

EASTERN RAILWAY

**WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTHVIS-À-VIS
WORKLOAD OF STATIONARY DEPOT/HWH
UNDER SR. MANAGER (P&S)/E.RLY**

(STUDY NO.WSER-14/18-19)

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ACKNOWLEDGEMENT

The study team would like to acknowledge its gratitude to Sr.Manager (P&S)/KKK and AMPS/KKK for welcoming the study team to conduct the subject study in this sphere of activities at Stationary Depot/HWH.

TERMS OF REFERENCE

The subject work-study has been conducted based on the following terms of references –

- i) Existing sanctioned strength and MOR of HWH Stationary Depot Office as on 01.09.2018.
- ii) Activities being done completely in house and no. of staff deployed.

METHODOLOGY

In conducting the subject work study, the study team has applied the following methodology.

- i) The study team recorded the existing system of working in each section.
- ii) A threadbare discussion was made with the supervisors and staff concerned.
- iii) The study team had applied "Random Activity Sample technique" to achieve the effectiveness of the concerned staff where the quantification of workload of that staff is not possible.
- iv) Critically analyzed the deployment of staff against existing workload.

SUMMARY OF RECOMMENDATION

It is recommended that the actual requirement of manpower duly revised, will be 140 comprising 80 Gr.C and 60 Gr.D posts as against a total sanctioned strength of 173 posts which will result in surrender of 33 posts comprising 29 Gr.C and 4 Gr.D posts from the Forms & stationery depot office at HWH.

Division/Department	Existing			Proposed surrender
	Sanctioned (Gr.C + Gr. D)	MOR (Gr.C + Gr. D)	Vacancy	
HWH Printing Forms Stationary Depot	173	124	49	Gr.C=29 Gr.D=4

CHAPTER-I

1.0 Introduction:

- 1.1 The Indian Railway runs 14 printing presses. The Eastern Railway Printing department was established by the then East Indian Railway (E.I.R.) during the year 1855. These printing units are mostly very old and have outdated machinery, and with increasingly less requirement of paper-based communication they have ran out of favor. Traditionally, a lot of papers such as forms were used by the railways. But now these are getting automated and the quality of these presses is also very poor, given their vintage-era machines. These are moribund 19th century units which are not required anymore. The printing units were used for printing books, forms and tickets. Later, with the introduction of IRCTC, majority of ticketing moved online. Earlier, these units were used to print tickets which were then supplied to stations. Now, they have been computerized. Most of the units have become non-operational and have very few staff.
- 1.2 As a result, Railway Board is paying more attention to the concept of rightsizing of manpower to achieve an optimum level of productivity in the Zonal Railways keeping the revised concept of modernization in view.
- 1.3 Indian Railway is facing tremendous financial crunch after implementation of 7th Pay Commission. Operating ratio is gradually increasing. Though Indian Railway is not a business organization but to survive, it is always essential to make the organization in profit i.e. operating ratio should be less than 100. The "Operating Ratios" from 2012-13 to 2017-18 shown in the corporate plan booklet published by the Eastern Railway are given below –

2012-2013	178.86%
2013-2014	173.32%
2014-2015	177.27%
2015-2016	180.75%
2016-2017	165.25%
2017-2018	181.15%

- 1.4 In view of the above, Rly Board issued nos. of circulars, orders, etc to minimize expenses and increase earnings to Zonal Railways to achieve better Operating Ratio. The Zonal Railways also implement various measures for financial discipline. At this juncture, the role of Railway Efficiency & Research Directorate is also very important in connection with the productivity without hampering normal progress and activity by employing technique of 'Rationalizing of Man-Power' and eliminating diminishing categories/redundant activities, etc. The Railway has also invested huge amount in capital expenditure to improve its infrastructure by adopting new technology time to time.
- 1.5 The prime aim of conducting the subject work study is to assess the revised requirement of manpower in HWH Stationary Depot of E.RLY, consequent upon the changed scenario of working. The subject work-study has been undertaken by GM's Efficiency Cell/E.Rly during the current financial year 2018-2019 to improve the productivity index of the Railway.

