



**Work Study Report**  
**on**  
**Review of Staff Strength**  
**of**  
**Coaching Stores Depot – MMCT**  
**&**  
**Traction Stores Depot of Car shed**  
**- MMCT**  
**Of**  
**Store Department**  
**under**  
**HQ Office - Churchgate**

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Study No.G.463/WR/WS-07/2019-20  
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### **Executive Summary**

Sr. No. of Study	:	07
Case No.	:	G.463/WR/WS-07/2019-20
Subject	:	Review of Staff Strength of Coaching Store Depot – MMCT & Traction Store Depot at Car Shed – MMCT of Store Department under HQ Office - CCG
Units	:	Coaching Store Depot – MMCT & Traction Store Depot at Car Shed – MMCT
Division/HQ	:	Under Store Department of HQ Office - CCG
Authority	:	AGM/CCG
Terms of Reference	:	Assessment of staff strength requirement corresponding to arising workload.
Total No. of Recommendations	:	Two
Summary of Recommendations	:	at Page No.6

Projected Manpower:

Category	Existing Cadre	Man on roll	Vacancy position	Proposed Cadre	Proposed for surrender	Vacant post	Live post
Gr. C	26	29	-03	26	0	0	0
Gr. D	22	04	18	04	18	18	0
Total	48	33	15	30	18	18	0

Financial Implication : Recurring Savings of Rs. **116.27 Lakhs** (Approx) per annum.

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### **ACKNOWLEDGEMENT**

The work study team of the Central Planning Organization Western Railway, Headquarter wishes to express their gratitude to Shri Aknath Mahakal – AMM(CD) – BCT, Shri O. P. Meena – AMM(Traction)-BCT, Smt. Asha Dhule, APO/MX, All Chief OS and their staff for whole hearted co-operation for providing required data and suggestion for conducting and finalizing the work study of Coaching Store Depot – MMCT & Traction Store Depot at Car Shed – MMCT of Store Department under HQ Office - CCG

### **TERMS OF REFERENCE**

As per Annual Programme of work studies for the year 2019-20, approved by Secy. PG /CCG on file No. G 463/3/IV dated 08.04.2019, a work study on review of staff strength of Coaching Store Depot – MMCT & Traction Store Depot at Car Shed – MMCT of Store Department under HQ Office - CCG has been undertaken during financial year 2019-20 for assessment of man power requirement corresponding to arising/existing work load.

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### **Methodology**

Collection	:	of data required for conducting the study.
Scrutiny	:	of data collected, deployment of existing staff strength, quantum of work load arising.
Discussion	:	with concerned Officers and Staff. Suggestions and guidelines offered by concerned Supervisory staff.
Calculation	:	of Man-hours available.
Assessment	:	of Manpower requirement on the basis of calculations made of Man-hours available & workload.
Identification	:	of surplus posts available.
Finalization	:	of Work Study Report with recommendations for implementations.

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**Summary of Recommendations**

**Recommendation No.1**

Refer Para. 2.16

*After critical analysis of work load of Coaching Store Depot – Mumbai Central, Work study team justified 13 posts (11 Group-C and 2 Group-D) against Sanctioned Cadre of 18 posts (11 Group-C and 7 Group-D) and identified surplus 5 Gr. D posts (vacant ) are recommended for surrender. Work study team also recommended to redeploy/ transfer 2 Gr. C posts (1 OS – Handicapped & 1 Jr. Clerk - Irregular, Absent) (which are excess to the cadre) to other stores depot, wherever required.*

**Recommendation No.2**

Refer Para. 3.16

*After critical analysis of work load of Traction Stores Depot – EMU Car Shed Mumbai Central, Work study team justified 17 posts (15 Group-C and 2 Group-D) against Sanctioned Cadre of 30 posts (15 Group-C and 15 Group-D) and identified surplus 13 Gr. D posts (vacant ) are recommended for surrender. Work study team also recommended to redeploy/ transfer 1 Gr. C post, which is long absent ( which is excess to the cadre) to other stores depot, wherever required.*

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## **Chapter - I**

### **1.0 Introduction:**

India is a developing country and to improve the economy of the country, it needs a well-managed transport system. Indian Railways plays a major role in this aspect; as such it is the Life Line of the nation.

For efficient running of an organization like Railways, synchronization of Men, Machines, Materials, Money, and Management are very important. Material Management plays a vital role in providing the material required in minimum time, in proper quantity, at desired place and at a reasonable rate.

The Materials Management (Stores) Department on Railways has an integrated responsibility in respect to three areas of – Purchase, Stores Keeping and Disposal of obsolete stock and scrap material accruing during its working.

