



Work Study Report
on
Review of Staff Strength
of
Stores Depot at EMU/MX
under
Store Department of HQ/CCG

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Study No.G.463/WR/WS-02/2018-19

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Executive Summary

Sr. No. of Study : 02

Case No. : G.463/WR/WS-02/2018-19

Subject : Review of Staff Strength of Stores Depot at EMU/MX under Store Department of HQ Office - CCG

Units : Stores Depot at EMU/ MX

Division/HQ : Under Store Department of HQ CCG

Authority : AGM/CCG

Terms of Reference : Assessment of staff strength requirement corresponding to arising workload.

Total No. of Recommendations : One

Summary of Recommendations : at Page No.6

Projected Manpower:

Category	Existing Cadre	Man on roll	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Gr. C	20	14	14	06	06	0
Gr. D	12	09	07	05	03	02
Total	32	23	21	11	09	02

Financial Implication : Recurring Savings of Rs. **92.52 Lakhs** (Approx) per annum.

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The work study team of the Central Planning Organization Western Railway, Headquarter wishes to express their gratitude to Shri A. P. Yadhav, SMM/EMU/MX, Smt. Asha Dhule, APO/EMU/MX, Shri. D. N Mayekar, Chief OS/EMU/MX and their staff for whole hearted co-operation for providing required data and suggestion for conducting and finalizing the work study of Stores Depot at EMU/MX under Store Department of HQ Office - Churchgate.

TERMS OF REFERENCE

As per Annual Programme of work studies for the year 2018-19, approved by AGM/CCG on file No. G 463/3/IV dated 16.04.2018, a work study on review of staff strength of Stores Depot at EMU/MX under Store Department of HQ Office CCG has been undertaken during financial year 2018-19 for assessment of man power requirement corresponding to arising/existing work load.

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Methodology

Collection	:	of data required for conducting the study.
Scrutiny	:	of data collected, deployment of existing staff strength, quantum of work load arising.
Discussion	:	with concerned Officers and Staff. Suggestions and guidelines offered by concerned Supervisory staff.
Calculation	:	of Man-hours available.
Assessment	:	of Manpower requirement on the basis of calculations made of Man-hours available & workload.
Identification	:	of surplus posts available.
Finalization	:	of Work Study Report with recommendations for implementations.

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Summary of Recommendations

Recommendation No.1

2.20

After critical analysis of work load of Store Depot at EMU/MX, Work study team justified 21 posts (14 Group-C and 7 Group-D) against Sanctioned Cadre of 32 posts (20 Group-C and 12 Group-D) and identified surplus 11 posts (6 Group-C posts (all Vacant) and 5 Group-D posts (2 live & 3 Vacant)) are recommended for surrender.

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Chapter - I

1.0 Introduction:

India is a developing country and to improve the economy of the country, it needs a well-managed transport system. Indian Railways plays a major role in this aspect; as such it is the Life Line of the nation.

For efficient running of an organization like Railways, synchronization of Men, Machines, Materials, Money, and Management are very important. Material Management plays a vital role in providing the material required in minimum time, in proper quantity, at desired place and at a reasonable rate.

The Materials Management (Stores) Department on Railways has an integrated responsibility in respect to three areas of – Purchase, Stores Keeping and Disposal of obsolete stock and scrap material accruing during its working.

The stocking and distribution are handled through three stores districts with Headquarters at Mahalaxmi, Dahod and Sabarmati, while procurement organization is centralized at Headquarter Office, Churchgate.

Dy. CMM have been posted in all the Depots and have been delegated powers to purchase non-stock items upto specified limit and stock items in case of emergencies.

The requirements of Workshops are looked after through Stores Depot attached to them.

1.1 Objectives of Material Management:

- a) To ensure availability of required material for production, maintenance and operational requirement.
- b) To maintain uninterrupted supplies at minimal cost.
- c) To minimize purchasing cost and reduce percentage of obsolete material.
- d) To reduce material cost through standardization, value analysis and import substitution.
- e) To maintain public accountability at all the stages of transaction.
- f) Efficient control of inventories to reduce working capital.
- g) To suggest measures to prevent deterioration of material and to minimize losses.
- h) Timely disposal of surplus and unwanted material.

