



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

.....
Study No.G.463/WR/WS-24/2018-19
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Central Planning Organization
Headquarter Office
Churchgate
Mumbai – 20

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Executive Summary

Sr. No. of Study : 24

Case No. : G.463/WR/WS-24/2018-19

Subject : Review of Staff Strength of District Stores Depot at Mahalaxmi under Store Department of HQ Office - CCG

Units : District Stores Depot at 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 : Two

Summary of Recommendations : at Page No.6

Projected Manpower:

Category	Existing Cadre	Man on roll	Vacancy position	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Gr. C	148	80	68	83	65	59	6
Gr. D	141	89	52	92	49	49	0
Total	289	169	120	175	114	108	6

Financial Implication : Recurring Savings of Rs. **968.94 Lakhs** (Approx) per annum.

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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 District Stores Depot at 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

Refer Para. 2.30

After critical analysis of work load of District Store Depot at MX, Work study team justified 175 posts (83 Group-C and 92 Group-D) against Sanctioned Cadre of 272 posts (132 Group-C and 140 Group-D) and identified surplus 97 Vacant posts (49 Group-C posts and 48 Group-D posts) are recommended for surrender.

Recommendation No.2

Refer Para. 2.32

After critical analysis of work load of Clothing Factory at District Store Depot at MX, Work study team not justified any posts due to closure of Factory and all 17 posts (6 Live and 11 Vacant posts) at Clothing Factory 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.

District Stores Depot - Mahalaxmi is a District Stores Depot serving the requirements of various Railway units of all departments of BCT Division and other adjoining Divisions and having its sub depots at the following places :

1. Printing Press – Mahalaxmi.
2. EMU Workshop – Mahalaxmi.
3. Carriage Workshop – Lower Parel
4. Electric Loco Shed – Bandra & Valsad
5. Scarp Yard – Mahim & Paldi
6. P-Way Depot – Udhana
7. Coaching Depot – Mumbai Central
8. Traction Stores Depot – Mumbai Central
9. Wireless Stores Depot – Mumbai Central

- 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 District Stores Depot at Mahalaxmi 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** :

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

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

Category	Sanctioned Cadre	On Roll	Vacancy
<u>A. General Store Depot</u>			
Gr. C	132	74	58
Gr. D	140	89	51
General Store Depot - Total	272	163	109
<u>B. Clothing Factory Unit</u>			
Gr. C	16	6	10
Gr. D	1	0	1
Clothing Factory Unit - Total	17	6	11

Category	Sanctioned Cadre	On Roll	Vacancy
<u>District Store Depot (A + B)</u>			
Gr. C	148	80	68
Gr. D	141	89	52
District Store Depot - Total	289	169	120

- 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 District Stores Depot at MX under Store Department of HQ Office - CCG :-

- 2.1 Aim of District Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. District 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 District Stores Depot at MX has divided into various sections for smooth working which work in liaison with each other. The District Stores Depot at MX has 18 Sections and one Clothing Factory Unit.

- 2.2 District Stores Depot at MX is under the control of Dy.CMM – MX. This depot is headed by AMM-I/MX. The workload of District Stores Depot at MX is carried out with Sanctioned strength of 289 posts (148 Group 'C' and 141 Group 'D'), whereas, presently 169 staff (80 Gr. C & 89 Gr. D) are available.

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

Dy. CMM-MX

AMM - I – MX

A. General Stores Sections

1. Time Office (G)
2. Receiving
3. Progress
4. Non-Ferrous
5. Ward No. 11
6. Ward No. 21
7. Ward No. 31
8. Ward No. 41
9. Books & Forms
10. Stationery
11. Division
12. W section
13. General
14. Establishment
15. Ledger + Uniform
16. Cash Purchase
17. Money Value
18. Scrap Yard – MM

B. Clothing Factory Unit

2.4 **Cadre Position** : The Sanctioned Cadre, Man on Roll and Vacancy position of District Stores Depot at Mahalaxmi is as follows :-

