



**Work Study Report On  
Review of Staff Strength Of  
Stores Depot  
of  
Pratapnagar Workshop**

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**Study No.G.463/WR/WS-08/2019 -20**

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**Of**  
**Central Planning Organization**

**Headquarter Office**

**Churchgate**

**Mumbai – 20**

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### **Executive Summary**

Sr. No. of Study : 08

Case No. : G.463/WR/WS-08/2019-20

Subject : Review of Staff Strength of Stores Depot of Pratapnagar Workshop,BRC

Units : Pratapnagar Stores Depot

Division : Vadodara

Authority : AGM/CCG

Terms of Reference : Assessment of need based actual manpower

Total No. of Recommendations : 2

Summary of Recommendations : placed on page no 6.

Projected Manpower:

Category	Existing Cadre	Man on roll	Proposed Cadre	Proposed for surrender	Vacant post	Live post
<b>Gr. C</b>	23	16	16	<b>7</b>	7	0
<b>Gr. D</b>	26	16	15	<b>11</b>	10	1
<b>Total</b>	49	32	31	<b>18</b>	17	1

Financial Implication : Recurring Savings of Rs. 141.31 **Lakhs**  
(Approx) per annum.

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## **Terms Of Reference**

As per Additional General Manager's directives, Secy./PG has instructed to conduct a work study to review the staff strength of Stores Depot staff at Pratapnagar Workshop,BRC under Dy.CMM/Dahod. Accordingly, a study has been conducted with a view to assess the requirement of man power at Stores Depot, PRTN workshop – BRC.

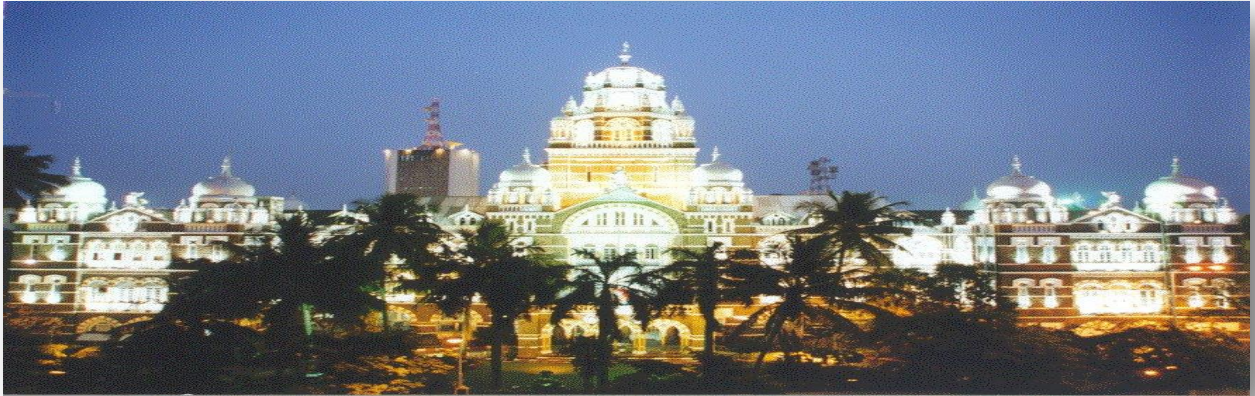
## **Acknowledgement**

The Work Study Team acknowledges with gratitude the co-operation given by Ms Nitika Gajraj, AMM/PRTN/BRC for rendering valuable guidance during the course of the study.

The Study Team is also thankful to Shri Mitesh Choudhary, DBMS/PRTN Store Depo and all the Chief OS / CDMS and staff of Pratapnagar Stores Depot at Pratapnagar Workshop,BRC who have extended their co-operation during conducting and finalizing the study.

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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**

**2.12.1**

*After critical analysis of existing work load at Store Depot, Pratapnagar, work study team proposes total 31 posts ( 16 Gr.'C' & 15 Gr.'D') against sanctioned cadre of 49 posts ( 23 Gr.'C' & 26 Gr.'D' ) and 18 posts (7 Gr.'C' & 11 Gr.'D') are identified as surplus and recommended for surrender.*

### **Recommendation No.2**

**2.12.2**

*One post of Peon is being operated excess to the sanctioned Cadre and the Work Study team has not received any clarity about this from PRTN Store Depot office. Necessary action maybe taken as only 2 posts of Peon/Sr.Peon is justified.*

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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 upto 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 :**

Dahod Stores Depot 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. Pratapnagar Stores Depot of Pratapnagar Workshop is one of the sub unit of Dahod Stores Depot.

The Pratapnagar Workshop is doing ROH of BTPN wagons, ROH/POH of NG Coaches & Wagons. To cater the requirement of Material for ROH of BTPN wagons, ROH/POH of NG Coaches & Wagons at Pratapnagar Workshop, the Pratapnagar Stores Depot plays an important role. The Disposal of scrap is also a major activity at Pratapnagar Stores Depot.

### 1.3 **Location :**

Pratapnagar Stores Depot – Pratapnagar is situated about seven kilometres from Vadodara Railway Station, which is on the BCT-NDLS BG Truck Route.

The depot is situated inside Pratapnagar Workshop. It is spread over a vast area which is sufficient to meet up the requirement of Pratapnagar workshop.