An attempt has been made in the forth coming chapter to co-relate the work and the work force, and steps needed to improve upon the service of supply of stores to the Railway indenters so that concept of Material Management can be fulfilled in true sense.

1.2 **Main Activities of Stores Depot :**

District Stores Depot - Mahalaxmi serves the different maintenance and production units within its jurisdiction, as these maintenance and production units constantly require stores materials. As such, independent sub units of store units are established in its vicinity for easy and speedy drawl of materials. They serve as stores custodian also.

Stores Depot at EMU/MX is one of the sub unit of District Stores Depot - Mahalaxmi

The EMU Workshop - Mahalaxmi is doing POH of EMU Coaches. To cater the requirement of Material for POH of EMU Coaches at EMU Workshop – Mahalaxmi, the Stores Depot at EMU/MX plays an important role.

1.3 **Aim of Stores Depot** :- Aim of Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. Stores Depot has the responsibility of receipt, inspection and distribution of material received. Inventory control is also one of its responsibilities.

In order to achieve the above objectives, the Stores Depot at EMU/MX has divided into various sections for smooth working which work in liaison with each other.

1.4 **Objective of the study :**

Manpower planning and innovative steps to achieve the above goals are the factors, which needs to be considered. An attempt has been made while conducting this work study to co-relate the work and the work force and the steps needed to improve upon the service of supply of stores to the consignees / indenters, so that the concept of material management can be fulfilled in the true sense.

1.5 **Location :**

Stores Depot at EMU/MX is situated about one kilometre from Mahalaxmi Railway Station, which is on the BCT-NDLS BG Truck Route. This depot is next to Mahalaxmi Printing Press.

The depot is situated inside District Stores Depot - Mahalaxmi. It is spread over a vast area and is sufficient to meet up the requirement of EMU Workshop - Mahalaxmi.

- 1.6 **Man-Power** : The sanctioned cadre, Man on Roll and Vacancy position of Stores Depot at EMU/MX is as follows :-

Gr. C Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	CDMS	9300-34800	4600	3	3	0
2	DMS	9300-34800	4200	2	0	2
	<i>DMS/DMS</i>			5	3	2
3	Chief Office Suptd.	9300-34800	4600	3	3	0
4	Office Suptd.	9300-34800	4200	9	5	4
5	Sr. Clerk	5200-20200	2800	0	1	-1
6	Jr. Clerk	5200-20200	1900	2	2	0
	<i>Chief OS to Jr. Clerk</i>			14	11	3
7	Typist	9300-34800	4200	1	0	1
	Total Gr. C			20	14	6

Gr. D Staff :-

8	Peon-Office	5200-20200	1800	1	0	1
9	Khalasi-Mukadam	5200-20200	1800	1	0	1
10	Khalasi -Multi Purpose	5200-20200	1800	10	9	1
	Total Gr. D			12	9	3

	Grand Total (Gr. C + Gr. D)			32	23	9
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- 1.7 An item has been made in forth coming chapter to analyze each aspect of workload and requirement of man power.

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CHAPTER – II

2.0 Analysis of work load and staff strength of Stores Depot at EMU/MX under Store Department of HQ Office - CCG :-

2.1 Aim of Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. Stores Depot has the responsibility of receipt, inspection and distribution of material received. Inventory control is also one of its responsibilities.

In order to achieve the above objectives, the Stores Depot at EMU/MX has divided into various sections for smooth working which work in liaison with each other. The Stores Depot at EMU/MX has 7 sections.

2.2 Stores Depot at EMU/MX is under the control of Dy.CMM – MX. This depot is headed by SMM/EMU/MX. The workload of Stores Depot at EMU/MX is carried out with Sanctioned strength of 32 posts (21 Group 'C' and 11 Group 'D'), whereas, presently 23 staff (14 Gr. C & 9 Gr. D) are available..

