



**OPTIMIZATION & INCREASING EFFICIENCY
OF
STAFF WORKING AT GENERAL STORES DEPOT
JODHPUR**

(G/HQ/WS/463/21/Stores/JU/2017-18)

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NORTH WESTERN RAILWAY
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EXECUTIVE SUMMARY

Sr. No.	21
Study No.	G/HQ/WS/463/21/Stores/JU/2017-18
Subject	Optimization and increasing efficiency of Staff working at General Stores Depot, Jodhpur.
Area	Jodhpur division
Division	Jodhpur
Department	Stores
Terms of Reference	Assessment of Man Power requirement
Present Cadre	Sanctioned Staff = 232 On Roll Staff = 139 Vacancies = 93
Proposed Cadre	192
Projected Surplus Man Power	40
Total No. of Recommendations	05
Financial Implication	Rs. 292.94 Lac per annum
Month of Circulation	April'2019

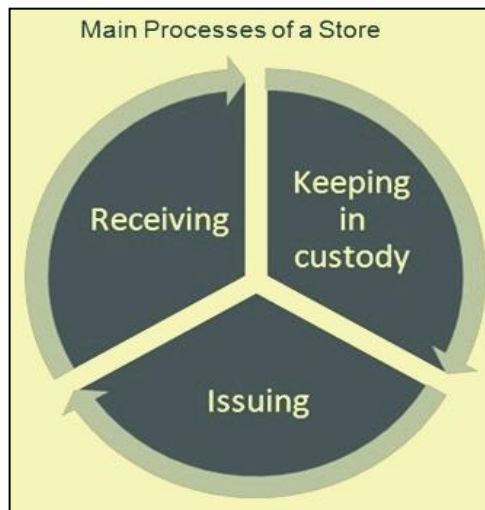
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Store is an important component of material management since it is a place that keeps the materials in a way by which the materials are well accounted for, are maintained safe, and are available at the time of requirement. Storage is an essential and most vital part of the economic cycle and store management is a specialized function, which can contribute significantly to the overall efficiency and effectiveness of the materials function. Literally store refers to the place where materials are kept under custody.

Typically a store has a few processes and a space for storage. The main processes (Fig 1) of store are:

- (i) to receive the incoming materials (receiving),
- (ii) to keep the materials as long as they are required for use (keeping in custody), and
- (iii) to move them out of store for use (issuing).



Main processes of a store

Store is to follow certain activities which are managed through use of various resources. Store management is concerned with ensuring that all the activities involved in storekeeping and stock control are carried out efficiently and economically by the store personnel

The basic responsibilities of store are to act as custodian and controlling agent for the materials to be stored, and to provide service to users of these materials. Proper management of store systems provides flexibility to absorb the shock variation in demand, and enable purchasing to plan ahead.

Store needs a secured space for storage. It needs a proper layout along with handling and material movement facilities such as cranes, forklifts etc, for safe and systematic handling as well as stocking of the materials in the store with an easy traceability and access. It is to maintain all documents of materials that are able to trace an item, show all its details and preserve it up to its shelf life in the manner prescribed or till it is issued for use. Store is to preserve the stored materials and carry out their conservation as needed to prevent deterioration in their qualities. Also store is to ensure the safety of all items and materials whilst in the store which means protecting them from pilferage, theft, damage, deterioration, and fire.

The task of storekeeping relates to safe custody and preservation of the materials stocked, to their receipts, issue and accounting. The objective is to efficiently and economically provide the right materials at the time when it is required and in the condition in which it is required. The basic job of the store is to receive the materials and act as a caretaker of the materials and issue them as and when they are needed for the activity of the organization.

Once the material has been received and cleared through inspection and accepted for use, it needs safe custody of the stores. The role of custody is to receive and preserve the material. A stage comes

when the material is needed for use. Store at that time releases the material from its custody to the user department and the process is called 'issue of goods. It might also happen that after partial use, some materials having useable value in future are returned to the store and thus they also become part of the custody again.

Storekeeping activity does not add any value to the materials. In fact it adds only to the cost. The organization is to spend money on space (expenditure on land, building passage and roads), machinery (store equipment), facilities (e.g. water, electricity, communication etc.), personnel, insurance, maintenance of store equipment, stationary etc. All of these get added to the organizational overheads and finally get reflected in the costing of the finished product. However, it is an essential function in any organization.

To reduce the cost of finished product it has become essential to optimize the available resources and in the sector of material management, introduction of digitalization is an important step towards optimization of resource management. In the Indian Railways Integrated Material Management System (IMMS) has already been introduced. IMMS has been integrated with IREPS for direct uploading of tenders from IMMS to IREPS and transfer of Bid data back to IMMS for online purchase order preparation. IMMS is integrated with IPAS for providing purchase order and material receipt / acceptance data for online vendor payment process in IPAS. Purchase order prepared in IMMS is being delivered to vendors online. This has reduced the manual effort in procurement of material drastically.

Along with, various activities over the Indian Railways have also been outsourced with the material, which has further reduced the need of stocking of these materials being used till time to accomplish these activities.

It has been noticed by the Work Study Team that modernization, advancement in technology and computerization have been absorbed in every sphere of the Railways but we could not get the ultimate results yet. So, if we want to use, the optimum utilization of our men power and other resources, we have to adopt the following ways to achieve our objectives:-

- Continuous improvement through constant monitoring and upgrading process.
- Effective reductions in unnecessary expenditure.
- Make effective and in proper absolute manner to available equipments, techniques and policies.
- Improving Human Resource and mechanisms like annual assessment, training etc.
- Optimum utilization of man power by using Multi-skilling, closure of duplicate activities and adopt bench marking in key activities.

In view of above an immense need was felt to review the cadre of General Store Depot, Jodhpur. The matter was brought forward to the SDGM/NWR and permission was granted to conduct Work Study Report in the subject matter.

CHAPTER 2	ACKNOWLEDGEMENT
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- 2.1** The success and final outcome of this report required a lot of guidance and assistance from many officials and we are extremely fortunate to have got this all along the completion of the Work Study Report. Whatever we have done is only due to such guidance and assistance and we would not forget to thank them. We respect and thank to Stores Officers for giving support to work study team during conducting study, we are extremely grateful to them for providing such a thoughtful guidance and support.

This Work Study Report could not be completed without the efforts and extended cooperation from coordinator of the department Shri Aashu Jain, CDMS/Gen., Sh.Sadma Tirki, Ch.OS/Gen and Sh.Syam Lal, Ch.OS/Establishment and his team. Last but not the least; we would like to express our gratitude to all the staff concern for support and willingness to spend some time with us.

2.2 Terms of Reference:-

This study has been conducted under the following terms of reference:-

- i. Revision of the cadre on the basis of existing workload after introduction of new technology in material management system.
- ii. Suggesting the ways and means for improving the system economically and efficiently.

2.1 Methodology Adopted:-

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Discussion with officers & subordinates at various levels with a view to produce fruitful results.
- iii) Sample checks and on spot observations.

2.2 Field units visited:-

The following field units have been visited by Work Study Team during the course of work study:-

DRM Office, Jodhpur, General Stores Depot, Jodhpur and Stores Depot of Diesel Shed, BGKT.

CHAPTER-3	CADRE POSITION
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3.0 Cadre Position of Staff of General stores depot Jodhpur:														
Sr. No.	Designation	G. Pay	SS				OR				Vac.			
			Gen. Store	JU Div.	BGKT	Total	Gen. Store	JU Div.	BGKT	Total	Gen. Store	JU Div.	BGKT	Total
1.	CDMS	4600	11	3	4	18	9	2	5	16	02	1	1	2
2.	DMS	4200	1	6	5	12	5	1	1	7	-4	5	4	5
3.	MCM Artisan	4200	1	0	1	2	0	0	1	1	1	0	0	1
4.	Tech.-I	2800	2	0	1	3	1	0	0	1	1	0	1	2
5.	Tech.-II	2400	0	0	0	0	0	0	0	0	0	0	0	0
6.	Tech.-III	1900	1	0	0	1	0	0	0	0	1	0	0	1
7.	Khalasi (MP)	1800	75	0	12	87	38	0	5	43	37	0	7	44
8.	Khalasi Helper	1800	4	0	0	4	2	0	0	2	2	0	0	2
9.	Tech. (Tindal)	1800	5	0	2	7	2	0	0	2	3	0	2	5
10.	MCM VD	4200	2	0	0	2	2	0	0	2	0	0	0	0
11.	VD Gr.-I	2800	4	0	1	5	4	0	0	4	0	0	1	1
12.	VD Gr.-II	2400	1	0	0	1	1	0	0	1	0	0	0	0
13.	VD Gr.-III	1900	1	0	0	1	1	0	0	1	0	0	0	0
Total			108	9	26	143	65	3	12	80	43	6	14	63
14.	Ch.OS	4600	11	1	3	15	11	1	3	15	0	0	0	0
15.	OS	4200	31	3	6	40	19	2	6	27	12	1	0	13
16.	CA	4200	1	0	0	1	1	0	0	1	0	0	0	0
17.	Typist	4200	1	0	0	1	1	0	0	1	0	0	0	0
18.	Sr. Clerk	2800	5	2	5	12	2	0	0	2	3	2	5	10
19.	Jr.Clerk	1900	8	0	2	10	3	0	0	3	5	0	2	7
20.	Bungalow Peon	1800	1	0	0	1	0	0	0	0	1	0	0	1
21.	Office Peon (Farash)	1800	1	0	0	1	0	0	0	0	1	0	0	1
22.	Office Peon (Other)	1800	7	0	1	8	6	0	1	7	1	0	0	1
23.	Safaiwala	1800	2	0	0	2	1	0	0	1	1	0	0	1
24.	Time Keeper	1800	2	0	0	2	2	0	0	2	0	0	0	0
25.	Water Carrier	1800	2	0	0	2	2	0	0	2	0	0	0	0
Total			72	6	17	95	48	3	10	61	24	3	6	34
Grand Total			180	15	43	238	113	6	22	141	68	9	20	97

5.0	Deployment, Workload & Critical Analysis :
5.1	Ward- 01 & 04 Items dealt in Ward No. 01: Tele Communication, Signaling, Hardware etc. Items dealt in Ward No. 04: Steel, Paints, Drillers, Hexa blades, Aluminum and Steel Moldings, Tumbler Glasses, Chairs etc.
5.1.1	CDMS=01, He performing following work during his duty: <ol style="list-style-type: none"> 1. Presenting stock & voucher for accounts verification. 2. Arranging re-stacking of items and taking self inventory. 3. Ensuring rolling of drums of paints with regular interval and its restacking. 4. Meetings with Dy CMM/ SMM and CDMS/General. 5. Showing surplus to the inactive items. 6. Receiving of material in the ward by counting and/or measuring and stacking their of. Along with reshuffling of old stock, if required. 7. Closing and sealing of wards. 8. Taking round of depot and confirming locking and sealing of Godowns. 9. Any other work assigned by higher officials.
5.1.2	OS=01, He performing following work during his duty <ol style="list-style-type: none"> 1. Keep record on table from almirah. 2. Receipt of material, (Receiving case file, enter the detail in RO register, separate the RO copies and distribute them). 3. Issue of material/Items, (Receiving Demands, Charge the requisition, enter the detail of each requisition in issue register and separate the copies as per authority.) 4. Filling of office copies of issue and RO in concerned files. 5. Preparation of Gate Pass (Issue vouchers of WS and div. indenters) 6. Posting of issue and receipt vouchers in Bin Registers 7. Pairing of verified copies with office copies(After checking) 8. Preparation of Accounts Dak of receipt and issue vouchers. 9. Preparation of labels and labeling on imprested material before make over to dispatch. 10. Preparation of reports of inactive and surplus items 11. Any Other Work assigned by Ward in charge and Officers
5.1.3	Khalasi=02, They performing following work during their duty: <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Opening of ward office and cleaning, filling water camper and cooler available in ward. 3. Performing cleaning work of circulating area near ward and inside the Godawn. 4. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 5. Issue of material/Items (Issuing materials by physical counting and stacking)

	<ol style="list-style-type: none"> Rolling of paint drums with regular interval and stacking of these paint drums in ward. Counting of material to be verified by stock verifier with frequency of some items per day. Material hand over to Dispatch Sec for distribution. Sealing of ward (All godowns and office) & deposit key at RPF Booth.
5.1.4	<p>Observation:</p> <ol style="list-style-type: none"> This ward is being manned by staff of 01 CDMS, 01 OS and 02 Khalasis. In the year 2018-19 (till Jan'19) 169 ROs for items of ward no. 04 and 133 ROs for items of ward no.01 i.e. 302 numbers of total ROs were generated. Considering 25 effective working days in a month this leads to generation of average 1.2 RO per day. In the year 2018-19 (till Jan'19) 792 Issue Notes for items of ward no. 04 and 531 Issue Notes for items of ward no. 01 i.e. 1323 number of total Issue notes were generated. Considering 25 effective working days in a month this leads to generation of average 5.29 Issue Note per day. Main consignee of this ward are Workshop/JU, SSE(S&T) over JU & BKN division, SSE (P. way) over JU division, SSE (Electric) over JU div. and SSE (C&W) over JU and BKN division. During the year 2018-19 (till Jan'19) 09 stock sheets have been generated for ward no. 04 and 13 stock sheets have been generated for ward no. 01. Thus, total 22 stock sheets dealt by the ward, which leads to effectively dealing with 2.2 stock sheets per month.
5.1.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation of the work being performed by the staff, Work Study Team is of the opinion that posts of 01 CDMS, 01 OS and 02 Khalasis are justified to perform the work of ward no. 04 & 01.</p>
5.2	<p>Ward- 02 & 10 (Engineering & C&W Items): Items dealt in Ward No. 02 & 10: Pipes, Compact Boards, Locks, T-elbows etc.</p>
5.2.1	<p>DMS=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> Opening & closing of wards(6 Godawns) with lead of 240+240 mtrs. Assigning work to Ward Staff (1 OS & 2 Khalasis), Receipt of new material (Unloading, Counting, Stacking & other Paper formalities), Issue of material (Items) (Receiving Demands, Approval as per availability, Issuing materials by supervising counting and stacking), Verifications of Stock items along with stock verifier with frequency of 10-20 items per month, Verifications of Stock items along with CDMS nominated by the authority with frequency of 10 items per month, Correspondence with indenters and other departments, Self Stock Check/Verification (30-40 items each verification), Stacking of material, Material hand over to Dispatch Section for distribution and Any Other work assigned by officers

5.2.2	<p>OS=01, He performing following work during his duty</p> <ol style="list-style-type: none"> 1. Receipt of material, (Receiving case file, enter the detail in RO register, separate the RO copies and distribute them). 2. Issue of material /Items. (Receiving Demands, Charge the requisition, enter the detail of each req. in issue register and separate the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparing of Gate Pass (Issue vouchers of WS and div. indenters) 5. Posting of issue and receipt vouchers in Bin Registers 6. Pairing of verified copies with office copies(After checking) 7. Preparing Dak for Accounts department for sending receipt and issue vouchers. 8. Preparing labels and pasting it on imprested material before make over to dispatch. 9. Preparing of reports of inactive and surplus items 10. Any Other Work assigned by Ward in charge and Officers
5.2.3	<p>Khalasi=02, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Opening of ward office and cleaning, feeling water camper and cooler available in ward. 3. Performing cleaning work in circulating area near ward and inside the godowns. 4. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 5. Issue of material/Items (Issuing materials by physical counting and stacking in presence of ward incharge) 6. To roll painting drums and stack in ward. 7. Helping Stock Verifier by way of counting the material during stock verification. 8. Material hand over to Dispatch Sec for distribution. 9. Sealing of ward (All godowns and office) & deposit key at RPF Booth.
5.2.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 OS and 02 Khalasis. 2. In the year 2018-19 (till Jan'19) 119 ROs for items of ward no. 02 and 135 ROs for items of ward no. 10 i.e. 254 numbers of total ROs were generated. Considering 25 effective working days in a month this leads to generation of average 1.06 RO per day. 3. In the year 2018-19 (till Jan'19) 681 Issue Notes for items of ward no. 02 and 377 Issue Notes for items of ward no. 10 i.e. 1058 number of total Issue notes were generated. Considering 25 effective working days in a month this leads to generation of average 4.23 Issue Note per day. 4. Main consignee of this ward are Workshop/JU, SSE(P. way) over JU division, SSE (C&W) over JU division and DEMU shed, Phulera. 5. During the year 2018-19 (till Jan'19) 09 stock sheets have been generated for ward no. 02 and 13 stock sheets have been generated for ward no. 10. Thus, total 22 stock sheets dealt by the ward, which leads to effectively dealing with 2.2 stock sheets per