A. General Store – (i) Gr. C Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	Store Inspector	9300-34800	4600	1	0	1
	CDMS	9300-34800	4600	13	12	1
	DMS	9300-34800	4200	9	5	4
	Inspector/CDMS/DMS			23	17	6
2	Chief Office Suptd.	9300-34800	4600	16	12	4
	Office Suptd.	9300-34800	4200	44	25	19
	Sr. Clerk	5200-20200	2800	17	2	15
	Jr. Clerk	5200-20200	1900	11	7	4
	Chief OS to Jr. Clerk			88	46	42
3	Asstt. Programmer	9300-34800	4600	1	0	1
	Rajbhasha Assistant	9300-34800	4200	1	0	1
	Office Suptd.(Typist)	9300-34800	4600	1	1	0
	Typist	9300-34800	4200	1	0	1
	CA	9300-34800	4200	1	1	0
	Stenographer	5200-20200	2400	2	0	2
	Other Gr. C staff			7	2	5
4	Tech.(Vehical Driver)	9300-34800	4200	2	1	1
	Tech.(Vehical Driver)	5200-20200	2800	2	1	1
	Tech.(Vehical Driver)	5200-20200	2400	1	0	1
	Tech.(Vehical Driver)	5200-20200	1900	1	0	1
	Tech.(Truck Driver)	5200-20200	2800	1	1	0
	Tech.(Painter)	9300-34800	2800	2	2	0
	Tech.(Painter)	9300-34800	2400	0	0	0
	Tech.(Carpenter)	5200-20200	2800	2	1	1
	Tech.(Carpenter)	5200-20200	2400	1	1	0
	Tech.(Carpenter)	5200-20200	1900	0	0	0
	Tech. (Fitter)	9300-34800	4200	1	1	0
	Tech. (Fitter)	5200-20200	2400	1	1	0
	Technician staff			14	9	5
	Total Gr. C			132	74	58

A. General Store – (ii) Gr. D Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
5	Peon-Bungalow	5200-20200	1800	1	1	0
	Peon-Daftary	5200-20200	1800	3	0	3
	Peon-Others	5200-20200	1800	9	4	5
	Messenger	5200-20200	1800	1	0	1
	Khalasi-Mukadam	5200-20200	1800	10	0	10
	Khalasi -Multi Purpose	5200-20200	1800	101	80	21
	Khalasi -Multi Purpose	5200-20200	1800	4	4	0
	Khalasi Helper-MP	5200-20200	1800	6	0	6
	Cook	5200-20200	1800	1	0	1
	Safaiwala	5200-20200	1800	4	0	4
	Total Gr. D Staff			140	89	51

A. General Store – (iii) Grand Total

Sr. No.	Category	Sanctioned Cadre	On Roll	Vacancy
1	Gr. C	132	74	58
2	Gr. D	140	89	51
	Grand Total	272	163	109

B. Clothing Factory Unit – (i) Gr. C Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	SE(Cloth Cutting)	9300-34800	4600	1	0	1
2	JE(Cloth Cutting)	9300-34800	4200	1	1	0
3	Tech (Tailor)	9300-34800	4200	1	1	0
4	Tech (Tailor)	5200-20200	2800	2	1	1
5	Tech (Tailor)	5200-20200	2400	1	0	1
6	Tech (Tailor)	5200-20200	1900	1	0	1
7	Tech (Handy Lay Cutter)	5200-20200	2800	3	1	2
8	Tech (Handy Lay Cutter)	5200-20200	2400	1	1	0
9	Tech (Handy Lay Cutter)	5200-20200	1900	1	0	1
10	Tech.(Machine Cutter)	5200-20200	4200	1	1	0
11	Tech.(Machine Cutter)	5200-20200	2800	1	0	1
12	Tech.(Machine Cutter)	5200-20200	1900	0	0	0
13	Tech.(Examiner)	5200-20200	2400	1	0	1
14	Tech.(Examiner)	5200-20200	1900	1	0	1
	Total Gr. C			16	6	10

B. Clothing Factory Unit – (ii) Gr. D Staff

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
2	Khalasi -Multi Purpose	5200-20200	1800	1	0	1
	Khalasi -Multi Purpose	5200-20200	1800	0	0	0
	Total Gr. D			1	0	1

B. Clothing Factory Unit – (iii) Grand Total

Sr. No.	Category	Sanctioned Cadre	On Roll	Vacancy
1	Gr. C	16	6	10
2	Gr. D	1	0	1
	Grand Total	17	6	11

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

A. **District Store Depot at Mahalaxmi**

Sr. No.	Section	Gr. C								Gr. D	Grand Total
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	Time Office (G)	1	-	-	1	-	-	7	9	9	18
2	Receiving	1	-	-	1	-	-	-	2	3	5
3	Progress	-	-	1	1	-	-	-	2	0	2
4	Non-Ferrous	1	1	-	1	-	1	-	4	6	10
5	Ward No. 11	-	-	-	-	-	1	-	1	4	5
6	Ward No. 21	-	1	-	1	-	-	-	2	5	7
7	Ward No. 31	1	-	1	-	-	-	-	2	2	4
8	Ward No. 41	1	-	-	1	-	-	-	2	3	5
9	Books & Forms	1	-	1	1	-	-	-	3	5	8
10	Stationery	1	-	-	1	-	-	-	2	4	6
11	Division	1	-	1	-	1	-	-	3	4	7
12	W section	-	-	-	-	-	2	-	2	4	6
13	General	-	-	2	4	-	-	-	6	2	8
14	Establishment	-	-	2	2	1	3	-	8	4	12
15	Ledger + Uniform	-	-	1+1	2	-	-	-	4	2	6
16	Cash Purchase	-	-	-	1	-	-	-	1	0	1
17	Money Value	1	-	-	2	-	-	-	3	5	8
18	Scrap Yard - MM	1	1	2	3	-	-	2	9	9	18 #
19	Office Staff	-	-	-	-	-	-	-	2 *	5	7
20	Working Outside	2	2	-	3	-	-	-	7	13	20
	Total	12	5	12	25	2	7	9	74	89	163

