all types brushes, files, screw drivers, tapes, blades, brooms, ropes, soaps etc. (Part of the load of W/ No. 0106 & 0105 has been transferred to this ward). No. of stock items = 129
- 4.1.2 **Ward No 1013 :** Deals with synthetic adhesive, duster cotton, hand gloves, screws (all types), naphthalene balls, jute canvas, locks etc. No. of stock items = 70.
- 4.1.3 **Ward No 0104 :** Deals with Paints of various colours, varnishes and acids. Presently ward no 0107 dealing with pipe & pipe fittings (GI) & iron wires of various gauges has been merged with 0104 No. of stock items = 72.
- 4.1.4 **Ward No 0105 :** Deals with Phenyls, wire rope, toilet soaps, glass, tea set, tea cups, electrode rods. No. of stock items = 120. (MEMU – 94 + Genl. – 26).
- 4.1.5 **Ward No 0106 :** Deals with electrical items like tubelight, CFL, different types of bulbs, chokes, wires, AC coach battery , Gas required for AC coaches and plants etc. No. of stock items = 300. Ward NO. 1303 & 1302 has been merged with this ward
- 4.1.6 **New Oil Depot – Ward No. 0208 :** This ward deals with K.Oil, HSD oil, greases, Lubricants, SS-46 etc. Ward No. 0209 has been merged with W/No 0208. No of stock items = 22.
- 4.1.7 **0323 & 0316 Precious Metal Godown :** It is a precious metal godown storing materials of high value metals. The total number of stock items are 15
- 4.1.8 **Ward No 0560 :** Deals with items related to Electrical locos viz., equalizer beams, cattle guard, gear case, sandwich mounting pads, body side filter pad, L type composite brake blocks etc. No. of stock items = 449.

- 4.1.9 **Ward No 0561** : Deals with items related to EMU maintenance viz., all copper cables and wire items, hanger block, pantograph sets, axle bearings etc., the main depot being TPKR Car Shed. Both W/No 0560, 0561 & 0661 are managed by the same staff. No. of stock items = 300 nos.
- 4.1.10 **Ward No 0661** : Deals with items like checker plates, all BHEL items related to EMU maintenance, carbon brushes, metallized carbon strips, VC kit, Tower wagon items, etc. No. of stock items = 403. This ward has been combined and merged with W/No. 1100.
- 4.1.11 **BOX Wagon Ward No. 1205** : Deals with all components and parts of BOX wagon like brake beam etc., to lift CBC, CBC coupling pins, all types of pins & cotters, C&W items viz., buffer plunger, shackle plate, BG spring, helical spring, center pivot top, Brake beam, ICF, bolster spring, etc. This ward has been merged with W/No 1204. There are 74 stock items.
- 4.1.12 **Special Coach/ICF Ward No 1208 & 1210** : Deals with parts of coaching stock like axle, UCI rubber items, Vestibule, plywood, all passenger coaches amenities, etc. It also deals with all types of rubber fittings for C&W requirements. Ward No. 1212 & 1203 has been merged with this ward. There are 458 stock items.
- 4.1.13 **Bolt & Nut Ward No 1201** : Deals with C&W fittings like pins, rivets, cotters (flat) etc. Bolts & Nuts of various sizes. This ward has been combined with W/No. 1202. There are 89 Stock items.
- 4.1.14 **Ward No 1401**: This ward deals with items related to Carriage and Electrical department such as alternators, battery chargers etc. There are 261 stock items.
- 4.1.15 **CDMS(G) Office /LDC & PDC** : He is the over-all in-charge of the depot. He distributes the laborers as per requirement. CDMS(G) is responsible to look after the work related to passing of vehicles with or without materials with valid gate passes and also to verify the incoming vehicles carrying trade materials as per the challans and purchase orders etc. Further, he is responsible to take up the weighment of the consignment both outgoing and incoming. In addition to the above.
- 4.1.16 **Motor Vehicle Section / Garage** : The section deals with all the motor vehicles utilized in the GSD including Jeeps, Trucks, Fork lifters, Tractors, Usha Atlas, JO Trucks, Road cranes, etc.