CHAPTER-II

2.0 EXISTING SCENARIO:

- 2.1 The Printing Workshops/HWH were set up on the bank of the river Hooghly end approaches to Rabindra Setu (Howrah Bridge). In pre-independence era, this workshop served the East Indian Railway and Bengal Nagpur Railways. This organization committed to self-reliance in the field of printing with a greater emphasis on quality, productivity, economy and innovativeness. This workshop has always risen in the service of the nation with devotion.
- 2.2 The Printing Workshops under Sr. Manager (P&S)/E.Rly./KKK is involved in Printing of a variety of money value & non-money value forms/stationeries such as Tickets, Money Value Books, Safety Forms & other utility Forms. The forms/stationeries are necessary for keeping records, maintaining documentation, issuing clearance certificates by various departments in course of Rly. operation and its allied services like manufacturing, repairing and overhauling of various vital Railway items. Day by day, due to increase in traffic load, Indian Railways is facing huge hardship to modernize itself to increase its capacity so that more traffic could be handled by the constrained track length with greater frequency. In view of that, Printing Workshops plays a vital role in supplying newer versions of forms and related stationeries for certifications, documentations, etc.
- 2.3 There are three wings at HWH Printing Press which are illustrated below.
- General Press
 - Ticket Printing Press
 - Forms & Stationary Depot.
- 2.4 The study team has conducted the work study only on Forms and Stationary depot at HWH Printing Press under Sr. Manager P&S.
- 2.4.1 The section wise activities of Stationary Depot

Sl. No.	Section Name	Detailed Sectional work
1	Forms Letter Receiving & Dispatch Section	<p>All types of letters are received in this section with official number and send it to the nominated person to the respective section.</p> <p>All the official letters issued from different sections and wards are deposited at dispatch section for necessary noting in dispatch register with letter No. and Date. Arrangements for dispatch of these letters to the respective office are done through dispatch section. All types of emergent indent regarding taking delivery of materials from Printing department, Issue of Paper requisition from Work order Section/Forms are also noted in dispatch section as per direction of Ch.OS /G and CDMS/Sty with registration No. and Date.</p>
2	Establishment Section	<p>About 66 Nos. of different files/registers regarding establishment matters are maintained by this section. The registers, namely- Attendance Register, Leave Register, Absentee statement, Office Order, Retirement & No Claim Certificate, CCL file, Encashment of leave, Holiday file, Repair & sanitary file, Training of staff file, Union & Association, Circular file, Identity & Medical Card, Election, ERECB file, Quarter Committee file, Sty.stock sheet file, Performance (Sty.) report, Monthly PCDO & Quarterly statistical statement etc. are maintained with great sincere by this section.</p> <p>All kinds of correspondence related to above files are also done by this section.</p>