The stocking and distribution are handled through three stores districts with Headquarters at Mahalaxmi, Dahod and Sabarmati, while procurement organization is centralized at Headquarter Office, Churchgate.

Dy. CMM have been posted in all the Depots and have been delegated powers to purchase non-stock items up to specified limit and stock items in case of emergencies.

The requirements of Workshops are looked after through Stores Depot attached to them.

### **1.1 Objectives of Material Management:**

- a) To ensure availability of required material for production, maintenance and operational requirement.
- b) To maintain uninterrupted supplies at minimal cost.
- c) To minimize purchasing cost and reduce percentage of obsolete material.
- d) To reduce material cost through standardization, value analysis and import substitution.
- e) To maintain public accountability at all the stages of transaction.
- f) Efficient control of inventories to reduce working capital.
- g) To suggest measures to prevent deterioration of material and to minimize losses.
- h) Timely disposal of surplus and unwanted material.

An attempt has been made in the forth coming chapter to co-relate the work and the work force, and steps needed to improve upon the service of supply of stores to the Railway indenters so that concept of Material Management can be fulfilled in true sense.

### **1.2 Main Activities of Stores Depot :**

***District Stores Depot - Mahalaxmi*** serves the different maintenance and production units within its jurisdiction, as these maintenance and production units constantly require stores materials. As such, independent sub units of store units are established in its vicinity for easy and speedy drawl of materials. They serve as stores custodian also.

***District Stores Depot - Mahalaxmi*** is a District Stores Depot serving the requirements of various Railway units of all departments of BCT Division and other adjoining Divisions and having its sub depots at the following places :

1. Printing Press – Mahalaxmi.
2. EMU Workshop – Mahalaxmi.
3. Carriage Workshop – Lower Parel
4. Electric Loco Shed – Bandra & Valsad
5. Scarp Yard – Mahim & Paldi
6. P-Way Depot – Udhana
7. Coaching Depot – Mumbai Central
8. Traction Stores Depot – Mumbai Central
9. Wireless Stores Depot – Mumbai Central

- 1.3 **Aim of Stores Depot** :- Aim of Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. Stores Depot has the responsibility of receipt, inspection and distribution of material received. Inventory control is also one of its responsibilities.

In order to achieve the above objectives, the District Stores Depot at Mahalaxmi has divided into various sections for smooth working which work in liaison with each other.

- 1.4 **Objective of the study** :

Manpower planning and innovative steps to achieve the above goals are the factors, which needs to be considered. An attempt has been made while conducting this work study to co-relate the work and the work force and the steps needed to improve upon the service of supply of stores to the consignees / indenters, so that the concept of material management can be fulfilled in the true sense.

***This work study is limited to Coaching Stores Depot – Mumbai Central and Traction Stores Depot – Mumbai Central.***

- 1.5 **Location** :

***Coaching Stores Depot – Mumbai Central*** is situated near DRM Office –BCT i.e East side of Mumbai Central Railway Station and ***Traction Stores Depot – Mumbai Central*** is situated in Mumbai Central Car Shed i.e West side of Mumbai Central Railway Station, which is on the BCT-NDLS BG Truck Route.



- 1.6 **Man-Power** : The sanctioned cadre, Man on Roll and Vacancy position of Coaching Stores Depot – Mumbai Central and Traction Stores Depot – EMU Car Shed - Mumbai Central are as follows :-

Category	Sanctioned Cadre	On Roll	Vacancy	Excess
<b><u>A. Coaching Stores Depot – Mumbai Central</u></b>				
Gr. C	11	13	--	2
Gr. D	7	2	5	--
<b>Total</b>	<b>18</b>	<b>15</b>	<b>5</b>	<b>2</b>
<b><u>B. Traction Stores Depot – EMU Car Shed – Mumbai Central</u></b>				
Gr. C	15	16	--	1
Gr. D	15	2	13	--
<b>Total</b>	<b>30</b>	<b>18</b>	<b>13</b>	<b>1</b>
<b>Grand Total</b>				
	<b>48</b>	<b>33</b>	<b>18</b>	<b>3</b>

- 1.7 An item has been made in forth coming chapter to analyze each aspect of workload and requirement of man power.

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## CHAPTER – II

### 2.0 Analysis of work load and staff strength of Coaching Store Depot – Mumbai Central of Store Department under HQ Office - CCG :-

2.1 Aim of District Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. District Stores Depot has the responsibility of receipt, inspection and distribution of material received. Inventory control is also one of its responsibilities.

In order to achieve the above objectives, the District Stores Depot at MX has divided into sub depots for smooth working which work in liaison with each other. This work study is limited to Coaching Store Depot – Mumbai Central

2.2 Coaching Store Depot – Mumbai Central is headed by AMM-CD-BCT. This Stores Depot is under the control of Dy. CMM – MX.