2.3 The existing **Organization Chart of Stores Depot at EMU/MX** is as follows :

Dy. CMM-MX

SMM-EMU/MX

Sections

1. Receipt Section (Stock Items)

2. Receipt Section (Non-Stock Items)

3. Stocking Ward No. 35

4. Local Purchase Section

5. General Section

6. Receipt Progress Section

7. Ledger Section

- 2.4 **Cadre Position** : The sanctioned cadre, Man on Roll and Vacancy position of Stores Depot at EMU/MX is as follows :-

Gr. C Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	CDMS	9300-34800	4600	3	2	1
2	DMS	9300-34800	4200	2	1	1
	DMS/DMS			5	3	2
3	Chief Office Suptd.	9300-34800	4600	3	3	0
4	Office Suptd.	9300-34800	4200	9	5	4
5	Sr. Clerk	5200-20200	2800	0	1	-1
6	Jr. Clerk	5200-20200	1900	2	2	0
	Chief OS to Jr. Clerk			14	11	3
7	Typist	9300-34800	4200	1	0	1
	Total Gr. C			20	14	6

Gr. D Staff :-

8	Peon-Office	5200-20200	1800	1	0	1
9	Khalasi-Mukadam	5200-20200	1800	1	0	1
10	Khalasi -Multi Purpose	5200-20200	1800	10	9	1
	Total Gr. D			12	9	3
	Grand Total (Gr. C + Gr. D)			32	23	9

- 2.5 **Section-wise Existing Deployment of Staff of Store Depot at EMU-MX is as follows :-**

Sr. No.	Section	Gr. C							Gr D.	Grand Total
		CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
1	Receipt (Stock Items)	1	-	1	-	-	-	2	-	2
2	Receipt (Non-Stock Items)	1	-	-	-	1	-	2	9	11
3	Stocking Ward No. 35	1	-	1	-	-	-	2	-	2
4	Local Purchase	-	-	2	1	-	-	3	-	3
5	General	-	1	-	-	-	-	1	-	1
6	Progress	-	1	-	-	-	-	1	-	1
7	Ledger	-	1	2	-	-	-	3	-	3
	Total	3	3	6	1	1	0	14	9	23

2.6 **Workload** :- Stores Depot at EMU/MX is presently having 857 stock items & many non-stock items. Out of 857 items 211 items are Vital and 79 items are Safety.

2.7 **Critical Analysis of workload & Assessment of manpower of Stores Depot at EMU/MX :-**

2.8 **Receipt Section (Stock Items) :**

2.8.1 **Present Deployment of staff :**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
Receipt (Stock Items)	1	-	1	-	-	-	2	-	2

2.8.2 **The workload of Receipt Section (Stock Items) i.e Months wise details of Received Challans / Receipt Note / Rejection Memo are as follows :-**

Month	No. of Challans received during the month.	No. of Receipt Notes prepared during the month	No. of Rejections issued during the month.
Apl.17	66	43	0
May	53	76	3
June	60	64	0
July	46	58	0
Aug.	49	47	0
Sept.	44	45	02
Oct.	43	33	0
Nov.	61	59	04
Dec.	74	76	02
Jan.18	48	68	02
Feb.	35	03	01
Mar.	51	03	02
TOTAL	630	575	16
Avg. Monthly	52.5	47.9	1.3
Avg. Daily	2.1	1.9	0.1

2.8.3 1 CDMS & 1 OS, total 2 staff is nominated for Receipt Section (Stock Items).

The work carried-out by CDMS (Receipts) are as follows :-

- 1) Handling responsibility of all receipts of stock items of EMU depot.(Monthly 53)
- 2) Maintain two Godowns of receipts.
- 3) Receipt of materials, its counting and proper stacking in receipt wards.
- 4) Certification of receipted material.
- 5) Inspection / Testing of material.
- 6) Preparation of Dummy Receipt Note / dummy Rejection memo.
- 7) Preparation and release of final Receipt Note / dummy Rejection memo.
- 8) Handing over accepted material to Ward CDMS.
- 9) Preservation of rejected material till its final disposal.
- 10) Arranging of Joint inspection with RITES / RDSO /DQA of pre-inspected material which is provisionally rejected.