	<p>month.</p> <p>6. During the year 2018-19 (till Jan'19) 213 Gate Passes have been generated for ward no. 02 and 137 Gate Passes have been generated for ward no. 10. Thus, total 350 Gate Passes are generated by the ward, which leads to effectively generating 1.40 gate passes per month.</p>
5.2.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff deputed at ward no. 02 & 10 and observation of work being performed by them, it has been considered that existing staff are sufficient to meet out with the present workload. Hence, 01 DMS, 01 OS and 02 Khalasis have been considered Justified for ward no. 01 & 04. The CDMS performing work for ward no. 2 & 10 also look after RC-II section.</p>
5.3	Ward- 05 (Clothing & Petroleum Items)
5.3.1	<p>CDMS=01, He performing following work during his duty</p> <ol style="list-style-type: none"> 1. Opening of wards (8 Godowns) with lead of 200 meters 2. Assigning work to Ward Staff (1 OS & 2 Khalasis) 3. Receipt of new material (Unloading, Counting, Stacking & other Paper formalities) 4. Issue of material /Items. (Receiving Demands + Approval as per availability +Issuing materials by supervising counting and stacking) 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month 6. Verifications of Stock items along with CDMS nominated by the authority with frequency of 10 items per month 7. Correspondence with indenters and other departments 8. Self Stock Check/Verification (20-25 items in each periodical verification) 9. Opening and closing of depot. 10. Handing over of material to Dispatch Sec for distribution 11. Closing of wards(6 Godowns), with lead of 200 mtrs 12. Any Other work assigned by officers
5.3.2	<p>OS=01, He performing following work during his duty</p> <ol style="list-style-type: none"> 1. Receipt of material, (Receiving case file, enter the detail in RO register, separate the RO copies and distribute them). 2. Issue of material/ Items. (Receiving Demands, Charge the requisition, enter the detail of each req. in issue register and separate the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparing Gate Passes (Issuing vouchers to WS and Div. indenters) 5. After due check pairing of verified copies with office copies. 6. Preparing Dak for Accounts department to send receipt and issue vouchers. 7. Preparing of reports of inactive and surplus items <p>Any Other Work assigned by Ward in charge and Officers</p>

5.3.3	<p>Khalasi=02, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance- Receiving token from gatekeeper and put it on the token board. 2. Collection of key from key board. 3. Opening of ward office and cleaning, filling water camper and cooler available in ward. 4. Doing cleaning work in circulating area near ward and in Godowns. 5. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 6. Issue of material/Items (Issuing materials by physical counting and stacking) 7. Counting of material to be verified by stock verifier with frequency of 10-20 items per month. 8. Counting of material to be verified by CDMS nominated by the authority with frequency of 10 items per month. 9. Help in Self Stock Check/Verification (30-40 items in each periodical verification) 10. Cleaning and Stacking of material in Godowns. 11. Handing over material to Dispatch Section for distribution. 12. Sealing of ward (All Godowns and office).
5.3.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 OS and 02 Khalasis. 2. Total 52 Numbers of items are being dealt by this ward. 3. In the year 2018-19 (till Jan'19) 120 ROs for items of ward no. 05 were generated. Considering 25 effective working days in a month this leads to generation of average 0.48 RO per day. 4. In the year 2018-19 (till Jan'19) 88 Issue Notes were generated. Considering 25 effective working days in a month this leads to generation of average 0.352 Issue Note per day. 5. Main consignee of this ward are Workshop/JU, JU division and BKN division.
5.3.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of view that-</p> <ol style="list-style-type: none"> (i) There are total 52 items are being dealt by Ward-05 and 48 number of items are being dealt by Ward No. 06. Very less number of items are being dealt by both the wards, therefore, it is advised to merge both the wards. 01 CDMS, 01 OS has been considered surplus and 01 Khalasi on ward no. 05 shall be used for management of merged items. (ii) In addition to above it is being advised that the major part of the work performed by staff deputed in ward no. 06 is of receipt and issuance of the diesel. Distribution of the diesel to consignee is also major cause of transportation. As now a days in every nook of geography, Patrol Pumps are available and diesel can be access by consumer from these nearby points with ease. Thus, maintaining stock of diesel at General Store depot does not seems worth. All the consumer may be allowed to purchase the diesel from their nearby Petrol Pump Outlets This will minus the requirement of stocking of diesel in General Store Depot as well it will also reduce the need of transportation. Hence, staff performing work here that is 01 CDMS, 01 Ch. OS & 01 Khalasi has been

	considered surplus. 01 surplus Khalasi shall be deputed in merged ward 05/06 for handling of additional items.
5.4	Ward- 06 (Gas, cleaning & Chemical Items)
5.4.1	CDMS=01, He performing following work during his duty: <ol style="list-style-type: none"> 1. Opening and closing of ward (8 Godowns) With lead of each 200 mtrs. 2. Assigning work to Ward Staff (1 OS +2 Khalasis) . 3. Receipt of new material (Unloading, Counting, Stacking & other Paper formalities). 4. Issue of material/Items (Receiving Demands, Approval as per availability, Issuing materials by supervising counting and stacking). 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month. 6. Verifications of Stock items along with CDMS nominated by the authority with frequency of 10 items per month. 7. Correspondence with indenters and other departments. 8. Self Stock Check/Verification (30-40 items in each periodical verification). 9. Opening and closing of depot. 10. Handing over of material to Dispatch Section for distribution. 11. Any Other work assigned by officers.
5.4.2	OS=01, He performing following work during his duty <ol style="list-style-type: none"> 1. Receipt of new material, (Receiving case file, enter the detail in RO register, separate the RO copies and distribute them). 2. Issue of material/ Items. (Receiving Demands, Charging the requisition, entering the details of each req. in issue register and separating the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparing Gate Passes (Issuing vouchers to WS and Div. indenters) 5. Posting of issue and receipt vouchers in Bin Registers 6. Pairing of verified copies with office copies(After checking) 7. Preparing Accounts Dak for sending receipt and issue vouchers. 8. Preparing labels and pasting on imprested material before make over to dispatch. 9. Preparing of reports of inactive and surplus items 10. Correspondence with other departments and indenters 11. Any Other Work assigned by Ward in charge and Officers
5.4.3	Khalasi=01, They performing following work during their duty: <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Collection of key from key board. 3. Opening of ward office and cleaning, filling water camper and cooler available in ward. 4. Performing cleaning work in nearby area of ward and Godowns.

	<ol style="list-style-type: none"> 5. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 6. Issue of material/Items (Issuing materials by physical counting and stacking) 7. Counting of material to be verified by stock verifier with frequency of 10-20 items per month. 8. Counting of material to be verified by CDMS nominated by the authority with frequency of 10 items per month. 9. Help in Self Stock Check/Verification (30-40 items in each periodical verification) 10. Cleaning and Stacking of material in Godowns. 11. Handling over of material to Dispatch Section for distribution. 12. Sealing of ward (All Godowns and office).
5.4.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 OS and 01 Khalasis. 2. Total 68 Numbers of items are being deal by the ward out of which all the items are active. 3. In the year 2018-19 (till Jan'19) 387 ROs for items of ward no. 06 were generated. Considering 25 effective working days in a month this leads to generation of average 1.54 RO per day. 4. In the year 2018-19 (till Jan'19) 1243 Issue Notes were generated. Considering 25 effective working days in a month this leads to generation of average 4.97 Issue Note per day. 5. Main consignee of this ward are Workshop/JU, JU division and BKN division.
5.4.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of view that cleaning work at major stations and units has already been outsourced and imprest cash has also been created for the other stations and units to manage cleaning work. This has reduced the requirement of cleaning agents and other cleaning material drastically. In view of the reduced work load of ward no. 06, as advised in the critical analysis of ward no. 05 both the wards i.e. ward no. 05 and 06 shall be merged. Staff of ward no. 06 has been considered justified and 01 Khalasi presently working in ward no. 05 may also be shift in ward no. 06. 01 CDMS and 01 OS of ward no. 05 has been considered surplus.</p>
5.5	Ward-07 (Electrical Items):
5.5.1	<p>CDMS=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening & closing of ward (6 Godowns) with lead of 200mtrs each. 2. Assigning of work to Ward Staff (02 OS +3 Khalasis). 3. Receipt of new material (Unloading, Counting, Stacking & other Paper formalities). 4. Issue of material/Items (Receiving Demands, Approval as per availability, Issuing materials by supervising counting and stacking). 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month. 6. Verifications of Stock items along with CDMS nominated by the authority with frequency

	<p>of 10 items per month.</p> <ol style="list-style-type: none"> 7. Correspondence with indenters and other departments. 8. Self Stock Check/Verification (30-40 items in each periodical verification). 9. Opening and closing of depot 10. Material hand over to Dispatch Sec for distribution. 11. Any Other Work assigned by Officers
5.5.2	<p>OS=02, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Receipt of new material (Receiving case file, entering the detail in RO register, separating the RO copies and distribute them). 2. Issue of material/Items (Receiving Demands, Charging the requisition, entering the details of each requisition in issue register and separating the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparing of Gate Pass (Issuing vouchers to WS and Divisional indenters). 5. Posting of issue and receipt vouchers in Bin Registers. 6. After due check pairing of verified copies with office copies. 7. Preparing Accounts Dak for sending receipt and issue vouchers. 8. Preparing labels and pasting on imprested material before make over to dispatch. 9. Preparing of reports of inactive and surplus items. 10. Any Other Work assigned by Ward in charge and Officers.
5.5.3	<p>Khalasi=03, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance-receiving token from gatekeeper and putting it on the token board. 2. Collection of key from key board. 3. Opening of ward office and cleaning, filling water camper and cooler available in ward. 4. Performing cleaning work of nearby circulating area of ward and inside the Godowns. 5. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 6. Issue of material/Items (Issuing materials by physical counting and stacking) 7. Counting of material to be verified by stock verifier with frequency of 10-20 items per month. 8. Counting of material to be verified by CDMS nominated by the authority with frequency of 10 items per month. 9. Help in Self Stock Check/Verification (30-40 items in each periodical verification) 10. Cleaning and Stacking of material in godowns. 11. Handing over of material to Dispatch Sec for distribution. 12. Sealing of ward (All Godowns and office).
5.5.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 OS and 02 Khalasis. 2. In the year 2018-19 (till Jan'19) 342 ROs for items of ward no. 07 were generated.

	<p>Considering 25 effective working days in a month this leads to generation of average 1.36 RO per day.</p> <p>3. In the year 2018-19 (till Jan'19) 1290 Issue Notes were generated. Considering 25 effective working days in a month this leads to generation of average 5.16 Issue Note per day.</p> <p>4. Main consignee of this ward are SSE (Electric) of all Jodhpur division and shop no. 17TL, 25AC & 16 power of workshop.</p> <p>5. During the year 2018-19 (till Jan'19) 30 stock sheets have been generated for ward no. 07, which leads to effectively dealing with 03 stock sheets per month.</p>
5.5.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff deputed at ward no. 07 and observation of work being performed by them, it has been considered that these staff are sufficient to meet out with the existing workload. Hence, 01 CDMS, 01 OS and 02 Khalasis has been considered Justified to look after ward no. 07.</p>
5.6	Ward-15 (Carriage & Wagon)
5.6.1	<p>DMS=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Ward Opening & closing of ward (8 Godowns) with lead of each 200 mtrs. 2. Assigning work to Ward Staff (1 Clerk +2 Khalasis). 3. Receipt of new material (Unloading + Counting + Stacking+ other Paper formalities). 4. Issue of material/Items (Receiving demands + Giving approval as per availability +Issuing materials by supervising counting and stacking). 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month. 6. Verifications of Stock items along with CDMS nominated by the authority with frequency of 10 items per month. 7. Correspondence with indenters and other departments. 8. Self Stock Check/Verification (30-40 items in each periodical verification). 9. Handing over of material Dispatch Section for distribution. 10. Any Other work assigned by officers
5.6.2	<p>OS=01, He is performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Feeding detail of receipt order in the computer system. 2. Registration of requisitions in the system. 3. Registration of imp-rest items in the system. 4. Issue of requisition & imp-rest item in system. 5. Entries in RO register, bin register & issue register. 6. Manual charging of issue note. 7. Pasting of verified issue note received from consignee. 8. Issuing gate pass.

5.6.3	<p>Khalasi=02, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Collection of key from key board. 3. Opening of ward office and cleaning, filling water camper and cooler available in ward. 4. Performing cleaning work in nearby circulating area of ward and inside the Godowns. 5. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.). 6. Issue of material/Items (Issuing materials by physical counting and stacking). 7. Counting of material to be verified by stock verifier with frequency of 10-20 items per month. 8. Counting of material to be verified by CDMS nominated by the authority with frequency of 10 items per month. 9. Help in Self Stock Check/Verification (30-40 items in each periodical verification). 10. Cleaning and Stacking of material in Godowns. 11. Handing over of material to Dispatch Section for distribution. 12. Sealing of ward (All Godowns and office)
5.6.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 Clerk and 02 Khalasis. 2. Total 326 Numbers of items are being deal by the ward out of which all the items are active. 3. In the year 2018-19 (till Jan'19) 872 ROs for items of ward no. 15 were generated. Considering 25 effective working days in a month this leads to generation of average 3.48 RO per day. 4. In the year 2018-19 (till Jan'19) 3073 Issue Notes were generated. Considering 25 effective working days in a month this leads to generation of average 12.29 Issue Note per day. 5. Main consignee of this ward are all Jodhpur division, Bikaner division and Workshop, Jodhpur.
5.6.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff deputed at ward no. 15 and observation of work being performed by them, it has been considered that existing staff are sufficient to meet out with the present workload. Hence, posts of 01 DMS, 01 OS and 02 Khalasis have been considered Justified for ward no. 15.</p>
5.7	<p>Dispatch Sec, Transport Sec & Petty Repair Shop</p>
5.7.1	<p>CDMS=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening & closing of ward of wards (3 Godowns) with lead of 50 mtrs each. 2. Assigning of work to Ward Staff (2 OS+ 1 Sr. Clerk + 3 Khalasis + 4 Helper Khalasi & 02 Carpenter). 3. Receipt of Imprested material (Unloading + Counting + Stacking + other Paper formalities).

