

# **EASTERN RAILWAY**

## **WORK STUDY REPORT ON REVIEW OF STAFF STRENGTH VIS-À-VIS WORKLOAD AT HOWRAH GENERAL STORES DEPOT**

(STUDY NO.WSER-16/18-19)

(Submitted on 02.11.2018)

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BY  
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## **AUTHORITY AND TERMS OF REFERENCE:**

### AUTHORITY

As desired by the competent authority and dully approved, the subject work-study has been undertaken by the GM's Efficiency Cell during the current financial year 2018-19.

### TERMS OF REFERENCE

The Terms of References of the Work study are as follows:–

- i) Existing Staff strength and their deployment at Howrah General Stores Depot.
- ii) Quantum of work performed by the Store depot staff at their respective work point.

## **EXECUTIVE SUMMARY**

Study Name & No.	<b>REVIEW OF STAFF STRENGTH VIS-À-VIS WORKLOAD AT HOWRAH GENERAL STORES DEPOT (STUDY NO. WSER-16/18-19)</b>
Year of conducting the study	: 2018-19
Terms of reference:	i) Existing Staff strength and their deployment at Howrah General Stores Depot.  ii) Quantum of work performed by the Store depot staff at their respective work point.
Methodology:	1. Comprehensive discussion with concerned Personnel regarding the Work Load scenarios & deployment of Man-power to cater the said work Load. 2. Collection of relevant data/documents related to Work Load, Output, existing Man-Power, etc. of the unit. 3. Systematic observation of working of the deployed staff. 4. Study of existing workload. 5. Critical analysis of workload and manpower.
Existing Sanc. strength	: 505
Existing Men on Roll	: 401
Proposed requirement of Manpower	: 472
Proposed Surrender	: 33
<b><u>Justification</u></b>	
<p>The Actual requirement of manpower in Howrah General stores is assessed based on the effectiveness of the staff deployed to cater the daily schedule / Un-schedule workload.</p> <p>While conducting the work study, the actual requirement of Staff strength needed to cater the day to day job of Howrah General stores Depot is rationally evaluated.</p>	

### **SUMMARY OF RECOMMENDATION**

*It is **recommended** that the **revised sanctioned strength** of Howrah General Store (HGS) depot may be considered **as 472 posts** against the **existing** sanctioned strength of **505 posts**.*

*Hence, the resulting **surplus of 33 posts** may be **surrendered** right away from the Book of sanction of Howrah General Store (HGS).*

## **CHAPTER-I**

### **1.0.0. INTRODUCTION:**

**1.1.0.** Indian Railway is the largest public sector undertaking of Govt. of India with staff strength of about 12 lakh employees. The Railways in India are not only a mere transport agency, but also have deep social obligations to provide service efficiently with the increasing transportation service needs of the country.

**1.2.0.** For running any industry or business, we need a number of resources. These resources are popularly known as five M's of any Industrial activity i.e. Men, Machines, Materials, Money and Management. All these resources, which are basic inputs, are important but their relative importance depends upon the particular type of industry and also other environmental factors. Earlier, when many modern machines were not even known, whole activity was centered on one source, the men. But now the importance has by and large shifted from "men" to "machines" and in the recent environment, materials are the life blood of any industry or business and for their proper running, materials should be available at proper time in proper quantity at proper place. Such compelling considerations have led to holistic management concepts like Supply Chain Management.

### **1.3.0. Objectives of Materials Management Department :**

1.3.1. Ascertaining the needs of various departments in the matter of Stores and materials.

1.3.2. To procure and supply Basic Cloth for Uniforms.

1.3.3. Preparing a correct estimate of the quantities of stores to be purchased or manufactured in Railway workshops each year.

1.3.4. Obtaining stores of desired quality at competitive market prices.

1.3.5. Ensuring supply of stores in the required quantity in the most efficient, economical and expeditious manner.

1.3.6. Maintaining an economic level of investment in inventories.

1.3.7. Receipt, inspection, stocking and distribution of stores to the various consuming points as and when required.

1.3.8. Identifying and arranging disposal of scrap and other obsolete material within the shortest possible time to the best advantage of the Railway.

1.3.9. Developing ancillary industries and indigenous sources of supply to replace imports.

1.3.10. Maintaining a constant touch with the market to ensure steady flow of material.

**1.4.0.** Howrah General Stores depot is located near Howrah Jn. Rly. Station and on the western bank of River 'Ganga'. Being a General Stores depot, it deals with the 'General Items' used over Eastern Railway. The versatility of items are as follows -

- Signal & Telecommunication Items, like Signal Cables, Walkie Talkies, Telesets, etc.
- Chemicals & Oils like, Petroleum products, insecticides, Servo gem, etc.
- Tools, hinges, nails, Jute & Coir items, etc.
- Electrical Items like lamps, cables, etc.
- Basic Cloth for Uniforms.
- BOX (N) Wagon Items & LHB Coaching items, etc.

**1.5.0.** Indian Railway is facing tremendous financial crunch after implementation of 6th Pay Commission. Now, railway is going to implement the 7<sup>th</sup> pay commission which will affect the financial growth in Railway. The impact of the 7th Pay Commission recommendations will be to the tune of Rs 1.02 lakh crore on the government's exchequer, with the break-up being Rs 73,650 crore on the Union Budget and Rs 28,450 crore on the Railway Budget. Operating ratio is gradually increasing in Railways. 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. In Performance Efficiency Index shown in the corporate plan booklet published by the Eastern Railway, the "Operating Ratios" from 2012-13 to 2016-17 are as given below -

Sl. No.	Financial Year	Operating Ratios
1.	2012-2013	178.86 %
2.	2013-2014	173.32 %
3.	2014-2015	177.27 %
4.	2015-2016	180.56%
5.	2016-2017	165.25%
6.	2017-2018	181.15%

**1.6.0.** In view of the above, Rly Board issued nos. of circulars, orders, etc to minimize Expenses and increase Earnings. The Zonal Railways also implement various measures for financial discipline.

**1.7.0.** At this juncture, the role of Railway Efficiency & Research Directorate is also very important in connection with 'Benchmarking', 'Rationalizing of Man-Power', etc without hampering normal progress and activity.

**1.8.0.** The subject work-study has been undertaken by GM's Efficiency Cell/E. Rly during the current financial year 2018-19 to improve the productivity index of the Railway. As per terms of reference, the study team has thoroughly observed the activities in different Wads and sections in HGS Depot and critically analyzed the involvement of staff in different activities to ascertain their optimum utilization and thus to find out the need based requirement of work force.

## CHAPTER-II

### **2.0.0. EXISTING SCENARIO & CRITICAL ANALYSIS:**

**2.1.0.** Store Department is entrusted to conduct procurement of various Stock/Non Stock items for all the departments required for safe running of train and day to day proper upkeep/maintenance of Railway assets including Rolling stock. It also looks after proper warehousing of stores purchased and their distribution to various indenters. Moreover, Howrah General Stores Depot procures and supplies 'Basic Cloth' for Duty Uniforms of various categories of Railway employees.