The workload of Coaching Store Depot – Mumbai Central is carried out with Sanctioned strength of 18 posts (11 Group 'C' and 7 Group 'D'), whereas, presently 15 staff (13 Gr. C & 2 Gr. D) are available.

2.3 The existing Organization Chart of Coaching Store Depot – Mumbai Central is as follows :

Dy. CMM - MX
AMM – Coaching Depot - MMCT
General
Ledger
Cash Purchase
Receiving
Ward No. 65
Ward No. 66

- 2.4 **Cadre Position** : The Sanctioned Cadre, Man on Roll and Vacancy position of Coaching Store Depot – Mumbai Central is as follows :-

**Gr. C Staff**

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	CDMS	9300-34800	4600	2	2	0
	DMS	9300-34800	4200	1	1	0
	<b>Inspector/CDMS/DMS</b>			<b>3</b>	<b>3</b>	<b>0</b>
2	Chief Office Suptd.	9300-34800	4600	2	3	-1
	Office Suptd.	9300-34800	4200	5	5	0
	Sr. Clerk	5200-20200	2800	1	1	0
	Jr. Clerk	5200-20200	1900	0	1	-1
	<b>Chief OS to Jr. Clerk</b>			<b>8</b>	<b>10</b>	
	<b>Total Gr. C</b>			<b>11</b>	<b>13</b>	<b>-2</b>

**Gr. D Staff**

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
3	Assistant Depot (Stores)	5200-20200	1800	7	2	5
	<b>Total Gr. D Staff</b>			<b>7</b>	<b>2</b>	<b>5</b>

	<b>Grand Total</b>			<b>18</b>	<b>15</b>	<b>3</b>
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- 2.5 **Section-wise Existing Deployment of Staff of Coaching Store Depot - BCT is as follows** :-

Sr. No.	Section	Gr. C								Gr. D	Grand Total
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	General			1	2				3		3
2	Ledger			1	1				2		2
3	Cash Purchase			1	1				2		2
4	Receiving		1		1				2	2	4
5	Ward No. 65	1				1			2		2
6	Ward No. 66	1					1		2		2
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>1</b>		<b>13</b>	<b>2</b>	<b>15</b>

- 2.6 **Workload** :- Coaching Store Depot – Mumbai Central is presently having 472 stock items. Out of 472 items 95 items are Vital and 63 items are Safety.
- 2.7 Critical Analysis of workload & Assessment of manpower of Coaching Store Depot – Mumbai Central :-

## 2.8 **General Section :**

### 2.8.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS & 2 OS are deployed for General Section.

1 Chief OS & 2 OS	1 Chief OS – Overall In charge, Preparation of PCDO/MCDO, Co-ordination with all Officers & different sections, Monthly detail information and statements for various meetings, Meeting work, Correspondences with HQ & other Offices 1 OS – Registration of Purchase orders, DRR registration, Inspection, Sheet registration, Preparation of R/note & posting of Ward RO. Marinating different registers, letters, PO. DRR. RO and Rejection and correspondence with Firm & HQ. 1 OS – He is Physically Handicapped & cannot do any table work, thus this post of OS is not justified. Work Study team is suggested to transfer/.redeploy, wherever required..
3	Total

2.8.2 After going through the existing work load and looking to the need base requirement of General Section, the work study team justifies the present deployment of 2 Gr. C posts. Work study team recommended to redeploy/ transfer 1 Gr. C posts, Physically Handicapped & cannot do any table work ( which is excess to the cadre) to other place, wherever required.

2.8.3 ***Thus, for General Section , the present deployment of 2 Gr. C posts are justified.***

## 2.9 **Ledger Section :**

### 2.9.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS & 1 OS are deployed for Ledger & Uniform Section.

1 Chief OS & 1 OS	1 Chief OS- Dealing with 250 items. Also helping Chief OS for preparation of PCDO & Registration of I/D, Stoking Proposal, Registration of demand, Registration of Impress, Registration of all inventory items(PL No.) and forwarded to HQs for further action. Correspondence with HQ & Misc. work. 1 OS – Main work is timely procurement of Impress items to make them available in stock for issue to various consignee as per demand received. All the demands are received in Ledger section, the same are scrutinised and issued as per sanctioned impress of each consignee, after registration the demands are sent to respective wards for issue of material. Correspondence & Misc. work.
2	Total

2.9.2 After going through the existing work load and looking to the need base requirement of Ledger, the work study team justifies the present deployment of 2 Gr. C posts.