4.1.17 **Petty Repair Shop** : This unit is engaged in repairing of broken chairs, tables, doors, furniture etc and also repairing of all the godowns, rack shelves, wooden/ steel wall partitions, painting of various steel structures, repairing of trollies, lorries body, door of wagons etc as per necessity inside the GSD premises.

4.1.18 **SCRAP YARD** :

Ward No 1605 : Deals with ferrous Scrap items as received from various sources, material survey, loading and unloading & machine sectors.

Ward No 1606 : Deals with scrap of springs, draw bar, WAP, ordinance factory items, Registration of incoming and outgoing materials, witnessing weighment and unloading.

Ward No 1608 : Custodian of second hand re-serviceable materials, preparation of survey list, issue of challans. Ward No. 1607 has been merged with Ward No. 1608.

4.1.19 **RECLAMATION YARD** :

Ward No 1601 : Deals with non-ferrous items and items other than ferrous. Ward No. 1604 has been merged with this ward.

Ward No 1603 : Deals with ferrous items.

4.1.20 **TRACK DEPOT / WARD NO 8301 & WARD NO 8302:** The working of this depot has already been closed. Some Gr'D' staff have been kept as a security measure.

4.1.21 **Ward No 1830** : This depot located at the Diesel Workshop deals with items related to maintenance of Diesel locos viz piston, crankshaft, carbon brass etc. The section deals with 638 stock items

4.1.22 **Ward No 1831 & 1833** : This depot located at the Diesel Workshop deals with items related to maintenance of Diesel locos viz diesel engine, gear case assembly, cables, etc. The section deals with 230 and 11 stock items respectively.

4.1.23 **Ward No 1401, 1402 & 1403** : All electrical items required for AC coach, viz., cast nylon bush, roller bearing, single light fittings, thermo E+P valves, refrigerant gas cylinders etc.

- 4.1.24 **Ward No 1101 & 1102 & 1103 :** Located in the New Wagon Workshop premises, deals with universal couplings, hose pipe, bolster spring outer, snubber spring, air hose connector, air hose coupling, paint red oxide, diesel, k/oil, nuts & bolts, rivets and all items related to the maintenance of Wagons. The number of stock items are 179 & 187 respectively. The gas godown of Oxygen and Acetylene cylinders located inside the workshop premises previously W/No. 1209 (LDS) has been converted to W/No. 1103 (with 2 stock items)
- 4.1.25 **Material planning section :** This section processes work-orders of materials for shops at KGP & ADA after ascertaining the material position. The section prepares work-orders, receives re-couplement from CAS and their registration.
- 4.1.26 **Purchase Section :** To procure non-stock items generally.
- 4.1.27 **STII Section (Statistical) :** To draw action plan of daily working, payment of various bills (Telephone, Xerox, vehicle license/ road tax etc), registration arrangement of Motor vehicle, to clear suspense accounts, preparation and submission of all types of budgets, August Review, work at the EDP center, receiving daily daks and distribution of various monthly statements, to arrange closure of Audit repots, GM's Annual Narrative Report, departmental stock verification, monthly PCDO, distribution of books & forms etc.
- 4.1.28 **SALES Section :** To arrange and finalize the scrap auction sales at the different places.
- 4.1.29 **Computer Cell :** This cell has many computers and accessories for noting voucher posting and store transactions. The works concerning PCDO, MCDO, typing works, etc is also being done. The system has been made on-line and connected with the MMIS.
- 4.1.30 **Personnel Deptt :** Maintenance of service records, drawal of payment bills, issue of pass & PTOs, settlement cases, promotion, posting and D&A cases. Section is under the control of APO(S).
- 4.1.31 **Receipt Section :** The prime function of this section is to receive stores from different sources. The trade items are accounted for in different ledgers. It is under the control of Dy.CMM. The section sends materials to the stocking depot as per requirement. The section prepares stock sheets, advice notes, DRR, monthly statements, etc.