5 Contractual staff (1 Supervisor + 4 Safaiwala) are deployed for House Keeping Work at Scarp Yard – Mahim.

* 2 posts = 1 OS Typist & 1 CA

B. **Clothing Factory**

Section	JE (Clothing Factory)	Tech (Tailor)	Tech (HCL)	Tech (MC)	Total
Clothing Factory	1	2	2	1	6

- 2.6 **Workload** :- District Store Depot at Mahalaxmi is presently having 430 stock items, 337 Impress items & 987 Books & Forms items. Out of 430 items 87 items are Vital and 3 items are Safety.

- 2.6.1 **The workload of District Store Depot at Mahalaxmi for the month of May, 2018 is as follows :-**

Sr. No.	Description	Stock	Available	Demand received	Avg. per Day	Demand Compiled	Avg. per Day
1.	Vital Items	87	84	185	7.4	182	7.3
2.	Safety Items	3	3	19	0.8	19	0.8
3.	Purchase Stock Items	430	419	540	21.6	534	21.4
4.	Impress Items	337	329	365	14.6	356	14.2
5.	Passenger Amenity Items	4	4	17	0.7	17	0.7
6.	Cleaning Items	14	14	115	4.6	115	4.6
7.	Books & Forms	987	972	487	19.5	468	18.7
8.	Money Value Items	49	42	70	2.8	70	2.8

- 2.6.2 **The workload of Clothing Factory working under District Store Depot at Mahalaxmi for last four month from Jan,2018 to April,2018 is as follows :-**

Sr. No.	Month	Target	Actual Work	Work per day
1	Jan,2018	20800	19877	795.08
2	Feb,2018	18400	17000	680.00
3	Mar,2018	20800	13243	529.72
4	April,2018	19200	14166	566.64
	Total	79200	64286	--
	Avg. Per Month	19800	16072	--
	Avg. Per Day	792	642.86	--

2.7 **Critical Analysis of workload & Assessment of manpower of District Store Depot at Mahalaxmi :-**

2.8 **Time Office (G) Section :**

2.8.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 OS, 7 Technician and 9 Khalasi are deployed for Time office (G) Section.

1 CDMS	Overall In charge of CDMS/DMC and Gr. D staff.
1 OS	Dealing Muster Roll of all section and muster roll related works.
7 Technician	2 Driver, 1 Painter, 2 Carpenter & 2 Fitter are working in District Store depot – MX as per instruction of CDMS.
9 Khalasi	9 Khalasi are working as per requirement and need of a particular section in District Store depot – MX.
18	Total

2.8.2 All Technician & Khalasi are under the control of CDMS of Time Office (G). CDMS (G) will sent them to the section, where workload is more and additional staff is required. After going through the existing work load and looking to the need base requirement of Store Depot, the work study team justifies the present deployment of 18 posts (9 Gr. C & 9 Gr. D).

2.8.3 ***Thus, for Time Office (G) Section, the present deployment of 18 posts (9 Gr. C & 9 Gr. D) are justified.***

2.9 **Receiving Section :**

2.9.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 OS and 3 Khalasi are deployed for Receiving Section.

1 CDMS	In charge of Receiving Section. Responsible for Accountable of material. Received material, Inspect and release R/Note and other related work.
1 OS	Posting of R/note, Correspondence with Firm & HQ. Maintain records in diff. Registers. Dealing with Muster Roll of all section and muster related works
3 Khalasi	3 Khalasi are working in this section for loading/unloading of materials.
5	Total

2.9.2 After going through the existing work load and looking to the need base requirement of Receiving Section, the work study team justifies the present deployment of 5 posts (2 Gr. C & 3 Gr. D).

2.9.3 ***Thus, for Receiving Section, present deployment of 5 posts (2 Gr. C & 3 Gr. D) are justified.***

2.10 **Progress Section :**

2.10.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS and 1 OS are deployed for Progress Section.

1 Chief OS & 1 OS	In charge of Progress Section. Maintaining purchase order cases / Register, Chasing with firms for early supply, Correspondence with firms and HQ, Monitoring RR registers & Follow up, Maintaining rejection register, etc.
2	Total

2.10.2 After going through the existing work load and looking to the need base requirement of Progress Section, the work study team justifies the present deployment of 2 Gr. C posts.

