

**NORTHEAST FRONTIER RAILWAY**



**WORK STUDY REPORT ON  
ADEQUACY OF STAFF STRENGTH OF STORES DEPOT/MLDT  
DIESEL SHED UNDER AMM/MLDT**

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**STUDY NO. WSNF/22/2019-20**

**CASE NO. Z/375/10/22-19**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

**SUBJECT: ADEQUACY OF STAFF STRENGTH OF STORES DEPARTMENT/  
MLDT DIESEL SHED UNDER AMM/MLDT, N.F. RAILWAY**

**STUDY NO:** WSNF/22/19-20

**CASE NO:** Z/375/10/22-19

**AUTHORITY:** SDGM of N.F.Railway.

**CONCERN DEPOT:** STORES DEPOT / MLDT DIESEL SHED

**DEPARTMENT:** STORES

**TERMS OF REFERENCE:** To assess the requirements of Staff Strength of Stores Depot Under AMM/MLDT

**NO. OF RECOMMENDATION:** One

After critical examination of the workload and activities out of **14 vacant posts** total **11 Nos of posts** ( Viz. 03 Nos Posts in OS/G category, 03 Nos Sr Clerk, 03 Nos Helper, 01 No Typist & 01 No. M/Cleaner) under AMM/MLDT are surplus, which may be surrendered and the BOS may be corrected accordingly.

**PROJECTED MAN POWER SAVINGS:** 11 Nos.

**PROJECTED FINANCIAL SAVING:** Rs.42.73 Lakhs per annum.

**MONTH AND YEAR OF CIRCULATION:** May 2019

## **I N D E X**

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## **CHAPTER – I**

### **1.0 INTRODUCTION:**

Malda Store Deplot established in 1984 and foundation stone of the shed was laid by Honourable A.B.A. Gani Khan Choudhury, Honourable Railway minister on November 13, 1982. Malda Diesel shed was originally Steam shed but with the introduction of Diesel Traction this shed was converted to Diesel and became the first BG Diesel shed in NF Region from 20/10/1984. Initially holding was 20 WDM2 locos only. At present holding are 78 locomotives. Stores depot feeding materials not only to this Diesel shed but also to NGC & SGUJ.

### **1.1 RATIONALE FOR CONDUCTING THIS STUDY:**

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Availability of better process/technology.
- Reducing/removing redundancy in work.

### **1.2 AUTHORITY:**

SDGM of N.F.Railway.

### **1.3 TERMS OF REFERENCE:**

Review of Staff Strength of stores department of MLDT Diesel shed  
Under AMM/MLDT

### **1.4 METHODOLOGY:**

- a) Collection of data relating to workload.
- b) Discussion with AMM/MLDT & Subordinates and obtaining their views.
- c) Assess the workload for various wards of store depot.
- d) Assess the staff requirements for the above workload.
- e) Collection & evaluation of data in respect of receipt & Issue transactions of different wards & sections.
- f) Examination of facts & figure keeping in view the present work load vis – a – vis Man power available .
- g) View and suggestions.
- h) Arriving at the optimum requirement of Man power for the present workload.

### **1.5 ACKNOWLEDGEMENT:**

Work study team is grateful to Sri Pratyush Katiyar, AMM/MLDT, Sri Suvram Saha CDMS/G/MLDT for their kind guidance and co-operation for conducting this study.

## CHAPTER-II

### **2.0 SUMMARY OF WORK LOAD**

Stores department which is responsible for all the functions of material management of Indian Railways is headed by Railway Board by Adviser Stores. At MLDT stores department is headed by Asst. Material Manager of Stores who reports to Dy. CMM/NJP & PCMM/MLG.

A very large number of items required by the Railways are still procured through the agency of director general, supplies and Disposals. The items purchased can broadly be classified into two categories, stock and non-stock items, which are consigned by the vendors directly to the final consignees as and when required. All items whether stock or non stocks are purchased through the stores department.

The main activities of Wards/sections are receipt of materials, delivery, issue of issue notes, depot transfer issue notes, preparation of annual stock requirement, making entries in ledger folios, receipt of materials/procurement/purchase etc.

This depot works through various wards like Receipt and Issue wards mentioned below :

### **2.1 WORK LOAD & STAFF STRENGTH OF GENERAL STORES DEPOT /MLDT FOR THE YEAR-2018-19.**

#### **A - JURISDICTION OF MLDT GENERAL STORES DEPOT.**

- I) Entire MLDT Diesel shed, NGC shed & SGUJ shed under the jurisdiction of AMM/MLDT.
- II) Stationery Items almost the entire above depots of N.F.Railway.