### 1.4 **Pratapnagar Stores Depot is under the control of Dy.CMM – DHD. This depot is headed by AMM-PRTN. The workload of Pratapnagar Stores Depot is carried out with sanctioned strength of 49 posts (23 Group‘C’ and 26 Group‘D’). Stores Depot –PRTN stores and supplies 642 items The details are as follows :-**

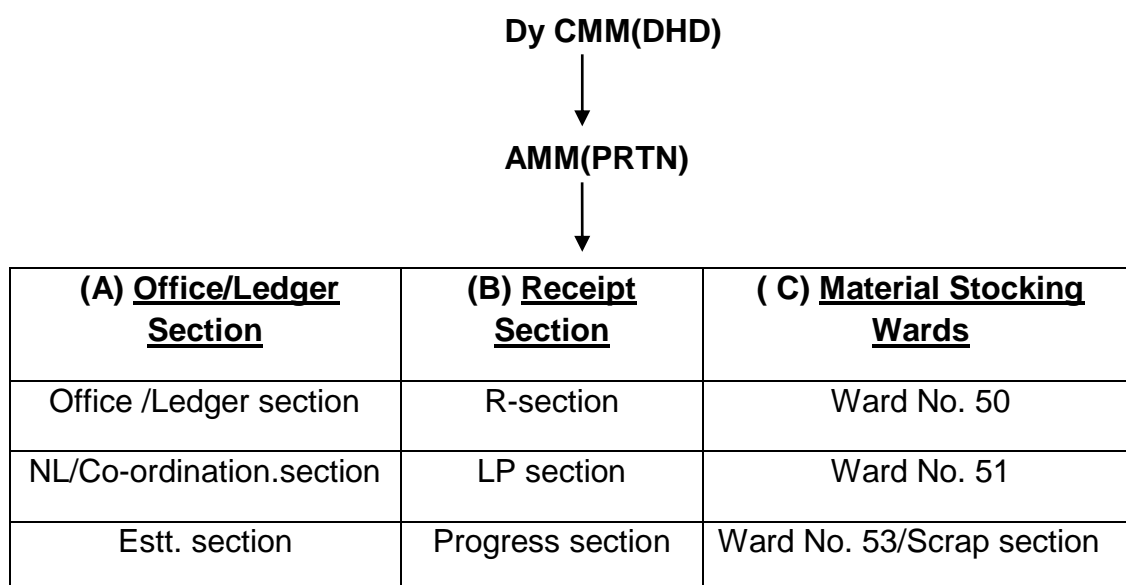


Item Details	No of Items stocked		
	2017	2018	2019
<b>Vital Items</b>	122	122	88
<b>Safety Items</b>	119	127	102
<b>General Items</b>	402	412	452
<b>Total</b>	<b>643</b>	<b>661</b>	<b>642</b>

**1.5** 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 Pratapnagar Stores Depot has been divided into various sections for smooth working which work in liaison with each other.

The existing **Organisation Chart of Pratapnagar Stores Depot** is as follows :



**(A) Office/Ledger Section**

<b><u>Office/Ledger/NL- Section</u></b>	<b><u>CO / Estt. Section</u></b>
1 Ch. OS - Over all Incharge	1 -OS , 1- Sr.Clk
1 OS - Ledger	
<b>Total Group 'C' – 4</b>	<b>Total Group 'D' - 3</b>
<b>Grand Total</b>	<b>- 7</b>

**(B) Receipt / LPSection**

1 CDMS	1 Ch.OS	1 OS
1 MCF, 1 TCN, 1 Painter		
Total Group 'C' – 6	Total Group 'D' – 4	
	<b>Total - 10</b>	

**( C) Material Stocking Wards**

<b><u>Ward No. 50</u></b>	<b><u>Ward No. 51</u></b>	<b><u>Ward no. 53 / Scrap Section</u></b>
1 CDMS	1 CDMS	1 CDMS
1 Clerk		1 DMS, 1 Sr.CLK
Total Group 'C' –2	Total Group 'C' –1	Total Group 'C' – 3
Total Group 'D' – 1	Total Group 'D' – 5	Total Group 'D' – 3
	<b>Total - 16</b>	

**Total Existing (On Roll) Staff**

<b><i>Sr. No.</i></b>	<b><i>Section</i></b>	<b><i>Group 'C'</i></b>	<b><i>Group'D'</i></b>	<b><i>Total</i></b>
(A)	Office/Ledger Section	4	3	7
(B)	Receipt Section	6	4	10
( C)	Material Stocking Wards	6	9	15
	<b><i>Total</i></b>	<b>16</b>	<b>16</b>	<b>32</b>

## Chapter – II

### **2.0 Critical Analysis of Workload and Manpower Assessment:**

- 2.1** Assessment of Manpower requirement has been worked on the basis of Effective Working Hours available per person.
- 2.2** According to working hours applicable to staff of Pratapnagar Stores Depot, Pratapnagar Workshops, calculation of Monthly Effective Working Hours available per person is as given below:

Working hours:

Monday to Saturday, from 08:00 hrs. to 17:00 hrs.

(Lunch Time – 12:00 to 13:00 hrs.)