3	Forms Recoupment Section	<p>Total no. of standardized forms is above 600.</p> <p>Related works:</p> <p>(A) In the beginning of the year (i.e. April to March of every year) average Annual consumption of each form is computed on the basis of last 3 years actual consumption.</p> <p>(B) During the year W.O. for a particular form is placed on the basis of last stock balance in every month.</p> <p>(C) After placing of work order in HWH Press for printing, frequent chasing is done for timely printing.</p> <p>(D) Printed Forms receive from Press is recorded in the Recoupment Register whether it is a part receipt or full. For this, dealing staff is to be kept himself in touch with the Forms Receipt Section where the record of the printed forms is maintained.</p> <p>(E) For non-stock & D.O forms demand letters from different consuming units are kept in a separate file. Those letters are sent to AMPS/HQ for onward process. About 850 Nos. W/O are prepared per year by the dealer of the section.</p> <p>Nearly 12 Nos. Registers and more than 500 Nos. Files are maintained at this Section.</p>
4	Forms Work Order Section	<p>One Ch.OS is posted in W.O. Section as a dealer of this section. After preparation of work order, paper size of the form, Qty required & paper calculation is done as per sample.</p> <p>Work orders are sent to PCO/HWH for process of printing. Paper requisition for total requirement of papers in Reams, Qr. & Sheets are prepared & sent to the respective Press.</p> <p>List of W/O in detail is sent to CDMS/R&G for Computer posting. After completion of printing of forms (stock & Non-stock both) W/O are received in this section for final checking and onward sending at SMPS/KKK for costing of each printed forms at HWH & HQ Press. DFCI of the printed W.O. quantity are prepared separately for stock, Non-stock, Money Value items monthly basis.</p>
5	Forms Committee Section	<p>For smooth supply of UTS & PRS Ticket, this section has made necessary arrangement well in advance for printing of UTS & PRS Tickets in Press and assessed for procurement of above tickets through Local Trade. SRS/SPS are prepared at this section for Money Value items.</p> <p>Necessary steps are required to be taken by the dealer of this section for appropriate modification in UTS & PRS tickets as per direction of Commercial Department duly covered by Railway Board Circulars. Steps are taken for deletion and inclusion in standard stock Forms are also done by the dealer of the section.</p> <p>For introduction of PMS & ATVM tickets over E.Rly. this section has taken proper steps for the same.</p> <p>The procurement of 89 Nos. of Money Value Forms including RTC of W.B. and Bihar are made at Forms Committee Section. Approximately 300 Nos. Failure Certificates against demand of parties are also arranged by the section.</p> <p>In the first week of every month the dealer of the section use to prepared pending list of Money Value Forms and chases PCO Section of the Press for early printing and supply.</p>

6	Forms P.I. Section	Consumer-wise PI Issue Slips are usually issued from this section and arrangement to send this Issue Slip to CDMS/Stock/F for necessary issue of Forms items is also made. Approximately more than 2600 P.I. Issue Slips have been generated for ER and ECR. Records of 2600 (approx) parties are also maintained by the dealer of the section.
7	Forms Outstanding Section	<p>At the time of yearly/Half yearly issue of Forms, as per P.I. Issue Slip, the Forms which are not available are marked "X" (Non supply) and send it to Forms Outstanding Section for onward action. On receipt of outstanding P.I. Issue Slip, the dealers of the section keeps this outstanding PI slip in party-wise file. Nearly 2600 Nos.(Approx) files are maintained by the staff of the section. Demands for Emergent Indents are also checked and make necessary arrangement for supply of such demanded items. In addition, the supply of Safety Forms is also done by the staff of this section.</p> <p>Moreover, Non-stock printed Forms as per demand of consumers are received and checked as per Press voucher and make necessary arrangement for supply of the same by the dealers of this section.</p>
8	Sty.P.I. Section	The work of the section is to prepare PI (Permanent Indent) issue Note well in advance so that the periodical supply of material to the consumer cannot be hampered. Nearly 1600 Nos. PI Issue Notes are prepared in a financial period by the sectional.
9	Sty. Outstanding Section	The Sty. materials which are not available and marked as X are send to Sty. Outstanding Section for maintaining necessary record at his end.
10	Sty. Recoupment Section	All the stationery stock items like Register, Pencil, Carbon, Envelops, Sealing Wax, Gum powder and Dot pen, all varieties of White Printing papers, Ticket Board, Pulp Board Straw Board, Brown paper and Kraft paper and various type of printing Ink etc. are procured through this section.
11	Sty. Ledger Section	<p>Duties of CDMS/Ledger are as under:-</p> <p>He is the overall Supervisor of Stationery Depot. Gate Pass and Credit Note issued in different Ward of Stationery Depot is signed by him.</p> <ol style="list-style-type: none"> 1) Posting of all vouchers related with Wards in iMMIS. 2) Preparation and forwarding ARD, AAC, including new item etc. 3) Completion of Numerical Ledger Card with iMMIS and Wards. 4) Liaison with EDP, iMMIS, HQ and CRIS/New Delhi. 5) Sealing Duty i.e. Opening/Closing of office as per scheduled.
12	AMPS/Printing & stationery office	Ch.OS supervises the Forms Receiving & Dispatch section , Forms Committee & Forms P.I Section. He also maintained CL and educational allowances of staffs. Maintained necessary co-ordination with Engineering, electrical and medical department as and when required. Perform all other miscellaneous jobs assigned by AMPS and SMPS.