#### **B- POSITION OF DBRT/ STORE FOR THE YEAR - 2018-19.**

**A. Total No. of Cards : 782 Out of Stock : 79**

**B. Annual Transaction for the 2017-18 :-**

**(Figure in Crores of Rs.)**

<b>OB</b>	<b>Cum-Receipt</b>	<b>Cum-Issue</b>	<b>CB</b>
<b>2.66 Cr.</b>	<b>13.66 Cr.</b>	<b>7.70 Cr.</b>	<b>5.86 Cr.</b>

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#### **C- Work Load of Wards and Sections (From April,2018 to March,2019):-**

1. AMM office :

##### **Deployment of Staff.**

<b>SN</b>	<b>Category</b>	<b>Scale</b>	<b>G/Pay</b>	<b>On Roll</b>
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/G	RS. 9300-34800/- L-7	4600	01
3	OS/G	RS. 9300-34800/- L-6	4200	01
4	Peon	RS. 5200-20200/- L-2	1900	01
5.	Helper	RS. 5200-20200/- L-1	1800	01
			Total	05

2. **DMW (Diesel Modernisation Works/Patiala) Section :**  
**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	OS/G	RS. 9300-34800/- L-7	4600	01
3.	Helper Gr-II	RS. 5200-20200/- L-1	1800	02
			Total	04

3. **CDMS I/C Office:**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	Motor Driver	RS. 5200-20200/- L-4	2400	01
3.	Helper	RS. 5200-20200/- L-2	1900	01
4.	S/Cleaner	RS. 5200-20200/- L-1	1800	01
			Total	04

4. **Ward No 01**

- (a) Groups Dealt with - 10,11,12,17,98  
(b) No. of Cards Dealt with - 574 Nos.  
(c) Nos of stores out of stock - 107 Nos.  
(d) TRANSACTIONS:

**Receipt**

601 Nos.

**ISSUES**

1079 Nos.

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	OS	RS. 9300-34800/- L-7	4600	01
3.	Helper -I	RS. 5200-20200/- L-3	2000	03
			Total	05

5. **Ward No. 02**

- (a) Group Dealt with = 12,15,18,75,98  
(b) No. of Cards dealt with = 350 nos,  
(c) No. of Stores out of Stock = 90 nos,  
(d) TRANSACTIONS:

**Receipt**

305 Nos

**ISSUES**

604 Nos.

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS	RS. 9300-34800/- L-7	4600	01
2.	OS/I	RS. 9300-34800/- L-6	4200	01
3.	Helper	RS. 5200-20200/- L-2	1900	02
			Total	04

**6. Ward No 3 (Misc. & Lube oil, Inventory control)**

- (a) Group Dealt with = 70,71,72,75,76,77,79,80,81,84,90,43,98  
 (b) No. of Cards dealt with = 79 Nos.  
 (c) No. of Stores out of Stock = 130 Nos.  
 (d) TRANSACTIONS:

**Receipt**  
**125 Nos**

**Issue**  
**497 Nos.**

**Value : Rs. 2.11 Crores**

**Value : Rs. 1.78 Crores**

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	CDMS-I	RS. 9300-34800/- L-7	4600	01
2.	Ch OS/I	RS. 9300-34800/- L-6	4200	01
3.	Helper	RS. 9300-34800/- L-4	2400	02
			Total	04

**7. Ward No. 04**

- (a) TRANSACTIONS:

**Receipt**  
**1083 Nos.**

**Issues**  
**Nil**

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll
1.	DMS	RS. 9300-34800/- L-6	4200	01
2.	OS/G	RS. 9300-34800/- L-6	4200	01
3	Helper	RS. 5200-20200/- L-2	1900	04
		Total		06

➤ **Summarised BOS, On Roll & Vacancy Position at AMM/MLDT is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANC TION	ON ROLL	VACANCY
1.	CHIEF OS/G	09300-34800/-	4600/- L-7	01	01	0
2.	OS/(G)	09300-34800/-	4200/- L-6	09	06	03
3.	SR. CLERK	05200-20200/-	2800/- L-5	04	0	04
4.	JR. CLERK(G)	05200-20200/-	1900/- L-2	01	0	01
5.	CDMS	09300-34800/-	4600/- L-7	06	06	0
6.	DMS	09300-34800/-	4200/- L-6	02	01	01