The work carried-out by OS are as follows :-

- 1) Challan Entry in IMMIS (DRR entry)
- 2) Manual entry in Challan register.
- 3) Preparation of Inspection sheet.
- 4) Preparation of Dummy Receipt Note / dummy Rejection memo.
- 5) Preparation and release of final Receipt Note / dummy Rejection memo
- 6) Maintaining Receipt note register, Rejection register, challan register.
- 7) Maintaining all files of receipt, rejection , correspondence etc.
- 8) Preparation of statistics for PCDO
- 10) Despatch of R/notes and rejection memos.

2.8.4 After going through the existing work load of ***Receipt Section (Stock Items)***, it is seen that on an average 2.1 Received Challans/per day, 1.9 Receipt Note/per day and 0.1 Rejection Memo/per day are dealt at this section. For the said workload, the work study team justifies the present deployment of 2 staff i.e 1 CDMS & 1 OS.

2.8.5 ***Thus, in Receipt Section (Stock Items), present deployment of 2 posts (1 CDMS & 1 OS) are justified.***

2.9 **Receipt Section (Non-Stock Items) :**

2.9.1 **Present Deployment of staff :**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
<i>Receipt (Non-Stock Items)</i>	1	-	-	-	1	-	2	-	2

2.9.2 **The workload of Receipt Section (Non-Stock Items) i.e Months wise details of Received Challans / Receipt Note / Rejection Memo are as follows :-**

Month	No. Of challans received during the month.	No. of Receipt notes prepared during the month	No. Of Rejections issued during the month.
Apl.17	85	69	1
May	76	51	01
June	73	103	0
July	60	37	0
Aug.	67	79	01
Sept.	92	53	0
Oct.	90	80	1
Nov.	111	145	1
Dec.	75	86	0
Jan.18	89	113	1
Feb.	107	53	1
Mar.	88	109	1
TOTAL	1013	978	08
Avg. Monthly	84.4	81.5	0.7
Avg. Daily	3.4	3.3	0.1

2.9.3 1 CDMS & 1 Jr. Clerk, total 2 staff is nominated for Receipt Section (Non-Stock Items).

The work carried-out by CDMS (General & NS Receipts) are as follows :-

- 1) General Supervision of Housekeeping / cleanliness.
- 2) Handling Group 'D' staff.
- 3) Collection of materials from other depots / Railways, Parcel depots etc.
- 4) Handling responsibility of all receipts of Non-stock items of EMU depot. (Monthly 85)
- 5) Maintain two go downs of NS receipts.
- 6) Receipt of materials, its counting and proper stacking in receipt wards.
- 7) Certification of receipted material.
- 8) Inspection / Testing of material.
- 9) Preparation of Dummy Receipt Note / Dummy Rejection memo.
- 10) Preparation and release of final Receipt Note / Dummy Rejection memo.
- 11) Handing over accepted material to Ward CDMS.
- 12) Preservation of rejected material till its final disposal.
- 13) Arranging of Joint inspection with RITES / RDSO /DQA of pre-inspected material which is provisionally rejected.

The work carried-out by Jr. Clerk are as follows :-

- 1) Challan Entry in IMMIS (DRR entry)
- 2) Manual entry in Challan register.
- 3) Preparation of Inspection sheet.
- 4) Preparation of Dummy Receipt Note / dummy Rejection memo.
- 5) Preparation and release of final Receipt Note / dummy Rejection memo
- 6) Maintaining Receipt note register, Rejection register, challan register.
- 7) Maintaining all files of receipt, rejection , correspondence etc.
- 8) Preparation of statistics for PCDO
- 9) Despatch of R/notes and rejection memos.