2.9.3 ***Thus, for Ledger, the present deployment of 2 Gr. C posts are justified.***

## 2.10 **Cash Purchase Section :**

### 2.10.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS & 1 OS are deployed for Cash Purchase Section.

1 Chief OS & 1 OS	1 Chief OS- Cash purchase cases Dealing with 248 Impress items, Registration of Stock & non-stock Demands & purchase, Proposals, Tender preparation – 427 items,& Tender Floating/ Opening, Cases sent to consignee for TS & RR, PO preparation – 238 items, & modification -32 items. 1 OS-. Received all files from consignee register and demand, Maintain non-stock demand register and maintain demand received, Process the Bill on AIMS, Submit the same to Sr, AFA(W&S)-PL for payment , Maintain Bill Register, Accept & release S. D. and do related correspondence. Help Chief OS & do other work as instructed by Officer.
2	Total

2.10.2 After going through the existing work load and looking to the need base requirement of Cash Purchase Section, the work study team justifies the present deployment of 2 Gr. C posts.

2.10.3 ***Thus, for Cash Purchase Section , the present deployment of 2 Gr. C posts are justified.***

## 2.11 **Receiving Section :**

### 2.11.1 **Present Deployment of staff & working in brief :**

Presently, 1 DMS, 1 OS and 2 Khalasi are deployed for Receiving Section.

1 DMS	In charge of Receiving Section. Responsible for Accountable of material. Received material, Inspect and release R/Note and other related work.
1 OS	Posting of R/note, Correspondence with Firm & HQ. Maintain records in diff. Registers. Dealing with Muster Roll of all section and muster related works
2 Khalasi	2 Khalasi are working in this section for loading/unloading of materials, since long. Unloading of material is done by Consignor's staff and Loading of material is done by staff of section, which requires the material. Thus, the present deployment of 2 Khalasi are justified
4	Total

2.11.2 After going through the existing work load and looking to the need base requirement of Receiving Section, the work study team justifies the present deployment of 4 posts (2 Gr. C & 2 Gr. D).

2.11.3 ***Thus, for Receiving Section, present deployment of 4 posts (2 Gr. C & 2 Gr. D) are justified.***

2.12 **Ward No. 65 :**

2.12.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS & 1Sr. Clerk are deployed for Ward No. 65.

1 CDMS & 1 Sr. Clerk	The Ward No. 65 is looked after by 1 CDMS along with 1 Sr. Clerk. CDMS looks after the Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores. 1 Sr. Clerk – He is deputed to Ward No. 65 to assist CDMS. He also work in Ward No. 66, as one Jr. Clerk deployed at Ward No. 66 is Irregular, Absent & Cannot do any Clerical Work.
2	Total

2.12.2 After going through the existing work load and looking to the need base requirement of Ward No. 65, the work study team justifies the present deployment of 2 Gr. C posts.

2.12.3 ***Thus, for Ward No. 65, the present deployment of 2 Gr. C posts are justified.***

2.13 **Ward No. 66 :**

2.13.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS & 1 Jr. Clerk are deployed for Ward No. 66.

1CDMS & 1 Jr. Clerk	1 CDMS - The Ward No. 66 is looked after by 1 CDMS along with help of 1 Sr. Clerk of ward No. 65. CDMS looks after the Store keeping of all the stock items of wards i.e. receipt of material from R-Section, issue of the same to consignee as & when required, Posting of receipt & issue vouchers, Preparation of position of Safety , Vital , Nil & inactive items and sending to Ledger section for further disposal, if any., Arranging stock verification of stores. 1 Jr. Clerk – He is deputed to Ward No. 66 to assist CDMS. But he is Irregular, Absent & cannot do any clerical work. The Sr. Clerk of Ward No. 65 is look after the work of Ward No. 66 along with his own Ward i.e. Ward. No. 65. Thus, the post of Jr. Clerk is not justifies and identified as surplus, which is excess to the cadre.
1	Total

2.13.2 After going through the existing work load and looking to the need base requirement of Ward No. 66, the work study team justifies 1 Gr. C posts. Work study team recommended to redeploy/ transfer 1 Gr. C posts which is Irregular, Absent & cannot do any clerical work (which is excess to the cadre) to other place, wherever required.