**2.2.0.** Stores Depots are generally under the supervision of gazetted officers of the Stores department referred to as Depot officers. A Depot officer is responsible to the Controller of Stores for efficient maintenance of stock of stores and for prompt service to the indenters in his territory. The depot officer is assisted in his work by Assistant Depot Officers and other senior subordinates viz. Depot Material Superintendents (DMS), Chief Depot Material Superintendents (CDMS). Here, in Howrah General Stores Depot Sr. MM(D) is the Depot Officer and he is the administrative chief of Howrah General Stores Depot . Sr. MM(D)/HGS is assisted by AMM/HGS.

**2.3.0.** Materials Management Information System (MMIS) was developed at Central Railway in 1998 initially for Stores office, Stores Accounts office and five major depots of the Central Railways. Since then, the system has undergone several customizations and is now successfully implemented on most of the Stores Depots, Divisions & Stores finance branches all over Indian Railways.

Integrated MMIS (iMMIS) is a centralized MMIS hosted at CRIS. With implementation of iMMIS, the quality of work and output has improved; flow of information is very quick. The details of all modules implemented under MMIS are as below:

- a) **Purchase Module:** The entire process of procurement i.e. from registration of Demand to release of purchase order and post contract activities is fully computerized.
- b) **Finance Module:** It is implemented at Stores A/c. in HQ. Bill passing activities, payments and Stores Monthly Summaries are being generated through MMIS.
- c) **Depot Module:** It is implemented in the depots. Sub modules are Ledger Section, Yard, Transaction Module, Receiving Section, Fabrication, Returned Stores, etc.
- d) **Uniform Module:** This module facilitated for monitoring of uniform supply to the railway employees.
- e) **Sales Module:** This module is for management of sale activity (disposal of scrap) of the railway.
- f) **Local Purchase (LP) Module:** This module has been designed, developed and implemented in Divisions & depot for petty purchase stock and non-stock items.

The details of aforesaid modules are implemented under iMMIS at Howrah General Stores Depot (HGS) to fulfill the day to day job assignments mentioned below:-

**2.3.1.** Receipt and inspection of different kinds of General stores Items, Components of Bogie Manufacturing Factory/Budge Budge (BMF/BGB) & Diesel Locomotive Component Factory / Dankuni.

**2.3.2.** Warehousing of above materials.

**2.3.3.** Dispatch of materials to the respective indenter.



#### 2.4.0. Categorization of materials dealt by Howrah General Stores Depot (HGS):

The stock held in the Stores Depots may be either (a) Stock Items or (b) Non-Stock Items.

##### 2.4.1. Stock Items:

These are items of stores, which are frequently and regularly required i.e. which materials have definite rate of consumption. All stock items are given unique identification numbers called Priced Ledger Number (PL No) for easy identification and standardization over Indian Railways. Stock Items are further classified as (i) Ordinary Stores and (ii) Emergency Stores.

##### (i) Ordinary Stores :

These are items of stores for which there is a regular turnover caused by a constant demand and which are stocked by the Stores department in its depots.

##### (ii) Emergency Stores:

These are items of stores which ordinarily do not wear out or require renewal but are not readily obtainable are kept in stock to meet any emergency due to breakage or unanticipated deterioration of such items. These are generally components of imported machines and rolling stock.

##### 2.4.2. Non-stock Items:

All items other than Stock items are termed as non-stock items

#### 2.5.0. In order to achieve better inventory control, the stock items are classified into the following categories :

**A Category** : High value items (about 5 per cent of the total number of items) constitute 70 per cent of the total value of all items stocked.

**B Category** : Medium value items (about 15 per cent of the total number of items) constitute 20 per cent of the total value of all items stocked.

**C Category** : Low value items (about 80 per cent of the total number of items) constitute 10 per cent of the total value of all items stocked.

#### 2.6.0. Total stock items dealt at HGS depot = 923 nos. of items. (Approx.)

Category	No. of items
A	87
B	135
C-1	430
C-2	142
D	46
Others	83
Total	923 (Approx.)

**2.7.0.** The major sections of HGS Depot are as follows :

1. Establishment Section.
2. Letter Dispatch Section. (LDS)
3. Requisition Section
4. Ledger & Inventory Control Section
5. A-Shed
6. B-Shed
7. C-Shed
8. Central Dispatch Section.
9. A-Ward
10. B-Ward
11. C-Ward
12. RR & RSS Section.
13. General Section.
14. Local Purchase (LP)
15. Local Purchase (LP) Hd. Qrs. Section.
16. Computer Section.
17. Clothing Factory (CF) Section
18. Clothing Factory (CF) Top Section.
19. Yard Section.
20. Canteen Section.

**2.8.0.** The Section-wise job distribution and respective Men-On-Roll (MOR) is as follows :

**2.8.1. Establishment Section:**

- Recruitment/Appointment of staff.
- Promotion of all staff working in the office of SMM (D)/HWH in different grades. Financial up gradation under MACP/ACP Scheme
- Granting of General Increment, Fixation of Pay on Promotion/Financial Up gradation.
- Implementation of Pay Commission's Report at regular intervals among the depot staff.
- Implementation of Re-structuring orders in each grades issued by Railway Board time to time.
- Settlement of staff on retirement/other than normal retirement cases.
- Sending reply to several kinds of letters/statements frequently sent by CPO/KKK, COS/KKK and other officers at regular intervals.
- Disposal of Court Cases in different matters.
- Disposal of Discipline & Appeal Cases and review of service on attaining age of 55 years or 3 years of service.

- Maintenance of Service Books & Personal files and so many policy files in favour of all staff of this office.
- Preparation of Salary Bills in each month and other supplementary bills and its allied job.
- Arrangement for payment of salary to the staff of this depot.
- Assessment of Income Tax in favour of all staff of this depot.
- Issue of Passes, PTOs & Monthly Concession in favour of all staff of this depot.
- Keeping record of attendance of all staff including Ticket holding, artisan staff and maintenance of leave records and preparation of leave sheets.
- Preparation and maintenance of confidential reports/performance report in favor of all staff of this depot.
- Actions under manpower planning.
- Disposal of different kind of loan applications.
- Preparation of budget for salary and other payments under Demand No. 3, 7, 11, 12 & 16 etc.
- Different kinds of correspondences in personnel matters.
- Dealings with quarters, leave, compassionate appointment cases and miscellaneous matters.
- Typing in type machine and computer of all letters / statements and stenography works of the stores.
- Maintenance of constant liaison with Hd. Quarters, etc.