2.9.4 After going through the existing work load of **Receipt Section (Non-Stock Items)**, it is seen that on an average 3.4 Received Challans/per day, 3.3 Receipt Note/per day and 0.1 Rejection Memo/per day are dealt at this section. For the said workload, the work study team justifies the present deployment of 2 staff i.e 1 CDMS & 1 Jr. Clerk.

2.9.5 **Thus, in Receipt Section (Non-Stock Items), present deployment of 2 posts (1 CDMS & 1 Jr. Clerk) are justified.**

2.10 **Stocking Ward No. 35 :**

2.10.1 **Present Deployment of staff :**

Sr. No.	Section	Gr. C							Gr. D	Grand Total
		CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
1	Stocking Ward No. 35	1	-	1	-	-	-	2	-	2

2.10.2 **The workload of Stocking Ward No. 35 i.e Months wise details of Receipts & Issues are as follows :-**

MONTH	NO. OF DEMAND RECEIVED	NO. OF ISSUE VOUCHERS	NO. OF RECEIPT VOUCHERS
Apl.17	647	635	221
May	469	461	114
June	518	509	95
July	378	371	97
Aug.	402	395	54
Sept.	481	475	76
Oct.	348	339	40
Nov.	603	591	87
Dec.	489	482	167
Jan.18	610	602	166
Feb.	417	410	22
Mar.	415	407	35

TOTAL	5777	5677	1174
Avg. Monthly	481.4	473.1	97.8
Avg. Daily	19.3	18.9	3.9

2.10.3 1 CDMS & 1 OS, total 2 staff is nominated for Stocking Ward No. 35.

The work carried-out by CDMS (In-charge Ward No. 35) are as follows :-

- 1) Stocking of 857 Stock items.
- 2) Maintaining 04 godowns.
- 3) Receipt of accepted material and its counting & proper stacking in ward.
- 4) Issuing of material to consignees of EMU workshop & other depots /Rlys.
- 5) Certifying ward R/notes and Issue notes.
- 6) Checking of monthly Priced Ledger.
- 7) Stock Verification of items.

The work carried-out by OS are as follows :-

- 1) Clerical work of charging and posting of Receipt & issue vouchers manually as well as in iMMIS. (Average 600 vouchers per month)
- 2) Despatching of voucher to accounts & consignees.
- 3) Maintaining of record of vouchers.
- 4) Maintaining Receipt and issue registers.

2.10.4 After going through the existing work load of **Stocking Ward No. 35**, it is seen that on an average 3.9 Receipt Vouchers/per day, 19.3 Demand Received/per day and 18.9 Issue Vouchers/per day are dealt at this section. For the said workload, the work study team justifies the present deployment of 2 staff i.e 1 CDMS & 1 OS.

2.10.5 **Thus, in Stocking Ward No. 35, present deployment of 2 posts (1 CDMS & 1 OS) are justified.**

2.11 **Local Purchase Section :-**

2.11.1 **Present Deployment of staff :**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
Local Purchase Section	-	-	2	1	-	-	3	-	3

2.11.2 **The workload of Local Purchase Section i.e Months wise details of Stock Items & Non-stock items are as follows :-**

MONTH	STOCK ITEMS P.O.	NON-STOCK P.O.	TOTAL
Apl.17	16	75	91
May	21	43	64

June	29	68	97
July	18	91	19
Aug.	10	68	78
Sept.	15	97	112
Oct.	09	81	90
Nov.	19	98	117
Dec.	09	84	93
Jan.18	13	110	123
Feb.	08	73	81
Mar.	18	39	57
TOTAL	176	846	1022
Avg. Monthly	14.7	70.5	85.2
Avg. Daily	0.6	2.8	3.4

2.11.3 2 OS & 1 Sr. Clerk, total 3 staff is nominated for Local Purchase Section.