No. of days in a year = 365 days

No. of holidays in a year

Public Holidays = 15 days

Casual Leaves = 08 days

Sundays = 52 days

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Total = 75 days

Maximum working days in a year =  $365 - 75$  = 290 days

Maximum working hours in a day = 9.0 hrs.

Less hours for Fatigue Allowance & Lunch Time in a day = 2.0 hrs.

Actual working hours in a day = 7 hrs.

Total man hours available in a year / person =  $290 \times 7$  = 2030 hrs.

**(Note:** As per the norms followed under Work Study while calculating working hours, only 1.0 hr Lunch Break per day is admissible. But, it may be noted that in the above calculations a more liberal approach has been adopted and an additional 1.0 hr Fatigue Allowance per session is also taken into consideration, making a total relaxation period of 2.0 hrs. per day.)

### 2.3 Cadre position as on 01/04/2019:

Sr. No.	Designation	Scale	Sanctioned Cadre ( as on 01.04.2019)	Man On Roll	Vacant posts	Remarks
	<b><u>Group'C'</u></b>					
<b>1</b>	CDMS	9300-34800-4600	4	4	0	
	DMS	9300-34800-4200	2	1	1	
	<b>Total(CDMS/DMS)</b>		<b>6</b>	<b>5</b>	<b>1</b>	
<b>2</b>	Chief OS	9300-34800-4600	2	2	0	
	OS(E) / OS II / Hd Clerk	9300-34800-4200	8	3	5	
	Sr. Clerk/Clerk	5200-20200-2800	4	3	1	
	<b>Total (Chief OS / Clerk)</b>		<b>14</b>	<b>8</b>	<b>6</b>	
<b>3</b>	MCF	9300-34800-4200	1	1	0	
	TCN Gr. I	5200-20200-2800	1	1	0	
	Painter	5200-20200-2800	1	1	0	
	<b>GROUP C</b>	<b>G.TOTAL</b>	<b>23</b>	<b>16</b>	<b>7</b>	

	<b><u>Group'D'</u></b>					
<b>1</b>	Sr.Peon	5200-20200-2000	1	1	0	
<b>2</b>	Peon / B. Peon	5200-20200-1800	1	1+1	0	1 Excess long Absent
<b>3</b>	Helper Khalasi	5200-20200-1800	1	0	1	
<b>4</b>	Packer	5200-20200-1800	1	1	0	
<b>5</b>	Sr. Khalasi	5200-20200-1800	17	8	9	
<b>6</b>	Khalasi	5200-20200-1800	4	4	0	
<b>7</b>	Sr.Safaiwala	5200-20200-1800	1	1	0	
	<b>TOTAL (Gr. 'D')</b>		<b>26</b>	<b>16</b>	<b>10</b>	<b>1 Peon Excess</b>
	<b>G.TOTAL</b>		<b>49</b>	<b>32</b>	<b>17</b>	

## 2.4 Section-wise Existing deployment of staff at Store Depot,PRTN-BRC:

### Group'C'

Sr. No	Section	Ch. OS	OS	Clerks	CDMS	DMS	Mcf/Tech/ Painter	Total
1	Office/Ledger/ CO	1	2	1	0	0	0	4
2	R- section/LP	1	1	0	1	0	3	6
3	Wards	0	0	2	3	1	0	6
<b>Total</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>16</b>

### Group'D'

Sr.	Section	Peon / B.Peon	Safaiwala	Sr. Khalasi / Khalasi/Packer	Total
1	Office / Ledger	2 +1(Ex)	1	0	3+1(ex)
2	R-Section/ LP / Progress Section	0	0	4	4
3	Ward No. 50	0	0	1	1
	Ward No. 51	0	0	5	5
	Ward No. 53 / Scrap Section	0	0	3	3
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>13</b>	<b>16+1(ex)</b>
<b>16 Group 'C' Staff + 16+1(ex) Group 'D' Staff = 32+1(ex) Total Existing Staff</b>					

## 2.5 Methodology Adopted:

Collection of data connected with the existing working and work load, direct observations at work place and discussions with the staff & suggestions from officials, critical examination of the data collected for optimum man power utilization. The workload also includes Fatigue Allowance and other types of work like attending Officers/Visitors/Telephones etc.

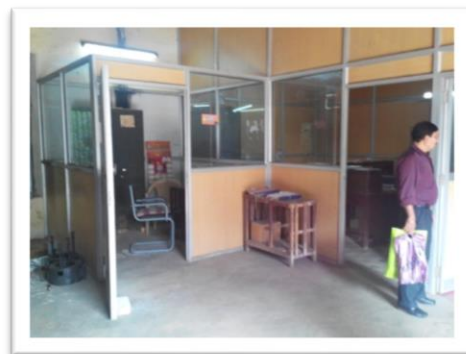
## 2.6 Section-wise Workload of Group 'C' & 'D' Staff :

### 2.7 OFFICE / LEDGER SECTION:

2.7.1 The Office/ Ledger Section consists of 3 sub-sections namely Office/Ledger Section, NL/Co-ordination Section and Estt. Section.

