



SOUTH EASTERN RAILWAY

REVIEW OF STAFF STRENGTH

VIS-À-VIS

WORK LOAD OF ALL THE STORES UNITS OPERATED UNDER DY.CMM/ KHARAGPUR



**EFFICIENCY CELL,
(PLANNING & WORK STUDY),
GARDEN REACH, KOLKATA – 700 043.**

STUDY NO. EFF/922

SYNOPSIS

1.	Name of the work study	Review of staff strength vis-à-vis work load of Assistant Categories of all the stores units operated under Dy.CMM/KGP.
2.	Terms of reference	The study on the review of staff strength has been taken up as one of the studies for the year 2019-20
3.	Aim	To review the requirement of Assistant category staff in GSD/KGP and all the other units operated under Dy.CMM/KGP basing upon the present work load in the changed scenario.
4.	Projected manpower re-deployment/ surrender.	Surrender = 16 vacant posts.
5.	Anticipated/projected savings	Rs 47 lakhs per annum (approx)
6.	No of recommendations made	One.
7.	Critical analysis & observations	The decentralization of the KGP Stores depot (GSD) by the formation of the Divisional Stores Depot, there is redistribution of workload according to demand by the divisional units. With the implementation of E-Tender & E- Auction, the work load of GSDs have reduced to a greater extent moreover after opening of divisional store units the transit time for material collection by the requiring units are reduced thus utilization of staff (GA) is also reduced. As per present working pattern the materials are also supplied to required place the store organization deals the paper work.
8.	Brief note on recommendations	In view of reduced workload of Helper/KH (presently designated as Assistant Depot/Stores) in changed working pattern a proportion such category may be reduced. The workstudy team is in the opinion of surrendering 13 vacant posts from GSD/KGP & 1 each from Divisional Stores of KGP, CKP & ADRA i.e., 16 in total may be done outright.
9.	Department concerned	Stores.

C O N T E N T S

Chapter	Description	Page No.
I	Introduction	1 - 2
	Methodology	3
II	Staff strength	4 - 11
III	General Duties	12 - 13
IV	Existing system of working	14
V	Critical Analysis	15
VI	Recommendation	15
VII	Financial evaluation	16

CHAPTER – I

1.0. INTRODUCTION

Stores Department is one of the major service departments of Indian Railways, catering to the needs of all the other departments like Mechanical, Electrical, Civil, Operating etc. Stores department is headed by the COS at the HQ level and by the Dy.CMM/KGP at the Depot level. The department deals with purchase of various stock and non-stock items. In S.E.Rly, there are independent depots attached to different sheds, printing different forms, disposal of scrap materials etc. The main aim of this department is to provide timely service to all departments and endeavor to improve the quality of service. The department strives to purchase right quality materials at the right price, at the right time, from the right source.

The General Stores Depot under Dy.CMM/KGP caters to the material requirement of the different units all over S.E.Rly. For the smooth supply of materials, different store units are being operated in workshop and throughout the division. Another function is to ensure the management of surplus & obsolete items and industrial wastes. Consequent to trifurcation of the erstwhile South Eastern Railway and formation of the new zones viz., E.Co. Rly & S.E.C.Rly, the drawal of stores items by these two new zones has stopped. The Engineering Materials being stored by the Track Depot has also been discontinued and consequently, the available materials have been declared scrap by the Engineering department. The GSD is decentralized with the formation of Divisional Stores Depot at the divisional level. These factors have resulted in maintenance of a lower inventory by the GSD/KGP.

Due to better & modern materials being used for manufacture & maintenance of loco, coaching & goods stock, the recurrent requirement of these items have dropped to a great extent due to longer running life (of these materials). The Computerization, modernization of material management functions and economies in scale of operation have contributed significantly to improved productivity. Payment of clothing allowance to the eligible staff and introduction of MMIS (Material Management Information System) had resulted in a substantial drop in the man-power requirement and better information about the different material items available at the various depots.