#### **2.8.2. Letter Dispatch Section (LDS):**

- Receiving and dispatch of different types of official documents like -
  - a) Purchase Order,
  - b) Requisition from different consignee,
  - c) Distribution of account copy of receipt note,
  - d) Letters for Head Quarters,
  - e) Letters from other offices.
- Collection and receiving of small consignments sent from firm and distribute them to the concerned shed.

#### **2.8.3. Requisition Section:**

- Total supervision of all kinds of official work at RR section and checking of Non-stock requisitions and certification of Non-stock requisition and put up to competent authority.
- Registration of Imprest and specific requisitions in computer of Ward C/11 and group no. 30,36,38 and other official works when and where required.
- Registration of Imprest and specific requisitions in computer of Ward No. B/02, B/09, B/10, A/06, A/08, C/03, C/12 and Khana Oil Section (05) and other official works when and where required.

- Registration of all specific requisitions of A-Ward, B-Ward, C-Ward and Khana Oil Section and other official works.
- Distribution of all relevant paper requisitions to different sections and Non-stock files put up to competent authority and returning the same.

#### **2.8.4. Ledger & Inventory Control:**

- Uniform
- RB guided Staff Uniforms
- RB guided uniform Trade items
- Bed Roll items for VIP trains
- Wagon & Coaching
- Box-N items
- Coaching general items
- Coaching LHB items
- General Electrical items
- Signalling Telecom Stores
- Engineering items
- Oil & Grease
- Cleaning items
- Mechanical Nut Bolt Rivets
- Miscellaneous- Painting Brush Padlock
- Related works such as -
- Forecasting of demand for ensuing year by preparing SRS / CST.
- Generation of Supplementary position sheet (SPS) to HQ and stock requisition to Local Purchase Section to meet shortfall and interim requirements.
- Chasing of Uncovered Dues.
- Chasing of Covered Dues.
- Seeking assistance of Stores from other Stores within Eastern Railway to meet emergent situation.
- Seeking assistance from foreign railway to meet emergent situation.
- Conversion of Non stock nature of stores to regular stock items to curb repeated decentralized purchase as centralized purchase is most cost effective.
- To held the meeting with the 4 divisions and workshop regarding fate of their requisition.
- Meeting with purchase cell of Controller of Stores at HQ.
- Preparation of PCDO / GM's narrative statement / Railway image category item Position / Bed Roll / Cleaning / Passenger amenity etc.

## **FUNCTION OF INVENTORY CONTROL**

- Depot Inventory Control.
- Disposal of Stock Verification Voucher of stock item.
- Receiving / Monitoring all types of exceptional reports from SSA /IT Section .
- Necessary assistance is given to SAO/HOWRAH for clearing SINT/CP &SINT/DT.
- Helping Ledger Section on implementing in Unification of PL No&controlling of Safety Item and intimating card closing.
- Preparing time to time report of Depot officers Meeting with the help of Computer section.
- Depot Inventory Control
- Fixing Depot Target- On the basis of Rly Bd. directives, HQ fixes a target for this depot that to be reached at the end of every financial year. On the basis of the target, ward wise (cumulative receipt, cumulative issue, closing balance and TOR ) target is prepared. Last four years and above this depot has reached its target efficiently. In the year 13-14 this depot received Depot Shield.
- Monitoring Overstock, Inactive &Surplus Item - i) Circulated Slow moving item list in different Railways & Workshops, ii) Disposal of surplus item as per decision of Survey Committee
- Disposal of Stock Verification Voucher of stock item.
- Receiving stock sheet from SAO/HWH for onward submission to Sr. ISA /HWH for getting necessary File order. In this regard if any anomalies are found, necessary steps are taken like, departmental verification, preparing adjustment voucher etc.
- In case of write-off proposal necessary steps to be initiated. In this regard necessary steps may be followed to acquire sanction from HOD, GM or RB as the case may be.
- Receiving/Monitoring all types of exceptional reports from SSA/IT Section.
- The following reports are generated by SSA/IT in every month for better inventory management and rectifying the error in transaction. After receiving this report, ward wise statement is sent and rectified the same as per extant procedure.
- Month wise transaction report - In case of any omission in voucher is noticed, necessary steps are taken.
- Irregular voucher. - This voucher is rectified on the basis of the cause of irregularity.
- Invalid voucher. - This voucher is rectified if any irregularities are found at the time of comparing Master Data.
- BAR difference - If 20% LP rate exceed from current BAR that voucher appear in this report. Its record is checked with original PO.
- Inactive List / Surplus List.
- Overstock List.

- Group Ledger
- High Value
- Class Ledger - This report is basically a month wise report. For better inventory management, cumulative figure is prepared by adding month wise figure and same is kept in a separate exercise book.
- Necessary assistance is given to SAO/HOWRAH for clearing SINT/CP & SINT/DT.
- For clearing all types of SINT, necessary receipt note is being given to accounts office under FA&CAO or assist to SAO / HWH by preparing adjustment voucher.
- Helping Ledger Section on implementing in Unification of PLN&controlling of Safety Item and submitting card closing advice. For this purpose, liaison is made with AMM/IC & AMM/MMIS and finally necessary guideline is given to Ledger section.
- Preparing time to time report of Depot officers Meeting with the help of Computer section.-Yearly on average 3 – 4 depot officer's meeting is scheduled by HQ. For this purpose different type of exceptional reports are required to be submitted on the basis of AGENDA of the meeting. This data is supplied to CDMS / Computer for preparing power point presentation.

#### **2.8.5. A-Shed:**

- Supervision of all work of A-Shed.
- As look after Ward-II under A-Shed. All kind of Challan checking and inspection of P.O. Group as 21 Gr.
- As look after Ward-I under A-Shed and all Challans received and inspection of Non-stock items, and generally 58 Group and Diesel items also.
- As look after Ward-III under A-Shed for all items of Group-09, 11 and 19.
- Maintain of all Office Order Notification and other letter recorded and dispatch to involve Wards and prepare all type of Statement i.e., monthly, yearly and as required if order of Depot Officer.
- To look after Ward-III as Registration of P.O. Challan
- Assistance of Wd-II as registration of P.O., Challan, in Computer of Challan Sl. no. & DRR NOS. Etc.
- Assistance of CDMS /WD-I for entry of all P.O., Challan and posting of case and dispatch of materials as required.
- All type of P.O. registered and feed to Computer and prepare Approval Advice, Alteration Memo, minor correspondence i.e. call for G.C., M.T.C., P.O. and A.M.
- All type of Receipt Note compared, recorded and despatched to different consignee, i.e., supply copy, A/c copy and consignee copy etc.
- All type of R/Note compared and despatch to different consignees.
- To Look after all type of Challan, certify for advance payment, recorded and despatch of R/Note, CRC etc.