- 4.1.32 **CLOTHING DEPOT & FACTORY :** It consists of four wards (1011, 1012, 1013 & 1015) and scrutiny section, work order section and clothing factory.

Clothing Factory : Cloth bales are opened as per job card containing various types of cloth. These clothes are then cut and the pieces are then packed and dispatched to the respective divisions/ units as per demand. Earlier these clothes were stitched by Mahila Samity and handed over to the staff, but now the staff get the clothes stitch by themselves cost of stitching is reimbursed.

General Section : Letter correspondence, duty booking, receiving materials, issue order, checking of materials, issue of gate passes and challans.

Clothing scrutiny section & ledger section : Deals with checking the cloth bales, cut pieces, and keeping accountal of the materials received & dispatched.

- 4.1.34 **Ward No 1011** Curtain Cloth and all materials in connection with stitching of cloth is dealt in this ward. Stock items – 31.
- 4.1.35 **Ward No 1012 :** This ward deals with Ladies Cardigan, Sweater, Sari etc. The total stock items is 37.
- 4.1.36 **Ward No 1015 :** The cut materials are dispatched from this ward. Issue of challans, Gate pass & SLD services are being done from here.
- 4.1.37 **Ward No 1013 :** This ward deals with Shoes, Duster, Towels, Blankets etc. The total stock item is 70.
- 4.1.38 **Ward No 1609 :** This is a non-ferrous godown with 29 Stock items
- 4.1.39 **Ward No. 1211 (BOX Ward)** : The ward deals with fittings of BOX wagons like LB springs, bolster, yoke pin pull rod etc. There are 104 stock items
- 4.1.43 **Ward No. 0401 (STEEL SECTION)** : All the wards viz 0417, 0418, 0420, 0421 & 0422 has been merged with this section. It deals with M.S. angles, channels, S.S. flats of various sizes, MS sheet and plates of various size, M.S. flat, M.S. round of different sizes and seamless tubes of different sizes. G.I. pipe and fittings for workshop use and all sorts of steel items etc..In addition there are rail cranes (Dsl) for movement of the steel items . There are 89 bin cards.

- 4.1.45 **Diesel Store at KGP Station :** Deals with the items for diesel shed viz., key for brake shoe, tie bar assembly, A9 brake valves etc and all the items required for maintenance of Diesel locos.
- 4.1.46 **STORES OFFICE / CKP.** The stores section in Chakradharpur division is operated under Sr.DMM. This section deals with IREPS & E, Auction of scraps. The ceiling limit for non stock requisition is Rs. 3 crore and for cash purchase is Rs. 50 lakhs per year. Presently procurement under cash purchase is not being done. The average number of requisitions received from the departments is 400 – 450 per year. The staffs working in the stores deptt. are mainly engaged in the inspection of scraps available at site and procuring materials from TATA and Kolkata due to non availability of any local market at CKP.
- 4.1.47 **STORES OFFICE / KGP.** The stores section in Kharagpur division is operated under Sr.DMM. All non stock items as required by the different departments are being procured by this section. The fund is available with the concerned department. The stores department on receipt of the requisition processes and procures the same. The ceiling limit for NS purchase is Rs. 2 crore and cash imprest is Rs. 50 lakhs. E- Auction of scraps is also conducted from this section.
- 4.1.48 **STORES OFFICE / RNC.** The stores section in Ranchi division is operated under Sr.DMM. This section deals with IREPS, E- Auction of scraps, cash purchase, indenting and procurement of uniforms from KGP stores etc. A new depot has also being commissioned wherein procurement and supply for Carriage, TL & Genl. Electric department of HTE / RNC/MURI is effected. There are 462 stock items in this depot.
- 4.1.49 **STORES OFFICE / ADA.** The stores section in Adra division is operated under Sr.DMM. This section deals with IREPS, E- Auction of scraps. The ceiling limit for cash purchase is Rs. 2 lakh. On an average 40 to 50 requisition are received per month. Presently all departments are fed from this depot except diesel. There are 80 stock items in this depot.
- 4.1.50 **TRS/TPKR.** There is a stores depot to cater to the needs of the EMU Carshed at TPKR headed by one AMM and comprising 3 wards. This depot mainly stocks the Electrical items required for the day to day maintenance of EMU rakes, Around 70 to 80 requisitions are received on an average per day.
- 4.1.51 **ELS/SRC.** There depot at ELS/SRC is required for supplying materials for the day to day maintenance of the locos homed at the Electric Loco Shed/ SRC headed by one AMM. Around 60 requisitions are dealt on an average per day