Presently more than half of the total working expenses are expended towards staff costs in the Indian Railways. We should plan towards achieving a quantum reduction in the high manpower costs, especially those relating to the non-core activities, for sustaining the financial viability of the Indian Railways.

This study has been undertaken with a view to analyze the actual requirement of staff in the General Stores Depot & other depots under the control of Dy.CMM/KGP in the present changed scenario.

M E T H O D O L O G Y

The methodology for conducting the Work-Study is as follows:

1. Collection of the details of workload particulars.
2. Interaction with the field officials and Branch Officers.
3. Direct observation of the pattern of working.
4. Critical examination of the existing system of working and comparison of the present workload vis-à-vis workload prior to trifurcation, if any.
5. Performance of the depot in money value.

CHAPTER – II

2.0 STAFF STRENGTH

2.1 The Cadre Strength of the various depots under Dy.CMM/GSD/KGP (Except Divisional stores) as on 01.11.2019 is as follows:-

STORES DEPOT – GENERAL STORES DEPOT/KGP							
Srl no.	CATEGORY	LEVEL in 7 th CPC	GP in 6 th CPC	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	Ch. OS	7	4600	53	50	3	
2	OS	6	4200	95	41	54	
3	Sr. CLERK	5	2800	29	34	-5	
4	CLERK-TYPIST	2	1900	59	29	30	
5	CDMS	7	4600	43	36	7	
6	DMS	6	4200	20	2	18	
7	SUPDT TYPIST	7	4600	1	1	0	
8	CA	6	4200	1	0	1	
9	SR.STENO	6	4200	4	1	3	
10	STENO	4	2400	3	0	3	
11	JE-II	6	4200	1	0	1	
12	SR.TECH/CARP	6	4200	2	0	2	
13	TECH-I/CARP	5	2800	3	0	3	
14	TECH-II/CARP	4	2400	1	1	0	
15	TECH-III/CARP	2	1900	1	0	1	
16	SR.TECH/PAINTER	6	4200	1	0	1	
17	TECH-I/PAINTER	5	2800	3	1	2	
18	TECH-II/PAINTER	4	2400	0	0	0	
19	TECH-III/PAINTER	2	1900	1	0	1	
20	SR.TECH/FITTER	6	4200	2	0	2	
21	TECH-I/FITTER	5	2800	4	1	3	
22	TECH-II/FITTER	4	2400	1	1	0	
23	TECH-III/FITTER	2	1900	1	0	1	
24	M L MISTRY	5	2800	1	1	0	
25	SR.TECH/MLD	6	4200	4	4	0	
26	TECH-I/MLD	5	2800	11	4	7	
27	TECH-II/MLD	4	2400	1	2	-1	
28	TECH-III/MLD	2	1900	3	0	3	
29	SR.TECH/CR DRV	6	4200	6	2	4	
30	TECH-I/CR DRV	5	2800	12	2	10	
31	TECH-II/CR DRV	4	2400	2	0	2	
32	TECH-III/CR DRV	2	1900	4	5	-1	
33	Assitant depot (Store)	1	1800	396	289	107	
34	Genl assitant (Store)	1	1800	60	50	10	
35	TADK	1	1800	3	3	0	
36	SUB TOTAL			832	560	272	

CLOTHING FACTORY							
Srl No	CATEGORY	Level in 7 th CPC	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	FOREMAN	6	4200	1	0	1	
2	Sr. Tech (Clothing)	6	4200	3	0	3	
3	TAILOR/CUTTER/EXAM.I	5	2800	4	2	2	
4	TAILOR/CUTTER/EXAM.II	4	2400	1	0	1	
5	TAILOR/CUTTER/EXAM.III	2	1900	0	4	-4	
6	Earstwhile Gr D Helper	1	1800	7	0	7	
	SUB TOTAL			16	6	10	

PERSONNEL BRANCH / GSD/ KGP							
Srl no.	CATEGORY	LEVEL in 7 th CPC	GP in 6 th CPC	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	Ch.OS	7	4600	8	8	0	
2	OS	6	4200	21	15	6	
3	Sr. CLERK	5	2800	6	0	6	
4	CLERK-TYPIST	2	1900	3	3	0	
5	CH. S&W (STORE)	7	4600	1	1	0	
	SUB TOTAL			39	27	12	