The work carried-out by OS (In-charge Local Purchase) are as follows :-

- 1) Receipt of Stock & Non-stock requisitions for Local Purchase. (100 to 110 demands per month)
- 2) Registration of requisitions in IREPS.
- 3) Floating of e-tenders.
- 4) Tabulation of offers.
- 5) Taking approval & acceptance of lowest offer.
- 6) Preparation of draft Purchase orders.
- 7) Preparation of final P.O.
- 8) Put up cases for extension of Delivery period.
- 9) Preparation of Modification / Cancellation of P.O.
- 10) Accepting of Security deposits / Bank guarantee and its disposal

The work carried-out by Sr. Clerk are as follows :-

- 1) Scrutiny of Bills.
 - 2) Attaching required document with bills
 - 3) Registration of Bills.
 - 4) forwarding of Bills for payment.
 - 5) Chasing with accounts.
 - 6) Maintaining record of cases.
- Average Bills per month = 60

The work carried-out by OS are as follows :-

- 1) **Multi task work.**
- 2) **Coordinating** with CDMS/G, CHOS/G, OS /LP & SMM
- 3) Preparation of Passes, PTO's
- 4) Chasing with accounts and firms.
- 5) Collection of material from other depots.

2.11.4 After going through the existing work load of **Local Purchase Section**, it is seen that on an average 0.6 Stock Item P.O./per day, 2.8 Non-Stock Item P.O./per day, total 3.4 P.O./per day are dealt at this section. For the said workload, the work study team justifies only 2 staff i.e 1 O.S & 1 Sr. Clerk.

In Local Purchase Section, 1 OS is deployed for Multi Tasking Work and Coordinating with CDMS/G, CHOS/G, OS /LP & SMM. Thus, the post of 1 OS for Multi Tasking Work and Coordinating is also justified. Hence, the work study team justifies the present deployment of 3 staff i.e. 2 OS & 1 Sr. Clerk

2.11.5 **Thus, in Local Purchase Section, present deployment of 3 posts (2 OS & 1 Sr. Clerk) are justified.**

2.12 **General Section :-**

2.12.1 **Present Deployment of staff :-**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
General Section	-	1	-	-	-	-	1	-	1

2.12.2 Presently, 1 CHOS is nominated for General Section.

2.12.3 **The workload of General Section :-**

The work carried-out by CHOS is as follows :-

- 1) Overall supervision.
- 2) General correspondence with HQ., Workshop & Engg. deptt.
- 3) Preparation of proposals / requisitions for purchase / works.
- 4) Co-ordinate Ledger staff for meetings & other work.
- 5) Submission of PCDO, Narrative Reports etc.
- 6) Issuing PASSES /PTOs
- 7) Maintaining Attendance register/ Leave.
- 8) Replies to Audit and Inspection reports.
- 9) Submission of statements required for district meeting, depot shield, district shield.

2.12.4 After going through the existing work load of **General Section**, the work study team justifies the present deployment of 1 staff i.e. 1 CHOS for over all supervision.

2.12.5 **Thus, in General Section, present deployment of 1 posts of CHOS is justified.**

2.13 **Receipt Progress Section :-**

2.13.1 **Present Deployment of staff :**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
Receipt Progress Section	-	1	-	-	-	-	1	-	1

2.13.2 Presently, 1 CHOS is nominated for Receipt Progress Section.

2.13.3 **The workload of Receipt Progress Section :-**

The work carried-out by CHOS is as follows :-

- 1) Maintaining purchase order cases / register. (average 40 cases per month)
- 2) Chasing with firms for early supply.
- 3) Correspondence with firms, HQ.
- 4) Monitoring PWB / RR registers. Follow up for collection from Parcel Depot.
- 5) Ensuring timely submission of Claim.
- 6) Maintaining rejection register.
- 7) Scrutiny & Non Stock certification on Indents.

2.13.4 After going through the existing work load of **Receipt Progress Section**, the work study team justifies the present deployment of 1 staff i.e. 1 CHOS for this section.