	<ol style="list-style-type: none"> 4. Gate Pass Approval. (Paper Check by Quantity, Approval, Issue Note No. etc). 5. Correspondence with other departments, Sections and Wards regarding Transportation, distribution and new approvals etc. 6. Self Stock Check/Verification (As per items available on date each verification). 7. Opening and closing of depot. 8. Any Other work assigned by officers.
5.7.2	<p>OS=01, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Preparing indent of non-stock items required for transport and petty repair section. 2. Maintaining cash imprest of transport section (Bill issuing + approval + account approval+ correspondence+ cash withdrawal from cash office etc.). 3. Dealing with other work related to repairing, maintenance, fitness, insurance and PUC of vehicle. 4. Correspondence with other departments, sections and wards regarding transportation, distributions and new approvals etc. 5. Preparing van sheet for distribution of material in line section of Jodhpur division and entering the item detail in beat register and van sheet register and also preparing gate pass. 6. Any other work assigned by the officers.
5.7.3	<p>OS=01, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Entering all items in “hand to hand” items register before preparing gate pass. 2. Preparing gate pass. 3. Dealing with distribution of material through truck in line section of Jodhpur division. 4. Correspondence with other departments, sections and wards regarding transportation, distributions and new approvals etc. 5. Any other work assigned by the officers.
5.7.4	<p>Sr. Clerk=01, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Entering all items, in “hand to hand” items register before preparing gate pass. 2. Preparing indents of fuel for transport section. 3. Performing other work related to procurement of petty repair items of transport section. 4. Dealing distribution of material through truck in line section of Jodhpur division. 5. Correspondence with other departments, sections and wards regarding transportation, distributions and new approvals etc. 6. Any other work assigned by the officers.
5.7.5	<p>Khalasi=03, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Collection of key from key board. 3. Opening of Section/ office, doing cleaning, filling water camper and cooler available in ward.

	<ol style="list-style-type: none"> Performing cleaning work in nearby circulating of section and inside Godowns. Receipt of new material (Unloading + Counting + Stacking in presence of Sec. in charge.) Loading of material in truck for distribution. Accompanying truck for distribution of material and assisting chasing clerk. Helping to Ward In-charge in Self Stock Check (items as available in each check). Sealing of ward (All godowns and office).
5.7.6	<p>Helper Khalasi=04, They performing following work during their duty:</p> <ol style="list-style-type: none"> Cleaning of Section. Doing regular maintenance and cleaning of Vehicle. Available with vehicle during its movement for distribution and collection of material from other depot and line sections. Collection of material from other depot along with Chasing Clerk when vehicle is not working. Any Other work assigned by officers
5.7.7	<p>Carpenter=2, They perform following work during their duty:</p> <ol style="list-style-type: none"> Cleaning of section. Maintenance and cleaning of machines in the shop. Day to day maintenance of depot furniture. Repair of chairs and table (reclaim). Any other work assigned by the supervisor.
5.7.8	<p>Observation:</p> <ol style="list-style-type: none"> At present 01 CDMS, 02 OS and 03 Khalasis are deputed to look after the work of dispatch section. During the year 2018-19 (till Jan'19) this section issued 5131 items on 1012 gate passes. Considering 25 effective days in a month it comes to issuing 20.52 items per day on 4 Gate passes per day. Total 08 Van sheets were issued during the year 2018-19 (till Jan'19) which comes to issuing less than 01 sheet per month. The items mentioned in the Van sheet are sent through truck load to the consignee. Transport section deal with material through 01 truck, 02 fork lifter and 01 Crain. Above transport and material handling equipments are manned by 02 MCM (Truck Drivers) with 02 Helpers, 02 Fork Lifter Driver, 01 Crain Driver with 02 slingers. During the year 2018-19 (till Jan'19) 71 time truck (37 times for outstations and 34 time for local movement) moved from the store material transportation over division and outside division or Railway. Presently one fork-lifter is functioning and one fork-lifter is out of order. In the current year 2018-19 (till Jan'19) Crain dealt with 500 Tonnes of RWA. It has been informed by the CDMS that for easy movement of material procurement of e-riksha is under process.

	10. In the Petty repair shop only one technician is posted, he take care of all the petty work required in the store depot.
5.7.9	<p>Critical Analysis:</p> <p>The CDMS (In-charge) of the section also look after General section (Non-Ministerial) where he assigns work to the labour for day to day management of material in the Store. Thus, there is no need to define the General Section Separately. Hence, General Section shall be merged with dispatch, transport and petty repair section.</p> <p>This has been observed that due to absence of sufficient work load truck drivers, fork-lifter drivers and Crain driver and assisting staff spent a large period of spare time. To ensure optimum utilization of staff it has already been suggested in the work study of Vehicle drivers over Jodhpur division that out of 08 sanctioned posts of vehicle drivers, 03 posts have been considered sufficient and 5 posts of vehicle drivers have been considered surplus (out of which 01 post of vehicle driver has already been surrendered) and advised to surrender. This advise of the work study report shall be implemented at earliest.</p> <p>There is no major petty repair work for which a staff shall be deputed exclusively. Therefore, 02 posts of Carpenters (01 vacant) have been considered surplus. The petty work in the store shall be done by the staff under SSE (Works) of Workshop.</p> <p>In view of above critical analysis, posts of 01 CDMS, 01 DMS, 02 OS (01 OS to dealt with transportation related matters and 01 OS for dispatch of material related work), 03 + 10 Khalasis (General Section) has been considered justified.</p> <p>There is sanctioned cadre of 04 Helper Khalasi out of which 02 Helper Khalasi are on roll and they are nominated to perform exclusively to assist the driver at work. It is being advised that all these 04 posts of Helper Khalasi shall be considered surplus and to assist truck drives, Khalasi shall be deputed. The surplus Helper Khalasi staff shall be redeployed.</p>
5.8	General Section (Non-Ministerial)
5.8.1	<p>CDMS=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking the attendance in muster. 2. Deputing staff for cleaning of yard and for other activities. 3. Providing assistance to wards and sections with labour and vehicle in day to day working. 4. Performing work of any In-charge/ CDMS on leave. 5. General Supervision of depot, attending complaints and meetings. 6. Monitoring and chasing for collection and distribution of material from other depots. 7. Any other work assigned by the officers.
5.8.2	<p>Gate Keeper=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening of Store Depot gate connected with the work shop at 09.00 hours for purpose of transportation of the material. 2. Being observant towards the material being carried out through this gate and counting the material being taken away from the stores. 3. Manning of main gate of store during lunch period of store depot. 4. After lunch period again performing duty at gate connecting to workshop until 17.00 hours and at 17.00 hours closing the gate.

5.8.3	<p>Gate Keeper=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening the gate of store depot at 07.10hrs. 2. Arrange token till 08.00 hrs after checking leave and sick of employees. 3. To give attendance token to employees at 08.00 hrs. and updating attendance register. 5. Checking of Railway material being carried out through gate pass. 4. Re-distributing attendance tokens to employees at the time of meal hours for attendance of 2nd innings and to collect back tokens at 05.00 hrs.
5.8.4	<p>Khalasi=04, They performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Attendance- Get token from gatekeeper and put it on the token board. 2. Filling water camper, cleaning of ward and stacking material. 3. Doing make over in the ward. 4. In emergency un-loading of material from truck. 5. Visiting other depots for chasing and collection of material. 6. Performing duty in wards against absent employee. 7. Any other work assigned by the In-charge.
5.8.5	<p>Khalasi=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Loading and un-loading of material from truck. 2. Keeping the record and keys in safe custody. 3. Closing CDMS office.
5.8.6	<p>Khalasi=01, He is performing following work during his duty:</p> <p>She has been deputed for dusting and cleaning of all the sections.</p>
5.8.7	<p>Observation:</p> <ol style="list-style-type: none"> 1. The CDMS deployed here is also look after the dispatch, transport and petty repair section. 2. 01 Gate Keeper is deputed at main exit gate and another gate keeper is posted at gate toward Workshop. The Gate Keeper deputed at Main Gate of store is responsible for punching the token of staff and verification of the material going out of store with the description mentioned on the Gate pass. But it was observed that Biometric system has been installed in the recent time and it is functioning well thus there is no need for maintaining the parallel Token Punching System. The material going outside from the store is also cross verified by the RPF staff. Therefore there is no need of Gate Keeper at Main Gate of store. Similarly it has been observed that the Gate Keeper deputed on the Gate towards Workshop side, only opens and closes the gate and material being send to Workshop is being cross-tally by RPF staff deputed there. Hence, there is no need of Gate Keeper at this gate also. 3. 06 Khalasis are deputed on need base for material management over the depot on need base.

5.8.8	<p>Critical Analysis:</p> <p>In view of the duty list informed by the staff and observation done, Work Study Team is of the opinion that-</p> <ol style="list-style-type: none"> 1. One CDMS is supervising the work of General Section and Dispatch, Transport & Petty repair Section; therefore as advised above these both section shall be merged. 2. All the 10 Khalasi working in General Section shall also be shifted along with. 3. In absence of any significant work, posts of both the Gatekeepers have been considered surplus.
5.9	General Section (Ministerial):
5.9.1	<p>Ch. OS=1 , She is performing following work during her duty:</p> <ol style="list-style-type: none"> 1. Dealing with RTI cases, inspection related work, DOM, M&P and works. 2. Planning and celebrating government declared national activities. 3. Preparing narrative report. 4. Organizing and executing of Rail Week Award. 5. Arranging celebration of National Day. 6. Managing of Electric, water and telephone services. 7. Maintenance of officer's chambers. 8. Look after the performance of peons. 9. Supervision of staff of General Section, peons and Safaiwala. 10. Visiting marked for purchase of urgent and essential office accessories and any performing other assignment given by the officers. 11. Audit Profile- Annually.
5.9.2	<p>Ch. OS=1 , She is performing following work during her duty:</p> <ol style="list-style-type: none"> 1. Preparing PU wise statement for control over expenditure of demand 03 to 13. 2. Preparing Revised Estimate for current year and Budget Estimate for the coming year. 3. Final modification estimate, demand 03 to 13. 4. Calculating actual expenditure up to March under Demand 03 to 13. 5. Summary of appropriation account for the year. 6. Maintenance of liability registers. 7. Matching Monthly expenditure with Review Allocation Register. 8. Doing needful correction in wrong booking of RAR. 9. Dealing with General Imprest and performing other miscellaneous work. 10. Receiving details of expenditure occurred on legal & court cases and on retired employed. 11. Preparing demand of non-stock items pertains to computers and maintaining T&P register of officers chamber. 12. Preparing demand for stationary section, receiving stationary and distributing it among

	all sections and wards.
5.9.3	Ch. OS=1 , She is performing following work during her duty: <ol style="list-style-type: none"> 1. Taking print outs of e-dak. 2. Receiving Dak and Parcel. 3. Dealing with audit objection cases, PCDO, MMPCDO. 4. Performing any other work assigned by the officers.
5.9.4	OS=1+ Clerk=1 They are performing following work during their duty: <ol style="list-style-type: none"> 1. Receiving Dak of all the sections and wards of the depot. 2. Sending speed post, general dak and distribution of local dak. 3. Sending dak to Stores depot, BGKT and Divisional stores depot. 4. In absence of Dak Man, dispatching the Dak from post office. 5. Dealing with postal imprest and receiving imprest amount from ATM. 6. Sending free dak to other Railway departments. 7. Performing all the other works assigned by the Senior Supervisors.
5.9.5	Head Typist=1, He is performing following work during his duty: Do typing work of all the sections and wards of the stores depot
5.9.6	Water Man=2 and Safaiwala=2:-02 Waterman and 02 Safaiwala deputed for serving drinking water and for cleaning work of the offices respectively
5.9.7	Peon=7: They are deputed at following places to perform their duty: <ol style="list-style-type: none"> 1. Peon-1: with Dy CMM/JU. 2. Peon-1: with SMM/JU 3. Peon-1: with APO/JU 4. Peon-1: with Establishment section. 5. Peon-1: with Ledger section. 6. Peon-1: with General Section. 7. Peon-1: On long sick.
5.9.8	Observation: <ol style="list-style-type: none"> 1. 01 Ch. OS is performing work as In-charge of the section . Along with she deals with various subjects which include supervision of Group “D” staff of the office. 2. 01 Ch. OS deals with budget related matters. 3. 01 Ch. OS deals with e-dak, , audit Para & MCDO etc. & receiving dak from Parcel office It has been observed that the staff working here is having very less work. Hence, this post has been considered surplus. 4. 01 OS and 01 Clerk is exclusively deputed with receipt and dispatch of dak. In the modern era when most of the correspondence is being done electronically, much stress should be given on electronic dak and manual dak should be discouraged. Work of above 01 Ch. OS shall also be transferred to this section. Post of 01 OS is

	<p>sufficient to meet out with the workload and 01 post of clerk has been considered surplus.</p> <p>5. 01 Head Typist is exclusively deputed to perform typing work. Most of the staff are well conversant with the computer work and those who are not shall be given adequate training, so that they themselves can perform typing work. Hence, this 01 post of Head Typist has been considered surplus.</p> <p>6. There are 07 Peons, 02 Waterman and 02 Safaiwala for file movement, for serving drinking water and for cleaning work of the offices. It has been observed that waterman serve drinking water from water booth now drinking water is freely available at water cooler stations therefore there is no need of posts of Waterman. Hence, 02 posts of Waterman has been considered surplus. Similarly 02 Safaiwala are not sufficient to meet out with the cleaning requirement of store, therefore it is advised to outsource the cleaning work and 02 posts of Safaiwala has been considered surplus.</p>
5.9.9	<p>Critical Analysis:</p> <p>On the basis of duty list informed by the staff and observation, Work Study Team is of the view that:</p> <ol style="list-style-type: none"> 1. 01 Post of Ch. OS (In charge) and 01 post of Ch. OS dealing with budget has been considered justified. 2. 01 post of Ch. OS dealing with E-dak has been considered surplus. 3. 01 Post of OS dealing with receipt and dispatch of the dak considered justified with additional work of e-dak and 01 post of Clerk has been considered surplus. 4. 01 post of Head Typist has also been considered surplus. 5. 06 Peons are sufficient to meet out the existing work load and 01 peon has been considered surplus. 6. 02 posts of Safaiwala and 02 posts of Waterman has been considered surplus and advised to outsource the cleaning work in General Store Depot, Jodhpur.
5.10	Receipt Section-I:
5.10.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Supervision of staff working in RC-I section. 2. Arrange unloading of the material. 3. Making entries of material in DR resisters. 4. Arranging unpacking of material. 5. Arranging weight and counting of the material. 6. Preparing inspection sheet of the material. 7. Arranging inspection of material. 8. Preparing R-Note and doing correspondence with firms. 9. Checking and singing the gate pass.
5.10.2	<p>DMS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with case files.

	<ol style="list-style-type: none"> 2. Counting and inspection of material. 3. Receiving material from Parcel Office. 4. Disposal of rejection cases. 5. Dealing with warranty cases. 6. Doing correspondence with firms regarding recovery. 7. Preparing receipt note. 8. Preparing write off proposals and advise to concern. 9. Preparing advice notes, PCDO, warranty statement and any other work assigned by the officers. 10. To arrange unloading of the material.
5.10.3	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Making arrangement to send the materials in ward along with documents. 2. On confirmation of receipt of material after signing on the receipt order, receiving back the relevant documents. 3. Sending 03 copies of receipt order to wards and making needful entries in the register. 4. Sending 01 copy of receipt order to the firm. 5. Preparing gate pass for samples and oxygen & CO2 gas. 6. After receiving the sample, producing it before the in-charge along with case file. 7. Performing any other work assigned by the in-charge.
5.10.4	<p>Sr. Clerk=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing case entries in IMMIS. 2. Writing testing memo. 3. Writing letter to the firm for inspection certificate. 4. Dealing with e-dak and e-mail for correspondence. 5. Performing any other work assigned by the In-charge.
5.10.5	<p>Sr. Clerk=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Preparing case file. 2. Receiving Dak. 3. Filing of documents regarding receipt of items and handing it over to the In-charge. 4. Mentioning receipt order number on the file and putting it back in to the rack. 5. Preparing detachment.
5.10.6	<p>Khalasi=03+Store Labour=3, They are performing following work during their duty:</p> <ol style="list-style-type: none"> 1. Handing over and taking over of the token from main entrance gate. 2. Unloading of material received from truck. 3. Transferring the material to concern wards. 4. Weight and measurement of the material received.