2.10.3 ***Thus, for Progress Section, present deployment of 2 Gr. C posts are justified.***

2.11 **Non-Ferrous Section :**

2.11.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 DMS, 1 OS 1 Jr. Clerk and 6 Khalasi are deployed for Non-Ferrous Section.

1 CDMS & 1 DMS	Unloading of received scrap, Counting / measuring the received material as per receipt vouchers / Ds8 vouchers, Recording of received vouchers in registers, Segregation of scrap material & formation of LOTs of scrap material of similar type / category, Conducting survey of LOTs and preparation of Survey report, Preparation of Auction Noticing and arranging despatch/ publishing of the same in leading newspapers, Conducting Auction of scrap LOTs, Delivery of sold Lots to purchasers , after verifying all documents i.e. Money receipt, delivery order , bid sheet etc.
1 OS & 1 Jr. Clerk	Accountal of scrap material and its stock verification, Preparation of Tax statements, Arranging payments, Preparation of gate passes, Online filing of I.Tax / Sales tax deducted at source, Correspondence with Firm & HQ, etc.
6 Khalasi	6 Khalasi are working in this Section for loading/unloading of materials and lot formation, etc.
10	Total

2.11.2 After going through the existing work load and looking to the need base requirement of Non-Ferrous Section, the work study team justifies the present deployment of 10 posts (4 Gr. C & 6 Gr. D).

2.11.3 ***Thus, for Non-Ferrous Section, present deployment of 10 posts (4 Gr. C & 6 Gr. D) are justified.***

2.12 **Ward No. 11 :**

2.12.1 **Present Deployment of staff & working in brief :**

Presently, 1 Jr. Clerk and 4 Khalasi are deployed for Ward No. 11.

1 Jr. Clerk	The Ward No. 11 is look after by 1 DMS of Ward No. 21. Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores.
4 Khalasi	4 Khalasi are working in this Section for loading/unloading of materials.
5	Total

2.12.2 After going through the existing work load and looking to the need base requirement of Ward No. 11, the work study team is of opinion that one DMS may deployed separately for sooth working of Ward No. 11. Also justifies the present deployment of 5 posts (1 Gr. C & 4 Gr. D).

2.12.3 ***Thus, for Ward No. 11, One DMS may deployed separately for sooth working of Ward No. 11 and the present deployment of 5 posts (2 Gr. C & 3 Gr. D) are justified.***

2.13 **Ward No. 21 :**

2.13.1 **Present Deployment of staff & working in brief :**

Presently, 1 DMS, 1 OS and 5 Khalasi are deployed for Ward No. 21.

1 DMS & 1 OS	Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores. DMS of Ward No. 21 is also look after the working of Ward No. 11.
5 Khalasi	5 Khalasi are working in this Section for loading/unloading of materials.
7	Total

2.13.2 After going through the existing work load and looking to the need base requirement of Ward No. 21, the work study team is of opinion that one DMS may deployed separately for sooth working of Ward No. 11. So, DMS of Ward No. 21 can fully concentrated on Ward No. 21. Also justifies the present deployment of 7 posts (2 Gr. C & 5 Gr. D).

2.13.3 ***Thus, for Ward No. 21, the present deployment of 7 posts (2 Gr. C & 5 Gr. D) are justified.***

2.14 **Ward No. 31 :**

2.14.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 Chief OS and 2 Khalasi are deployed for Ward No. 31.

1 CDMS & 1 Chief OS	Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores.
2 Khalasi	2 Khalasi are working in this Section for loading/unloading of materials.
4	Total

2.14.2 After going through the existing work load and looking to the need base requirement of Ward No. 31, the work study team justifies the present deployment of 4 posts (2 Gr. C & 2 Gr. D).

2.14.3 ***Thus, for Ward No. 31, the present deployment of 4 posts (2 Gr. C & 2 Gr. D) are justified.***

2.15 **Ward No. 41 :**

2.15.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 OS and 3 Khalasi are deployed for Ward No. 41.

1 CDMS & 1 OS	Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores.
3 Khalasi	3 Khalasi are working in this Section for loading/unloading of materials.
5	Total

2.15.2 After going through the existing work load and looking to the need base requirement of Ward No. 41, the work study team justifies the present deployment of 5 posts (2 Gr. C & 3 Gr. D).

2.15.3 ***Thus, for Ward No. 41, the present deployment of 5 posts (2 Gr. C & 3 Gr. D) are justified.***

2.16 **Books & Forms Section :**

2.16.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 Chief OS, 1 OS and 5 Khalasi are deployed for Books & Forms Section. This Section supply Books & Forms items. No Value items are supplied.

1 CDMS 1 Chief OS & 1 OS	Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position active & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores.
5 Khalasi	5 Khalasi are working in this Section for loading/unloading of materials.
8	Total

2.16.2 After going through the existing work load and looking to the need base requirement of Books & Forms Section, the work study team justifies the present deployment of 8 posts (3 Gr. C & 5 Gr. D).