2.13.5 **Thus, in Receipt Progress Section, present deployment of 1 posts of CHOS is justified.**

2.14 **Ledger Section :-**

2.14.1 **Present Deployment of staff :**

Section	Gr. C							Gr. D	Grand Total
	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Typist	Total	Khalasi	
Ledger Section	-	1	2	-	-	-	3	-	3

2.14.2 Presently, 1 CHOS & 2 OS , total 3 staff is nominated for Ledger Section.

2.14.3 **The work carried-out by CHOS is as follows :-**

- 1) Overall in-charge of Ledger section :
- 2) Monitoring Vital , Safety & other items (300 items)
- 3) Submission of Weekly meeting position.
- 4) Submission of Stocking proposals.
- 5) Review of Stock position of stock items
- 6) Correspondence with workshop, HQ., Firms etc.
- 7) Submission of Est. Sheets / Advance intimation sheets for E/S.
- 8) Submission of Recoupment for shortfall / special demands.
- 9) Submission of Red signals for Emergency purchase.

The work carried-out by OS-I is as follows:-

- 1) Monitoring Must change items & other than V/S items (300 items)
- 2) Submission of Weekly meeting position.
- 3) Submission of Stocking proposals.
- 4) Review of Stock position of stock items.
- 5) Submission of Est. Sheets / Advance intimation sheets for E/S.
- 6) Submission of Recoupment for shortfall / special demands.
- 7) Submission of Red signals for Emergency purchase.
- 8) Correspondence with workshop, HQ., Firms etc.

The work carried-out by OS-II is as follows :-

- 1) Monitoring Must change items & other than V/S items (250 items)
- 2) Chasing / collection of material from other depot / other Railways.
- 3) Submission of Weekly meeting position.
- 4) Submission of Stocking proposals.
- 5) Review of Stock position of stock items.
- 6) Submission of Est. Sheets / Advance intimation sheets for E/S.
- 7) Submission of Recoupment for shortfall / special demands.
- 8) Submission of Red signals for Emergency purchase.

2.14.4 After going through the existing work load of **Ledger Section**, the work study team justifies the present deployment of 3 staff i.e. 1 CHOS & 2 OS for this section.

2.14.5 ***Thus, in Ledger Section, present deployment of 3 posts (1 CHOS & 2 OS) are justified.***

2.15 **Other Gr. C staff – Typist**

2.15.1 In Store Depot at EMU/MX, there is one Vacant post of Typist, since last 3 years. The post of typist is Dying Cadre post and cannot be filled. So, the post of typist may be surrendered immediately.

2.15.2 ***Thus, the post of Typist is not justified and recommended for surrendered immediately.***

2.16 **Gr. D staff – Peon :-**

2.16.1 In Store Depot at EMU/MX, there is one Vacant post of Peon, since last 3 years. The post of Peon is required for SMM Office and other sections for file movement and other office work. So, the post of Peon may be filled immediately.

2.16.2 ***Thus, the post of Peon is justified for SMM Office and other sections for file movement and office work and recommended to fill up immediately.***

2.17 **Gr. D staff – Khallasi**

2.17.1 In Store Depot at EMU/MX, presently, 9 posts of Khallasi are available against the Sanctioned cadre of 11. The deployment of Khallasi is look after by CDMS (General & NS Receipts). During the study, it is find out that only 3 Khallasi are available for working, 3 Khallasi are long absent for more than three years, 2 Khallasi on Special CL and 1 Khallasi is on LAP. For last one year, the situation is same.

Thus, the work study team justifies, 6 Khallasi for Store Depot at EMU/MX under CDMS (General & NS Receipts) for loading & unloading work, as per requirement. So, 5 Khallasi (2 live + 3 vacant) post of Khallasi are found surplus to the requirement and recommended for surrender, immediately.