	5. Unpacking and stacking of the material received.
5.10.7	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 DMS, 02 OS, 01 Sr. Clerk and 06 Khalasis. 2. RC-I section is meant for receiving all the material for stores. Any consignment of the store is received through the RC-I section. They are responsible of receiving proper quantity and quality of material. They arrange inspection of the material by consignee and lab as per requirement of the material. After receiving complete delivery of consignment, it is redistributed to the concern ward. They also deals with rejection and warranty of the material. 3. In the year 2018-19 (till Jan'19) 1546 entries of items received observed. Considering 25 effective working days in a month this leads to 6.18 entries per day. 4. In the year 2018-19 (till Jan'19) total 48 rejection cases and 19 warranty cases dealt by the section which tends to 4.8 rejection cases per month and 1.9 warranty cases per month. 5. 01 OS is performing work related to receipt of material, 01 OS is performing work related to distribution of receipt material to ward and preparing gate passes for gases being sent to labs and 01 Sr. Clerk is deputed to make all entries related to IMMIS. 6. 01 CDMS is working as over all in-charge of the section and deals with receipt and dispatch of the material. 01 DMS is deputed to receive the material from Railway Parcel office and he also dealt with warranty claims and rejection cases. 7. 06 Khalasis are being used for unloading and stacking of material being received and loading/unloading of material being sent to the wards.
5.10.8	<p>Critical Analysis:</p> <p>As such all the items of store are received through this section. It holds close watch on the receipt and supply of the material so as to maintain the required stocks of the items. This section is responsible for making all correspondence related to receipt of material, inspection of material; warranty claims issues and rejection issues. Along with the make all the related entries in IMMIS system. Thus, looking the existing workload staff of 01 CDMS, 01 DMS, 01 OS, 01 Sr. Clerk, 06 Khalasi has been considered justified. There is no separate need of Sr. Clerk to feed IMMIS details. The concern details of receipt and dispatch of items in IMMIS shall be feed by the concern ministerial staff only. Hence, 01 post of Sr. Clerk has been considered surplus.</p>
5.11	Receipt Section-II:
5.11.1	<p>DMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking and calibrating weigh bridge. 2. Taking measurement of scrap material received. 3. Receiving material physically on ground. 4. Offering scrap material for inspection. 5. After inspection preparing A-Note and handing it over to ward no. 13. 6. Approximately 315 MT scrap/ per month is received and disposed off. 7. Performing any other work assigned by the officer.

5.11.2	OS=1, He is performing following work during his duty: <ol style="list-style-type: none"> 1. Taking charge of material along with A-note. 2. Doing needful entries in "R" register. 3. Doing needful entries in other registers as well. 4. Receiving signature of SMM over A-notes. 5. Handing over these signed A-notes to ward no. 13. 6. On receiving the receipt order, making its entries before A-note details. 7. Verification of receipt order and sending verified to copies of receipt order to concern department. 8. Any other work assigned by the officers.
5.11.3	Khalasi=1, He is performing following work during his duty: <ol style="list-style-type: none"> 1. Cleaning of RC-II office, weighing machine. 2. Counting and stacking of scrap items. 3. Opening and closing RC-II office and weighing machine cabin. 4. Any other work assigned by the officers.
5.11.4	Khalasi=1, He is performing following work during his duty: <ol style="list-style-type: none"> 1. Putting scrap received from workshop in Bin. 2. Counting of the scrap material received. 3. After counting stacking the material. 4. In absence of Khalasi performing duty at RC-II, looking after his work. 5. Any other work assigned by the officers.
5.11.5	Observation: <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 DMS, 01 OS and 02 Khalasis. 2. This ward deals with receipt and issue of scrap material, which includes weight & measurement of the material and its related correspondence. 3. In the year 2018-19 (till Jan'19) 1668 receipts generate and 1421 advice notes prepared. Considering 25 effective working days in a month this leads to generation of average 6.67 receipts per day and average 5.68 advice notes per day. 4. In the year 2018-19 (till Jan'19) 429 Issues were generated. Considering 25 effective working days in a month this leads to generation of average 1.79 Issues per day.
5.11.6	Critical Analysis: In view of duty list informed by the staff deputed in Receipt-II Section and observation of work being performed by them, it has been considered that existing staff are sufficient to meet out with the present workload. Hence, 01 DMS, 01 OS and 02 Khalasis have been considered Justified for RC-II section.
5.12	Establishment Section:
5.13	Ch.OS=1, He is performing following work during his duty:

	<ol style="list-style-type: none"> 1. Overall supervision of Establishment section. 2. Coordination with other department like-Accounts, Workshop, etc. 3. Checks PCDO and sent to headquarter office. 4. Checking correctness of privilege and duty and other types of passes & counter signing on it. 5. Coordination with HQ office.
5.13.1	<p>Ch.OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Deals with 2 -3 final settlement cases per month of retired employees. 2. Dealing with court cases. At present 11 cases are on hand (06 CAT, 02 High Court & 03 District Court). 3. Deals with revision of pension cases. After recommendation of 7th CPC, 325 cases received for revision of pension out of which 290 cases have been revised till date. 4. Updating book of sanction. 5. Preparing PCDO and sending it to headquarter office. 6. Preparing statements and monitoring of PM's 15 Sutri programme. 7. Dealing with cases related to woman sexual harassment. 8. Dealing with the cases of retired employees work. 9. Maintaining cadre position and informing to HQ as and when required. 10. Overall supervision of establishment section in absence of Ch.OS/E Section.
5.13.2	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Deals with PF advance form, child education allowance and leave encashment. 2. Updating leave account and Income tax file. 3. Processing salary bill for group 'D' employees. 4. Doing Union related correspondence like correspondences related to - GM PNM, DRM PNM & CWM PNM. 5. Process of medical card for retired & in service employees.
5.13.3	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Dealing with PF advance form, child education allowance and leave encashment. 2. Updating leave account and Income tax file. 3. Processing salary bill for Group 'C' staff.
5.13.4	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. He is maintaining service records of all Group "C" and Group "D" staff. 2. He is dealing with promotions, transfers and other establishment related work of all staff. 3. He is also dealing with all type of establishment work. 4. Any other work assigned by higher officials.
5.13.5	<p>Sr. Clerk=1, He is performing following work during his duty:</p>

	He performs work related to pass, PTO, pay order, PMC/RMC, Civil Defence, Sent Jones Ambulance, Bharat scout & guide, sports, cultural programme, leave, working hours and misc. work i.e. RECBS, Vigilance, Audit, e-dak and typing work.
5.13.6	<p>Observation:</p> <ol style="list-style-type: none"> The staff strength of General Store depot, Jodhpur is- <ol style="list-style-type: none"> Officers = 03 Group “C”: = 78 Group “D”: = 65 Total = 146 01 Ch OS is working as In-charge of the establishment section. He ensure performance of individual staff working under him and coordination with Accounts department and Workshop, Jodhpur etc. He prepares PCDO and ensure in time compliance of information desired by the HQ office. He also check the correctness of duty, privilege and complimentary passes and make counter sign on it. Thus, looking at the work load this post of 01 Ch. Os is justified. 01 Ch OS deals with Settlement cases. Presently he has settlement account of 325 retired employees and this is increased by 2-3 cases per month. He also deals with court cases. Presently he is dealing with 11 court cases out of which 06 cases are pertaining to CAT, 02 cases are pertaining to High Court and 03 cases are pertaining to District Court. In addition to above he look alters other miscellaneous works. Therefore, in view of the assigned work his post has been considered justified. 02 OS are dealing with matters related to Salary bills of group “C” and group “D” staff. Looking at the number of staff which are very less and further going to reduce over the period of time with improvement in the technology, 01 OS has been considered sufficient to meet out with the workload and 01 post of OS has been considered surplus. 01 OS deals with existing establishment related works of all staff working in General store depot. Thus, looking at the work load this post of 01 OS is justified 01 Sr. Clerk is dealing with Pass/PTO related matter of the officers and staff, Medical Leave, Civil Defense , Saint John’s Ambulance, Sports & Cultural program, Bharat Scouts and Guides etc . Except for the matters related to Pass/PTO other matter are occasionally dealt by this staff. Thus, the workload assigned to him is less. He may be assigned additional work to justify this post.
5.13.7	<p>Critical Analysis :</p> <p>In view of the duty list informed by the staff and observation done, Work Study Team is of the opinion that post of 02 Ch. OS and 02 OS is justified. However, 01 post of Sr. Clerk will be justified only if he will be assigned additional work. 01 post of OS has been considered surplus.</p>
5.14	Ledger Section:
5.14.1	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> Supervision of ledger section and chasing cell. Receiving daily dak and marking it to the concern dealer according to subject. Attending telephones and replying to HQ office, depot, consumers and staff.

	<ol style="list-style-type: none"> 4. Attending representatives of consumers and other Railways. 5. Dealing with truck transport contract and booking of trucks for stores, workshops and BGKT depot. Chasing it upto collection from sister depot and other railways. 6. Doing miscellaneous correspondences and certifying non-stock requisition. 7. Preparing MMPCDO and PCDO. 8. Receiving Annual Anticipated Consumption and checking AAC's of consuming depot. 9. Providing training to new recruiters of stores and mechanical department. 10. Any other work assigned by the officer.
5.14.2	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding the details in system and generating 02 copies of each. After signature of the officer, sending one copy to HQ office and keeping one copy for office record. 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative arrangement for DP expired purchase orders. 4. Checking new stocking proposals received from consignee and feeding is details in the computer system. Taking out the sheet, received signature of the officer over it and sending it back to the consignee to recheck the stocking proposal. After receiving back the stocking proposals, sending it to the HQ office with covering letter. 5. On listing of new stocking proposal creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing to firm through different media for supply of items for which HQ has issued the purchase order. 8. Informing to consignee, concern DMS, sister depot and other Railways to receive the inactive, surplus and over stock items with the depot. 9. Informing to stock verifier and DMS for verification of those items whose annual consumption declared Nil by the consignee. 10. Sending the required information to the HQ office as and when desired. 11. Sending DT request of the items in the computer system, which are discussed in the weekly meeting.
5.14.3	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding its details in system and generating 02 copies of each. After signature of the officer, sending one

	<p>copy to HQ office and keeping one copy for office record.</p> <ol style="list-style-type: none"> 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative arrangement for DP expired purchase orders. 4. Checking new stocking proposals received from consignee and feeding the details in the computer system. Taking out the sheet and signature of the officer over it and sending it back to the consignee to recheck the stocking proposal. On receiving the back the stocking proposals sending it to the HQ office with covering letter. 5. On listing of new stocking proposal creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing to firm through different media for supply of items for which HQ has issued the purchase order. 8. Informing to consignee, concern DMS, sister depot and other Railways to receive the inactive, surplus and over stock items with the depot. 9. Informing to stock verifier and DMS for verification of those items whose annual consumption declared Nil by the consignee. 10. Sending the required information to the HQ office as and when desired. 11. Sending DT request of the items in the computer system, which are discussed in the weekly meeting.
5.14.4	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding the details in system and generating 02 copies of each. After signature of the officer, sending one copy to HQ office and keeping one copy for office record. 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative arrangement for DP expired purchase orders. 4. Checking new stocking proposals receive from consignee and feeding the details in the computer system. Taking out the sheet and signature of the officer over it and sending it back to the consignee to recheck the stocking proposal. On receiving the back the stocking proposals sending it to the HQ office with covering letter. 5. On listing of new stocking proposal creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing to firm through different media for supply of items for which HQ has issued the purchase order. 8. Informing to consignee, concern DMS, sister depot and other Railways to receive the

	<p>inactive, surplus and over stock items with the depot.</p> <ol style="list-style-type: none"> 9. Informing to stock verifier and DMS for verification of those items whose annual consumption declared Nil by the consignee. 10. Sending the desired information to the HQ office as and when desired. 11. Sending DT request of the items in the computer systems which are discussed in the weekly meeting. 12. Issuing Pay order or DD for advance payment of items related to Gas and oil after receiving the Performa invoice.
5.14.5	<p>OS=2, They are performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding the details in system and generating 02 copies of each. After signature of the officer, sending one copy to HQ office and keeping one copy for office record. 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative arrangement for DP expired purchase orders. 4. Checking new stocking proposals receive from consignee and feeding the details in the computer system. Taking out the sheet, receiving signature of the officer over it and sending it back to the consignee to recheck the stocking proposal. After receiving the back the stocking proposals sending it to the HQ office with covering letter. 5. On listing of new stocking proposal, creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing firms through different media for supply of items for which HQ has issued the purchase order. 8. Informing consignee, concern DMS, sister depot and other Railways to receive the inactive, surplus and over stock items with the depot. 9. Informing stock verifier and DMS for verification of those items whose annual consumption declared Nil by the consignee. 10. Sending desired information to the HQ office as and when desired. 11. Sending DT request of the items in the computer systems which are discussed in the weekly meeting. 12. Issuing Pay order or DD for advance payment of items related to Gas and oil after receiving the Performa invoice.
5.14.6	<p>OS=2, They are performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Preparing work orders and authority letters for out of stock items, which is highlighted in weekly meeting or informed by consignee. 2. Chasing and arranging the required material from other Railways. 3. Collecting material collect from Railway station to Jodhpur General Stores and vice

	<p>versa.</p> <ol style="list-style-type: none"> Entering material position received from Sister depots and foreign railway and putup to concern officers. Coordinating contractor in material collection and dispatched.
5.14.7	<p>Observation:</p> <ol style="list-style-type: none"> This section is being manned by staff of 03Ch.OS and 05 OS. This ward deals with generate indents and after verification by consignee it is send to HQ office for procurement. Presently 06 staff are being used for ledger related work and 02 staff are being used as material chaser to ensure in time availability of the material. There are total 1200 items dealt by the General Store Depot, Jodhpur. The procurement related process is done by the HQ and work related to demand generation and work after issuance of procurement order performed by ledger section. Hence, on an average one staff can easily deal with 300 items. Thus to deal with 1200 items, 04 staff are sufficient, thus 02 staff has been considered surplus. 02 staff for chasing of material considered justified. It has been also observed that the staff deputed in the section is not well conversant with the operation of Office Excel tool, which is resulting in to more time consumption in work. There is urgent need of training to these staff so as to their performance can be improved.
5.14.8	<p>Critical Analysis:</p> <p>In view of the duty list informed by the staff and observation done, Work Study Team is of the opinion that post of 03 Ch. OS and 03 OS are justified. However, 02 posts of OS have been considered surplus.</p>
5.15	Local Purchase Section:
5.15.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> After opening the computer system, checking the stock and non stock demands and processing it for procurement. Handing over the cases to concern dealer for registration on MMIS, opening case files and making entries in register. Preparing proposal for procurement of registered file and checking that item is available with other depots, items are with registered firms item or not then preparing penal of firms and putting up the case before approving authority.. After due approval, preparing tender and receiving approval of competent authority for printing NIT. Opening of the tender forms at prescribe time, completing tender process and putting the cases before competent authority for acceptance. Sending cases to indenter for TSR and after TSR sending cases again to competent authority. Issuing PO, receiving material as per PO, unpacking & counting of the material as per PO; thereafter sending it to indenter for inspection. Doing correspondence with firms and indenter for insuring availability of material as per demand.