#### **2.8.6. B-Shed:**

- Supervision of all work related to B shed and BMF /BGB.
- Maintaining all work of sub section ward II S&T items including receiving and sending of all S&T and non-stock items of CSTE/CON/KKK.
- Supervision of sub section ward-I; Elec. Items. including Budge Budge work. (Receiving and sending of non stock items).
- Maintaining of ward.II challan register, posting of challan, despatched the accepted materials. And prepare monthly statement of ward II.
- Maintain the demand register, policy file, office file, & misc. File.
- Correspondence with different dept. and firm for realization of holding of payment, confirmation of recovery. Call for MA. no loss & completion certificate, approval advice, call for GC, IC and call for Jt. Inspection. .
- Maintaining the register of advance payment, balance payment, certify of the advance payment and release of Issue Note and challan, comparing of stock and non stock R note.
- Comparing stock & non Stock R Note, disposal of R Note., timely despatch of a/c and bill copies of both stock & non stock R Note., maintaining the challan register, unloading register & R Note register pertaining to BMF/BGB.
- Maintain main rejection register, preparation of rejection advice and their disposal.
- Arrange to dispatch the scrap stores to BESY through NS 11, preparation of charge memo of outside stores, collection of PO & MA from Head Quarter.
- Maintain PO registers both stock/non stock, keeping PO chronologically, maintain the MA register

#### **2.8.7. C-Shed:**

- Over all Supervision and Monitoring of all Job's of C/Shed including Dankuni Section.
- Custodian DMS of Dankuni. All Works related to Dankuni Section, Receipt, Inspection, Accountal & disposal, witnessing of materials of Dankuni & DLW/Varanasi.
- Custodian DMS of WD-III. All works related to WD-III. This Ward comprised of Bed Roll Item, Cloth & clothing item etc.
- Custodian DMS of WD-1 & II. All works related to WD-1 & II. This Ward comprised of cleaning Item, Oil & Petroleum item etc.
- Assistant of custodian Dankuni. Maintaining record of Dankuni Register & Comparing of R/Note & Disposal, Issuance work order of Lorry for Dankuni.
- Assistant of Wd. I & II, Maintaining of All type of record & sample register.etc.
- All correspondence for various agencies and all three Wards.etc.
- Maintaining of all record of P/O, S/O Issuance of Gate Pass.
- Advance payment certification of all Ward

- Comparing of R/Note, All Stock & Non Stock, Maintaining of Approval Advice Register.
- Receipt of Challan from all Firm's & maintaining of Gate Journal
- Assistant of WD-III, maintaining of all type of register including sample register.
- Disposal of all R/Notes, maintaining of all record, payment recovery etc.
- Collection of sample report from various consignee & RITES etc.
- All work related to rejection Sec Calculation of Ground Rent etc.
- All type of clerical job and necessary typing.

#### **2.8.8. Central Dispatch Section:**

- Main function of this section is to despatch materials from the issuing Wards, Receiving Sheds (for items for which the Depot acts as a transit Depot) and Clothing Factory, by preparing necessary gate Pass and Van sheets. For the purpose of transport of materials it uses Contract lorry and Depot vehicles. Sale memo necessary for issue of materials to the special messengers is also done here.
- In case of contract lorry, staff of CD performs the loading operation. For Depot lorry, both the loading and unloading are done by Depot staff. In case of collection of materials from other Depot or Rly. Consignor also both loading and unloading are done by Depot staff. On urgency some small consignments are required to be sent by hand by Depot staff.
- CD Section arranges maintenance of Depot vehicles, material handling equipment like Forklift and procurement of spares for repair of the same with assistance from General Section. This section also maintains an Armada vehicle used in HQ. Fuel oil necessary to run those are also collected from Khana Oil Depot by this Section.
- Preparation of Work Order, evaluation of stores despatched by contract lorry for the purpose of Insurance of materials and Work Completion Certificate after ensuring correct delivery to the consignee.
- Arranges Way Bill from JMP required for despatch of materials to SBG, BGP and JMP by staff of CD Section.
- This section looks after jobs related with Registration of Depot vehicle, and other necessary documents like Pollution control certificate, fitness test etc.
- Carpentry work of the Depot is looked after by this section.
- Scrap materials of the Depot is despatched by CD to Belur Scrap Yard.
- Materials coming from JMP, and Foreign Railway are unloaded by CD staff.
- CD Staff are often booked for chasing or collection of materials from Foreign Railway like KGP, SBC, Jhansi, Pune etc.
- Providing reports for PCDO, maintaining of files registers and correspondence work.
- CD Staff are allotted with duty at the chambers of all the 3 Depot Officers.



#### **2.8.9. A-Ward:**

- As a Stocking Ward. Maintains stock of materials.
- Issue Red Slip to Ledger Section and consult with Ledger & IC for irregularity in transaction and stock.
- Ensures proper safety of materials against weather, pest etc.
- Checking of Stores during receiving from Receipt Branch.
- Raising Debit to the consignee demanding materials.
- Feeding Transaction Data in Database.
- Attending Stock Verification.

#### **2.8.10. B-Ward:**

- As a Stocking Ward, Maintains stock of materials.
- Issue Red Slip to Ledger Section and consult with Ledger & IC for irregularity in transaction and stock
- Ensures proper safety of materials against weather, pest etc.
- Checking of Stores during receiving from Receipt Branch
- Raising Debit to the consignee demanding materials.
- Attending Stock Verification
- Feeding Transaction Data in Database.
- Items dealt by B Ward are:
- Cleaning, Grease, Tools by Ward № 02
- Jute, Fog. Alum Ferric by Ward № 09.
- Chem, Nut & Bolt by Ward № 10

#### **2.8.11. C- Ward:**

- As a Stocking Ward. Maintains stock of materials.
- Issue Red Slip to Ledger Section and consult with Ledger & IC for irregularity in transaction and stock.
- Ensures proper safety of materials against weather, pest etc.
- Checking of Stores during receiving from Receipt Branch
- Raising Debit to the consignee demanding materials.
- Attending Stock Verification
- Feeding Transaction Data in Database.
- Items dealt by C Ward are:
- Box N Items by Ward № 03.
- LHB Coaching item by Ward №11.
- Other Coaching by Ward № 12.