7	Typist	05200-20200/-	2800/- L-5	01	0	01
8.	Peon	05200-20200/-	1800/- L-1	01	01	0
9.	M/DRIVER,GR-II	05200-20200/-	2400/- L-4	01	01	0
10.	Helper	05200-20200/-	1800/- L-1	18	15	03
11.	S.Cleaner	05200-20200/-	1800/- L-1	01	01	0
12.	M/Cleaner	05200-20200/-	1800/- L-1	01	0	01
		TOTAL		46	32	14

### **CHAPTER-III**

#### **3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:**

While going through the work study of Store depot it is observed that there is no specific yard stick to measure the volume of work load. It is recommended that yard sticks should be fixed based on a scientific work study and reviewed periodically to account for the changes in the competence profile of the staff, the market condition and other environmental factors. Considering 290 working days in a year (excluding holidays) the transactions in different wards / sections in a year have been worked out per day basis. The work study team then critically analyzed these transactions / activities with respect to how much transaction activities a normal person can handle per day. Based on this, the requirement of different categories of staff have been worked out which are shown below ward / section wise. The distribution of staff is considered to be adequate including LR.

#### **3.1 Computerisation**

In January 1984, a comprehensive Material Management Information System (MMIS) for better Inventory Control and Stores Purchase was designed by the System Development Group (SDG),

#### **3.2 New MMIS**

Railway Board vide their letter dated 11 November 1997, decided to form a Systems Development Team on Central Railway to develop new MMIS applications on an on-line environment making use of an RDBMS and new hardware systems.

#### **3.3** The activities and work load involved with the Staff under the Office of SMM/MLDT and positions of vital categories have already been discussed/detailed in Chapter-II above and those categories which are losing their existence with the change of working scenario & introduction of wide range of outsourcing in respective departments. De-centralization of store depot had also another factor of decreasing the work load of SMM/MLDT. BOS of various staff in different category shown by SMM/MLDT is scientifically calculated as per their work load. Audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of General Store Depot under SMM/MLDT of N.F.Railway .



- 3.4 As discussed in para-3.1 & 3.2, computerization and use of MMIS in the SMM/MLDT store depot would have required if work load was sufficient to justify the computerization of the said Depot. However, the study team has gathered the relevant data from the Depot. in presence of SMM/MLDT, which is reproduced below.

3.5 **REQUIREMENT OF STAFF :- (Ref. chapter II)**

- **WORK LOAD OF OS/G:**

This category is entrusted to look after establishment matters of staff, attendance, all establishment and stores correspondence. Based on the yard sticks he should review periodically to account for the workload and consequently update the competence and adequacy of the staff at MLDT/Diesel shed stores depot. He also monitor the audit cases, Pension cases, MACP of staff, Maintenance of P/Case also dealt with court cases of MLDT Store depot of N.F.Railway .

Against the sanctioned strength of 09 Nos of OS/G posts, presently the Depot is running smoothly with 06 Nos. of OS/G, which yields the existing vacancy to 03. The on roll strength of Sr. Clerk & Jr. Clerk category of this depot is NIL. On going through the work load & as there is no incumbency to become OS from Sr. Clerk or Jr. Clerk category the work study team recommends to surrender **03 Nos. vacant posts of OS/G category to may be surrender.**

- **WORK LOAD OF Sr. CLERK:**

The Sr. Clerk is entrusted to work with staff establishment matters such as promotion, training, salary & wages maintains of personal record, issue of passes & PTOs and settlement of payment & other dues.

Against the sanctioned strength of 04 Nos of Senior clerk posts, presently the Depot is running without any Sr. Clerks. Keeping in mind of promotional avenue and future expansion of work load 01 No. of Sr. Clerk may be proposed in BOS and **03 Nos. vacant posts of Sr Clerk category may be surrender.**

- **WORK LOAD OF TYPIST:**

This category is engaged for typing job but now a days all typing job are made through Computer, which is readily available at each & every section. Hence, this category has no any vital utility. **Moreover, this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010. Hence 01 vacant post may be surrender & deleted from BOS.**

- **WORK LOAD OF HELPER**

This category is the assistance category of field as well as office. For regular day to day work of the depot this category is employed as an assistant towards field work , office etc..