	<ol style="list-style-type: none"> 9. Maintaining records of ROs collected from receipt section. 10. Sending the bill to indenter for verification and insuring payment deliver to firms. 11. Writing letters to firms if PO value is more than 01 lac then writing letter to firms for depositing SD and sending SD to Accounts office after bank verification. In case of BG also same will be verified from bank and CLA then sent to accounts department. 12. Writing letter to accounts department for releasing SD after receiving material. Giving reply to concern for final disposal of pending Audit & Account objections and RTI cases. 13. Opening and closing of depot with periodical interval and any other work assigned by the officers.
5.15.2	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking Non stock demands as per diary, if found suitable in all respect then put to Competent authority for approval and if not found suitable the send back to concerned department for necessary corrections. 2. Maintaining record of all non stock demands manually in register. 3. Registration of non-stock items in the system. 4. Preparing on line proposal for tender of non-stock items. 5. After receiving approval of competent authority preparing tender schedule. 6. Taking out print of schedule and putting it before competent authority and receiving approval for Tender publication. 7. After opening of tender on the system downloading of all the tender documents and taking it printout to put before competent authority. 8. Doing needful correspondence with the firms, if instructed by the competent authority. 9. Preparing draft of Purchase Order (PO). 10. After approval of PO draft sending it to all concern. 11. On receiving the items from the firm, making needful entries in the DLR register and also preparing inspection sheet and gate pass. 12. After receiving the inspection sheet placing it on the file along with bill and sending it to the accounts department for approval of payment. If any error found in the bill, after needful correction through the firm, it is sent back to the accounts department. 13. If firm is unable to deliver the material within delivery period then taking permission from the competent authority to extent the delivery period. 14. If material is rejected then on the application of firm, permission of competent authority is received and on gate pass firm is allowed to take back the material so that desire material can be received back. 15. Dealing with Security deposit. 16. Performing miscellaneous work as instructed by the office In-charge.
5.15.3	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Receiving demand of stock items from Ledger Section if found suitable in all respect then put to Competent authority for approval and if not found suitable the send back to concerned department for necessary corrections. 2. Maintaining record of stock demands manually in the register.

	<ol style="list-style-type: none"> 3. Preparing on line proposal for tender of Stock items. 4. After receiving approval of competent authority preparing tender schedule. 5. Taking out print of schedule and putting it before competent authority and receiving approval for Tender publication. 6. After opening of tender on the system downloading of all the tender documents and taking it printout to put before competent authority. 7. Needful correspondence with the firms, as instructed by the competent authority. 8. Preparing draft of Purchase Order (PO). 9. After approval of PO draft sending it to all concern. 10. On receiving the R-Note of the item, making needful entries in demand and purchase register. 11. After receiving the inspection sheet placing it on the file along with bill and sending it to the accounts department for approval of payment. If any error found in the bill, after needful correction through the firm, it is sent back to the accounts department. 12. If firm is unable to deliver the material within delivery period then taking permission from the competent authority to extent the delivery period. 13. If material is rejected then on the application of firm, permission of competent authority is received and on gate pass firm is allowed to take back the material so that desire material can be handed over back. 14. Dealing with Security deposit. 15. Performing miscellaneous work as instructed by the office In-charge.
5.15.4	<p>Khalasi=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening, closing and Cleaning of LP section & Godown. 2. Un-loading, unpacking, counting and stacking of items receipt in LP section. 3. Checking the items issued from LP section as per gate pass. 4. Any other work assigned by the officers.
5.15.5	<p>Observation:</p> <ol style="list-style-type: none"> 1. This section is being manned by 01 CDMS, 01 Ch. OS, 01 OS and 01 Khalasi. 2. This section deals with local purchase of stock and non-stock items. 3. In the year 2018-19 (till Jan'19) float 729 tenders against which 467 POs generated for material received. 4. Record of total rejected cases is not being maintained. Thus, section failed to inform the number of rejection cases dealt by it in year 2018-19 (till Jan'2019); however it was informed by the section that 05 rejection cases are pending for disposal as on date.
5.15.6	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done by work study team 01 CDMS, 01 Ch. OS, 01 OS and 02 Khalasis are sufficient to meet out with existing workload of Local Purchase section. Hence all the staff deputed in this section has been considered justified.</p>

5.16	Scrap Sale Section:
5.16.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Taking round of entire scrap yard, ensuring proper segregated of material and shifting it in nominated bins. 2. Deployment of transportation equipments for proper placement of heavy and big items. 3. Doing supervision in segregation of scrap items according to class and quality wise. 4. Supervising scrap items received from various consignees and ensuring segregation according to their class and quality. 5. Updating physical Bin register by obtaining figures of daily receipt from road Weigh Bridge. 6. Completing paper formalities regarding delivery schedule of sold scrap items to deliver the purchaser. 7. Reconciling the balance of scrap items in MMIS. 8. Doing correspondence, preparing statements related to scrap material. 9. Checking individual gate pass of scrap delivery and signing over the same. 10. Identification & assessment of quantity of scrap for formation of lots and preparing lis for approval of depot officer for approval and up loading in MMIS & IREPS for e-auction. 11. Witnessing delivery of sold material.
5.16.2	<p>DMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Taking round of Godown for checking proper lock and keys. 2. Checking of material received from RC-II and issuing RO's. 3. Weighment of non-ferrous material received from various consignees on electric weighing scale. 4. Issuing material to different consignees. 5. Daily meeting with ISA and RPF staff regarding witnessing the delivery of sold material to purchasers. 6. Supervising lot formation of scrap material 7. Assisting stock verifier to carry out the stock verification. 8. Accompanying with purchasers to show them scrap lots, which are kept for E- auction. 9. Signing Sales Issue notes after intense checking with sold material for delivery. 10. Witnessing the delivery of sold material. 11. Rechecking the locks and seals of Godown before signing out.
5.16.3	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking E-Auction catalog GST & TCS. Filling the GST on survey sheets. 2. Preparing of E-Auction report & sent to HQ. 3. After checking generating E-Auction Bid sheets in four copies. After signing by DSKP, ISA, Officer & firm representative, sending it to HQ, DSKP & ISA. 4. Generating challan after signature of DSKP, ISA, officer & firm representative for

	<p>depositing payment by firm.</p> <ol style="list-style-type: none"> After receiving the payment preparing invoice and generating DO for sold lot. Preparing power of attorney for firm's representative to receive delivery of sold lot. Preparing extension letter for Balance sale value to firm & updating it in IREPS programme. Preparing extension letter for FDP. Preparing letter regarding forfeit of lot & earnest money. Preparing refund statement letter and pay order for short delivery of material. Preparing monthly statement for TCS tax manually and sending information of online deposited of TCS by firm to Sr. AFA/JU Preparing monthly statement of Balance sale value for clearance of sales suspenses. Preparing monthly sale scrap PCDO and sending monthly statement to HQ. Preparing E-Samiksha for scrap sale and sending it to HQ. Preparing quarterly TCS returns and statements. Preparing VAT returns quarterly and annually. Preparing E-waste (hazardous) returns & as well half-yearly & annual statements. Providing catalogue to the bidders. Submitting form 27 'C' at income tax office. Contact to CA for preparing returns and in other tax matters. Conveying bidder and motivating them to purchase the scrap.
5.16.4	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> Posting of all receipt voucher in IMMS as well as Bin card register. Charging or preparing of issue note and sale issue note. Posting of issue vouchers in issue register. Opining of case files of each sold materials. Preparing completion reports after delivery of sold materials. Receiving ground rent, excessing quantity value from purchaser, preparing case receipt and depositing it in cash office. Pasting of acknowledgement files with record copies. Preparing gate passes of sold material as well as normal issues.
5.16.5	<p>Jamadar=2+ Khalasis=8 are deputed to perform work of Sales Section. They have been assigned following work:</p> <p>(a) Jamadar=2:</p> <ol style="list-style-type: none"> They supervise the work being performed by the Khalasis. They perform cleaning and other miscellaneous work as assigned to them by CDMS/DMS. <p>(b) Khalasis=2:</p> <ol style="list-style-type: none"> They perform work inside the ward.

	<ol style="list-style-type: none"> 2. Segregating received material as small size & non ferrous and making standard stacks of these material. 3. Handing over material to the consignee. 4. Cleaning of the ward. <p>(c) Khalasis=6:</p> <ol style="list-style-type: none"> 5. They perform work in the yard. 6. They perform loading and unloading of the material. 7. They segregate the material in different bins. 8. They transfer of material from one place to other. 9. They perform cleaning work in the yard.
5.16.6	<p>Observation:</p> <ol style="list-style-type: none"> 1. 01 CDMS, 01 DMS, 01 Ch. OS, 01 OS, 02 Jamadar and 08 Khalasis are deputed to meet out with the workload of Scrap Sales Section. 2. This section deals with receipt of scrap material from different consignors and arranging its disposal through re-use of material and auction of scrap material. 3. The material is initially received by RC-II section and handed over to the Scrap Sales section and similarly after issuing Issue notes by Scrap Sales Section, material is issued by RC-II. 4. During the year 2018-19 (till Jan'19) : <ol style="list-style-type: none"> a) Total 1789 RO were generated by this section. Considering 25 effective days in a month, it comes to generating average 7.15 RO per day. b) Total 425 Issue Notes were generated by this section. Considering 25 effective days in a month, it comes to generating average 1.7 Issue Notes per day. c) Total 60 stock sheets were generated i.e. average 06 stock sheets per month were generated. d) Following number of Gate Passes were issued during the year 2018-19 (till Jan'19): e) Gate Passes issued for carrying out auction material =200 f) Gate Passes issued for carrying out material to RWF=23 g) Gate Passes issued for carrying out material to Workshop=25 h) Total =248 <p>This trend to average 24.8 Gate passes per month.</p>
5.16.7	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, Work Study Team 01 CDMS, 01 DMS, 01 Ch. OS, 01 OS, 02 Jamadar & 08 Khalasis are sufficient to meet out with existing workload of Sales Scrap section. Hence, all the staff deputed in this section has been considered justified.</p>

6.0	Deployment, Workload & Critical Analysis of BGKT Staff:
6.1	Ward- 01 & 03 (Electric items Ward)
6.1.1	<p>DMS=01, He performs following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening & closing of wards (2 Godowns) with lead of 50 mtrs each. 2. Assigning of work to Ward Staff (1 OS & 1 Khalasis) 3. Receipt of new material (Unloading, Counting, Stacking & other Paper formalities) 4. Issue of material (Items) (Receiving Demands + Approval as per availability +Issuing materials by supervising counting and stacking) 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month 6. Self Stock Check/Verification (30-40 items each verification) 7. Supervising Opening and closing of depot. 8. Performing any other work assigned by higher officials.
6.1.2	<p>OS=01, He performs following work during his duty</p> <ol style="list-style-type: none"> 1. Receipt of material, (Receiving case file, enter the detail in RO register, separate the RO copies and distribute them). 2. Issue of material/Items, (Receiving Demands, Charge the requisition, enter the detail of each requisition in issue register and separate the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparation of Gate Pass (for vouchers issued to WS and div. indenters) 5. Posting of issue and receipt vouchers in Bin Registers 6. After check pairing of verified copies with office copies. 7. Preparing Dak for Accounts department for sending receipt and issue vouchers. 8. Preparing labels and pasting on imprested material before handing over to dispatch. 9. Preparing of reports of inactive and surplus items 10. Any Other Work assigned by Ward in charge and higher officials.
6.1.3	<p>Khalasi=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Attendance- Receiving token from gatekeeper and put it on the token board. 2. Opening and cleaning of ward office, filling water camper and cooler available in ward. 3. Performing cleaning work in circulating area of ward and inside Godowns. 4. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 5. Issue of material/Items (Issuing materials by physical counting and stacking) 6. Do rolling of painting drums and stack in ward. 7. Counting of material to be verified by stock verifier with frequency of some items per day. 8. Handing over material to Dispatch Section for distribution. 9. Sealing of ward (All godowns and office) & deposit key at RPF Booth.

6.1.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 DMS, 01 OS and 01 Khalasi. The OS working here is also responsible to look after the ward no. 4. 2. This ward mainly deals with items of group 18 and other items of group 10,11,12,15,18,37,38,40,41,43,45,47,80,84,85 and 86 also dealt by this ward. 3. Total 292 items have been assigned to ward no. 3/1 out of which stock of 242 items was available. In these 23 items concern to safety category and two items are classified as vital items. 4. In the year 2018-19 (till Jan'19) 350 ROs for items of ward no. 03 and 86 ROs for items of ward no.01 i.e. 436 numbers of total ROs were generated. Considering 25 effective working days in a month this leads to generation of average 1.74 RO per day. 5. In the year 2018-19 (till Jan'19) 915 Issue Notes for items of ward no. 01/03 generated. Considering 25 effective working days in a month this leads to generation of average 3.66 Issue Note per day. 6. Main consignee of this ward is Diesel Shed, BGKT. 7. During the year 2018-19 (till Jan'19) total 09 stock sheets have been generated for ward no. 01/03, which leads to effectively dealing with 0.9 stock sheets per month.
6.1.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of the opinion that looking at the workload of ward no. 01/03, the staff of 01 DMS, 01 OS (common for ward no.01/03 and ward no. 04) and 01 Khalasi is justified.</p>
6.1	<p>Ward- 02 (Heavy Loco Items ward)</p>
6.1.6	<p>DMS=01, He performs following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening & closing of ward (2 Godowns), with lead of 50 mtrs each. 2. Assigning work to staff working in ward (1 OS & 1 Khalasi). 3. Receipt of new material (Unloading, Counting, Stacking & other Paper formalities) 4. Issue of material/Items. (Receiving Demands + Approval as per availability + Issuing materials by supervising counting and stacking) 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month 6. Self Stock Check/Verification (30-40 items in each verification) 7. Ensuring proper stacking of material 8. Opening and closing of depot. 9. Performing any Other work assigned by higher officials.
6.1.7	<p>OS=01, He performs following work during his duty</p> <ol style="list-style-type: none"> 1. Receipt of material, (Receiving case file, entering the details in RO register, separating the RO copies and distributing them). 2. Issue of material/Items, (Receiving Demands, Charging the requisition, entering the details of each requisition in issue register and separating the copies as per authority.)