The existing deployment of staff in these sections are as under:-

<u>Office/Ledger/NL/ Co- Section</u>	<u>Estt. Section</u>
1 Chief OS - Over all Incharge	1 OS – Estt.
1 OS - Ledger	
1 Sr.Clk - Co-ordination	
Total Group 'C' – 4	
Total Group 'D' - 3	
<b>Total - 7</b>	



2.7.2 The Workload of each staff is as follows :-

#### 2.7.2.1 Chief OS – Over all Incharge

	Smt Nikunjben Gandhi, Chief OS-Over all Incharge
(i)	Review of items required for PRTN workshop, Material Assistance for Depot Transfer from SBI/DHD/PL/MX/RTM/BL etc
(ii)	Attend co-meeting with CMM-CCG, COS-CCG (Per month), attend Hindi Meeting, Safety meeting with CWM-PRTN.
(iii)	Preparing Advance l/sheet.
(iv)	Performing work, if staff of Ledger section, Co-section, Estt section in absent.

***Chief OS is Over all Incharge of Store Depot- PRTN. She performs the above mentioned workload. Thus, the post of Chief OS as over all Incharge is justified.***

### 2.7.2.2 **OS – Ledger**

	Smt Siji Francis OS - Ledger
(i)	Review of 603 items.Issue Order to diff. Depot, Red signal, short fall & recoupment with HQ .
(ii)	Correspondence with consuming depot, A/c and HQ-CCG for urgent items. Check Stock in Cat 1 and Cat 3 and prepare store work order.
(iii)	Check stock in other Railway, make demand entry,make purchase proposal and prepare PO and also prepare authority letter for same.
(iv)	Provide Advance Estimate sheet printout from system to consuming department for AAC fixation.After receiving details from Consuming department make section wise covering sheet and send to HQ.
(v)	Demand Registration entry for Stock and Non-Stock items against urgency given by CWM-PRTN and make purchase proposal for the same.
(v)	Any other work given by AMM, Chief OS and Helping to other staff.

***OS-Ledger is working in Office/Ledger Section. She performs the above mentioned workload of 603 items. Thus, the post of OS-Ledger is justified.***

### 2.7.2.3 **Sr.Clerk – Co-ordination**

	Hemlata S Chauhan – OS/Co-ordination
i.	Preparation of PCDO and MCDO, Review items through entries in Receipt Secton,LP and Stock items and send it to Dy.CCM(DHD) and CWM-PRTN
ii.	AMC for computers,CCTV Cameras,Weighbridge
iii.	Look after the procedure of awarding Contract through E-TCS
iv.	Stamping of Weighbridge adn Electronic Weighing Scales, Renewal of Road Tax and Insurance of Truck used in PRTN Depo.
v.	T&P items – Furniture, Correspondence with HQ & local A/c, budgetary & Misc. work.
vi.	Other correspondence with A/c i.e. issue receipt, voucher to CWM-PRTN.
vii.	Preparing Cash imprest & obtain sanction from HQ.



viii.	Prepare indent for stationery, uniform, Money value book and diesel consumable items
ix.	Dealing Audit cases, Prepare Budgetary statements, correspondence with DHD & A/c.
x.	Any other work given by AMM, Chief OS and Helping to other staff.

***OS-Co-ordination is working in Office/Ledger Section. She performs the above mentioned workload. Thus, the post of OS-Co-ordination is justified.***

#### **2.7.2.4 OS – Estt.**

	Hemlata Raulji – OS (E)
i.	Preparing regular pay sheet of Gr. B, C & D staff, getting it passed after verifying TA Bills, School Fee, etc, sub meeting pay sheet to A/c Dept (Monthly)
ii.	Feeding the pay particulars of staff in computer of EDPM Centre (Monthly)
ii.	Feeding of Income Tax particulars in computer at workshop & submitting to Sr. AFA (Works) PRTN in 24G Form and also providing form No.16 to employees.(Yearly)
iv.	Entry of salary in salary register every month
v.	Entering the leave & CL in leave account of every employee (Monthly)
vi.	Entering the service verification, GIS, increments and awards in service sheet of every employee (Monthly)
vii.	Preparing due and drawn statement according to MACP and get it vetted by Accounts as and when required
viii.	Service sheet and leave records of retired employee.
ix.	HBA and scooter advance deduction from salary
x.	Issue of charge sheet and imposition of penalty, if any.
xi.	Issue of duty pass, privilege pass, PTOs, School pass, complementary pass etc.
xii.	Preparing LPC whenever the employee is transferred to other unit.
xiii.	Preparing new salary register every year.

xiv.	Preparing new register (CL, school Fees, & Advances)
xv.	Preparing new pass and PTOs registers.
xvi.	Preparing Bonus pay sheet
xvii.	Preparing Statement-40
xviii.	Preparing reply to Audit Para

***OS-Estt. is in Office/Ledger Section. She performs the above mentioned workload of regular pay sheet and allied pay related work of staff . Thus, the post of OS-Estt. is justified.***

2.7.3 ***In Office/Ledger Section, 4 Group ‘C’ posts*** ( 1 Chief OS ,2 OS & 1 Sr.Clerk ) are deployed for above mentioned existing workload. After critical analysis of the existing workload, Workstudy team justifies the 4 posts in Office/Ledger Section.