Against the 18 nos sanctioned posts, the Depot is running with 15 posts & keeping 03 nos post vacant. By considering the work load the vacant 03 nos post of Helper category may be recommended for surrender.

**Also this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

- **WORK LOAD OF M/CLEANER**

This category is the assistance category of Motor Driver as well as cleaning the vehicle, regular checking and monitoring the running vehicle as and when attention required.

Against the sanctioned strength of 01 No. post, presently the Depot is running without any M/Cleaner. **Moreover, this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.** Considering the work load the vacant 01 no post of M/Cleaner category may be recommended for surrender.

**The detail staff position along with additional post proposed at all different wards/section under AMM/MLDT is furnished below:**

4. **AMM office :**  
**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01	0
2.	Ch OS/G	RS. 9300-34800/- L-7	4600	01	01	0
3	OS/G	RS. 9300-34800/- L-6	4200	01	01	0
4	Peon	RS. 5200-20200/- L-2	1900	01	01	0
5.	Helper	RS. 5200-20200/- L-1	1800	01	01	0
			Total	05	05	0

5. **DMW (Diesel Modernisation Works/Patiala) Section :**  
**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01	0
2.	OS/G	RS. 9300-34800/- L-7	4600	01	01	0
3.	Helper Gr-II	RS. 5200-20200/- L-1	1800	02	02	0
			Total	04	04	0

6. **CDMS I/C Office:**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01	0
2.	Motor Driver	RS. 5200-20200/- L-4	2400	01	01	0
3.	Helper	RS. 5200-20200/- L-2	1900	01	01	0
4.	S/Cleaner	RS. 5200-20200/- L-1	1800	01	01	0
			Total	04	04	0

4. **Ward No 01**

(a) Groups Dealt with - 10,11,12,17,98

- (b) No. of Cards Dealt with - 574 Nos.  
(c) Nos of stores out of stock - 107 Nos.  
(d) TRANSACTIONS:

**Receipt**

601 Nos.

**ISSUES**

1079 Nos.

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01	0
2.	OS	RS. 9300-34800/- L-7	4600	01	01	0
3.	Helper -I	RS. 5200-20200/- L-3	2000	03	03	0
			Total	05	05	0

**5. Ward No. 02**

- (d) Group Dealt with = 12,15,18,75,98  
(e) No. of Cards dealt with = 350 nos,  
(f) No. of Stores out of Stock = 90 nos,  
(d) TRANSACTIONS:

**Receipt**

305 Nos.

**ISSUES**

604 Nos,

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS	RS. 9300-34800/- L-7	4600	01	01	0
2.	OS/I	RS. 9300-34800/- L-6	4200	01	01	0
3.	Helper	RS. 5200-20200/- L-2	1900	02	02	0
			Total	04	04	0

**6. Ward No 3 (Misc. & Lube oil, Inventory control)**

- (d) Group Dealt with = 70,71,72,75,76,77,79,80,81,84,90,43,98  
(e) No. of Cards dealt with = 79 Nos.  
(f) No. of Stores out of Stock = 130 Nos.  
(d) TRANSACTIONS:

**Receipt**

125 Nos

**Issue**

497 Nos.

**Value : Rs. 2.11 Crores**

**Value : Rs. 1.78 Crores**

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	CDMS-I	RS. 9300-34800/- L-	4600	01	01	0

		7				
2.	Ch OS/I	RS. 9300-34800/- L-6	4200	01	01	0
3.	Helper	RS. 9300-34800/- L-4	2400	02	02	0
			Total	04	04	0

**7. Ward No. 04**

(b) TRANSACTIONS:

**Receipt  
1083 Nos.**

**Issues  
Nil**

**Deployment of Staff.**

SN	Category	Scale	G/Pay	On Roll	Proposed BOS	Proposed Surplus
1.	DMS	RS. 9300-34800/- L-6	4200	01	01	0
2.	OS/G	RS. 9300-34800/- L-6	4200	01	01	0
3	Helper	RS. 5200-20200/- L-2	1900	04	04	0
		Total		06	06	0