#### **2.8.12. RR & RSS Section :**

- Collection of consignments
- Settlement of Claim cases
- Maintenance of Registers
- Accountal, TRO Register updating, entry and maintaining
- Loading &Unloading of materials done by Gr. D staff
- Closing, Opening of Godown, Section, Peon jobs, Charge to RPF done by Tindal
- Despatch of stores to DLW @ BSB and DKAE
- Making all statement regarding collection

#### **2.8.13. General Section:**

- Dealing Audit Part- I &Part- II Cases,
- Dealing Transport Contract and Bills
- Issue of Medical Card
- Issue of Identity Card
- Maintenance of Tools, Machineries
- Maintenance of Electrical Arrangements
- Maintenance of Civil nature; Godowns, Buildings
- Condemnation
- Safety &Security
- Imprest related aspects
- M & P Proposals
- Works Programme
- Procurement Proposals
- Works Contract proposals other than Transport
- AMC for Machineries &Appliances
- PNM, Meetings, Observing ceremonial occasions
- Rajbhasha related activities
- Forms &Stationeries and 14 other regular jobs
- **Occasional Jobs:**
  - Auction Sale
  - Audit Inspection
  - Canteen related activities
  - Awards, Certification and 8 others

- **Jobs catered in details:**
- PNM cases.
- Arrangement of Departmental verification.
- Arrangement of official meeting, function & Ceremonial occasion.
- Policy matters
- T&P of General Section
- Disposal of pending stock sheets dealt in Genl Section
- Training of LDCE Candidates
- Maintenance of telephone both Rly. and BSNL & payment of bill.
- Depot Budget Maintenance and submission of periodical statement to Estt. Section.
- Maintenance of Imprest Cash Register, entertainment charges,
- Pay order wherever necessary.
- Transport Contract including Insurance, Refund of earnest Money/ Security deposit etc. pertaining to contract case.
- a) Works Programme, b) Daily Maintenance of works c) M & P Programme d) Beautification of depot. e) AMC & Repairing of Depot machinery and tools. f) Procurement & Refilling of Printer Cartridges for depot.
- a) Foreign Sale b) Payment of contractor's bills, Any AMC Bills, c) Purchase of Non Stock items for depot.
- a) Issue of Gate pass and other Misc. Work. b) Minor Canteen matters, c) Issue of circular regarding General Matter, Authority Signature etc., d) Master copier operating & maintenance, e) Reqn. of Depot Stock item & Non-stock Requisition, f) Filing of documents & arranging files.
- Collection and issuance of way bills, Issue of I. Cards and Medical Identity cards, Reservation of Piecemeal Coach during D.P. Holiday and Dolyatra Holiday, Preparing of NS-11.
- Condemnation, Safety and Security matters of depot & Maintenance of Firefighting equipment, Audit Report Part I & II, Collection and distribution of uniform to Depot staff, Receiving of LDS Dak.
- Training, Translation and implementation of Rajbhasa.
- General Supervision in Record section as In-charge of Record Sec.
- Collection of Sty. and Printing. Items and distribution of the same to Sheds, Wards Sections and sub-sections.
- Record Sorter Posted at Record Sec.

#### **2.8.14. Khana Oil Depot:**

The section dealt with the under mentioned items:

- High Speed Diesel (HSD) oil.
- Kerosene Oil.
- Serviceable Empty Drums.
- Un-Serviceable Empty Drums.

Indian Oil Corporation Limited (IOCL) & Bharat Petroleum Corporation Limited (BPCL) supply High Speed Diesel (HSD) oil & Kerosene Oil to HGS through tanker. Khana Oil Depot section is the stocking ward of the same along with Serviceable & Un-Serviceable Empty Drums.

The section unloaded the duly measured oil in washed and non-leaky drums of 210 liters capacity. On demand from the nominated consumer, the section issues oil accordingly.

#### **2.8.15. LP & LP HQ Section:**

- Overall supervision of work and monitoring day-to-day position of Tender Cases which are pending.
- Implementation of policy decision regarding HQ purchase and see to it that all procedures followed are in parity with USOP and directives received from competent authority.
- Incorporation of facts relating to each Tender Cases in relevant Registers. b) Communicating with the prospective suppliers for smooth delivery of items to the concerned Consignee.
- All computer related entries viz. Registration of fresh cases, till the very conclusion of Cases by issuance of PO against each case. b) All correspondences with consignees' viz. HQ, Dankuni, BGB and other workshops etc. c) Uploading of Supply Order, communicating with R/C holders and monitoring supply position.

#### **2.8.16. Computer Section:**

- Over all In-charge, Monitoring all the functions of the Computer Section. Co-ordination with all the Sheds, Wards, LP, LP(HQ) and other Sections for smooth functioning of iMMIS and Purchase Modules of IREPS. Liaising with Depot's Officers as well as HQ Officials for upgrading the web based work by moving Notes and Files on priority basis. Co-coordinating with AMM/MMIS/HQ to solve the problem faced by different section of this Depot. Maintaining the Operating System in all the Computers of this Depot. Testing of different modules of iMMIS like LP Module, Depot Module, Despatch Module etc with consultation with AMM/MMIS/HQ and CRIS/NDLS.

- Monitoring the Voucher Posting of all the Wards. Voucher Posting of Khana Oil Section. Printing of Reports when demanded by Officers and different Sections. Scanning and e-mailing of documents to HQ officials and Suppliers. Authorization of ARD. Preparation of documents for issuance of Digital Signature Certificate of concerned staff and officers. Maintaining the files of this section and General correspondence to other sections within Depot, HQ and other offices. Preparation of Bilingual Standard Format of this Depot. Preparation of various Rajbhasha's monthly, quarterly and annual Report to HQ and Railway Board. Typing of Hindi and Bangla Script when required by different sections and Officers.
- Maintaining the Hardware problem of all the Computers, Printers and UPS in this Depot. Keep in touch with (a) AMC holder for old machines having AMC, (b) Firms for new machines having warranty and chase for timely maintenance of machines. Maintaining Local Area Network and Internet of this Depot. Maintaining the accountal of accessories held in this section. Maintaining the problem of electric and AC keeping in touch with respective department. Configuring the Digital Signature Certificate. Maintaining Eastern Railway's Store Website [ermmis.gov.in](http://ermmis.gov.in).
- Maintaining the cleanness of Machines in all sections and officer's chambers. Distribution of letters, notices and formats to different sections of this office. Collection of stationary and other materials from Record Section. Movement of letters and Files to different department of HQ and further chasing the progress of the same. Maintaining the cleanness of File Racks and Almirahs etc. Assist in maintenance of LAN.

#### **2.8.17. Clothing Factory (CF ground):**

- Clothing factory supervising.
- Receiving of materials from A- ward.
- Maintaining register regarding different demand.
- Preparation of budget, WMS register, Monthly and yearly production schedule, NS-11, requisition and all other paper work.

#### **2.8.18. Clothing Factory (CF Top):**

- Stocking materials.
- Preparation of Dispatch schedule.
- Material issue and receive
- Maintenance of Registers
- Charge issue note and R.O. in IMMIS. Tally issue note and R.O. with T.R. sheet.
- Periodical stock verification.
- Preparing Stock Requisition, Issue posting on Demand Register,
- Preparing position of uniform
- Attending divisional meetings, Maintaining Liaison with competent authority/Consignees.