2.7.4 ***In Office/Ledger Section, 3 Group ‘D’ posts*** are deployed as under :-

1 Sr.Peon - for AMM Office

1 Peon - for Store Depot

1 Safaiwala - for Store Depot

-----  
3 Total  
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These 3 Group ‘D’ posts are justified. ***However 1 Post of Peon is being operated in excess to the cadre. Necessary action may be taken as only two posts of Sr.Peon/Peon is justified.***

2.7.5 ***Thus, In Office/ Ledger Section, present deployment of 7 posts ( 4 Group ‘C’ & 3 Group ‘D’) are justified.***

## 2.8 **RECEIPT SECTION:**

2.8.1 The Receipt Section consists of 3 sub-sections namely R-Section, Local Purchase Section, and Progress Section.

The existing deployment of staff in these sections are as under :-

<b><u>R-Section</u></b>	<b><u>Progress Section</u></b>	<b><u>LP Section</u></b>
1 Ch.OS		1 OS
1 CDMS		
1 Painter		
1 MCF, 1 Tech		
	Total Group 'C' – 6	Total Group 'D' – 4
	<b>G.Total - 10</b>	

2.8.2 The Workload of each staff is as follows:-

### 2.8.2.1 **CDMS R-Section**

<b>Name</b>	<b>Vijay Kumar Choudhary, CDMS</b>
i.	Being Incharge of R-Section, supervises all works related to R-Section from reception of material to release RO.
ii.	Receipt of material, LPG,Oxygen. Physical inspection,counting,weighing.,
iii.	DRR of LP cases,HQ cases,Inspection Memo, R-Note preparation, Dispatch of materials to wards, Issue Gate passes, communication with firms etc.
iv.	Giving proper direction to ministerial & Gr-D staff for efficient working.

***One CDMS is working as Incharge of Receipt Section. He performs the above mentioned workload. Thus, the post of CDMS as Incharge of Receipt Section is justified.***

### 2.8.2.2 **Ch-OS R/ L-Section(looking after work of progress section also)**

<b>Name</b>	<b>Rakesh Kumar Sharma, CH-OS</b>
i.	Receipt Entry in IREPS side & manual register. Inspection memo and Receipt Note preparation of HQ cases

ii.	Correspondence with HQ and Firms. Receive material after R Note handed over to concerned ward as per R Note. Maintenance of T&P items ,chasing of materials as per P.O to firms.
iii.	Manual preparation of claims rejection departmental I/C.
iv.	Collection of Rly. Material from Parcel Office.
v	Looking after work of Ledger Section also

<b><u>Work load of Progress Section</u></b>	Supply Order Received
April 17 – Mar 18	497
April 18 – Mar 19	439
Total	936
Avg. per month	39
<b>Avg. per (working)day</b>	<b>1.6</b>

***One Ch-OS working in R/L-Section. He is also looking after the work of Progress Section. He performs the above mentioned workload. Thus, the post of Ch-OS in R-section also looking after Progress section is justified.***

#### **2.8.2.3 MCF R-section**

<b>Name</b>	<b>Vohra Ayub Hasan, MCF</b>
<b>Nature of Job</b>	Working as Truck Driver for all Depot transportation and local duty of parcel & transport. Any other work given by AMM,supervisors of sections and wards

***One MCF working in R-Section as Truck Driver is justified.***

#### **2.8.2.4 Tech-I R-Section**

<b>Name</b>	<b>Arvindbhai Mohan senma, Tech-Gr.I</b>
<b>Nature of Job</b>	Working as Forklift Driver - Loading / unloading, transportation of material from one section to another section as per verbal instruction of DMS. Any other work given by AMM,supervisors of sections and wards

***One Tech-I working in R-Section as Forklift Diver is justified.***

### 2.8.2.5 Painter

Name	Jamwant U , Painter
Nature of Job	Carrying Painting as per instruction of Supervisors of Wards & Sections. Helping on clearing materials from Parcel against Indemnity,RR . Helping in carrying of materials to and fro from other depos. Handling of Forklift in case of absence of Forklift Driver. Any other work given by AMM,supervisors of sections and wards

### 2.8.2.6 LP Section

The Local Purchase section deal with local purchase of material against Red Signal for stock items and on receipt of Demands from Workshop for Non Stock items

<u>Work load of LP Section</u>	<b>Demands Local Purchase (Stock Items)</b>	<b>Demands Local Purchase (Non-stock Items)</b>	<b>Total</b>
April 17– Mar 18	245	266	511
April 18 – Aug 19	248	259	507
Total	493	525	1018
Avg. per month	20.55	21.8	42.41
<b>Avg. per (working) day</b>	<b>0.9</b>	<b>0.9</b>	<b>1.8</b>

***Average Demands of Non-stock items (Local Purchase) received in R-section for last 24 months is 0.9 per day & Average Demands of Stock items (Red Signal) received in R-section for last 24 months is 0.9 per day.***

Name	Savita Kushwaha, OS
i.	Bill processing including scrutiny,alteration, abstract preparation,sorting of documents,registration of bill details in online system & forwarding to Accounts till passing of Bill.
ii	Maintainence of P.O register ,Bill register &regular filing.Preparation of PCDO and attending queries and follow up of bills with Accounts
ii.	Emails/General Correspondence (S.D submission to Accounts, release of S.D/EMD,BG vetting, modification,advices preparation