2.13.3 ***Thus, for Ward No. 66, the present deployment of 1 Gr. C posts is justified.***

2.14 **Section-wise Proposed Deployment of Staff of Coaching Store Depot - Mumbai Central is as follows :-**

Sr. No.	Section	Gr. C								Gr. D	Refer Para
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	General			1	1				2		2.8.3
2	Ledger			1	1				2		2.9.3
3	Cash Purchase			1	1				2		2.10.3
4	Receiving		1		1				2	2	2.11.3
5	Ward No. 65	1				1			2		2.12.3
6	Ward No. 66	1					0		1		2.13.3
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>0</b>		<b>11</b>	<b>2</b>	

2.15 **The summary of Existing and Proposed Gr. 'C' & 'D' staff of Coaching Store Depot – Mumbai Central :-**

**Group C staff :**

Sr. No.	Category	Scale	Sanctioned	Actual	Proposed	Surrender	Refer Para
1	CDMS	9300-34800-GP 4600	2	2	2	0	2.14
2	DMS	9300-34800-GP 4200	1	1	1	0	
3	CHOS	9300-34800-GP 4600	2	3	3	-1	
4	OS	9300-34800-GP 4200	5	5	4	1	
5	Sr. Clerk	5200-20200-GP 2800	1	1	1	0	
6	Jr. Clerk	5200-20200-GP 1900	0	1	0	0	
	<b>Total</b>		<b>11</b>	<b>13</b>	<b>11</b>	<b>0</b>	

**Group D staff :**

Sr. No.	Category	Scale	Sanctioned	Actual	Proposed	Surrender	Refer Para
4	Safaiwala	5200-20200-GP 1800	7	2	2	5	2.14
	<b>Total Gr. D</b>		<b>7</b>	<b>2</b>	<b>2</b>	<b>5</b>	

**Total Staff**

Sr. No.	Category	Sanctioned	Actual	Proposed	Surrender	Refer Para
1	<b>Gr. C Staff</b>	<b>11</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>2.15</b>
2	<b>Gr. D Staff</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>2.15</b>
	<b>Grand Total</b>	<b>18</b>	<b>15</b>	<b>13</b>	<b>5</b>	

2.16 **Recommendation No.1**

*After critical analysis of work load of Coaching Store Depot – Mumbai Central, Work study team justified 13 posts (11 Group-C and 2 Group-D) against Sanctioned Cadre of 18 posts (11 Group-C and 7 Group-D) and identified surplus 5 Gr. D posts (vacant ) are recommended for surrender. Work study team also recommended to redeploy/ transfer 2 Gr. C posts (1 OS – Handicapped & 1 Jr. Clerk - Irregular, Absent) (which are excess to the cadre) to other stores depot , wherever required.*

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### **CHAPTER – III**

#### **3.0 Analysis of work load and staff strength of Traction Stores Depot – Mumbai Central of Store Department under HQ Office - CCG :-**

- 3.1 Aim of District Stores Depot is to store and supply material in the most efficient, economic and expeditious manner as possible. District Stores Depot has the responsibility of receipt, inspection and distribution of material received. Inventory control is also one of its responsibilities.

In order to achieve the above objectives, the District Stores Depot at MX has divided into sub depots for smooth working which work in liaison with each other. This work study is limited to Coaching Store Depot – Mumbai Central and Traction Stores Depot – Mumbai Central.

- 3.2 The workload of Traction Stores Depot – Mumbai Central is carried out with Sanctioned strength of 30 posts (15 Group 'C' and 15 Group 'D'), whereas, presently 18 staff ( 16 Gr. C & 2 Gr. D) are available.

- 3.3 The existing **Organization Chart of Traction Stores Depot – Mumbai Central** is as follows :-

Dy. CMM - MX
AMM – Traction Store Depot – EMU Car Shed - MMCT
General
Ledger
Cash Purchase
Receiving
Ward No. 55
Ward No. 60



- 3.4 **Cadre Position** : The Sanctioned Cadre, Man on Roll and Vacancy position of Traction Stores Depot – EMU Car Shed Mumbai Central is as follows :-

**Gr. C Staff**

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
1	CDMS	9300-34800	4600	2	1	1
	DMS	9300-34800	4200	2	2	0
	<b>Inspector/CDMS/DMS</b>			<b>4</b>	<b>3</b>	<b>1</b>
2	Chief Office Suptd.	9300-34800	4600	2	3	-1
	Office Suptd.	9300-34800	4200	8	5	3
	Sr. Clerk	5200-20200	2800	0	1	-1
	Jr. Clerk	5200-20200	1900	1	4	-3
	<b>Chief OS to Jr. Clerk</b>			<b>11</b>	<b>13</b>	<b>-2</b>
	<b>Total Gr. C</b>			<b>15</b>	<b>16</b>	<b>-1</b>

**Gr. D Staff**

Sr. No.	Designation	Grade	Grade Pay	Sanctioned Cadre	On Roll	Vacancy
3	Assistant Depot (Stores)	5200-20200	1800	15	2	13
	<b>Total Gr. D Staff</b>					

	<b>Grand Total</b>		<b>30</b>	<b>18</b>	<b>12</b>
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- 3.5 **Section-wise Existing Deployment of Staff of Traction Stores Depot – EMU Car Shed Mumbai Central is as follows :-**