13	Forms Stock Ward	<p>All non Money Value Form items are maintained in this Ward. Nearly 525 numbers of varieties of Forms are available in this ward.</p> <p>On receipt of division wise Consumer P.I. issue notes from PI section all the issue notes are noted in a register. Dealer of the Ward issued the divisional issue note to the Issuer of the Ward for issuance of material. CDMS/Stock/Form is the overall in charge of the above. He makes plan for division wise distribution of issue note and how many forms are to be issued to consumer. He works as a liaison with Press and Recoupment section for timely printing and supply of Forms, opening and closing of Wards and submitting stock position to all concerned at the beginning of every month.</p>
14	Forms Dispatch Ward	<p>After completion of Issue by Forms Issuer according to the respective issue notes, forms are assembled in Hall and Final check is made at Dispatch Ward. After this, forms are properly packed in Gunny bags or Packet, and labeled according to PL No., Station and No. of packets of G/bags etc.</p> <p>In addition, dispatching of MV Forms, P.N. Sheet, Safety Forms and Non-stock forms are also done by this section.</p> <p>No. of yearly consumer is 450 & 900 No. of Packets/Gunny bags are dispatched in a year.</p>
15	Forms Paper Ticket Ward	<p>Paper Ticket Ward under AMPS/HWH is a vital Ward where indents of 89 Money Value items are stocked & dispatched over ER & E.C.Rly. Out of these 89 items, 02 items (Com/P34 & Com/P36) are printed in W.Rly and other 02 items (Gate Pass Sty. & P.W.Bill/Sty.) are made available through trade. Issuances of these items are done from this section against vetted indents.</p> <p>Printed Money Value books/Cards are received from press with voucher in quadruplicate copies. Necessary entry of stock is then made in stock receipt register with voucher No., W/Order No., Indent No., Qty. received with nomenclature of the material along with Series & No.</p> <p>The indents are received and entered in the respective register. On receipt of the vetted indents from Traffic Accounts office, these are entered in the register of respective zone of ER/ECR in detail. Then these are handed over to the ledger section/PT for necessary reflection of debit against indent of every item.</p> <p>Necessary guidance & Gate Passes are prepared at the time of dispatch. One copy of the original vetted indent is also dispatched with the materials.</p> <p>Since this section deals with the Money Value section, it needs always to keep special attention while receiving & issuance of materials.</p>
16	Forms Receipt Ward	<p>This Ward Receives all printed Stock / Non-Stock Forms and M/V items from Press against WO and send these to the DMS of the concerned Ward to issue. This section also prepares proposal for cash purchase of consumables items. Proposal for Tender of Lorry Contract & AMC of Office machine are also done. Dead-Stock Register, Assets Register, PO Register, Log Book of Contracted Lorries, In-house Production (Ticket) Acceptance Register, Consumable Store Register, and Stock/Non Stock Forms Receipt Register etc are also maintained. Disposal of Scrap materials is done.</p>