Staff Canteen / GSD/KGP

Srl no.	CATEGORY	PAY BAND	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	Manager	4	1	1	0	
2	Asst Manager	2	1	1	0	
3	Halwai	3	1	1	0	
4	Cook	2	2	2	0	
5	Coupon Clerk	1	1	0	1	
6	Counter Clerk	1	1	0	1	
7	Salesman	1	1	1	0	
8	Tea-Maker	1	1	1	0	
9	Wash Boy	1	3	3	0	
	SUB TOTAL		12	10	2	

Forms depot/KGP Under Sr.MPS/KGP

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	7	7	0	
2	OS	6	4200	15	2	13	
3	Sr. CLERK	5	4200	1	2	-1	
4	CLERK cum TYPIST	2	1900	16	0	16	
5	CDMS	7	4600	1	1	0	
6	DMS	6	4200	2	0	2	
7	SR. Steno	6	4200	1	0	1	
8	Genl Assistant Depot (Stores)	1	1800	2	2	0	
9	Assistant Depot (Stores)	1	1800	18	14	4	
	SUB TOTAL			63	28	35	

Stores Depot- ELS/TATA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	5	5	0	
2	OS	6	4200	5	1	4	
3	Sr. CLERK	5	4200	3	3	0	
4	OFFICE CLERK	2	1900	7	1	6	
5	CDMS	7	4600	7	5	2	
6	DMS	6	4200	1	0	1	
7	MLD - II	2	1900	1	1	0	
8	Genl Assistant Depot (Stores)	1	1800	2	2	0	
9	Assistant Depot (Stores)	1	1800	26	11	15	
	SUB TOTAL			57	29	28	

Stores Depot- ELS/TATA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	0	0	0	
2	OS	6	4200	2	1	1	
3	Sr. CLERK	5	4200	0	2	-2	
4	OFFICE CLERK	2	1900	0	3	-3	
5	CDMS	7	4600	0	1	-1	
6	DMS	6	4200	2	0	2	
7	Assistant Depot (Stores)	1	1800	4	4	0	
	SUB TOTAL			8	11	-3	

Stores Depot- SINI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	0	0	0
2	OS	6	4200	2	2	0
3	Sr. CLERK	5	4200	0	0	0
4	OFFICE CLERK	2	1900	0	0	0
5	CDMS	7	4600	2	2	0
6	DMS	6	4200	1	0	1
7	Assitant Depot (Stores)	1	1800	11	8	3
	SUB TOTAL			16	12	4

DMU Factory Haldia

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CLERK	2	1900	4	0	4
2	CDMS	7	4600	1	0	1
3	DMS	6	4200	2	0	2
4	Assistant Depot (Stores)	1	1800	5	0	5
	SUB TOTAL			12	0	12

Stores Depot- DLS/BNDM

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	1	1	0
2	OS	6	4200	5	2	3
3	Sr. CLERK	5	4200	1	2	-1
4	CLERK	2	1900	5	3	2
5	CDMS	7	4600	4	4	0
6	DMS	6	4200	3	0	3
7	Genl Assistant Depot (Stores)	1	1800	1	1	0
8	Assistant Depot (Stores)	1	1800	25	18	7
	SUB TOTAL			45	31	14

Stores Depot- ELS/BNDM

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	3	3	0
2	OS	6	4200	9	1	8
3	Sr. CLERK	5	4200	0	2	-2
4	CLERK	2	1900	4	2	2
5	CDMS	7	4600	5	3	2
6	DMS	6	4200	2	01	2
7	Genl Assistant Depot (Stores)	1	1800	1	0	0
8	Assistant Depot (Stores)	1	1800	18	11	7
	SUB TOTAL			42	23	19