2.16.3 ***Thus, for Books & Forms Section , the present deployment of 8 posts (3 Gr. C & 5 Gr. D) are justified.***

2.17 **Stationery Section :**

2.17.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 OS and 4 Khalasi are deployed for Stationery Section. This Section supply Stationery items.

1 CDMS & 1 OS	Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position active & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores.
4 Khalasi	4 Khalasi are working in this Section for loading/unloading of materials.
6	Total

2.17.2 After going through the existing work load and looking to the need base requirement of Books & Forms Section, the work study team justifies the present deployment of 6 posts (2 Gr. C & 4 Gr. D).

2.17.3 ***Thus, for Books & Forms Section , the present deployment of 6 posts (2 Gr. C & 4 Gr. D) are justified.***

2.18 **Division Section :**

2.18.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 Chief OS, 1 Sr. Clerk and 4 Khalasi are deployed for Division Section.

1 CDMS 1 Chief OS & 1 Sr. Clerk	Supply the Stationery items such as UTS Roll, ATVM Roll, PRS Tickets Roll, Charting Papers, etc. to all Station over Mumbai Division. One staff goes with the truck for delivery of above items to all the stations up to CCG to VR. Also above items are booked in Mail trains through SS to supply bet VR to ST and ST to NDB section.
4 Khalasi	4 Khalasi are working in this Section for loading/unloading of materials.
7	Total

2.18.2 After going through the existing work load and looking to the need base requirement of Division Section, the work study team justifies the present deployment of 7 posts (3 Gr. C & 4 Gr. D).

2.18.3 ***Thus, for Division Section , the present deployment of 7 posts (3 Gr. C & 4 Gr. D) are justified.***

2.19 **W Section :**

2.19.1 **Present Deployment of staff & working in brief :**

Presently, 2 Jr. Clerk and 4 Khalasi are deployed for W Section.

2 Jr. Clerk	Supply the General items to over Western Railway and all Station over Mumbai Division. One staff goes with the truck for delivery of above items to all the stations up to CCG to VR. Also above items are booked in Mail trains through SS to supply to consignee. Prepared Gate pass for consignment daily
4 Khalasi	4 Khalasi are working in this Section for loading/unloading of materials.
6	Total

2.19.2 After going through the existing work load and looking to the need base requirement of W Section, the work study team justifies the present deployment of 6 posts (2 Gr. C & 4 Gr. D).

2.19.3 ***Thus, for W Section , the present deployment of 6 posts (2 Gr. C & 4 Gr. D) are justified.***

2.20 **General Section :**

2.20.1 **Present Deployment of staff & working in brief :**

Presently, 2 Chief OS, 4 OS, 1 Peon & 1 Khalasi are deployed for General Section.

2 Chief OS & 4 OS	1 Chief OS – Overall In charge, Co-ordination with all Officers, Meeting work, Inventory management & Budget. 1 Chief OS – RTI, All type of contract, Tendering, E-Dak, E-mail, Verification report & Audit Report. 1 OS – Core Coaching, PCDO/MCDO, Main PCDO, Handling Warranty, Rejection, Court cases report, Assist to Budget, All type of information required at HQ. 1 OS – Postal stamps, Pay Order, MTNL & CUG Bills, Outdoor Works related to Accounts. 1 OS – E-Dak, Dispatch, Outward/Inward Register, Posts (all types of Reg. AD, Speed posts, Ordinary posts) 1 OS – Preparing Residential Card Pass, Privilege Pass, On duty pass, Sports special leave letters.
1 Peon & 1 Khalasi	1 Peon is attach to Dy. CMM & 1 Khalasi is working for file movement and other official work.
8	Total

2.20.2 After going through the existing work load and looking to the need base requirement of General Section, the work study team justifies the present deployment of 8 posts (6 Gr. C & 2 Gr. D).

2.20.3 ***Thus, for General Section , the present deployment of 8 posts (6 Gr. C & 2 Gr. D) are justified.***

2.21 **Establishment Section :**

2.21.1 **Present Deployment of staff & working in brief :**

Presently, 2 Chief OS, 2 OS, 1 Sr. Clerk, 3 Jr. Clerk & 4 Khalasi are deployed for Establishment Section.