17	<u>CDMS/Forms</u>	<p>Plan for division wise distribution of issue notes and how many no. of issue note to be distributed. Supervise issue of material and hand it over to dispatch CDMS. Advise the issuer about the quantity of items to be issued as per stock position. Liaison with press and recoupment section for timely printing and supply of material as per demand.</p> <p>Chasing of any DGS&D item of R/C Firm is done from this section.</p> <p>One CDMS is posted at TP Section to cater the demand of various Booking Offices over Eastern and E.C. Railway for UTS-PRS Ticket Roll. On receipt of Indent from CAO/TS. CDMS/UTS-PRS make necessary arrangement for supply. Daily 150 to 200 packets are delivered from this section.</p>
18	Sty. General Ward	<p>General Ward is a vital ward in Stationery Depot. The main work of the ward is to receive materials from Sty. Receipt Ward and make necessary arrangement for taking the material into stock for issue. Materials are issued as per PI Quota of User. Total 1650 Nos. consumer are dealt in this ward. Generally materials are issued based on PI Quota and Emergent Indent. Nearly 90 Nos. of stationery like Ruled and White Register, Oblong, Pencil, Envelop, Pen, Office pin, Gum, Sealing wax, Statement Ruled & White paper, Xerox paper, Computer paper etc.etc. are issued from this section.</p> <p>Regarding letter for short supply and non-supply of users' are also arranged from this ward.</p> <p>At the end of year, Divisional supply for DRM Office is also issued from this ward. About 3500 Nos. vouchers are prepared per year.</p>
19	Sty. Dispatch Ward	<p>After issue of PI of the material, the issued material with PI issue sheet duly marked handed over to DMS/Dispatch for further action. The concerned dealer checked the issued material and arranges to prepare credit Note and issue Gate Pass. Packer man packed the material with seal card/label on which No. of packets and consumer's names are mentioned. For Parcel delivery, the Packet/Gunny bag is sent to CPLI/HWH & SDAH along with official papers for free service with RR.</p>
20	Sty. Receipt Ward	<p>Received of all stationery Stock items (144 items) through PO and Press Products through WO. Checking of all materials and making all formalities done before acceptance of R/Notes through iMMIS on line. Maintaining of PO Register, Daily Receipt Register(yearly Approx.250 vouchers), Consignee Inspection Register, R/Note Acknowledgement Register, Rejection Register, RO Register for PWR ,RO Register for GWR, Card Ticket acceptance(WMS) Register etc. are done in the Stationery Receipt Ward.</p>
21	Sty.Paper Ward	<p>On receipt of any accepted material from Receipt Ward the 1st duty of paper Ward is to note the material in received Register in respective PL and arrange to send one copy of the said receipt voucher to Sty. Ledger Section for necessary posting in particular ledger Card. In this way Paper Ward credited all verities of White Paper Reel & Flat, Water marked security paper Reel & Flat, Ticket Board, Pulp Board, Brown Wrapping and Kraft paper, all verities of printing Ink, Wire stitching etc. supplied by Local Traders against COS P.O.</p> <p>These White paper, Coloured paper both Reel & Flat, Ticket Board, Pulp Board etc. are issued against demand by Indent to Press through debit voucher. Approximately 50-60 verities of</p>

		paper items including Ticket Board, Pulp Board, Brown Wrapping and Kraft paper, 8-10 types of Printing Ink, 02 types of Wire stitching are stocked in Paper Ward and issued on demand through issue voucher by the dealer of Paper Ward. In a calendar year 1700 Nos issue voucher are issued by the dealer of Paper Ward.
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2.2 The study team has collected the sanctioned strength and men on roll position of Gr.C & Gr.D staff working in HWH stationary depot as on 01.09.2018 from concerned department.

The category wise sanctioned and MOR position is tabulated below -

SL.NO.	Category of staff	Sanctioned strength	MOR	Vacancy
1	Ch.OS	13	13	0
2	OS	35	26	9
3	CG-I	9	1	8
4	CG-II	8	1	7
5	CDMS	14	12	2
6	DMS	10	2	8
7	Ch.OS/MC	3	2	1
8	OS/MC	10	3	7
9	Supdt. Typist	2	1	1
10	CG-I/MC	3	1	2
11	CG-II/MC	2	2	0
12	Duftry	3	3	0
13	Peon	5	5	0
14	Forms Issuer	3	1	2
15	Packer Man	14	14	0
16	Tindal	1	1	0
17	Paper Ticket Counter	2	2	0
18	Khalasi	34	32	2
19	(Lorry Sarder) SDS	1	1	0
20	Record sorter	1	1	0
	TOTAL	173	124	49