Sr. No.	Section	Gr. C								Gr. D	Grand Total
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	General			1		1	1		3		3
2	Ledger			1	1		1		3		3
3	Cash Purchase				2		1		3		3
4	Receiving		1	1	1				3	2	5
5	Ward No. 55	1			1				2		2
6	Ward No. 60		1				1		2		2
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>4</b>		<b>16</b>	<b>2</b>	<b>18</b>

- 3.6 **Workload** :- Traction Stores Depot – EMU Car Shed Mumbai Central is presently having 450 stock items. Out of 450 items 91 items are Vital and 15 items are Safety.
- 3.7 Critical Analysis of workload & Assessment of manpower of Traction Stores Depot – EMU Car Shed Mumbai Central :-

### 3.8 **General Section :**

#### 3.8.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS , 1 Sr. Clerk & 1 Jr. Clerk are deployed for General Section.

1 Chief OS 1 Sr. Clerk 1 Jr. Clerk 1	1 Chief OS – No work is allotted to Chief Os as he is on long absent 1 Sr. Clerk - Co-ordination with all Officers, Meeting work, Inventory management & Budget, RTI, E-Dak, E-mail, etc. 1 Jr. Clerk – All type of information required by HQ, Perform Office work, Dispatch, Outward/Inward Register, Postal Work(all types of Reg. AD, Speed posts, Ordinary posts) and other Misc. Work
3	Total

3.8.2 After going through the existing work load and looking to the need base requirement of General Section, the work study team justifies the present deployment of 2 Gr. C posts. Work study team recommended to take DAR action against long absenteeism of Chief OS (which is excess to the cadre) & recommended to redeploy/ transfer to other place, wherever required.

3.8.3 ***Thus, for General Section , the present deployment of 2 Gr. C posts are justified.***

### 3.9 **Ledger Section:**

#### 3.9.1 **Present Deployment of staff & working in brief :**

Presently, 1 Chief OS, 1 OS & 1 Jr. Clerk are deployed for Ledger Section.

1 Chief OS 1 OS 1 Jr. Clerk	1 Chef OS – Incharge of Ledger Section, Perform all work related to Ledger Section i.e. Advance intimation, coverage, shortfall demand, AAC enhancement consignee, Red Signal & Emergency Purchases, Issue orders , correspondence with HQ, Action taken on Inactive & Surplus items, Confirmation of AAC, Preparation of Issue Oedres & preparation of monthly TR/BCT Depot PCDO statement, (423 stock items & non- stock items) 1 OS- Assist to Chief OS for Ledger Section work, Perform misc work given by Officer. Look after Ward No. 60's 222 items. 1 Jr. Ck - Assist to Chief OS for Ledger Section works, Perform misc work given by Officer. Look after Ward No. 55's 221 items.
3	Total

3.9.2 After going through the existing work load and looking to the need base requirement of Ledger Section, the work study team justifies the present deployment of 3 Gr. C posts.

3.9.3 ***Thus, for Ledger Section, the present deployment of 3 Gr. C posts are justified.***

### 3.10 **Cash Purchase Section :**

#### 3.10.1 **Present Deployment of staff & working in brief :**

Presently, 2 OS & 1 Jr. Clerk are deployed for Cash Purchase Section.

2 OS 1 Jr. Clerk	1 OS - Incharge of Cash Purchase, Perform all work related to Cash Purchase Section i.e. On line registration of 276 Non Stock demands, Proposals, Online Tendering, Tender Opening, Preparing P. O. & all related works – 276 Non Stock items. 1 OS – Assist to Incharge of Cash Purchase, Perform all work related to Cash Purchase Section i.e. On line registration of 276 Non Stock demands, Proposals, Online Tendering, Tender Opening, Preparing P. O. & all related works – 276 Non Stock items. Maintain the Cash Imprest, Maintain the Muster of Class III ministerial staff & perform misc. work given by Officer. 1 Jr. CK – Assist to Incharge of Cash Purchase, Perform all work related to Cash Purchase Section, perform Cash Purchase work, Chasing with Accounts, & perform misc. work given by Officer.
3	Total

3.10.2 After going through the existing work load and looking to the need base requirement of Cash Purchase Section, the work study team justifies the present deployment of 3 Gr. C posts.

3.10.3 ***Thus, for Cash Purchase Section , the present deployment of 3 Gr. C posts are justified.***

### 3.11 **Receiving/Progress Section :**

#### 3.11.1 **Present Deployment of staff & working in brief :**

Presently, 1 DMS , 1 Chief OS, 1 OS and 2 Khalasi are deployed for Receiving Section.