	<ol style="list-style-type: none"> 3. Filing of office copies of issue and RO in concerned files. 4. Preparing Gate Pass (for issuing vouchers to WS and to div. indenters) 5. Posting of issue and receipt vouchers in Bin Registers 6. After due check pairing of verified copies with office copies. 7. Preparing Dak for sending receipt and issue vouchers to Accounts department. 8. Preparing labels and pasting it on imprested material before make over to dispatch. 9. Preparation of reports of inactive and surplus items 10. Any Other Work assigned by Ward in charge and Officers
6.1.8	<p>Khalasi=01, He performs following work during his duty:</p> <ol style="list-style-type: none"> 1. Attendance- Receiving token from gatekeeper and put it on the token board. 2. Opening & cleaning of ward office, filling water camper and cooler available in ward. 3. Doing cleaning work in nearby circulating area of ward and inside Godowns. 4. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 5. Issue of material/Items (Issuing materials by physical counting and stacking) 6. Rolling of painting drums and stack in ward. 7. Counting of material to be verified by stock verifier with frequency of some items per month. 8. Handing over of material to Dispatch Section for distribution. 9. Sealing of ward (All godowns and office) & deposit key at RPF Booth.
6.1.9	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 CDMS, 01 OS and 01 Khalasi. 2. This ward mainly deals with items of group 45 and other items of group 11,12,16,17,18,19,20,71,72,73,76,77,78,79,81,82,83 and 84 are also dealt by this office. 3. Total 499 items have been assigned to ward no. 02 out of which stock of 423 items was available. In these 34 items pertains to of safety category and 08 items are classified as vital items. 4. In the year 2018-19 (till Jan'19) 591 ROs were generated for ward no. 02. Considering 25 effective working days in a month this leads to generation of average 2.36 RO per day. 5. In the year 2018-19 (till Jan'19) 1242 Issue Notes generated for items of ward no. 02. Considering 25 effective working days in a month this leads to generation of average 4.96 Issue Note per day. 6. Main consignee of this ward is Diesel Shed, BGKT. 7. During the year 2018-19 (till Jan'19) 10 stock sheets have been generated for ward no. 02, which leads to effectively dealing with 01 stock sheets per month.
6.1.10	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of the opinion that workload of ward no. 02, the staff of 01 DMS , 01 OS and 01 Khalasi are</p>

	justified.
6.1	Ward- 04 (HHP Loco Items Ward)
6.1.11	<p>CDMS=01, He performs following work during his duty:</p> <ol style="list-style-type: none"> 1. Opening & closing of ward(2 Godowns) with lead of 50 mtrs each. 2. Assigning work to Ward Staff (1 OS & 1 Khalasis) 3. Receipt of new material (Unloading, Counting, Stacking & completing other Paper formalities) 4. Issue of material/Items. (Receiving Demands + Approval as per availability +Issuing materials by supervising counting and stacking) 5. Verifications of Stock items along with stock verifier with frequency of 10-20 items per month 6. Self Stock Check/Verification (30-40 items each verification) 7. Stacking of material 8. Opening and closing of depot 9. Any Other work assigned by officers
6.1.12	<p>OS=01, He performs following work during his duty</p> <ol style="list-style-type: none"> 1. Receipt of material, (Receiving case file, enter the detail in RO register, separating copies of RO and distribute them). 2. Issue of material/Items, (Receiving Demands, Charge the requisition, enter the detail of each requisition in issue register and separate the copies as per authority.) 3. Filing of office copies of issue and RO in concerned files. 4. Preparing Gate Pass (Issuing vouchers to WS and divisional indenters). 5. Posting of issue and receipt vouchers in Bin Registers. 6. After due check pairing of verified copies with office copies. 7. Preparing Dak for sending receipt and issue vouchers to Accounts department. 8. Preparing of labels and pasting on imprested material before make over to dispatch. 9. Preparing reports of inactive and surplus items 10. Any Other Work assigned by Ward in charge and higher officials.
6.1.13	<p>Khalasi=01, He performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Attendance- Receiving token from gatekeeper and putting it on the token board. 2. Opening & cleaning of ward office, filling water camper and cooler available in ward. 3. Cleaning of circulating area of ward and Godowns. 4. Receipt of new material (Unloading, Counting, Stacking in presence of ward in charge.) 5. Issue of material/Items (Issuing materials by physical counting and stacking) 6. Rolling of paint drums and stack these in ward. 7. Counting of material to be verified by stock verifier with frequency of 10 to 20 items per day.

	<p>8. Handing over of material to Dispatch Section for distribution.</p> <p>9. Sealing of wards (All godowns and office) & depositing key at RPF Booth.</p>
6.1.14	<p>Observation:</p> <ol style="list-style-type: none"> 1. This ward is being manned by staff of 01 DMS, 01 OS and 01 Khalasi. The OS working here is also responsible to look after the ward no. 01/03. 2. This ward deals mainly deals with items of group 16 and other items of group 11,12,17,18 and 19 also dealt by this office. 3. Total 255 items have been assigned to ward no. 04 out of which stock of 219 items were available. In these none of the item is of safety category or of vital category. 4. In the year 2018-19 (till Jan'19) 427 ROs were generated for items of ward no. 04. Considering 25 effective working days in a month this leads to generation of average 1.70 RO per day. 5. In the year 2018-19 (till Jan'19) 752 Issue Notes generated for items of ward no. 04. Considering 25 effective working days in a month this leads to generation of average 3.0 Issue Note per day. 6. Main consignee of this ward is Diesel Shed ,BGKT. 7. During the year 2018-19 (till Jan'19) 10 stock sheets have been generated for ward no. 04, which leads to effective dealing with 01 stock sheets per month.
6.1.15	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of the opinion that looking at the workload of ward no. 04, the staff of 01 CDMS , 01 OS(common for ward no.01/03 and ward no. 04) and 01 Khalasi are justified.</p>
6.2	Receipt Section:
6.2.1	<p>CDMS=02, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Supervision of staff working in RC section. 2. To arrange unloading, unpacking of the material received from DLW Varansi, EMD (USA) for BGKT depot as well ABR and Ajmer depots. 3. Manual DDR registration in to DR resisters. 4. Registration of received material in IMMIS and creation of R/Note. 5. Transfer of material to concerned wards for proper stocking. 6. Transfer of dispatch particulars in original bill of lading, OPT, etc. 7. To arrange transfer of material to ABR, All their share received from DLW, EMD. 8. To assist in RC-I trade items & various depot works including inventory control and warranty claims.
6.2.2	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Taking print out PO from computer system and open the case file after entered in PO register. 2. Filing photocopy of parcel bill I concerned case files after entered in bill register. 3. Completing formalities to offer material for inspection to consignees.

	<ol style="list-style-type: none"> 4. Sending material to ward and consignee after completing formalities for issuance of RO 5. Work related to warranty claims items. 6. Disposing of all daks and work assigned by Higher officials.
6.2.3	<p>Khalasi=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Handing over and taking over of the token at main entrance gate. 2. Unloading of material received in truck. 3. Transferring material to concern wards. 4. Weight and measurement of the material received. 5. Unpacking and stacking of the material received.
6.2.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. This section is being manned by staff of 02 CDMS, 01 OS and 01 Khalasi. 01 CDMS deals with Trade Items and 01 CDMS deals with DLW/EMD items. 2. All the items (total 1067) dealt by Store Depot, Diesel shed, BGKT are first received by the section and then issued to the concern wards for stocking 3. In the year 2018-19 (till Jan'19) 586 ROs generated for trade items and 800 ROs generated for DLW/EMD items thus total 1386 items were generated by this section. Considering 25 effective working days in a month this leads to generation of average 5.54 RO per day. 4. The items received are handed over to the ward, thus number of receipt note generated are equals to number of ROs generated. 5. In the year 2018-19 (till Jan'19) total 33 cases of warranty for trade items and 95 cases of warranty for DLW/EMD items opened out of which 10 cases of warranty for DLW/EMD items have been settled. 6. In the year 2018-19 (till Jan'19) total 28 number of rejection cases received for trade items and 01 number of rejection case received for DLW/EMD items out which most of the case have been disbursed and only 02 cases of rejection for trade item and 01 case of rejection for DLW/EMD is pending. 7. In the calendar year 2018 total 475 PO received.
6.2.5	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation done, work study team is of the opinion that looking at the workload of Receipt section, the staff of 02 CDMS, 01 OS and 02 Khalasi is justified.</p>
6.3	Ledger Section:
6.3.1	<p>Ch. OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding the details in system and generating 02 copies of each. After signature of the officer, sending one copy to HQ office and keeping one copy for office record. 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative

	<p>arrangement for DP expired purchase orders.</p> <ol style="list-style-type: none"> 4. Checking new stocking proposals receive from consignee and feeding the details in the computer system. Taking out the sheet and receiving signature of the concern officer over it and sending it back to the consignee to recheck the stocking proposal. On receiving from the consignee sending it to the HQ office with covering letter. 5. On listing of new stocking proposal creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing to firm through different media for supply of items for which HQ has issued the purchase order. 8. Informing to consignee, concern DMS, sister depot and other Railways to receive the inactive, surplus and over stock items with the depot. 9. Informing to stock verifier and DMS for verification of those items whose annual consumption declared Nil by the consignee. 10. Sending the desired information to the HQ office as and when desired. 11. Sending DT request of the items in the computer system, which are discussed in the weekly meeting.
6.3.2	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Generating advance intimation sheet as per scheduled program already fed in the computer system and sending these to the consignee for confirmation of annul consumption and approaching to the consignee for needful correction, if required. 2. On receiving back the annual consumption from the consignee, feeding the details in system and generating 02 copies of each. After signature of the officer, sending one copy to HQ office and keeping one copy for office record. 3. Sending letters to the HQ office for covering the uncovered dues and doing alternative arrangement for DP expired purchase orders. 4. Checking new stocking proposals receive from consignee and feeding the details in the computer system. Taking out the sheet and signature of the officer over it and sending it back to the consignee to recheck the stocking proposal. On receiving the back the stocking proposals sending it to the HQ office with covering letter. 5. On listing of new stocking proposal creating demand for 06 months requirement and sending it to the HQ office. 6. Uploading DT request of items which are not available on computer system for receiving it from other depots. Preparing purchase order and authority letter to receive the material from other Railways. In case of non-availability of material at other depots and Railways, preparing LPR sheet and sending it to local purchase section. 7. Chasing to firm through different media for supply of items for which HQ has issued the purchase order. 8. Informing to consignee, concern DMS, sister depot and other Railways to receive the inactive, surplus and over stock items with the depot. 9. Informing to stock verifier and DMS for verification of those items whose annual

	<p>consumption declared Nil by the consignee.</p> <p>10. Sending the desired information to the HQ office as and when desired.</p> <p>11. Sending DT request of the items in the computer system, which are discussed in the weekly meeting.</p>
6.3.3	<p>OS=1, He is performing following work during his duty:</p> <p>He is being assigned the work of chasing short supply of the material and collecting it from other Railways where required items are available.</p>
6.3.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. Ledger section is manned by 01 Ch. Os and 02 OS. 01 Ch. OS and 01 OS deals with on line ledger for procurement of items and 01 OS is perform work of material chaser for ensuring in time availability of the items. 2. At present there is consumption of total 1044 items per year in the Store Depot in Diesel Shed, BGKT. 3. For the demand of new items, new proposals are prepared. In the year 2018-10 (till Jan'19) proposal for 38 new items have been prepared. The demand of new items varies on the basis of to introduction of new work and to change of technologies in work. It was informed that electric locomotives are going to introduced in short period of time therefore the number of new proposal are going to increase in coming years. 4. There are certain demands which are refused by the HQ or in case of emergency, demands are created at Store level only. Demand of total 190 items generate during the year 2018-19 (till Jan'19). 5. On an average 300 DP extension cases per annum related to DP extension are dealt by this office. 6. The process related to demand of Local Purchase is performed by Ledger section. In the year 2018-19 (till Jan'19) total demand of 354 LP items dealt by the section. 7. Ledger section also circulates Inactive and Surplus items to all concern so that consumption to these items prior to expiry shall be ensured.
6.3.5	<p>Critical Analysis:</p> <p>In view of the duty list informed by the office and observation done, the Work Study Team is of the opinion that staff of 01 Ch. OS and 02 OS are sufficient to meet out with existing work load. Thus, all these posts have been considered justified</p>
6.4	Local Purchase Section:
6.4.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking stock and non stock demands and process for procurement. 2. Handing over the cases to concern dealer for registration in MMIS, opening case files and making needful entries in register. 3. Preparing proposal for procurement of registered firms and checking that item is available in other depots, items are registered firms item or not then preparing penal of firms and putting case for approval to approval authorities. 4. Preparing tender, after approval sending it to competent authority for approval of NIT. 5. Opening of the tender forms in prescribe time, completing tender process and putting case for acceptance to competent authority. 6. Sending cases for TSR and after TSR cases sent to again competent authority.

	<ol style="list-style-type: none"> 7. Issuing PO, receiving material as per PO, unpacking & counting the material as per PO and sending it to indenter for inspection. 8. Doing correspondence with firms and indenter for ensuring availability of material as per demand. 9. Maintaining record of ROs collected from receipt section. 10. Sending bills to indenter for verification and insuring payment deliver to forms. 11. Writing letter to firms regarding SD in case of PO value is more than 1 lakh and verifying from bank then sending to Accounts office. In case of BG same will be verified from bank and CLA then sent to accounts department. 12. After receiving material writing letter to accounts department for releasing SD, reply to concern for final disposal of pending Audit & Account objections and RTI cases. 13. Periodically opening and closing of depot and any other work assigned by the officers.
6.4.2	<p>OS=1, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Checking Non stock demand as per diary if found suitable in all respect then putting to Competent authority for approval and if not found suitable, sending back to concerned department for necessary corrections. 2. Manually maintaining record of all non stock demands in register. 3. Registration of non-stock items in the system. 4. Preparing on line proposal for tender of non-stock items. 5. After receiving approval of competent authority preparing tender schedule. 6. Taking out print of schedule and putting it before competent authority for receiving permission of Tender publication. 7. After opening of tender on the system downloading all the tender documents and taking it printout to put before competent authority. 8. Needful correspondence with the firms, as instructed by the competent authority. 9. Preparing draft of Purchase Order (PO). 10. After approval of PO draft sending it to all concern. 11. On receiving the items from the firm, making needful entries in the DLR register and also preparing inspection sheet and gate pass. 12. After receiving the inspection sheet placing it on the file along with bill and sending it to the accounts department for approval of payment. If any error found in the bill, after needful correction through the firm, it is sent back to the accounts department. 13. If firm is unable to deliver the material within delivery period then taking permission from the competent authority to extent the delivery period. 14. If material is rejected, then on application of the firm to receive back the material, permission of competent authority is received. Gate pass is also issued so as firm can receive back material from depot. 15. Dealing with Security deposit. 16. Performing miscellaneous work as instructed by the office In-charge.
6.4.3	<p>Khalasi=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Receiving and handing over back token to main entrance.

	<ol style="list-style-type: none"> Unloading of material and Transferring/Issuing the material to concern. Weight and measurement of the material received. Unpacking and stacking of the material received.
6.4.4	<p>Observation:</p> <ol style="list-style-type: none"> This section is being manned by 01 CDMS, 01 OS and 01 Khalasi. This section deals with local purchase of stock and non-stock items. In the year 2018-19 (till Jan'19) this section has floated 464 tenders against which material received for 246 POs generated. Considering 25 effective days in a month, on an average 1.85 tenders per day were dealt and average 01 PO per day was generated. During the year 2018-19 (till Jan'19) total 189 non-stock items and 149 stock items have been received. In the year 2018-19 (till Jan'19) total 17 rejection cases and 15 warranty claim cases dealt by the section. On an average 25 cases per annum regarding releasing of SD are dealt by section.
6.4.5	<p>Critical Analysis: In view of the duty list informed by the office and observation done, the Work Study Team is of the opinion that staff of 01 CDMS, 01 OS and 01 Khalasi are sufficient to meet out with existing work load. Thus, all these posts have been considered justified</p>
6.5	General Section:
6.5.1	<p>Ch. OS=2, They are performing following work during his duty:</p> <ol style="list-style-type: none"> Deals with establishment matters of staff deployed at Stores Depot, BGKT. Deals with officer's inspection notes, matters pertain to RTI Act. Prepares PCDO. Circulating office orders and ensuring compliance of the same. Dispatch and receive the DAK. Handle imprest cash amounting to INR 2000/- Maintain records pertain to T&P items. Deal with ACR, income tax, shield and digital signatures. Preparing desire information required for meeting of officers. Any other work assigned by the higher officials.
6.5.2	<p>Technician=02</p> <p>One Technician is used to operate the fork lifter for material handling and one technician is used to operate the oil point.</p>
6.5.3	<p>Khalasi=04</p> <p>A gang of 04 Khalasis is formed for loading, unloading, stacking and transportation of material from receipt section to wards.</p>
6.5.4	<p>Observation:</p> <ol style="list-style-type: none"> 02 Ch. OS and 02 Technicians are working in the General Section.