2.2.1 Summarizing the above, the total Gr.C & Gr.D Staff are segregated below.

Gr.C			Gr.D		
Sanctioned strength	Men on roll	Vacancy	Sanctioned strength	Men on roll	Vacancy
109	64	45	64	60	4

2.3 The above staffs are deployed in various sections. The section wise deployment is tabulated below.

Sl. No	Section	Category wise deployment of staff														
		Ch.OS/OS	CDMS/DMS	CG-I&II	MC	Typist	P/Man	FI	SDS	PTC	RS	Tindel	Duftary	Khalasi	Peon	Total
1	Forms letter receiving & Dispatch section	1														1
3	Establishment section	2											1			3
4	Forms recoupment section	4											1			5
5	Forms comittee section	1														1
6	Forms P.I. section	1														1
7	Forms outstanding section	2		1												3
8	Sty P.I. section	1														1
9	Sty outstanding section	1											1			2
10	Sty. recoupment section	1	1													2
11	Sty. ledger section	2														2
12	AMPS/Printing & Stationary office	1			1	1									3	6
13	Forms stock ward	1	2	1	2		1									7
14	Forms dispatch ward	3	2		1		5	1							1	13
15	Forms paper ticket ward	5	2		2		4			2				3		18
16	Forms receipt ward	2	1		1									1		5
17	CDMS/Forms		1													1
18	Sty. General ward	4	2		1									5		12
19	Sty. dispatch ward	2	1				4		1		1				1	10
20	Sty.receipt ward	3	1											1		5
21	Sty.paper ward	1	1											6		8
22	Khalasi & Tindel											1		16		17
23	Forms work order section	1														1
TOTAL		39	14	2	8	1	14	1	1	2	1	1	3	32	5	124

CHAPTER-III

3.0 CRITICAL ANALYSIS:

3.1 Forms & stationery Depot office at HWH:

During physical observation, the study team has visited every sections of Stationary Depot and noted their existing workload and various activities.

The study team also discussed concerned supervisors of each section regarding their deployment according to their work load. The study team observed an irregular deployment in some sections. The study team feels that there should be a rearrangement of staff for uniform distribution of work load.

Consequent upon the changed scenario of working, it is felt justified by the study team without any biasness that, there is a clear scope of surplus of posts from the present staff strength due to proportionate reduction of workload.

This depot store is attached with printing press at Howrah for supply of various forms & items such as stock items, non stock items, safety items, money value items, card tickets, PRS & UTS tickets and RR tickets etc. Materials are issued to S.E RLY, N.F. RLY, E.C.RLY and different division of E.RLY based on the PI quota. Besides of the above, different booklets, registers and stationery items are also supplied to different division of E.RLY as per demand.

- 3.2 To assess the actual requirement of staff, the study team critically analyzed the various statistical data of current year/months available. As the work load of all the sections could not be quantified by the department, the study team has got no other alternatives except applying Random Sampling Technique on the daily activities of the concerned staff. This scientific tool generally uses in the cases, where the workload cannot be quantified rightly.

The section wise physical observations in regard to percentage of effective utilization of the staff deployed to cater the daily workload of HWH Depot store were taken on different period of time and different working days during last month based on the random activity sampling method. The above results would obviously reflect the section wise effectiveness of the staff engaged to perform their workload as a routine measure. While applying the random activity sampling method to assess the actual requirement of manpower, the section wise position of the effective utilization factor of the staff based on the observations taken during the period of study, as already mentioned is shown as under :