- Closing, Opening of Godown, Section, Peon jobs, Charge to RPF done by Tindal.
- Preparation of compliance schedule of receiving materials, Maintaining stock register, NS-11 register, shifting register of all the Divisions /workshops. Valuation of materials for dispatch. Preparation of packing slips bags and packets. Maintaining Liaison with consignee and CD section.
- Preparation of P.I. items, charge issue notes, demand register, issue note register.
- Issue and receive materials posting on Bin Card, Posting of NS-11, R.O. posting in demand register and Bin Card. Preparation of Top Sheet, Maintain T. R. Sheet.
- Scrutiny of incoming requisition of all division, maintaining demand register Summer and Winter, quantity.
- check/tally with SOR and previous demand of materials.
- Receiving Issue note from Divisions & workshops. Maintaining requisition register. Delivery receipt from clothing factory style wise and season wise.
- Matching of material received from clothing factory.
- Letter dispatching inter section.
- Pasting of accounts copy.
- Delivering Top Sheet to HQ.

#### **2.8.19. Yard Section:**

- Loading/unloading/shifting of material.
- Sweeping/Cleaning of all sections
- Maintaining of shifting duties.
- Opening/ sealing of main/jetty gate.
- Distribution of group 'D' staffs and safaiwala staffs
- Cleaning of jungle and grass cutting works

#### **2.8.20. Canteen Section:**

- Halwai cooks food for the office staffs
- Kitchen assistants assist him in his cooking.
- Wash boy washes utensils used for cooking and clean the kitchen.
- Salesman sells the cooked food to the office staffs.

**2.9.0.** The Staff position of General Store Depot /E.R./HWH under SMM/D/HWH is tabulated below:-

Sl. No.	Designation	Scale	GP	Sanc. Strength (S/S)	Men on Roll (MOR)	Vacancy
1	S&WI	9300-34800	4200	1	0	1
2	Safaiwala	5200-20200	1800	3	3	0
3	Hindi Transltr.	9300-34800	4200	1	0	1
4	Peon Jamad/Peon/RS	5200-20200	1800	22	22	0
5	Supdt. Typist	9300-34800	4600	2	2	0
6	Canteen Asst	5200-20200	1800	4	4	0
7	Canteen Asst	4440-7440	NIL	1	1	0
8	OS	9300-34800	4200	108	92	5
9	Tech/Carpenter	5200-20200	1900	4	3	1
10	Kh. H -I MP	5200-20200	1800	153	126	22
11	JE	9300-34800	4200	1	1	0
12	CDMS	9300-34800	4600	30	26	4
13	DMS	9300-34800	4200	20	14	6
14	CG-I	5200-20200	2800	26	13	9
15	CG-II	5200-20200	1900	14	0	14
16	Ch. OS	9300-34800	4600	41	34	7
17	Tech polisher	5200-20200	1900	3	2	1
18	YM	9300-34800	4200	2	0	2
19	AYM	5200-20200	2800	2	1	1
20	Typist	9300-34800	4200	1	1	0
22	Tech MT Driver	5200-20200	2800	5	3	2
23	Tech Tindal	5200-20200	1900	31	28	3
24	Steno	5200-20200	2800	1	0	1
25	Steno	9300-34800	4200	1	1	0
26	Tech sign writer	5200-20200	1900	1	1	0
27	Tech Painter	5200-20200	1900	6	3	3
28	Tech Fitter	5200-20200	1900	1	1	0
30	Dy.CYM	9300-34800	4600	1	0	1
31	Tech Tsmh	5200-20200	1900	1	1	0
32	Sr. Tailor Supv.	9300-34800	4200	1	1	0
33	Tailor Helper	5200-20200	1900	4	4	0
35	Tech -I Cutter	5200-20200	2800	7	7	0
36	Sr. Tech	9300-34800	4200	3	3	0
37	Tech -II	5200-20200	2400	1	1	0
38	Tech.-III	5200-20200	1900	2	2	0
<b>TOTAL-----→</b>				<b>505</b>	<b>401</b>	<b>84 + 20*</b>

\* 20 nos. of vacant posts are transferred and operated in HWH Division.

**2.10.0.** The Ward wise items dealt at HGS depot is tabulated below:

<b>WARD</b>	<b>Respective iMMIS Ref. Ward code Nos.</b>	<b>Nos. of Stock items dealt (Nos.)</b>	<b>Nomenclature of items</b>
A-Ward	1	<b>136</b>	Signal & Telecom Items
	6	<b>71</b>	Electrical Items
	7	<b>38</b>	Basic Cloth items
	8	<b>71</b>	Bed Roll Items
B-Ward	2	<b>38</b>	Acids & Chemicals
	9	<b>36</b>	Jute Items
	10	<b>49</b>	Brass, Misc. Engg. & Tools, Medical Items
C-Ward	3	<b>197</b>	BOX (N) Wagon items
	11	<b>91</b>	LHB Coaching Items
	12	<b>136</b>	Coaching Items
Clothing Factory (Top)	4	<b>55</b>	Railway Board Guided Uniforms
Khana Oil Depot	5	<b>05</b>	Oils
Total		<b>923</b>	

**2.11.0.** In the above context, it is worthwhile to mention here that HGS depot has 03 wards viz. A-Ward, B-Ward & C-Ward. A-Ward deals the items having iMMIS Ward Code Nos. 1,6,7 & 8. B-Ward deals the items having iMMIS Ward Code Nos. 2,9 & 10 & C-Ward deals the items having iMMIS Ward Code Nos. 3,4,5,11 & 12.

Each of the above three Ward deals loading, unloading & stacking of its respective nominated Stock & Non-Stock materials. Besides it, the main function of each & every 'Ward' is to issue materials to the respective consuming Rly. Units based on the duly approved requisition. On the other hand every Ward receives materials from A-Shed, B-Shed & C-Shed after its inspection and subsequent issue of R/Note (Receipt Note) as a regular measure.

**2.12.0.** In case of the transit items, (i.e. the items for which HGS Depot is not the Stock Holder rather receives the Firm's supply, issues respective R/Note in favour of the Stock Holding Depot) after completion of all official procedure, HGS Depot forwards the same to Stock Holding Depot. Therefore, in such cases there is no material transaction related involvement of the said 03 nos. HGS Depot stocking wards viz. A-Ward, B-Ward & C-Ward.