➤ **Summarised BOS, On Roll & Vacancy Position at AMM/MLDT is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANC TION	ON ROLL	VACANCY
1.	CHIEF OS/G	09300-34800/-	4600/- L-7	01	01	0
2.	OS/(G)	09300-34800/-	4200/- L-6	09	06	03
3.	SR. CLERK	05200-20200/-	2800/- L-5	04	0	04
4.	JR. CLERK(G)	05200-20200/-	1900/- L-2	01	0	01
5.	CDMS	09300-34800/-	4600/- L-7	06	06	0
6.	DMS	09300-34800/-	4200/- L-6	02	01	01
7	Typist	05200-20200/-	2800/- L-5	01	0	01
8.	Peon	05200-20200/-	1800/- L-1	01	01	0
9.	M/DRIVER,GR-II	05200-20200/-	2400/- L-4	01	01	0
10.	Helper	05200-20200/-	1800/- L-1	18	15	03
11.	S.Cleaner	05200-20200/-	1800/- L-1	01	01	0
12.	M/Cleaner	05200-20200/-	1800/- L-1	01	0	01
		TOTAL		46	32	14

## CHAPTER-IV

### 4.0

### PROPOSED & SURPLUS STAFF

As discussed in critical analysis in para-3 of Chapter- III, the proposed strength and proposed surplus staff of various categories are tabulated below:

#### **SUMMARISED STRENGTH OF MLDT GENERAL/STORE WITH ON ROLL & PROPOSED SURRENDER**

➤ **BOS, On Roll & Vacancy Position at Dy.CMM/MLDT is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SAN CTION	ON ROLL	VACANCY	Proposed BOS	Proposed Surplus
1.	CHIEF OS/G	09300-34800/-	4600/- L-7	01	01	0	01	0
2.	OS/(G)	09300-34800/-	4200/- L-6	09	06	03	06	03
3.	SR. CLERK	05200-20200/-	2800/- L-5	04	0	04	01	03
4.	JR. CLERK(G)	05200-20200/-	1900/- L-2	01	0	01	01	0
5.	CDMS	09300-34800/-	4600/- L-7	06	06	0	06	0
6.	DMS	09300-34800/-	4200/- L-6	02	01	01	02	0
7	Typist	05200-20200/-	2800/- L-5	01	0	01	0	01
8.	Peon	05200-20200/-	1800/- L-1	01	01	0	01	0
9.	M/DRIVER,GR-II	05200-20200/-	2400/- L-4	01	01	0	01	0
10.	Helper	05200-20200/-	1800/- L-1	18	15	03	15	03
11.	S.Cleaner	05200-20200/-	1800/- L-1	01	01	0	01	0
12.	M/Cleaner	05200-20200/-	1800/- L-1	01	0	01	0	01
		TOTAL		46	32	14	35	11

## CHAPTER-V

### 5.0 RECOMMENDATION:

After critical examination of the workload and activities out of **14 vacant posts** total **11 Nos of posts** ( Viz. 03 Nos Posts in OS/G category, 03 Nos Sr Clerk, 03 Nos Helper, 01 No Typist & 01 No. M/Cleaner) under AMM/MLDT are surplus, which may be surrendered and the BOS may be corrected accordingly.

## **CHAPTER-VI**

### **6.0                      EXPENDITURE / FINANCIAL SAVINGS PER ANNUM**

The expenditure involved in surplus posts per annum is as follows-

SN	SCALE (In Rs)	G/PAY	Pay as per 7 <sup>th</sup> CPC	Category	No. of Posts surplus	Expenditure per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	9300- 34800	4200	38586/-	OS/G	03	43188 X 03 = 129564/-	15,54,768/-
2	5200- 20200	2800	31828/-	Sr. Clerk	03	35624/-X 3= 106872/-	12,82,464/-
3	5200- 20200	2800	31828/-	Typist	01	31828/-	3,81,936/-
4	5200- 20200	1800	19620/-	Helper	03	21960/-X 3 =65880/-	7,90,560/-
5	5200- 20200	1800	19620/-	M/Cleaner	01	21960/-	2,63,520/-
Total					23		42,73,248/-

**Total surplus = 11 posts**

**Projected Recurring saving / annum = Rs. 42.73 lakhs.**

## **CHAPTER – VII**

### **7.0                      READY RECKONER**

SCALE (In Rs)	G/Pay (In Rs)	Pay as per 7 <sup>th</sup> CPC (In Rs)	DA (12 %) (In Rs)	SDA 10 % (In Rs)	Total Salary PM (In Rs)
9300-34800	4200	35400	4248	3540	43188/-
5200-20200	2800	29200	3504	2920	35624/-
5200-20200	1800	18000	2160	1800	21960/-

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