***One OS is working in Local Purchase (LP) Section. She performs the above mentioned workload. On an average demands received per day is 1.80 for that One OS is justified .***

2.8.3 ***In Receipt Section, 6 Group ‘C’ posts ( 1 CDMS,1 CH-OS, 1 OS, , 1 MCF,1 Painter & 1 Tech-I ) are deployed for above workload mentioned. After critical analysis of the existing workload, Workstudy team justifies the above posts.***

2.8.4 ***In Receipt Section, 4 Group ‘D’ posts are deployed for material handling in Receipt Section. Out of which the post of packer is not justified as there is hardly any packing job in the depot and it can be managed by Khalasi. **Thus, one post of Packer is found Surplus and is recommended for surrender.*****

2.8.5 ***Thus, in Receipt Section, for present existing workload, 9 posts ( 6 Group ‘C’ & 3 Group ‘D’) are justified.***

***One post of packer is recommended for Surrender.***

## **2.9 MATERIAL STOCKING WARDS:**

2.9.1 The Material Stocking Wards consists of 3 sub-wards namely Ward No. 50, Ward No. 51 and Ward No. 53/Scrap Section.

The existing deployment of staff in these sections are as under :-

<u>Ward No. 50</u>	<u>Ward No. 51</u>	<u>Ward no. 53/Scrap Section</u>
1 CDMS	1 CDMS	1 CDMS,1 DMS
1 Clerk		1 Sr.Clerk
	Total Group ‘C’ – 6	
	Total Group ‘D’ – 9	
	<b>Total - 15</b>	

2.9.2 The Workload of each staff is as follows :-

2.9.2.1 **Ward NO. 50** :- This ward is dealt with 391 items in which 35 are Vital items, 112 Safety items and balance General items.



<u>Work load of Ward No. 50</u>	Receipt Note Received	Demand Note Received
April 17– Mar 18	699	3204
April 18 – Mar19	949	3821
<b>Total</b>	1648	7025
<b>Avg. per month</b>	68.66	292.70
<b>Avg. per (working) day</b>	<b>3</b>	<b>12.19</b>

***Average Receipt Note/Depot Transfer Receipt received in this section for last 24 months is 3 per day and Average Demand Note received in this section for last 24 months is 12 per day.***

<b>Name</b>	<b>Prempal Singh, CDMS</b>
i.	<u>Receipt of material in C&amp;W Depot &amp; DSL (NG) Depot</u> (a) Receipt Note receiving from Receipt Section along with material. (b) Depot Transfer Receipt from Receipt section along with material. (c ) Checking Receipt Note & Depot Transfer Receipt. (d) Counting of items and Stacking at particular place, according to quantities.
ii	<u>Issue of material in C&amp;W Depot</u> (a) Requisition and Issue Note (Demand Note )received from consignee i.e SSE(C&W)-BRCY/BAJWA/VATVA/GIM/ADI/Daboi. (b) Requisition and Issue Note for ( P-8/P-6/DS-8) from PRTN Workshop. (c) Checking Requisition & Issue Note. Then issue material according to it and made entry in Register.

iii.	Entry in Computer of Receipt Note & Issue Note
iv.	Entry in Bin Card of Receipt & Issue.(One Bin card for one item.)
v.	Reconciliation of Receipt & Issue Vouchers with QH Record and Bin Card.
vi.	Giving verification to Stock verifier, as & when required. If shortage is indentified , prepare Stock Sheet in which reason has to be given and finalized with Accounts.
vii.	Chasing & collection of Material from other depots.

***One CDMS is working in Material Stocking Ward No. 50. He performs the above mentioned workload of 389 items. Thus, the post of CDMS in Material Stocking Ward No. 50 is justified.***

#### **2.9.2.2 Clerk - Ward No. 50**

Name	Rahul Nigam, Clerk
i.	Online receiving and issuance of Rly material as per advise of supervisor
ii.	Online posting of stock verification sheet as per advise of supervisor
iii.	Various paper work in respect of material such as relevant Documents as and when submitted to Accounts.
iv.	Generally look after work of Ledger Section if their staff is on leave on instructions of Depot Officer.
v.	Daily transaction issue /receipt ,Bin card entry

***One Clerk is working in Material Stocking Ward No. 50. He performed the above mentioned workload. He looks after all correspondence work of both Wards (No. 50 & 51). Thus, the post of Clerk in Material Stocking Ward No. 50 is justified***



2.9.2.3 **Ward NO. 51:-** This ward is dealt with 260 items in which 63 are Vital items, 0 Safety items and balance General items.