CHAPTER – V

5 CRITICAL ANALYSIS :

- 5.1 Due to decentralization of the KGP Stores depot (GSD) by the formation of the Divisional Stores Depot, there is naturally a reduction in the work load. As such, several wards have been amalgamated/ merged such as:-

Part of the load of W/ No. 0106 has been transferred to the Ward No.0101

Previously, items of this ward No. 0106 were dealt by ESD.

Ward No. 0209 has been merged with W/No 0208

This ward No. 0661 has been combined and merged with W/No. 1100.

BOX Ward No 1205 has been merged with W/No 1204.

ICF Ward No 1208 has been combined with W/No. 1212 & W/ No. 1203

Ward No 1201 has been combined with W/No. 1202.

Ward No 1604 has been merged with Ward No. 1601.

Finally the Ward No.1202 has been merged with 1201 & 0106.

Ward No 1303 from ESD has been shifted to GSD.

Ward No. 8301 & 8302 of Track depot/NMP is closed and as such, there is no work load to be dealt by the officials of Stores deptt at the Track Depot.

Ward No. 0107 & 0420 deals with the same pipe & pipe-fitting items one for divisional use and the other for workshop use. The same may be combined and materials stocked at a single location.

- 5.2 With the implementation of E-Tender & E- Auction, the work load of GSD/KGP has reduced to a greater extent.
- 5.3 Due to recruitment of clerk cum typists the vacant posts of the Typists may be surrendered.
- 5.4 Considering that the Divisional Stores have been set up recently, hence, one post each from each Store may be surrendered.
- 5.5 Printing press and Canteen has been kept out of purview of this study.

CHAPTER-VI

6 RECOMMENDATIONS :

- 6.1 From the aforesaid Chapter V, it is seen that many of the wards have been merged with each other due to reduction in workload. The Track Depot has been finally closed. The work load of the clothing section has been reduced due to the payment of clothing allowance to the concerned employees.

Recommendation - I : The following vacant posts may be surrendered outright :-

- (a) Ch. Typist – 2 posts (GSD)**
- (b) Supervisor (Clothing) – 1 post (GSD)**
- (c) Helper – 5 posts (GSD)**
- (d) Peons – 1 post (GSD)**
- (e) Material Chaser – 1 post (AMM/TRS/TPKR)**
- (f) Material Checker – 5 posts (AMM/TRS/TPKR & AMM/ELS/SRC)**
- (g) Helper – 4 posts (one each from the 4 Divisional Stores Depots)**

A total of 19 posts may be surrendered from the Book of sanctions of Dy.CMM/KGP.

CHAPTER-VII

7 FINANCIAL EVALUATION

In reference to the recommendations made in the study report the financial evaluation on the basis of surrender of 19 posts is as under:-

Sl	Level (7 th CPC)	Pay Scale	Posts	Avg. pay	DA @ 9 %	Monthly cost per staff	Total cost per month
1	6	35400-112400	2	73900	6651	80551	161102
2	5	29200- 92300	1	60750	5468	66218	66218
3	4	25500-81100	1	53300	4797	58097	58097
4	1	18000-56900	15	37450	3371	40821	612315
TOTAL			19	xxx	xxx	xxx	897732

The annual savings on account of surrender of 19 posts = Rs. 8,97,732 x 12
= Rs. 107,72,784/-
Say **107 lakhs per annum**

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