1 DMS	In charge of Receiving Section. Maintain CHALLAN Register, Taking timely action in assuming of materials and reduce over stock percentage.
1 Chief OS 1 OS	1 Chief OS - Incharge of Receiving Section, Maintain P.O. Register, Perform all work related to Receiving Section, Prepare DRR & R/Note also prepare monthly Warranty rejection statement, Also look after General Section work, in absence of Chief OS – General section. – 197 stock items P. O. & 300 Cash Purchase non-stock P.O., 12 warranty statement & 12 PCDO statements. 1 OS – Look after the Receiving Section work such as Registration, DRR, entry, ISL, Sending for Inspection maintaining Challan & Rejection register, Making final R/note & misc. Work given by Officer.
2 Khalasi	2 Khalasi are working in this section for loading/unloading of materials since long. Unloading of material is done by Consignor's staff and Loading of material is done by staff of section, which requires the material. Thus, the present deployment of 2 Khalasi is justified. If additional Khalasi are required for loading/unloading, <b><i>Outsourcing of Khalasi</i></b> is recommended.
5	Total

3.11.2 After going through the existing work load and looking to the need base requirement of Receiving Section, the work study team justifies the present deployment of 5 posts (3 Gr. C & 2 Gr. D).

3.11.3 ***Thus, for Receiving Section, present deployment of 5 posts (3 Gr. C & 2 Gr. D) are justified.***

### 3.12 **Ward No. 55 :**

#### 3.12.1 **Present Deployment of staff & working in brief :**

Presently, 1 CDMS & 1 OS are deployed for Ward No. 55.

1 CDMS 1 OS	1 CDMS – Incharge of Ward No. 55, Opening/Closing of Depot, Material Stacking, Labelling, Also look after the work of other depot in their absence, Maintain the muster of DMS & class IV staff. 1 OS - Store material delivery from VTN to PLD(Mumbai II), Store material delivery from CCG to VR, Prepare Gate pass, Issue of Store material on Requisition Request – 378 items for ward No. 55, Material Receipt (Generating Ward R.O and depot transfer) – 115 items for ward No. 60. Total material issue for 493 items, Entries in Register, Issue Notes, Receipt Note of Ward No. 55 & 60. Bin card entries of Ward No. 55 & 60, Going to collection of Gate pass – 65, G. R. Authority letter -37, Give material to consignee in absence of CDMS & DMS of Ward No. 55 & 60, Material Staking, Labelling, Help to CDMS & DMS in Stock verification, perform misc. work given by CDMS or DMS.
2	Total

3.12.2 After going through the existing work load and looking to the need base requirement of Ward No. 55, the work study team justifies the present deployment of 2 Gr. C posts.

3.12.3 ***Thus, for Ward No. 55, the present deployment of 2 Gr. C posts are justified.***

### 3.13 **Ward No. 60 :**

#### 3.13.1 **Present Deployment of staff & working in brief :**

Presently, 1 DMS & 1 Jr. Clerk are deployed for Ward No. 60.

1 DMS 1 Jr. Clerk	1 DMS – Issue of Store material on Requisition Request – 493 items for ward No. 60, Material Receipt (Generating Ward R.O and depot transfer) – 202 items for ward No. 60, Stock verification of items of Ward No. 60 – 150 items, Supervision of daily working of Stores, Material Staking, Labelling, Opening/Closing of Depot, Also look after the work of other depot in their absence. 1 Jr. Clerk – Depute to assist to DMS in working. But He is Sport man and 365 days on <b>Special CL</b> . OS of Ward No 55 is look after the work of Ward No. 60 along with his own Ward i.e. Ward. No. 55. Thus, the post of Jr. Clerk is not justifies and identified as surplus, which is excess to the cadre.
2	Total

3.13.2 After going through the existing work load and looking to the need base requirement of Ward No. 60, the work study team justifies the present deployment of 2 Gr. C posts.

3.13.3 ***Thus, for Ward No. 60, the present deployment of 2 Gr. C posts are justified.***

3.14 **Section-wise Proposed Deployment of Staff of Traction Stores Depot – EMU Car Shed Mumbai Central is as follows :-**

Sr. No.	Section	Gr. C								Gr. D	Grand Total
		CDMS	DMS	Chief OS	OS	Sr. Clerk	Jr. Clerk	Tech.	Total	Khalasi	
1	General					1	1		2		2
2	Ledger			1	1		1		3		3
3	Cash Purchase				2		1		3		3
4	Receiving		1	1	1				3	2	5
5	Ward No. 55	1			1				2		2
6	Ward No. 60		1				1		2		2
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>4</b>		<b>15</b>	<b>2</b>	<b>17</b>

3.15 **The summary of Existing and Proposed Gr. 'C' & 'D' staff of Traction Stores Depot – EMU Car Shed Mumbai Central :-**