2ND ELS STORES DEPOT / ROU

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	0	0	0
2	OS	6	4200	0	0	0
3	Sr. CLERK	5	4200	4	0	4
4	CLERK	2	1900	1	2	-1
5	CDMS	7	4600	7	1	6
6	DMS	6	4200	9	0	9
7	Steno	6	4200	1	0	1
8	Driver (Truck Utility van)	2	1900	2	0	2
9	Driver (Platform/Forklift)	2	1900	2	0	2
10	Assistant Depot (Stores)	1	1800	14	1	13
11	Genl Assistant Depot (Stores)	1	1800	2	0	2
	SUB TOTAL			42	4	38

Stores Depot- DLS/BKSC

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	2	2	0
2	OS	6	4200	5	0	5
3	Sr. CLERK	5	4200	2	2	0
4	CLERK	2	1900	3	3	0
5	CDMS	7	4600	4	3	1
6	DMS	6	4200	3	0	3
7	Supdt Typist	5	2800	1	1	0
8	Assistant Depot (Stores)	1	1800	14	13	1
	SUB TOTAL			34	24	10

Stores Depot- ELS/BKSC

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	1	0	1
2	OS	6	4200	2	1	1
3	Sr. CLERK	5	4200	2	2	0
4	CLERK	2	1900	3	3	0
5	CDMS	7	4600	4	4	0
6	DMS	6	4200	4	0	4
7	Assistant Depot (Stores)	1	1800	10	9	1
	SUB TOTAL			26	19	7

Stores Depot- ELS/BKSC

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CDMS	7	4600	1	0	1
	SUB TOTAL			1	0	1

DIVISIONAL STORES ADRA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	1	1	0	
2	OS	6	4200	23	1	22	
3	Sr. CLERK	5	2800	6	0	6	
4	OFFICE CLERK	2	1900	1	4	-3	
5	CDMS	7	4600	2	2	0	
6	DMS	6	4200	2	0	2	
7	ASSITANT DEPOT	1	1800	23	20	3	
8	GENL ASSITANT	1	1800	1	1	0	
9	TADK	1	1800	1	1	0	
	SUB TOTAL			60	30	30	

DIVISIONAL STORES CHAKRADHARPUR

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY
1	CH.OS	7	4600	0	0	0
2	OS	6	4200	23	5	18
3	Sr. CLERK	5	4200	7	3	4
4	OFFICE CLERK	2	1900	1	3	-2
5	CDMS	7	4600	2	1	1
6	DMS	6	4200	4	0	4
7	Assistant Depot (Stores)	1	1800	21	13	8
8	Genl Assistant Depot (Stores)	1	1800	1	0	1
9	TADK	1	1800	1	1	0
	SUB TOTAL			60	26	34

DIVISIONAL STORES KHARAGPUR

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	1	1	0	
2	OS	6	4200	21	2	19	
3	Sr. CLERK	5	4200	5	4	1	
4	OFFICE CLERK	2	1900	5	1	4	
5	CDMS	7	4600	2	1	1	
6	DMS	6	4200	3	0	3	
7	Assistant Depot (Stores)	1	1800	19	12	7	
8	Genl Assistant Depot (Stores)	1	1800	2	2	0	
9	TADK	1	1800	1	1	0	
	SUB TOTAL			89	24	35	

DIVISIONAL STORES RANCHI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	2	1	1	
2	OS	6	4200	20	6	14	
3	Sr. CLERK	5	4200	8	9	-1	
4	OFFICE CLERK	2	1900	2	2	0	
5	CDMS	7	4600	6	5	1	
6	DMS	6	4200	3	0	3	
7	SR. TECH (MLD)	6	4200	1	0	1	
8	Assistant Depot (Stores)	1	1800	21	12	9	
9	Genl Assistant Depot (Stores)	1	1800	1	1	0	
10	TADK	1	1800	1	1	0	
	SUB TOTAL			65	37	28	