2 Chief OS 2 OS 1 Sr. Clerk & 3 Jr. Clerk	1 Chief OS - Overall in charge of section. 1 Chief OS – DAR, Settlement, ONR cases, Rectuitment, MACP 2 OS – PRT of NG Staff of Mahalaxmi Store Depot, Seniority, Leave, 1 Sr. Clerk - APAR of NG staff, Service Sheet 3 Jr. Clerk – Pass/PTO of regular & retired Staff, Dealing of RTI Cases, Court cases, Medical unfit cases, Awards, PCDO, Manpower Planning, Statement No. 40, Training related programme, etc.
4 Peon / Khalasi	4 Peon / Khalasi are working for attending Officer, file movement in diff. section and other official work.
12	Total

2.21.2 After going through the existing work load and looking to the need base requirement of Establishment Section, the work study team justifies the present deployment of 12 posts (8 Gr. C & 4 Gr. D).

2.21.3 ***Thus, for Settlement Section , the present deployment of 12 posts (8 Gr. C & 4 Gr. D) are justified***

2.22 **Ledger & Uniform Section :**

2.22.1 **Present Deployment of staff & working in brief :**

Presently, 2 Chief OS, 2 OS & 2 Khalasi are deployed for Ledger & Uniform Section.

2 Chief OS & 2 OS	Dealing with 603 items (332 Impress + 148 Uniform). Main work is timely procurement of items to make them available in stock for issue to various consignee as per demand received. All the demands are received in Ledger section, the same are scrutinised and issued as per sanctioned impress of each consignee, after registration the demands are sent to respective wards for issue of material. Correspondence & Misc. work.
2 Khalasi	2 Khalasi are working for file movement in diff. section and other official work.
6	Total

2.22.2 After going through the existing work load and looking to the need base requirement of Ledger & Uniform Section, the work study team justifies the present deployment of 6 posts (4 Gr. C & 2 Gr. D).

2.22.3 ***Thus, for Ledger & Uniform Section , the present deployment of 6 posts (4 Gr. C & 2 Gr. D) are justified***

2.23 **Cash Purchase Section :**

2.23.1 **Present Deployment of staff & working in brief :**

Presently, 1 OS is deployed for Cash Purchase Section.

1 OS	Dealing with 332 Impress items. Main work is timely procurement of Impress items to make them available in stock for issue to various consignee as per demand received. All the demands are received in Ledger section, the same are scrutinised and issued as per sanctioned impress of each consignee, after registration the demands are sent to respective wards for issue of material. Correspondence & Misc. work.
1	Total

2.23.2 After going through the existing work load and looking to the need base requirement of Cash Purchase Section, the work study team justifies the present deployment of 1 Gr. C post.

2.23.3 ***Thus, for Cash Purchase Section , the present deployment of 1 Gr. C post is justified***

2.24 **Money Value Section :**

2.24.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 2 OS & 5 Khalasi are deployed for Money Value Section.

1 CDMS & 2 OS	Printing & distribution of Pass, PTO, Money Receipt, TC Books and other types Money Value Books nearly 80 items as per demand/ requirement of divisions/stations. Unloading and Supply of UTS Roll, ATVM Roll, PRS Tickets Roll, Charting Papers, etc. to all Station as per demand/ requirement
5 Khalasi	5 Khalasi are working for file movement in diff. section and other official work.
8	Total

2.24.2 After going through the existing work load and looking to the need base requirement of Money Value Section, the work study team justifies the present deployment of 8 posts (3 Gr. C & 5 Gr. D).

2.24.3 ***Thus, for Money Value , the present deployment of 8 posts (3 Gr. C & 5 Gr. D) are justified***

2.25 **Scrap Yard - Mahim :**

2.25.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS, 1 DMS, 2 Chief OS, 3 OS, 2 Tech. (1 Painter & 1 Driver) & 9 Khalasi are deployed for Scrap Yard – Mahim.

Scrap disposal is a major activity of General Stores depot - MX. Arising of scrap from condemned EMU Rake of MX, Coaching stock of PL workshop, used, worn-out & unserviceable material from various departments, depots & workshops of BCT Division.

1 CDMS, 1 DMS, 2 Chief OS, & 3 OS	Unloading of received scrap, Counting / measuring the received material as per receipt vouchers / Ds8 vouchers, Recording of received vouchers in bin cards / registers, Segregation of scrap material & formation of LOTs of scrap material of similar type / category. Conducting survey of LOTs and preparation of Survey report. Preparation of Auction Noticing and arranging despatch/ publishing of the same in leading newspapers, Conducting Auction of scrap LOTs, Delivery of sold Lots to purchasers , after verifying all documents i.e. Money receipt, delivery order , bid sheet etc., Preparation of gate passes, Accountal of scrap material and its stock verification, Preparation of Tax statements, Arranging payments, Online filing of I.Tax / Sales tax deducted at source, etc.
1 Painter & 1 Driver	1 Painter – for Painting work 1 Driver – for Driving work
9 Khalasi	9 Khalasi are working for loading/unloading of materials.
18	Total

2.25.2 After going through the existing work load and looking to the need base requirement of Scrap Yard – Mahim, the work study team justifies the present deployment of 18 posts (9 Gr. C & 9 Gr. D).