Sl. No.	Section	No of staff deployed (Gr.C) (P)	Total number of observation taken (A)	Number of observation during which staff were found working		% of effectiveness without contingent allowance $E=B/A \times 100$ (in %)	Actual requirement of Gr.C staff based on effectiveness	
				Effectively (B)	Idle ©		Bare requirement $R=EXP/100$	Rounded off (Q)
1	Forms letter receiving & Dispatch section	1	50	31	19	62	0.62	1
2	Establishment section	2	66	42	24	63.64	1.28	2
3	Forms recoupment section	4	154	129	25	83.77	3.36	4
4	Forms comittee section	1	63	37	26	58.73	0.59	1
5	Forms P.I. section	1	48	31	17	64.58	0.65	1
6	Forms outstanding section	3	128	90	38	70.3	2.1	3
7	Sty P.I. section	1	52	33	19	63.46	0.63	1
8	Sty outstanding section	1	50	31	19	62	0.62	1
9	Sty. recoupment section	2	114	74	40	64.91	1.3	2
10	Sty. ledger section	2	128	70	58	54.68	1.1	2
11	AMPS/Printing & Stationary office	3	132	92	40	69.7	2.1	3
12	Forms stock ward	6	154	139	15	90.25	5.4	6
13	Forms dispatch ward	6	142	127	15	89.44	5.4	6
14	Forms paper ticket ward	9	177	144	33	81.35	7.29	8
15	Forms receipt ward	4	134	112	22	83.58	3.36	4
16	CDMS/Forms	1	50	33	17	66	0.66	1
17	Sty. General ward	7	172	117	55	68	4.76	5
18	Sty. dispatch ward	3	132	107	25	81.07	2.43	3
19	Sty.receipt ward	4	138	110	28	79.71	3.2	4
20	Sty.paper ward	2	66	46	20	69.7	1.4	2
21	Forms work order section	1	63	37	26	58.73	0.59	1
Total		64						61

- 3.2.1 It is revealed from the derived results, as shown in the above table, that the actual bare requirement of manpower (Gr. C) in total as assessed by the study team based on the effectiveness of the section / Ward wise staff, works out to 61. Giving contingent allowance at the rate of 15% on the assessed value and 12.5% as LR, the requirement of staff for smooth functioning of the Printing Stationary Depot at HWH may be revised as follows;

As per effectiveness of staff calculated above, bare requirement = 61

After giving 15% as contingent allowance, the requirement will be = $70.15 \approx 71$

Providing LR @ 12.5%, the actual requirement will be = $79.87 \approx 80$

- 3.2.2 On being reviewed the effective engagement of the aforesaid staff in their working field, the revised requirement of manpower comprising Gr.C staff, works out to 80 in total which has been calculated by applying random sampling technique. Therefore, the revised requirement of gr.C staff will be 80 as against the present sanctioned strength of 109 posts which will result in surplus of 29 posts i.e. $(109 - 80 = 29 \text{ posts})$.
- 3.2.3 The study team also reviewed the deployment of Gr.D staff. After through discussion with concerned official, the existing deployment of gr.D staff working at different sections is felt justified. Therefore, the revised requirement of gr.D staff will be 60 as against the present sanctioned strength of 64 posts which will result in surplus of 4 posts i.e. $(64 - 60 = 4 \text{ posts})$.

3.3 Recommendation:

As per analysis made in the study report, It is recommended that the total actual requirement of manpower duly revised, will be 140 comprising 80 Gr.C and 60 Gr.D posts as against a total sanctioned strength of 173 posts which will result in surrender of 33 posts comprising 29 Gr.C and 4 Gr.D posts from the Forms & stationery depot office at HWH.

CHAPTER-IV

4.0 FINANCIAL APPRAISAL:

4.1 According to recommendation made in para-3.3 the financial savings achieved on account of surrendering of 33 comprising 29 Gr.C and 4 Gr.D posts is tabulated below. For easier calculation, the bottom most GP on lower Grade pay is considered.

LEVEL	G.P	PAY	MEAN PAY	D.A	NO OF POSTS	MONEY VALUE	
				9%		MONTHLY	ANNUAL
2	1900	19900-63200	41550	3739.5	29	1313410	15760920
1	1800	18000-56900	37450	3370.5	4	163284	1959408
					33	1476694	17720328

Thus, consequent upon implementation of recommendation, **the annual savings will be Rs 1,77,20,328/- \approx Rs.1.77 Cores.**