<u>Work load of Ward No. 51</u>	<i>Receipt Note Received</i>	<i>Demand Note Received</i>
April 17 – Mar 18	516	3279
April 18– Mar19	528	3228
Total	1044	6507
Avg. per month	43.2	271
Avg. per (working) day	1.8	11.3

***Average Receipt Note/Depot Transfer Receipt received in this section for last 24months is 1.8 per day & Average Demand Note received in this section for last 24 months is 11.3 per day.***

<b>Name</b>	<b>Mitesh Choudhary, CDMS</b>
<b>i.</b>	<u>Receipt of material in C&amp;W Depot &amp; DSL (NG) Depot</u> (a) Receipt Note receiving from Receipt Section along with material. (b) Depot Transfer Receipt from Receipt section along with material. (c ) Checking Receipt Note & Depot Transfer Receipt. (d) Counting of items and Stacking at particular place, according to quantities.
<b>ii</b>	<u>Issue of material in C&amp;W Depot</u> (a) Requisition and Issue Note (Demand Note )received from consignee i.e SSE(C&W)-BRCY/BAJWA/VATVA/GIM/ADI/Daboi. (b) Requisition and Issue Note for ( P-8/P-6/DS-8) from PRTN Workshop. (c) Checking Requisition & Issue Note. Then issue material according to it and made entry in Register.
<b>iii.</b>	Entry in Computer of Receipt Note & Issue Note
<b>iv.</b>	Entry in Bin Card of Receipt & Issue.(One Bin card for one item.)

<b>v.</b>	Reconciliation of Receipt & Issue Vouchers with QH Record and Bin Card.
<b>vi.</b>	Giving verification to Stock verifier, as & when required. If shortage is indentified , prepare Stock Sheet in which reason has to be given and finalized with Accounts.
<b>vii.</b>	Chasing & collection of Material from other depots.

**One CDMS is working in Material Stocking Ward No. 51. He performs the above mentioned workload of 315 items. Thus, the post of DMS in Material Stocking Ward No. 51 is justified**

#### 2.9.2.4 **Ward No. 53/Scrap Section**

<b><u>Work load of Ward No. 53</u></b>	Field Register	Receipt Order (DS8) Register	Issue Order Register
April 17– Mar 18	766	1031	440
April 18 – Mar19	795	973	285
Total	1561	2004	725
Avg. per month	52	66.8	24.6
<b>Avg. per (working) day</b>	<b>2.16</b>	<b>2.7</b>	<b>1.01</b>

***Average entry in Field Book Register in Scrap Section (Ward No. 53) for last 24 months is 2.16 per day. Average Receipt Order(DS8) received in Scrap Section (Ward No. 53) for last 24 months is 2.7per day and Average Issue dealt in Scrap Section (Ward No. 53) for last 24 months is 1.01 per day.***



Auction sale of Scrap is held at PRTN which is conducted by Dy. CMM-DHD. Necessary facilities are to be arranged by AMM-PRTN on the day of auction.

<b><u>Disposal of Scrap</u></b>	<b>April 17 – Mar 18</b>	<b>April 18 – Aug 19</b>
Total Scrap sold in Rs.	434481182	557836084
Avg. per month in Rs.	18103382	23243170
<b>Avg. per (working)day in Rs.</b>	<b>754307</b>	<b>968465</b>

<b>Name</b>	<b>Mukesh chand Meena, CDMS</b>
	(Incharge of Ferrous Scrap)
i.	Receipt of Ferrous scrap items
ii.	Sorting /segregation & lot formation of Ferrous Scrap
ii.	Delivery of sold Ferrous Scrap

***One CDMS is working in Scrap Section/ Ward No. 53. He is Incharge of Ferrous Scrap & also handling Muster of Group 'D' Staff. He performs the above mentioned workload. Thus, the post of DMS in Scrap Section/ Ward No. 53 for Ferrous Scrap work is justified***

<b>Name</b>	<b>Raghvendra singh Khushwaha, DMS</b>
i.	Receipt of Non ferrous Scrap items, Sorting /segregation & lot formation of Scrap
ii.	Witnessing of sale and delivery of scrap
iii.	Preparation of all monthly statements as per auction & PCDO
iv.	Preparation of Auction statements, letters to HQ & Audit reply as and when required.
v.	Dealing Refund cases

***One DMS is working in Scrap Section/ Ward No. 53. He is Incharge of Non-ferrous Scrap. He performs the above mentioned workload. Thus, the post of DMS in Scrap Section/ Ward No. 53 for Non-ferrous Scrap work is justified***

Name	Gopal Kantawala , Sr.Clerk
i.	Preparing monthly TCS statements
ii.	Helping CDMS in Stock verification work, preparing Sale Issue Note for delivery and do necessary entries in the computer.
iii.	Preparation of online sold lot and email the details including PO.
iv.	Preparing Sale Issue Note & ordering Issue Note, Delivery letters
v.	Other allied works assigned by CDMS and officers

***One Sr.Clerk is working in Scrap Section/ Ward No. 53. He performs the above mentioned workload. He looks after all correspondence work of both Scrap (i.e. Ferrous & Non-Ferrous). Thus, the post of Sr.Clerk Scrap Section/ Ward No. 53 is justified***

**2.9.3 In Material Stocking Wards, 6 Group ‘C’ posts** ( 3 CDMS, 1 DMS, 1 Sr.Clerk & 1 Clerk) are deployed for above workload mentioned. After critical analysis of the existing workload, Workstudy team justifies the 6 posts of Material Stocking Wards and No change is recommended.

**2.9.4 In Material Stocking Wards, 9 Group ‘D’ posts** are deployed for handling of material. Work Study team justifies 9 Group D posts and no change is recommended.