2.25.3 ***Thus, for Scrap Yard – Mahim , the present deployment of 18 posts (9 Gr. C & 9 Gr. D) are justified***

2.26 **Office of Dy. CMM/MX :**

2.26.1 **Present Deployment of staff & working in brief :**

Presently, 1 OS (Typist) & 1 Steno & 5 Peon/Khalasi are deployed in Dy. CMM/MX office.

1 OS(Typist) & 1 Steno	1 OS(Typist) - for Typing work. 1 Steno - for dictation work of Dy. CMM/MX.
5 Peon / Khalasi	5 Peon / Khalasi are working for attending Officer, file movement in diff. section and other official work.
7	Total

1 post of Asstt Programmer, 1 post of Rajbhasha Assistant & 2 posts of Stenographer are vacant in Dy. CMM/MX office. The post of Rajbhasha Assistant may be filled-up early for Hindi work and 1 post of Asstt Programmer & 2 posts of Stenographer may be surrendered immediately.

2.26.2 After going through the existing work load and looking to the need base requirement of Office of Dy. CMM/MX, the work study team justifies the present deployment of 7 posts (2 Gr. C & 5 Gr. D) & 1 additional post of Rajbhasha Assistant. 1 post of Asstt Programmer & 2 posts of Stenographer are recommended for surrender.

2.26.3 ***Thus, for Office of Dy. CMM/MX , the present deployment of 7 posts (2 Gr. C & 5 Gr. D) and 1 additional Gr. C post of Rajbhasha Assistant are justified. 1 post of Asstt Programmer & 2 posts of Stenographer are recommended for surrender.***

2.27 **Staff Working Outside Store Depot - MX :**

2.27.1 Presently, 2 CDMS, 2 DMS, 3 OS & 13 Khalasi, total 20 staff are deployed for working in other places outside MX. These posts are Leave Reserve (LR) posts and are utilising for outside for other unit of store department.

2.27.2 ***Thus, for District Store Depot – MX, Leave Reserve (LR) posts will be provided as per working strength. Thus, these posts are not justified.***

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

Sr. No.	Section	Gr. C								Gr. D	Refer Para
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	Time Office (G)	1	-	-	1	-	-	7	9	9	2.8.3
2	Receiving	1	-	-	1	-	-	-	2	3	2.9.3
3	Progress	-	-	1	1	-	-	-	2	0	2.10.3
4	Non-Ferrous	1	1	-	1	-	1	-	4	6	2.11.3
5	Ward No. 11	-	1	-	-	-	1	-	2	4	2.12.3
6	Ward No. 21	-	1	-	1	-	-	-	2	5	2.13.3
7	Ward No. 31	1	-	1	-	-	-	-	2	2	2.14.3
8	Ward No. 41	1	-	-	1	-	-	-	2	3	2.15.3
9	Books & Forms	1	-	1	1	-	-	-	3	5	2.16.3
10	Stationery	1	-	-	1	-	-	-	2	4	2.17.3
11	Division	1	-	1	-	1	-	-	3	4	2.18.3
12	W section	-	-	-	-	-	2	-	2	4	2.19.3
13	General	-	-	2	4	-	-	-	6	2	2.20.3
14	Establishment	-	-	2	2	1	3	-	8	4	2.21.3
15	Ledger + Uniform	-	-	2	2	-	-	-	4	2	2.22.3
16	Cash Purchase	-	-	-	1	-	-	-	1	0	2.23.3
17	Money Value	1	-	-	2	-	-	-	3	5	2.24.3
18	Scrap Yard - MM	1	1	2	3	-	-	2	9	9	2.25.3
19	Office Staff	-	-	-	-	-	-	-	3	5	2.26.3
20	Working Outside	-	-	-	-	-	-	-	0	0	2.27.2
	Total	10	4	12	22	2	7	9	69	76	
	LR @ 20%	14 * 20% = 2.8 say 3		43 * 20% = 8.6 say 9				1.8 say 2		15.2 say 16	
	LR		3		3	2	4	2	14	16	
	Total including LR	10	7	12	25	4	11	11	83	92	

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

2.29.1 **Group C staff :**

Sr. No.	Category	Scale	Sanctioned	Actual	Proposed	Surrender	Refer Para
1	CDMS	9300-34800-GP 4600	14	12	10	4	2.28
2	DMS	9300-34800-GP 4200	9	5	7	2	
3	CHOS	9300-34800-GP 4600	16	12	12	4	
4	OS	9300-34800-GP 4200	44	25	25	19	
5	Sr. Clerk	5200-20200-GP 2800	17	2	4	13	
6	Jr. Clerk	5200-20200-GP 1900	11	7	11	0	
7	Asstt. Prog.	9300-34800-GP 4600	1	0	0	1	
8	Raj. Assitt	9300-34800-GP 4200	1	0	1	0	
9	OS (Typist)	9300-34800-GP 4600	1	1	1	0	
10	Typist	9300-34800-GP 4200	1	0	0	1	
11	CA	9300-34800-GP 4200	1	1	1	0	
12	Stenographer	5200-20200-GP 2400	2	0	0	2	
13	Technician		14	9	11	3	
	Total		132	74	83	49	