**2.13.0.** Study team collected and compared the data pertaining to day to day performance of the HGS depot for the two consecutive F.Y.s 2015-16 & 2017-18 leaving F.Y. 2016-17. The summary of the data is tabulated below:



**TABLE-I**

Year	Ward Nos. Code	Nos. of Receipt Note dealt	Total Receipt Value (in Lakh)	Nos. of Issue Note dealt	Total value of Issue Note (in Lakh)	Total (Issue + Receipt)	
						Total Nos. dealt	Total values (in Lakh)
2015-16	1	209	2520.83	699	2512.86	908	5033.69
2015-16	2	58	392.37	1626	374.47	1684	766.84
2015-16	3	291	1247.16	2959	1285.47	3250	2532.63
2015-16	4	175	267.52	607	269.17	782	536.69
2015-16	5	85	338.28	312	343.31	397	681.59
2015-16	6	74	391.9	2793	417.06	2867	808.96
2015-16	7	41	207.77	193	190.07	234	397.84
2015-16	8	119	1599.58	2373	1634.85	2492	3234.43
2015-16	9	82	200.8	2187	208.68	2269	409.48
2015-16	10	56	168.93	1176	167.52	1232	336.45
2015-16	11	49	95.15	183	62.63	232	157.78
2015-16	12	161	685.3	3832	727.83	3993	1413.13
<b>Total -----&gt;</b>		<b>1400</b>	<b>8115.59</b>	<b>18940</b>	<b>8193.92</b>	<b>20340</b>	<b>16309.51</b>

**TABLE-II**

Year	Ward Nos. Code	Nos. of Receipt Note dealt	Total Receipt Value (in Lakh)	Nos. of Issue Note dealt	Total value of Issue Note (in Lakh)	Total (Issue + Receipt)	
						Total Nos. dealt	Total values (in Lakh)
2017-18	1	162	2647.83	545	2650.04	707	5297.87
2017-18	2	55	338.80	1956	338.95	2011	677.75
2017-18	3	287	1419.41	2695	1430.38	2982	2849.79
2017-18	4	78	61.03	300	132.39	378	193.42
2017-18	5	137	666.34	308	666.22	445	1332.56
2017-18	6	42	279.05	1926	296.19	1968	575.24
2017-18	7	50	377.87	183	273.67	233	651.54
2017-18	8	131	1683.34	1942	1690.80	2073	3374.15
2017-18	9	71	187.48	1840	183.82	1911	371.30
2017-18	10	39	110.31	1261	110.29	1300	220.61
2017-18	11	75	201.71	496	194.43	571	396.13
2017-18	12	172	406.76	3200	423.75	3372	830.51
<b>Total -----&gt;</b>		<b>1299</b>	<b>8379.95</b>	<b>16652</b>	<b>8390.94</b>	<b>17951</b>	<b>16770.89</b>

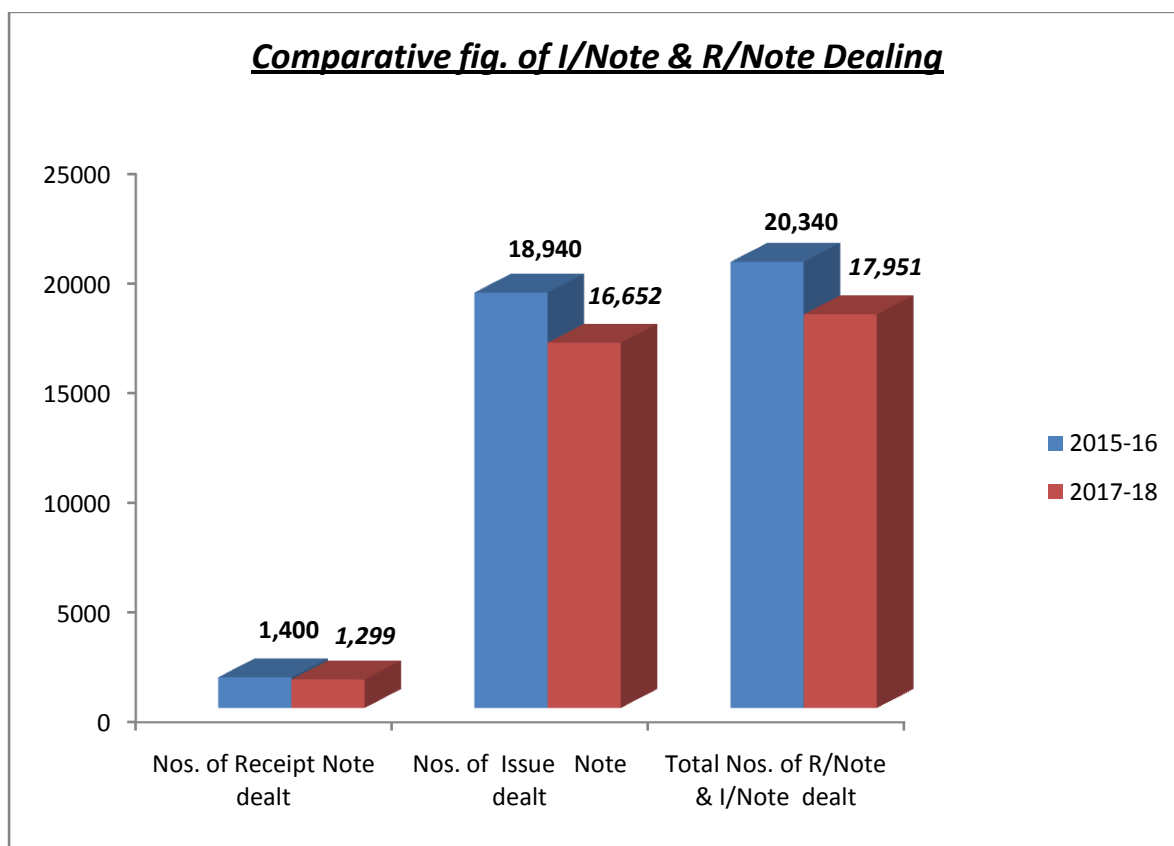
**TABLE-III**

A Summarised figure of TABLE-I & Table-II is further tabulated below:-

Year	Nos. of Receipt Note dealt	Total Receipt Value (in Lakh)	Nos. of Issue Note dealt	Total value of Issue Note (in Lakh)	Total (Issue + Receipt)	
					Total Nos. dealt	Total values (in Lakh)
2015-16	1400	8115.59	18940	8193.92	20340	16309.51
2017-18	1299	8379.95	16652	8390.94	17951	16770.89