3.15.1 **Group C staff :**

Sr. No.	Category	Scale	Sanc-tioned	Actu-al	Propo-sed	Surre-nder	Refer Para
1	CDMS	9300-34800-GP 4600	2	1	1	1	3.14
2	DMS	9300-34800-GP 4200	2	2	2	0	
3	CHOS	9300-34800-GP 4600	2	3	2	0	
4	OS	9300-34800-GP 4200	8	5	5	3	
5	Sr. Clerk	5200-20200-GP 2800	0	1	1	-1	
6	Jr. Clerk	5200-20200-GP 1900	1	4	4	-3	
	<b>Total</b>		<b>15</b>	<b>16</b>	<b>15</b>	<b>0</b>	

3.15.2 **Group D staff :**

Sr. No.	Category	Scale	Sanc-tioned	Actu-al	Propo-sed	Surre-nder	Refer Para
4	Safaiwala	5200-20200-GP 1800	15	2	2	13	3.14
	<b>Total Gr. D</b>		<b>15</b>	<b>2</b>	<b>2</b>	<b>13</b>	

3.15.3 **Total Staff**

Sr. No.	Category	Sanc-tioned	Actual	Proposed	Surrender	Refer Para
1	<b>Gr. C Staff</b>	<b>15</b>	<b>16</b>	<b>15</b>	<b>0</b>	<b>3.15.1</b>
2	<b>Gr. D Staff</b>	<b>15</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>3.15.2</b>
	<b>Grand Total</b>	<b>30</b>	<b>18</b>	<b>17</b>	<b>13</b>	

**Recommendation No.2**

***After critical analysis of work load of Traction Stores Depot – EMU Car Shed Mumbai Central, Work study team justified 17 posts (15 Group-C and 2 Group-D) against Sanctioned Cadre of 30 posts (15 Group-C and 15 Group-D) and identified surplus 13 Gr. D posts (vacant ) are recommended for surrender. Work study team also recommended to redeploy/ transfer 1 Gr. C post, which is long absent ( which is also excess to the cadre) to other stores depot, wherever required.***

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## Chapter IV

### 4.0 **FINANCIAL IMPLICATION**

- 4.1. On critical examination of all the activities carried out by **Coaching Store Depot – Mumbai Central** of Store Department under HQ-CCG and looking at the existing work load, the work study team proposes, 13 posts (11 Group-C and 2 Group-D) against Sanctioned Cadre of 18 posts (11 Group-C and 7 Group-D) and 5 Gr. D posts (vacant) are identified as surplus and recommended for surrender immediately.
- 4.2. On critical examination of all the activities carried out by **Traction Stores Depot – EMU Car Shed Mumbai Central** of Store Department under HQ-CCG and looking at the existing work load, the work study team proposes, 17 posts (15 Group-C and 2 Group-D) against Sanctioned Cadre of 30 posts (15 Group-C and 15 Group-D) and 13 Gr. D posts (vacant) are identified as surplus and recommended for surrender immediately.
- 4.3 The Summary of Existing and Proposed Gr. 'C' & 'D' staff of **Coaching Store Depot – Mumbai Central & Traction Stores Depot – EMU Car Shed Mumbai Central** of Store Department under HQ-CCG:-

Category	Sanctioned Cadre	On Roll	Proposed	Surrender
<b><u>A. Coaching Store Depot</u></b>				
Gr. C	11	13	11	0
Gr. D	07	02	02	5
<b>Coaching Store Depot -Total</b>	<b>18</b>	<b>15</b>	<b>13</b>	<b>5</b>
<b><u>B. Traction Stores Depot</u></b>				
Gr. C	15	16	15	0
Gr. D	15	02	02	13
<b>Traction Stores Depot -Total</b>	<b>30</b>	<b>18</b>	<b>17</b>	<b>13</b>
<b><u>Both Store Depot (A + B)</u></b>				
Gr. C	26	29	26	0
Gr. D	22	04	04	18
<b>Both Store Depot - Total</b>	<b>48</b>	<b>33</b>	<b>30</b>	<b>18</b>

- 4.4. On implication of the study report and surrendering the 18 posts of both Stores Depot, which are found surplus to the requirement, the annual recurring saving will be achieved as tabulated below :-

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
<b>Group-C</b>	<b>0</b>	<b>Rs. 10,03,714</b>	
<b>Group-D</b>	<b>18</b>	<b>Rs. 6,45,968</b>	<b>Rs. 1,16,27,424</b>
<b>Total</b>	<b>18</b>		

- 4.5 On implementation of the recommendations brought out in the work study report, annual recurring saving of **Rs. 116.27 Lakhs** per annum can be achieved.

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