	<ol style="list-style-type: none"> 2. This section prepares privilege passes of 22 staff. 3. This section maintains attendance register, upkeeps the leave record and send absentee to the General Store Depot, Jodhpur. 4. This section also deals with inspection notes of the officers. In the year 2018-19 (till Jan'19), they dealt with total 07 inspections. Thus, this comes to less than 01 inspection in a month. 5. In the year 2018-19 (till Jan'19) only 02 RTI cases were dealt by the section. 6. They are also responsible for collecting PCDO related information from different wards and sections and preparing PCDO. 7. The General section is also responsible for circulating the office order and on an average in a year 25 office orders are circulated, which leads to 02 office orders in a month. 8. General section is maintaining cash imprest of INR 2000/-. 9. They also deals with receipt and dispatch, which is average 5000 per annum comes to 15-20 Dak per day. 10. They do correspondence for budget, maintains record of T&P items as well dealt its disposal of by preparing DS-8. 11. Do correspondence for day to day maintenance of building and furniture. 12. This section also deals with ACR, Income tax, awards and shield and digital signatures. 13. This section also does needful preparation for officers meeting in depot. 14. One Technician is used to operate the fork lifter for material handling and one technician is used to operate the oil point. 15. A gang of 04 Khalasis is formed for loading, unloading, stacking and transportation of material from receipt section to wards.
6.5.5	<p>Critical Analysis: In view of the duty list informed by the office and observation done, the Work Study Team is of the opinion that staff of 02 Ch. OS and 04 Khalasies are justified. However, posts of 02 Technicians have been considered surplus.</p>

CHAPTER 7	Existing & Revised Staff Position in wards and Sections
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7.1 Existing staff deployed in wards and sections

Sr. No.	Section	CDMS	DMS	Ch.OS	OS	Sr. Clerk	Jr. Clerk	Khalasi	Gate keeper	typist	Carpenter	Vehicle driver	Peon	Water man	Safaiwal	Total
A.	General Store Depot, Jodhpur															
1	Ward- 01 & 04 (S&t and Steel Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
2	Ward- 02 & 10 (Engg. & C&W Items):	0	1	0	1	0	0	2	0	0	0	0	0	0	0	4
3	Ward- 05 (Clothing & Petroleum Items)	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
4	Ward- 06 (Cleaning & Chemical Items)	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
5	Ward-07 (Electrical Items):	1	0	0	2	0	0	3	0	0	0	0	0	0	0	6
6	Ward-15 (Carriage & Wagon)	0	1	0	1	0	0	2	0	0	0	0	0	0	0	4
7	Dispatch, Transport & Petty Repair Section	1	0	0	1	0	0	7	0	0	2	7	0	0	0	18
8	Ledger section	0	0	3	5	0	0	0	0	0	0	0	0	0	0	8
10	General section (non Ministerial)	1	0	0	0	0	0	6	2	0	0	0	0	0	0	9
11	LP Section	1	0	1	1	0	0	1	0	0	0	0	0	0	0	4
12	General section (Ministerial)	0	0	3	1	0	1	0	0	1	0	0	7	2	2	17
13	RC-I	1	1	0	1	2	0	6	0	0	0	0	0	0	2	13
14	RC-II	0	1	0	1	0	0	2	0	0	0	0	0	0	0	4
15	Establishment Section	0	0	2	3	1	0	0	0	0	0	0	0	0	0	6
16	Scrap sale Section	1	1	1	1	0	0	8	0	0	0	0	0	0	2	14
Total		9	5	10	21	3	1	42	2	1	2	7	7	2	6	118
B.	Divisional Store	3	6	1	3	2	0	0	0	0	0	1	0	0	0	16
C.	BGKT Diesel Shed Store Depot, Jodhpur															
1.	Ward- 01 & 03 (Electric Item):	0	1	0	1	0	0	1	0	0	0	0	0	0	0	3
2.	Ward- 02 (Heavy Loco Items):	0	1	0	1	0	0	1	0	0	0	0	0	0	0	3
3.	Ward- 04 (HHP Loco Item):	0	1	0	0	0	0	1	0	0	0	0	0	0	0	2
4.	Receipt Section	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
5.	Ledger section	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
6.	LP Section	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
7.	General Section	2	0	0	0	0	0	0	0	0	0	1	0	0	0	3
Total		4	3	1	5	0	0	5	0	0	0	1	0	0	0	19
Grand Total (A+B+C)		16	14	12	29	5	1	47	2	1	2	09	7	2	6	153

7.2 Staff required in Wards and Sections as per advised by work study team

Sr. No.	Section	CDMS	DMS	Ch.OS	OS	Sr. Clerk	Jr. Clerk	Khalasi	Gate keeper	typist	Carpenter	Vehicle Driver	Peon	Water man	Safaiwala	Total
A.	General Store Depot, Jodhpur															
1.	Ward- 01 & 04 (S & t and Steel Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
2.	Ward- 02 & 10 (Engg. & C&W Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
3.	Ward- 05 (Clothing & Petroleum Items)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.	Ward- 06 (Cleaning & Chemical Items)	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
5.	Ward-07 (Electrical Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
6.	Ward-15 (Carriage & Wagon)	1	0	0	1	0	0	2	0	0	0	0	0	0	0	4
7.	Dispatch, Transport & Petty Repair Section	1	0	0	2	0	0	10	0	0	0	3	0	0	0	16
8.	Ledger section	0	0	3	5	0	0	0	0	0	0	0	0	0	0	8
9.	General section (non Ministerial)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10.	LP Section	1	0	1	1	0	0	2	0	0	0	0	0	0	0	5
11.	General section (Ministerial)	0	0	2	1	0	0	0	0	0	0	0	6	0	0	9
12.	RC-I	1	1	0	1	1	0	6	0	0	0	0	0	0	0	10
13.	RC-II	0	1	0	1	0	0	2	0	0	0	0	0	0	0	4
14.	Establishment Section	0	0	2	2	1	0	0	0	0	0	0	0	0	0	5
15.	Scrap sale Section	1	1	1	1	0	0	10	0	0	0	0	0	0	0	14
Total		9	3	9	19	2	0	40	0	0	0	3	6	0	0	91
B.	Divisional Store	5	6	4	6	2	2	20	0	0	0	0	0	0	0	45
C.	BGKT Diesel Shed Store Depot, Jodhpur															
1.	Ward- 01 & 03 (Electric Item)	0	1	0	1	0	0	1	0	0	0	0	0	0	0	3
2.	Ward- 02 (Heavy Loco Items)	0	1	0	1	0	0	1	0	0	0	0	0	0	0	3
3.	Ward- 04 (HHP Loco Item)	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
4.	Receipt Section	1	1	0	1	0	0	2	0	0	0	0	0	0	0	5
5.	Ledger section	1	0	0	1	0	1	0	0	0	0	0	0	0	0	3
6.	LP Section	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
7.	General Section	0	0	2	0	0	0	4	0	0	0	1	1	0	0	8
Total		4	3	2	6	0	1	10	0	0	0	1	1	0	0	28
Grand Total (A+B+C)		18	12	15	31	4	3	70	0	0	0	4	7	0	0	164

CHAPTER 8	SUMMARY OF PROJECTED SURPLUS POSTS
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8.0 Summary of Projected Surplus Posts of Staff:

Sr. No.	Designation	G. Pay	SS				OR				Vac.				Prop. Cadre				Identified Surplus			
			GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl
1	CDMS	4600	11	3	4	18	9	2	5	16	2	1	-1	2	9	5	4	18	2	-2	0	0
2	Ch.OS	4600	11	1	3	15	11	1	3	15	0	0	0	0	9	4	2	15	2	-3	1	0
3	OS	4200	31	3	6	40	19	2	6	27	12	1	0	13	19	6	6	31	12	-3	0	9
4	DMS	4200	1	6	5	12	5	1	1	7	-4	5	4	5	3	6	3	12	-2	0	2	0
5	MCM VD	4200	2	0	0	2	2	0	0	2	0	0	0	0	1	0	0	1	1	0	0	1
6	CA	4200	1	0	0	1	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0
7	Sr. Clerk	2800	5	2	5	12	2	0	0	2	3	2	5	10	2	2	0	4	3	0	5	8
8	VD Gr.-I	2800	4	0	1	5	4	0	0	4	0	0	1	1	0	0	1	1	4	0	0	4
9	VD Gr.-II	2400	1	0	0	1	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0
10	Jr.Clerk	1900	8	0	2	10	3	0	0	3	5	0	2	7	0	2	1	3	8	-2	1	7
11	Khalasi (MP) Assistant Depot (Store)	1800	75	0	12	87	38	0	5	43	37	0	7	44	40	20	10	70	35	-20	2	17
12	Office Peon (Other) General Assistant (Store)	1800	7	0	1	8	6	0	1	7	1	0	0	1	6	1	1	8	1	-1	0	0
13	Bungalow Peon	1800	1	0	0	1	0	0	0	0	1	0	0	1	1	0	0	1	0	0	0	0
14	MCM Artisan	4200	1	0	1	2	0	0	1	1	1	0	0	1	0	0	0	0	1	0	1	2
15	Typist	4200	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
16	Tech.-I	2800	2	0	1	3	1	0	0	1	1	0	1	2	0	0	0	0	2	0	1	3
17	Tech.-II	2400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	Tech.-III	1900	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1
19	VD Gr.-III	1900	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
20	Tech. (Tindal)	1800	5	0	2	7	2	0	0	2	3	0	2	5	0	0	0	0	5	0	2	7
21	Khalasi Helper	1800	4	0	0	4	2	0	0	2	2	0	0	2	0	0	0	0	4	0	0	4
22	Safaiwala	1800	2	0	0	2	1	0	0	1	1	0	0	1	0	0	0	0	2	0	0	2
23	Time Keeper	1800	2	0	0	2	2	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
24	Water Carrier	1800	2	0	0	2	2	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
25	Office Peon (Farash)	1800	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1
Total			180	15	43	238	113	6	22	141	67	9	21	97	92	46	28	166	88	-31	15	72

CHAPTER 9	RECOMMENDATION
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On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being purposed:

9.1 Recommendations No.1:

Computers have been introduced to perform day to day office working. Further software like IMMIS has been introduced for material management. This has reduced the manual efforts drastically. Thus, 15 Ch. OS, 31 OS, 04 Sr. Clerks and 03 Jr. Clerks have been considered sufficient to meet out with the existing workload. The present sanctioned strength of Ministerial staff is 77 posts (Ch. OS-15, OS-40, Sr. Clerk-12 and Jr. Clerk -10) out of which 24 Vacant posts of Ministerial staff (09 OS, 08 Sr. Clerk and 07 Jr. Clerk) has been considered surplus and advised to surrender forthwith.

9.2 Recommendations No. 2:

As per guidelines of Railway Board's all the Ministerial Staff must trained and get conversant with computer working. Thus, all post of "Typist" abolished. It has been observed that the post of 01 Typist is still exists in General Store Depot, Jodhpur which is deviation from Railway Board's guideline. The Typist posted here is simply typing the correspondence as instructed by the Ministerial staff. Thus, it is simply duplicacy of work and putting the Ministerial staff at ease. Hence, this 01 post of "Typist" has been considered surplus and advised to surrender forthwith.

9.3 Recommendations No. 3:

The sanctioned strength of MCM Artisan is 02, Technician is 03, Technician III is 01 and Technician Tindal is 07 against which 01 MCM, 01 Technician I, Nil Technician III and 02 Technician Tindal are on roll. Thus, effective vacancy found as MCM Artisan-01, Technician I-02, Technician III-01 and Technician Tindal-05. Most of these Technical staff is being used to perform miscellaneous activities. No significant work is being performed by these staff. Hence all the 13 posts of these technical staff (MCM Artisan-02, Technician I-03, Technician III - 01 and Technician Tindal- 07) has been considered surplus and advised to surrender forthwith.

9.4 Recommendations No. 4:

The sanctioned strength of Khalasi Multipurpose is 87 against which 43 are on roll. Thus, effective vacancies are of 44 posts. The manual efforts in Material Management has been reduced as various mechanical equipments like fork lifter, Crain etc has been introduced. Various activities within the Railway have been outsourced along with the material and good example of which is cleaning work. Thus, workload of Khalasi has been reduced drastically. In view of the present workload 70 Khalasi have been considered sufficient and 17 Khalasi have been considered surplus and advised to surrender forthwith.

9.5 Recommendations No. 5:

Sanctioned strength of Waterman is 02 and against which 02 are on roll thus there is Nil Vacancy. However, in observation it was found that Water Men are operating water booths parallel to the water cooler. Thus, deputation of Waterman adding no value. The post of Waterman was created in early time and their work was to collect the water from source to booth but in present time when water is being supplied through pipe line and further made available for drinking through water coolers. Thus, in present time post of Waterman has become obsolete. Hence, 02 posts of Waterman have been considered surplus and advised to surrender forthwith.

9.6 Recommendations No.6:

Sanctioned strength of Safaiwala is 02 and of Farash is 01 and against which 02 Safaiwala and Nil Farash are on roll which leads to Nil vacancy of Safaiwala and 01 vacancy of Farash.

These are deputed for cleaning of General Store Depot, Jodhpur. It has been observed that strength of 02 Safaiwala and 01 Farash is not sufficient to meet out with the cleaning requirement of store, therefore it is being advised to outsource the cleaning work of General Stores Depot, Jodhpur. These, 02 posts of Safaiwala and 01 post of Farash has been considered surplus and advised to surrender forthwith.

9.7 Recommendations No. 7:

The sanctioned strength of Gate Keeper is 02 and against which 02 staff are on roll, thus, there is nil vacancy in this cadre. After introduction of the Biometrics, in time presence of staff can be ensured through it. However for the purpose of absentee, muster roll shall be maintained in the concerned ward and sections. As far as checking of material received and dispatch is concerned, RPF staff has already been deputed on both the gates. Thus, in present time there is no need of post of Gate Keeper. Hence, 02 posts of Gatekeeper have been considered surplus and advised to surrender forthwith.

9.8 Recommendations No. 8:

Against the sanctioned strength of 04 Helper Khalasis, on roll Helper Khalasi are 02 thus effective vacancies are of 02 Posts. These are used to assist the Truck drivers. In the present time as per guideline of Railway Boards, all the group "D" staff shall be developed as multi-skill, hence such post of Helper Khalasi cannot be maintained exclusively to assist Truck Drivers. However, it is being advised that Khalasi can be used for assisting the Vehicle Driver. Thus, 04 posts of Helper Khalasi have been considered surplus and advised to surrender forth with.

9.9 Recommendations No. 9:

This has been observed that due to absence of sufficient work load truck drivers, fork-lifter drivers and Crain driver and assisting staff spent a large period of spare time. To ensure optimum utilization of staff it has already been suggested in the work study of Vehicle drivers over Jodhpur division that out of 08 sanctioned strength of vehicle drivers, 03 posts are sufficient and 5 posts of vehicle drivers have been considered surplus (01 post of vehicle driver has already been surrendered) and advised to surrender. This suggestion of the work study shall be implemented at earliest.

9.10 Recommendation No. 10:

COS/NWR/JP in Para 2.0 of his inspection no. NWR/S/COS/Insp/2016; dated: 22.08.2016 has instructed that-"With the introduction of computerization, all transactions are being carried out on MMIS and no manual transaction is being carried out, whether it is receipt or issue. All equipments sheets are generated on computer. Ledger section has been abolished. Chasing cum progress cell has to be provided in place of ledger section. This cell should follow up with HQ, whenever there are no covered dues or delivery period is going to expire. A proper chasing register should be maintained, with the chasing details of firms and when supply is expected." It has been observed that the nomenclature of Ledger Section still exists and it has not changed as Chasing cum Progress Cell. Therefore it is being advised to follow the above instruction of COS/NWR this will help to improve the performance of the section.

9.11 Recommendation No. 11:

It has been instructed by the Railway Board vide letter no. 2017/Trans/01/Policy/ Stores; Dated: 29.12.2017 to form Separate unit of Divisional Store. To obey these instructions of Railway Board a committee comprised of Dy CMM/II/HQ, All, JP & Sr. DMM/JP gave its suggestion for re-organization of Stores Setup in Division. According to this cadre of 45 posts has been suggested for Divisional Store, Jodhpur. At present 15 posts have been sanctioned for the Divisional Store, Jodhpur out of which only 06 staff are on roll. Thus, we cannot expect any performance by these staff. Along with there is no separate storage depot for these staff. They have been allotted space of Ticket Printing Press within the General Store Depot, Jodhpur. In

compliance of Railway Boards instruction for full-fledged separate stores system for division adequate number of man power and storage depot is required

To meet out with the requirement of the Divisional Store, Jodhpur it is being advised that out of total identified 103 posts, 31 posts may be transferred to Divisional Store, Jodhpur as per extent guidelines so that it can operated fully without any hindrance.