ELS/ SANTRAGACHI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	4	3	1	
2	OS	6	4200	6	5	1	
3	Sr. CLERK	5	4200	4	2	2	
4	OFFICE CLERK	2	1900	5	1	4	
5	CDMS	7	4600	5	3	2	
6	DMS	6	4200	2	0	2	
7	Assistant Depot (Stores)	1	1800	17	18	-1	
8	Genl Assistant Depot (Stores)	1	1800	2	1	1	
9	Housekeeping Assitant	1	1800	2	1	1	
	SUB TOTAL			47	34	13	

CD/ SANTRAGACHI

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	2	2	0	
2	OS	6	4200	5	2	3	
3	Sr. CLERK	5	4200	0	0	0	
4	OFFICE CLERK	2	1900	0	2	-2	
5	CDMS	7	4600	5	4	1	
6	DMS	6	4200	2	0	2	
7	Assistant Depot (Stores)	1	1800	11	9	2	
8	Genl Assistant Depot (Stores)	1	1800	1	1	0	
	SUB TOTAL			26	20	6	

AMM/TRS/TIKIAPARA

Srl no.	CATEGORY	PAY BAND	GRADE PAY	SANCTION STRENGTH	ON ROLL	VACANCY	EXCESS
1	CH.OS	7	4600	4	3	1	
2	OS	6	4200	7	3	4	
3	Sr. CLERK	5	4200	2	0	2	
4	OFFICE CLERK	2	1900	5	4	1	
5	CDMS	7	4600	3	3	0	
6	DMS	6	4200	1	0	1	
7	Assistant Depot (Stores)	1	1800	5	4	1	
8	Genl Assistant Depot (Stores)	1	1800	38	22	16	
9	Housekeeping Assistant	1	1800	2	1	1	
	SUB TOTAL			67	40	27	

SUMMERY (BOS)

Srl no.	Depot	Sanction	On Roll	Vacancy
1	GSD/KGP	832	560	272
2	Clothing Factory	16	6	10
3	FD/KGP	63	28	35
4	ELS/TATA	57	29	28
5	C&W/TATA	8	11	-3
6	DMU/HLZ	12	0	12
7	SINI	16	12	4
8	DLS/BNDM	45	31	14
9	ELS/BNDM	42	23	19
10	2 nd ELS/ROU	42	4	38
11	DLS/BKSC	34	24	10
12	ELS/BKSC	26	19	7
13	KRS/TPKR	67	40	27
14	ELS/SRC	47	34	13
15	CD/SRC	26	20	6
16	EDP/GRC	1	0	1
17	P-Branch	39	27	12
18	Canteen	12	10	2
19	Sub-Total	1385	878	507
20	Div-RNC	65	37	28
21	Div-ADA	60	30	30
22	Div-CKP	60	26	34
23	Div-KGP	59	24	35
24	G-Total	1629	995	634

CHAPTER – III

3.0 GENERAL DUTIES OF THE STAFF OF GENERAL STORES DEPOT:

3.1 Depot Material Supdt :

- (a) Overall in-charge of the particular stores depot ward.
- (b) Checks all incoming and outgoing materials of his depot.
- (c) Time to time checking of high value materials.
- (d) Attend all types of verifications like CAT-A, B, C, ISO-9002 & Stock verifications.
- (e) To do all types of correspondence as and when required with Railway as well as with private firms.
- (f) Attend the monthly meetings conducted by Dy.CMM/DMM/SMM/AMMs
- (g) Checks the incoming materials specially supplied by the private firms.
- (h) Reconcile the bin cards and accounts cards against stock items.
- (i) Personally supervise at random, the materials loaded for outstation depots/ units.

3.2 Material Clerk :

- (a) Checks the number of materials along with the inspection marks received through challans.
- (b) Send the challan back to the Receipt section after proper posting.
- (c) Make arrangement for stacking the said materials inside the godown.
- (d) Hand over the keys of the godown to the RPF post after locking and sealing and bring the same next day for opening the godown.