2.17.2 ***Thus, the 6 post of Khallasi are justified for loading & unloading work of Store Depot at EMU/MX and 5 post (2 live + 3 vacant) of Khallasi are found surplus to the requirement and recommended for surrender, immediately.***

2.18 **Section-wise summary of Proposed staff at Store Depot at EMU/MX :-**

Section	CDMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Total	Refer Para
Receipt (Stock Items)	1	-	1	-	-	2	2.8.5
Receipt (Non-Stock Items)	1	-	-	-	1	2	2.9.5
Stocking Ward No. 35	1	-	1	-	-	2	2.10.5
Local Purchase	-	-	2	1	-	3	2.11.5
General	-	1	-	-	-	1	2.12.5
Progress	-	1	-	-	-	1	2.13.5
Ledger	-	1	2	-	-	3	2.14.5
Total Gr. C	3	3	6	1	1	14	
Typist						0	2.15.2
Peon						1	2.16.2
Khallasi						6	2.17.2
Total						21	

2.19 **The summary of Existing and Proposed Gr. 'C' & 'D' staff of Store Depot at EMU/MX:-**

2.19.1 **Group C staff :**

Sr. No.	Category	Scale	Sanc-tioned	Actual	Propo-sed	Surren-der	Refer Para
1	CDMS	9300-34800-GP 4600	3	3	3	0	2.18
2	DMS	9300-34800-GP 4200	2	0	0	2	
3	CHOS	9300-34800-GP 4600	3	3	3	0	
4	OS	9300-34800-GP 4200	9	6	6	3	
5	Sr. Clerk	5200-20200-GP 2800	0	1	1	-1	
6	Jr. Clerk	5200-20200-GP 1900	2	1	1	1	
7	Typist	9300-34800-GP 4200	1	0	0	1	
	Total		20	14	14	6	

2.19.2 **Group D staff :**

Sr. No.	Category	Scale	Sanc-tioned	Actual	Propo-sed	Surren-der	Refer Para
8	Peon	5200-20200- GP 1800	1	0	1	0	2.18
9	Khallasi-Mucadam	5200-20200-GP 1800	1	0	0	1	
10	Khalasi - Multi Purpose	5200-20200-GP 1800	10	9	6	4	
	Total Gr. D		12	9	7	5	

2.19.3 **Total Staff**

Sr. No.	Category	Sanc-tioned	Actual	Proposed	Surrender	Refer Para
1	Gr. C Staff	20	14	14	6	2.19.1
2	Gr. D Staff	12	9	7	5	2.19.2
	Grand Total	32	23	21	11	

2.20 **Recommendation No.1**

After critical analysis of work load of Store Depot at EMU/MX, Work study team justified 21 posts (14 Group-C and 7 Group-D) against Sanctioned Cadre of 32 posts (20 Group-C and 12 Group-D) and identified surplus 11 posts (6 Group-C posts (all Vacant) and 5 Group-D posts (2 live & 3 Vacant)) are recommended for surrender.

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CHAPTER – III

3.0 FINANCIAL IMPLICATION

- 3.1. On critical examination of all the activities carried out by stores depot at **EMU/MX** of Store Department under HQ-CCG and looking at the existing work load, the work study team proposes, 21 posts (14 Group-C and 7 Group-D) against Sanctioned Cadre of 32 posts (20 Group-C and 12 Group-D) and identified surplus 11 posts (6 Group-C posts (all Vacant) and 5 Group-D posts (2 live & 3 Vacant)) are recommended for surrender immediately.
- 3.2. On implication of the study report and surrendering the 11 posts of Stores Depot at EMU/MX, found surplus to the requirement, annual recurring saving will be achieved as tabulated below :-

<i>Category</i>	<i>No. of Surplus posts</i>	<i>Average cost per Employee</i>	<i>Annual saving in Rs.</i>
Group-C	6	Rs. 10,03,714/-	Rs. 60,22,284/-
Group-D	5	Rs. 6,45,968/-	Rs. 32,29,840/-
Total	11		Rs. 92,52,124/-

- 3.3 On implementation of the recommendations brought out in the work study report, annual recurring saving of **Rs. 92.52 Lakhs** per annum can be achieved.

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