9.12 Recommendation No. 12:

According to RBE 201/2018 circulated vide PC-VI/2009/1/1/3 (Vol. III); dated: 27.12.2018 it was instructed to re-designate the Group 'D' staff in various departments including stores. But in observation it was found that old nomenclature of designations are still being used due to which a staff designated for particular work does not get conversant with other skills. Soon after receiving the training of multi-skills these staff must be re-designated as advised in the above letter of the Railway Board, so that staff can be used at various work places as per requirement.

Minutes of meeting held in chamber of Dy CMM/JU in presence of APO/Gen. Stores/JU regarding work study report

1. There are total 06 wards out of which, in five wards standard composition of 01 CDMS/DMS + 01 Ministerial Staff + 02 Khalasi is considered suitable. Therefore 05 CDMS/DMS+ 05 Ministerial Staff+ 10 Khalasi will be sufficient to meet out with the existing workload. However, for ward no. 15 it is recommended that 01 CDMS+01OS+04 Khalasi will be required.
2. As per recommendation of the Stores divisionalisation committee, dispatch section will be transferred to Division Store and also petty repair shop section is recommended for surrender. Thus, Transport section can be merged with general section as per recommendation of work study report. To meet out with the workload of this section 01 CDMS/DMS, 01 Ministerial staff, 05 Drivers+02 Helper Khalasi and 12 Khalasi are required.
3. To meet out with the need of General (Ministerial) section including stationary there will be need of total 05 ministerial staff and 07 peons.
4. Recommendation of Work Study Report has been accepted for RC-I thus 02 CDMS/DMS+ 02 Ministerial staff +06 Khalasi have been considered sufficient to meet out with the existing workload.
5. RC-II section deals with the receipt of scrap material therefore workload of RC-II section is relatively more therefore staff of 01 CDMS/DMS+ 01 Ministerial +04 Khalasi will required.
6. Considering the number of subjects being dealt as well number of staff being dealt 06 Ministerial staff will sufficient to meet out with the workload of establishment section.
7. As such in work study report total 08 ministerial staff have been justified for ledger and chasing work therefore agreed with the recommendation of work study report.
8. In Local Purchase section 01 CDMS+02 Ministerial Staff+ 02 Khalasi have been justified in work study report therefore agree with the view of work study report.
9. Scrap Sale section deals with the segregation of receipt scrap material and delivery of scrap material. Thus, it holds too much workload. In view of existing workload of the section 01 CDMS+01 DMS+02 Ministerial Staff+ 10 Khalasi have been considered sufficient.
10. 13 CDMS/DMS, 33 Ministerial Staff, 48 Khalasi, 05 Drivers, 02 Helper Khalasi and 07 Peons are sufficient to meet out with the existing workload. Thus, in the existing cadre of 12 CDMS/DMS+55 Ministerial staff+ 75 Khalasi+08 Driver+07 Peons+04 Helper Khalasi+05 Tindal+02 Safaiwala+02 Watermen+ 01 Farash; - 01 CDMS/DMS+22 Ministerial staff+27 Khalasi+03 Drivers+02 Helper Khalasi+ 05 Tindal +02 Safaiwala+ 02 Waterman+01 Farash have been considered surplus.
11. In Store Depot, Diesel Shed, BGKT there are total 03 wards and we agreed with view of Work Study Report that total 03 CDMS/DMS+ 02 Ministerial Staff+ 03 Khalasi are sufficient to meet out with the existing workload.
12. In the Receipt section 02 CDMS/DMS+ 01 Ministerial Staff+01 Khalasi have been considered sufficient to meet out with the existing workload.
13. In Ledger Section 03 Ministerial staff have been considered sufficient to meet out with the existing work load and in Local Purchase section 01 CDMS+01 OS +01 Khalasi have been considered sufficient to meet out with the present workload.
14. As 01 technician is being used to operate fork-lifter and 01 technician is being used to operate fuel pump therefore these 02 Technicians cannot be considered surplus and to meet

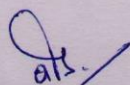
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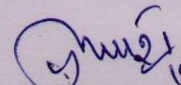
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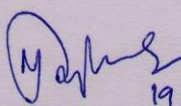
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out with the workload of General Section 02 Ch. OS, 04 Khalasi and 02 Technicians will required.

15. Thus, 6 CDMS/DMS, 08 Ministerial Staff, 09 Khalasi, 02 Technicians and 01 Peons are sufficient to meet out with the existing workload. In view of the projected increase Thus, in the existing cadre of 09 CDMS/DMS+16 Ministerial staff+ 12 Khalasi+02 Technicians+01 Peons+ 02 Tindal; 03 CDMS/DMS+08 Ministerial staff+03 Khalasi+02 Tindal have been considered surplus.
16. In view of the projected increase in the workload due to electrification of track route it is advised to hold posts of 02 CDMS/DMS+ 03 Ministerial Staff + 06 Khalasi. Thus, 27 Ministerial staff+24 Khalasi+03 Drivers+02 Helper Khalasi+ 07 Tindal +02 Safaiwala+ 02 Waterman+01 Farash effectively considered surplus and agreed to surrender.
17. In the General Store Depot, Jodhpur as well at Store Depot, Diesel Shed, BGKT due to variably increasing work in certain days additional labour is required to meet out with the workload at the very same time with petty repair is also require on day to day basis. Therefore, to meet out with the need of additional labour as well for petty repair an imprest amount of INR 25000/- and 15000/- shall be created at General Store Depot, Jodhpur as well at Store Depot, Diesel Shed, BGKT respectively.
18. For better monitoring of work being performed by the staff and for close observation to avoid and theft there is urgent need of installing high resolution CCTV cameras in the store.
19. As such General Store Depot, Jodhpur is holding stock of high amount therefore sufficient lighting arrangement with at least one high mast tower.


APO/Gen Store Depot/JU


Work Study Inspector


Dy CMM/Gen Store Depot/JU

CHAPTER 11
REVISED RECOMANDATIONS
11.1 Staff required in Wards and Sections as per requirement informed by Dy. CMM/JU during the meeting on 19.04.2019

Sr. No.	Section	CDMS	DMS	Ch.OS	OS	Sr. Clerk	Jr. Clerk	Khalasi	Gate keeper	typist	Technician	Vehicle Driver	Peon	Water man	Safaiwala	CA	Bungalow	Total
A. General Store Depot, Jodhpur																		
1.	Ward- 01 & 04 (S & t and Steel Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	4
2.	Ward- 02 & 10 (Engg. & C&W Items):	1	1	0	1	0	0	2	0	0	0	0	0	0	0	0	0	5
3.	Ward- 05 (Clothing & Petroleum Items)	1	1	0	0	1	0	2	0	0	0	0	0	0	0	0	0	5
4.	Ward- 06 (Cleaning & Chemical Items)	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	4
5.	Ward-07 (Electrical Items):	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	4
6.	Ward-15 (Carriage & Wagon)	1	0	0	1	0	0	4	0	0	0	0	0	0	0	0	0	6
7.	Dispatch, Transport & Petty Repair Section	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8.	Ledger section	0	0	3	5	0	0	0	0	0	0	0	0	0	0	0	0	8
9.	General section (non Ministerial)	1	0	0	1	0	0	14	0	0	0	5	0	0	0	0	0	21
10.	LP Section	1	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	5
11.	General section (Ministerial)	0	0	2	1	1	1	0	0	1	0	0	7	0	0	1	1	15
12.	RC-I	1	1	0	1	1	0	6	0	0	0	0	0	0	0	0	0	10
13.	RC-II	1	1	0	1	0	0	4	0	0	0	0	0	0	0	0	0	7
14.	Establishment Section	0	0	2	2	1	1	0	0	0	0	0	0	0	0	0	0	6
15.	Scrap sale Section	1	1	1	1	0	0	10	0	0	0	0	0	0	0	0	0	14
Total		11	5	9	18	4	2	50	0	1	0	5	7	0	0	1	1	114
B.	Divisional Store	5	6	4	6	2	2	20	0	0	0	0	0	0	0	0	0	45
C. BGKT Diesel Shed Store Depot, Jodhpur																		
8.	Ward- 01 & 03 (Electric Item)	1	1	0	1	0	0	2	0	0	0	0	0	0	0	0	0	5
9.	Ward- 02 (Heavy Loco Items)	0	1	0	1	0	0	2	0	0	0	0	0	0	0	0	0	4
10.	Ward- 04 (HHP Loco Item)	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	4
11.	Receipt Section	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	4
12.	Ledger section	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	3
13.	LP Section	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	4
14.	General Section	0	0	2	0	0	0	4	0	0	2	0	1	0	0	0	0	9
Total		4	5	2	6	0	1	12	0	0	2	0	1	0	0	0	0	33
Grand Total (A+B+C)		20	16	15	30	6	5	82	0	1	2	5	8	0	0	1	1	192

11.2 Revised summary of Projected Surplus Posts:

Sr. No.	Designation	G. Pay	SS				OR				Vac.				Prop. Cadre				Identified Surplus			
			GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl	GS	Div.	Bgkt	Ttl
1	CDMS	4600	13	3	4	20	11	3	5	19	2	0	-1	1	11	5	4	20	2	-2	0	0
2	DMS	4200	5	6	5	16	4	1	1	6	1	5	4	10	5	6	5	16	0	0	0	0
3	MCM Artisan	4200	1	0	1	2	0	0	1	1	1	0	0	1	0	0	0	0	1	0	1	2
4	Tech.-I	2800	2	0	1	3	1	0	0	1	1	0	1	2	1	0	1	2	1	0	0	1
5	Tech.-II	2400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Tech.-III	1900	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1
7	MCM VD	4200	2	0	0	2	2	0	0	2	0	0	0	0	1	0	0	1	1	0	0	1
8	VD Gr.-I	2800	4	0	1	5	3	0	0	3	1	0	1	2	2	0	1	3	2	0	0	2
9	VD Gr.-II	2400	1	0	0	1	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0
10	VD Gr.-III	1900	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
11	Khalasi (MP) Assistant Depot (Store)	1800	81	0	12	93	38	0	4	42	43	0	8	51	50	20	12	82	31	-20	0	11
12	Gate Keeper	1800	2	0	0	2	2	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
13	Safaiwala	1800	2	0	0	2	1	0	0	1	1	0	0	1	0	0	0	0	2	0	0	2
14	Waterman	1800	2	0	0	2	2	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
15	Ch.OS	4600	11	1	3	15	10	1	3	14	1	0	0	1	9	4	2	15	2	-3	1	0
16	OS	4200	31	3	6	40	18	2	6	26	13	1	0	14	18	6	6	30	13	-3	0	10
17	Sr. Clerk	2800	4	2	4	10	2	0	0	2	2	2	4	8	2	2	2	6	2	0	2	4
18	Jr.Clerk	1900	4	0	1	5	7	0	0	7	-3	0	1	-2	3	1	1	5	1	-1	0	0
19	Office Peon (Other) General Assistant (Store)	1800	7	0	1	8	6	0	1	7	1	0	0	1	6	1	1	8	1	-1	0	0
20	Bungalow Peon	1800	1	0	0	1	0	0	0	0	1	0	0	1	1	0	0	1	0	0	0	0
21	CA	4200	1	0	0	1	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0
22	Typist	4200	1	0	1	2	1	0	0	1	0	0	1	1	1	0	0	1	0	0	1	1
Total			177	15	40	232	111	7	21	139	66	8	19	93	112	45	35	192	65	-30	5	40

11.3 Revised Recommendations:

On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being purposed:

11.3.1 Recommendations No.1:

Computers have been introduced to perform day to day office working. Further software like IMMIS has been introduced for material management. This has reduced the manual efforts drastically. Therefore optimum utilization of manpower work study team found that 40 posts are considered surplus. Thus 40 posts (10 OS,01 **Typist** 04, Sr. Clerk,02 **MCM Artisan**, 01**Tech.-I**,01 **Tech.-III**, 01**MCM VD**,02 **VD Gr.-I**, 01 **VDGr.-III**,11Khalasi (MP) or **Assistant Depot (Store)**, 02 **Gate Keeper**, 02 **Safaiwala** and 02 **Waterman**) have been considered surplus and advised to surrender forthwith.

11.3.2 Recommendation No. 02:

It has been instructed by the Railway Board vide letter no. 2017/Trans/01/Policy/ Stores; Dated: 29.12.2017 to form Separate unit of Divisional Store. To obey these instructions of Railway Board a committee comprise of Dy CMM/II/HQ, All, JP & Sr. DMM/JP gave its suggestion for re-organization of Stores Setup in Division. According to this cadre of 45 posts has been suggested for Divisional Store, Jodhpur. At present 15 posts have been sanctioned for the Divisional Store, Jodhpur out of which only 06 staff are on roll. Thus, we cannot expect any performance by these staff. Along with there is no separate storage depot for these staff. They have been allotted space of Ticket Printing Press within the General Store Depot, Jodhpur. In compliance of Railway Boards instruction for full-fledged separate stores system for division adequate number of man power and storage depot is required

To meet out with the requirement of the Divisional Store, Jodhpur it is being advised that out of total identified 65 posts, 30 posts may be transferred to Divisional Store, Jodhpur as per extent guidelines so that it can operated fully without any hindrance.

11.3.3 Recommendation No. 03:

In the General Stores Depot, Jodhpur as well at Stores Depot, Diesel, BGKT due to variably increasing work load in certain days, additional labour is required to meet out with the workload, at the very same time petty repairs also required on day to day basis. Therefore, to meet out with need of additional labour an imprest amount of INR 25000/- and INR 15000/- shall be created at General Stores Depot, Jodhpur as well at Stores Depot, BGKT respectively.

11.3.4 Recommendation No. 04:

For better monitoring of work being performed by the staff and close observation to avoid the theft of material, there is urgent need of installation of high resolution CCTV cameras in the stores. In view of security of the stock of high amount material a proper lighting arrangement shall be made, this includes installation of one high mast light as well.

11.3.5 Recommendation No. 05:

All heavy items should be unload and stack at consignees premises for avoiding un necessary transportation. This will be saved manpower and machinery utilization. If possible the new materials/items should be issued against scrap or un-usedable material or items. This will improve better utilization of new material and achieving scrap targets easily.

12.1 Financial Implications:

With the proposal for surrender of **40 Posts** of staff of General Store Depot, Jodhpur. **The recurring savings per annum in money value amount is given as below:-**

Sr. No.	Designation	G. Pay	Pay Matrix		Mean Pay	DA 12%	Total Pay	Identified Surplus posts	Saving/ month (Rs.)	Saving/ year (Rs.)
1	OS	4200	35400	112400	73900	8868	82768	10	827680	9932160
2	MCM VD							1	82768	993216
3	MCM Artisan							2	165536	1986432
4	Typist							1	82768	993216
5	Sr. Clerk	2800	29200	92300	60750	7290	68040	4	272160	3265920
6	Tech.-I							1	68040	816480
7	VD Gr.-I							2	136080	1632960
8	Tech.-III	1900	19900	63200	41550	4986	46536	1	46536	558432
9	VD Gr.-III							1	46536	558432
10	Khalasi (MP) Assistant Depot (Store)	1800	18000	56900	37450	4494	41944	11	461384	5536608
11	Safaiwala							2	83888	1006656
12	Time Keeper							2	83888	1006656
13	Water Carrier							2	83888	1006656
Total								40	2441152	29293824

Total recurring savings of **40 surplus posts** is **Rs.292.94 lac. per annum** approximately.