3.3 OS/ Clerks :

- (a) Verify the signature of the consignee before issuing the materials.
- (b) Prepare issue notes of the items issued.
- (c) Prepare gate pass, if required.
- (d) To make necessary postings in the bin card and also keep a record of the balance items in hand.
- (e) To intimate DMS from time to time regarding position of stock.
- (f) On receipt of the R/Note, duly endorsed by the consignee, the same is recorded and filed.
- (g) Attend Audit verification, stock verification and other allied works, as and when required.
- (h) Maintain all the concerned registers systematically and up-to-date.

3.4 Material Checkers :

Check all the incoming materials which are supplied by the Railway or private firms.

Maintain proper labeling of the incoming materials.

Arrange proper stacking of the materials.

3.5 Activities of Helper/Khalasi in GSD:

(a) **Unloading of material:** After supply of material by firms in depot campus, the Helper/Khalasi are unloading the materials from truck/vehicle. As Informed by depot officer/supervisor, the items supplied by firms through Transport services are being unloaded by depot Helper/Khalasi.

(b) **Stocking of material:** After unloading, the materials are being transferred to stocking ward and stocked as per convenience inside ward. The heavy/bulk materials like break block and shell cornea are being stocked outside the ward at unloading place or at convenient place inside depot premises.

(c) **Issue of material:** Materials are being issued to the consignees as per their Requisition. While issuing the material, the depot staff are handling the material from inside ward to delivery point. Then the respective consignees are loading the material with their own staff. Heavy/bulk materials like break block and shell cornea are directly loaded from the stocking point.

(d) **Collection of material from other depots:** As per necessity, the Helper/khalasi are booked to various depots for material collection and dakhaneling.

(e) **Cleaning:** Maintaining cleanliness of ward and outside ward.

CHAPTER – IV

4.0 EXISTING SYSTEM OF WORKING:

Present Working of Helper/Khalasi (Presently re-designated as General Assistant) at different units of GSD:

The working pattern is drastically changed in store organisation. Presently the activities of unloading of materials is under contractual agreement with supplier similarly the stocking of materials are also conducted by the labour of supplier under supervision of DMS/Office Clerk/GA. Materials are being issued to the consignees as per their Requisition. While issuing the material, the depot staff are handling the material from inside ward to delivery point. Then the respective consignees are loading the material with their own staff. Heavy/bulk materials like break block and shell cornea are directly loaded from the stocking point. The Helper/khalasi are booked to various depots for material collection and dak handling. Maintaining cleanliness of ward and outside ward are mostly outsourced in the depots.

CHAPTER – V

4 CRITICAL ANALYSIS :

The decentralization of the KGP Stores depot (GSD) by the formation of the Divisional Stores Depot, there is redistribution of workload according to demand by the divisional units. With the implementation of E-Tender & E- Auction, the work load of GSDs have reduced to a greater extent moreover after opening of divisional store units the transit time for material collection by the requiring units are reduced thus utilization of staff (GA) is also reduced. As per present working pattern the materials are also supplied to required place the store organization deals the paper work.

.

CHAPTER-VI

5 RECOMMENDATIONS :

In view of reduced workload of Helper/KH (presently designated as Assistant Depot/Stores) in changed working pattern a proportion such category may be reduced. The workstudy team is in the opinion of surrendering 13 vacant posts from GSD/KGP & 1 each from Divisional Stores of KGP, CKP & ADRA i.e., 16 in total may be done outright.

CHAPTER-VII

6 FINANCIAL EVALUATION

In reference to the recommendations made in the study report the financial evaluation on the basis of surrender of 16 posts is as under:-

SURRENDER/REDEPLOYMENT OF 16 Posts								
Srl No.	Desgn	Scale of pay	No. of posts	GP	Mean Pay (18000+23500/2) (Level-1)	DA @ 17 %	Monthly cost per staff	Total Cost Per Month
1	Valve Operator	5200-20200	16	1800	20,750	3,528	24,278	38,8,448
TOTAL			16					38,8,448

The annual savings on account of surrender of 16 posts = Rs. 388448 x 12
 = Rs. 46,61,376/-
 Say **47 lakhs per annum**

<<<>>>