**2.9.5 Thus, in Material Stocking Wards for present workload, 15 posts ( 6 Group ‘C’ & 9 Group ‘D’) are justified.**

**2.10** Section-wise Proposed staff in Store Depot,PRTN W/Shop ,BRC is as under :

### **Group C**

Sr. No.	Section	Ch.OS		OS		Clerks		CDMS		DMS		MCF/Tech /Painter.		Total	
		Ex	Pro	Ex	Pro	Ex	Pro	Ex	Pro	Ex	Pro	Ex	Pro	Ex	Pro
1	Office/Ledger	1	1	2	2	1	1	0	0	0	0	0	0	4	4
2	R- Section	1	1	1	1	0	0	1	1	0	0	3	3	6	6
3	Wards	0	0	0	0	2	2	3	3	1	1	0	0	6	6
	<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>16</b>	<b>16</b>

**Group 'D'**

Sr. No	Section	Peon/ Sr.Peon		Safaiwala		Sr. Khalasi / Khalasi/ Packer		Total	
		Ex	Pro	Ex	Pro	Ex	Pro	Ex	Pro
1	Office / Ledger	2	2	1	1	0	0	3	3
2	R-Section/ LP / Progress Section	0	0	0	0	4	3	4	3
3	Ward No. 50	0	0	0	0	1	1	1	1
	Ward No. 51	0	0	0	0	5	5	5	5
	Ward No. 53 / Scrap Section	0	0	0	0	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
	Total	2	<b>2</b>	1	<b>1</b>	13	<b>12</b>	16	<b>15</b>

**Ex – Existing Staff**

**Pro – Proposed staff**

**2.11 Position of Sanctioned Cadre, Man on Roll, Vacant post, Proposed & Surplus Staff**

Sr. No	Designation	Scale	Sanctioned cadre(as on 01.04.19)	Man On Roll	Vac posts	pro	Surplus		
							Live	Vac	Total
	<b><u>Group'C'</u></b>								
1	CDMS	9300-34800-4600	4	4	0	4	0	0	0
2	DMS	9300-34800-4200	2	1	1	1	0	1	1
	<b>Total(CDMS to DMS III)</b>		<b>6</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>
3	Chief OS	9300-34800-4600	2	2	0	2	0	0	0
4	OS(E) / Hd Clerks	9300-34800-4200	8	3	5	3	0	5	5

5	Sr. Clerks/Clerks	5200-20200-2800	4	3	1	3	0	1	1
	<b>Total (Chief OS to Clerk)</b>		<b>14</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>6</b>
6	MCF	9300-34800-4200	1	1	0	1	0	0	0
7	TCN Gr. I	5200-20200-2800	1	1	0	1	0	0	0
8	PAINTER	5200-20200-2800	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total (MCF To TCN I)</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL (Gr. 'C')</b>		<b>23</b>	<b>16</b>	<b>7</b>	<b>16</b>	<b>0</b>	<b>7</b>	<b>7</b>
	<b><u>Group'D'</u></b>								
1	Peon / Sr. Peon	5200-20200-1800	2	2 +1 (1post excess than cadre)	0	2	0	0	0
							<b>1 person in excess of sanctioned cadre of Peon .Necessary action to be taken</b>		
2	Safaiwala	5200-20200-1800	1	1	0	1	0	0	0
3	Sr. Khalasis/ Khalasi/ Helper Khalasi/ MKDN/ Packer	5200-20200-1800	23	13	10	12	1	10	11
	<b>TOTAL (Gr. 'D')</b>		<b>26</b>	<b>16</b> <b>+1(Ex)</b>	<b>10</b>	<b>15</b>	<b>1</b>	<b>10</b>	<b>11</b>
	<b>TOTAL</b>		<b>49</b>	<b>32</b> <b>+1(Ex)</b>	<b>17</b>	<b>31</b>	<b>1</b>	<b>17</b>	<b>18</b>

## **2.12 :Recommendation**

### **2.12.1 Recommendation No.1**

*After critical analysis of existing work load at Store Depot, Pratapnagar, work study team justified total 31 posts (16 Gr.'C' & 15 Gr.'D') against sanctioned cadre of 49 posts ( 23 Gr.'C' & 26 Gr.'D' ) and 18 posts (7 Gr.'C' & 11 Gr.'D') identified surplus and recommended for surrender.*

### **2.12.2 Recommendation No.2**

*One post of Peon is being operated excess to the sanctioned Cadre and the Work Study team has not received any clarity about this from PRTN Store Depo office. Necessary action maybe taken as only 2 posts of Peon/Sr.Peon is justified.*

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## CHAPTER - III

### FINANCIAL IMPLICATION

- 3.1 After carefully scrutinizing the quantum of work load of Store Depot, Pratapnagar, the work study team proposes to retain 31 posts of Group-C & D out of 49 posts against sanctioned cadre.
- 3.2 The work study team has identified 7 Group-C posts and 11 Group-D as surplus for surrender/redeployment. Out of 18 surplus posts, 17 posts are lying vacant since long.

Category	Surplus	Annual saving per person	Total savings
Group-C	7	Rs.10,03,714	Rs. 70,25,998
Group-D	11	Rs.6,45,968	Rs. 71,05,648
<b>Total</b>	<b>18</b>		<b>Rs. 1,41,31,646</b>

- 3.3 On implementation of the recommendations brought out in the work study report annual recurring saving of **Rs. 141.31 Lakhs** per annum can be achieved.



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