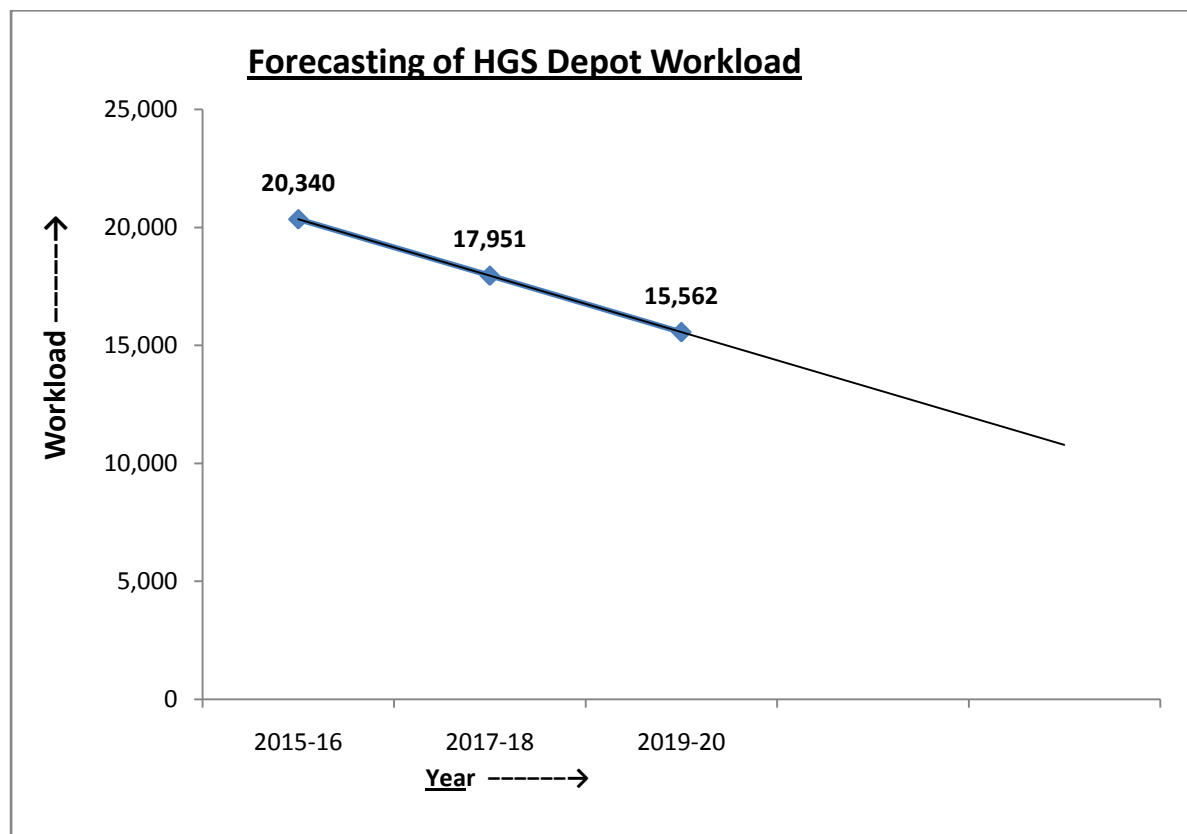
**2.14.0.** Study Team noted that the quantum of HGS depot workload is primarily related to Nos. of Issue Note & Receipt Note dealt by its different sections, offices. The associated money value of the respective Issue Notes & Receipt Notes is of secondary importance in nature. Thus, dealing quantity of both Issue Notes & Receipt Notes during two consecutive years are considered for graphical representation to compare the quantum of Workload catered during F.Y.s 2015-16 & 2017-18:-

Year	Nos. of Receipt Note dealt	Nos. of Issue Note dealt	Total Nos. of R / Note & I/Note dealt
2015-16	1,400	18,940	20,340
2017-18	1,299	16,652	17,951



- 2.15.0.** The Ward-wise annual workload during F.Y.s 2015-16 & 2017-18, related to the issue & receipt of the materials is tabulated above wherein dealings of the 'Issue & Receipt Notes' by each ward is clearly shown.
- 2.16.0.** To cater the aforesaid workload, ministerial & non-ministerial staff of HGS Depot is deployed based on requirement. Thus, it is obvious that the nos. of 'Issue & Receipt Notes' dealt by each ward and the subject HGS Depot as a whole, is the indicator of out-turn of all categories staff i.e. ministerial & non-ministerial staff such as artisan staff, helpers, etc.
- 2.17.0.** Keeping that idea in view, output figures during F.Y.s 2015-16 & 2017-18 of HGS Depot has been consulted by study team to forecast the onward workload. To explore the forecasting of workload, linear Forecasting Techniques has been followed and result is stated below both analytically & Graphically :-

Sl. No.	Year	Workload	Other Remarks, If any.
1.	2015-16	20,340	NIL
2.	2017-18	17,951	NIL
3.	2019-20	15,562	NIL



**2.18.0.** Study Team evaluates the revised man power requirement to cater the present reduced workload at HGS Depot. Thus, considering proportionate man power reduction,

The revised Man power =  $1 - \{(20,340 - 17,951)/20,340\} \times 505$  i.e. 445.68 Posts  $\approx$  446 Posts.

**2.19.0.** During conducting the subject Work Study, Study Team noticed that the competent authority has issued a directives related to supply of service uniform to the entitled Railway Staff. According to this new directives, henceforth uniform allowance to be given to entitled staff in place of providing cut piece of cloth.

**2.20.0.** The HGS Depot has a full fledged Clothing Factory. Moreover, the necessary Cloth pertains to the uniform is a regular stock item of the subject Depot. The immediate effects of the said uniform related order directly reduce the workload of HGS Depot to a great extent. However, Study team taken a very lenient view at the time of conducting the subject work study and the proportionate / lump sum workload reduction is considered as more or less six percent.

**2.21.0.** Thus, the revised and bare requirement of Man power finally becomes (446 Posts - 6% of 446 Posts) i.e. 419.24 Posts.

**2.22.0.** Thus, the revised Bare Requirement = 419.24 Posts

Allowance for Leave Reserve = 12.5 % of 419.24 Posts i.e. 52.405 Posts.

Proposed Man-Power = Bare Requirement + Allowance for Leave Reserve  
i.e. 419.24 Posts + 52.405 Posts i.e. 471.645  $\approx$  472 Posts.

Nos. of **Surplus Posts** evaluated = 505 Posts - 472 Posts i.e. **33 Posts**.

**2.23.0. RECOMMENDATION :**

*It is **recommended** that the **revised sanctioned strength** of Howrah General Store (HGS) depot may be considered **as 472 posts** against the **existing sanctioned strength of 505 posts**.*

*Hence, the resulting **surplus of 33 posts** may be **surrendered** right away from the Book of sanction of Howrah General Store (HGS).*

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### CHAPTER-III

#### **3.0.0. FINANCIAL APPRAISAL:**

3.1.0. According to recommendation made in para-2.23.0 the financial savings achieved on account of surrendering of 33 posts from HGS depot is calculated based on lower Grade pay.

<i>Level</i>	<i>Grade Pay (In Rs.)</i>	<i>Scale of Pay (In Rs.)</i>	<i>Mean Pay (In Rs.)</i>	<i>D.A. @ 9%</i>	<i>Total monthly Pay/Staff (In Rs.)</i>	<i>Nos. of Posts Surplus</i>	<i>Monthly Savings (In Rs.)</i>	<i>Minimum Annual Savings (In Rs.)</i>
1	1,8000.00	18,000 - 56,900/-	37,450.00	3,370.50	40,820.50	33	13,47,076.50	1,61,64,918.00 i.e. 1.62 Crore (Approx.)

3.2.0. Thus, consequent upon implementation of recommendation, **the annual savings would be Rs.1.62 Crore approximately.**