2.29.2 **Group D staff :**

Sr. No.	Category	Scale	Sanctioned	Actual	Proposed	Surrender	Refer Para
1	Peon / Messenger	5200-20200- GP 1800	14	5	5	9	2.28
2	All Khallasi	5200-20200-GP 1800	121	84	87	34	
3	Cook	5200-20200-GP 1800	1	0	0	1	
4	Safaiwala	5200-20200-GP 1800	4	0	0	4	
	Total Gr. D		140	89	92	48	

2.29.3 **Total Staff**

Sr. No.	Category	Sanctioned	Actual	Proposed	Surrender	Refer Para
1	Gr. C Staff	132	74	83	49	2.29.1
2	Gr. D Staff	140	89	92	48	2.29.2
	Grand Total	272	163	175	97	

2.30 **Recommendation No.1**

After critical analysis of work load of District Store Depot at MX, Work study team justified 175 posts (83 Group-C and 92 Group-D) against Sanctioned Cadre of 272 posts (132 Group-C and 140 Group-D) and identified surplus 97 Vacant posts (49 Group-C posts and 48 Group-D posts) are recommended for surrender.

2.31 **Staff Working in Clothing Factory :**

2.31.1 **Present Deployment of staff & working in brief :**

Presently, 6 Technician are deployed for Clothing Factory.

Section	JE (Clothing Factory)	Tech (Tailor)	Tech (HCL)	Tech (MC)	Total
Clothing Factory	1	2	2	1	6

2.31.2 The workload of Clothing Factory is reducing day by day and ***there is proposal for Closure of Clothing Factory***. Hence, till the Closure, the present deployment of 6 Gr. C posts of Technician are justified and remaining 11 Posts (10 GR. C & 1 Gr. D) are recommended for surrender. After Closure, 6 Gr. C posts of Technician are also recommended for surrender. Hence, Work study team not justified any posts and all 17 posts at Clothing Factory are recommended for surrender

2.31.3 **The of Existing and Proposed Gr. 'C' & 'D' staff of Clothing Factory at District Store Depot at MX:-**

Category	Sanc-tioned	Actual	Proposed	Surrender	Refer Para
Gr. C Staff	16	6	0	16	2.31.2
Gr. D Staff	1	0	0	1	
Grand Total	17	6	0	17	

2.32 **Recommendation No.2**

After critical analysis of work load of Clothing Factory at District Store Depot at MX, Work study team not justified any posts due to closure of Factory and all 17 posts (6 Live and 11 Vacant posts) at Clothing Factory 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 District stores depot at MX of Store Department under HQ-CCG and looking at the existing work load, the work study team proposes, 175 posts (83 Group-C and 92 Group-D) against Sanctioned Cadre of 272 posts (132 Group-C and 140 Group-D) and identified surplus 97 Vacant posts (49 Group-C posts and 48 Group-D posts) are recommended for surrender immediately.
- 3.2. On critical examination of all the activities carried out by Clothing Factory at District Store Depot at MX, Work study team not justified any posts due to closure of Factory and all 17 posts (6 Live and 11 Vacant posts) at Clothing Factory are recommended for surrender.
- 3.3 The Summary of Existing and Proposed Gr. 'C' & 'D' staff of District stores depot at MX and Clothing Factory at District Store Depot at MX :-

Category	Sanctioned Cadre	On Roll	Proposed	Surrender
<u>A. General Store Depot</u>				
Gr. C	132	74	83	49
Gr. D	140	89	92	48
General Store Depot - Total	272	163	175	97
<u>B. Clothing Factory Unit</u>				
Gr. C	16	6	0	16
Gr. D	1	0	0	1
Clothing Factory Unit - Total	17	6	0	17
<u>District Store Depot (A + B)</u>				
Gr. C	148	80	83	65
Gr. D	141	89	92	49
District Store Depot - Total	289	169	175	114

- 3.4. On implication of the study report and surrendering the 114 posts of District Stores Depot & Clothing Factory at /MX, found surplus to the requirement, annual recurring saving will be achieved as tabulated below :-

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
Group-C	65	Rs. 10,03,714	Rs. 6,52,41,410
Group-D	49	Rs. 6,45,968	Rs. 3,16,52,432
Total	114		Rs. 9,68,93,842

- 3.5 On implementation of the recommendations brought out in the work study report, annual recurring saving of **Rs. 968.94 Lakhs** per annum can be achieved.

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