

EASTERN RAILWAY

WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH VIS-À-VIS WORKLOAD
AT JAMALPUR STORES DEPOT

(STUDY NO.WSER-03/19-20)

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TERMS OF REFERENCE

The study team has conducted the subject work-study based on the following terms of references –

- i) Existing strength and their deployment.
- ii) Quantum of work performed by the staff at their work point.
- iii) Effect in computerization in various areas.

SUMMARY OF RECOMMENDATION

It is recommended that the revised men-on-roll i.e. the revised sanctioned strength of JMP stores depot will be 268 as against the present sanctioned strength of 312 which will result in surrender of 44 posts.

CHAPTER-I

1.0 INTRODUCTION:

1.1 Indian Railway is the largest public sector undertaking of Govt. of India with staff strength of about 12lacks employees. The Railways in India are not only a mere transport agency, but also have deep social obligations to serve efficiently with the increasing needs of the country.

1.2 For running any industry or business, we need a number of resources. These resources are popularly known as five M's of any Industrial activity i.e. Men, Machines, **Materials**, Money and Management. All these resources, which are basic inputs, are important but their relative importance depends upon the particular type of industry and also other environmental factors. Earlier, when many modern machines were not even known, whole activity was centered on one source, the men. But now the importance has being shifted from "men" to "machines" and in the recent environment, **materials are the life blood of any industry or business** and for their proper running, materials should be available at proper time in proper quantity at proper place. Such compelling considerations have led to holistic management concepts like Supply Chain Management.

1.3 Objectives of Materials Management Department:

- (i) Ascertaining the needs of various departments in the matter of Stores and materials.
- (ii) Preparing a correct estimate of the quantities of stores to be purchased or manufactured in Railway workshops each year.
- (iii) Obtaining stores of the desired quality at competitive prices.
- (iv) Ensuring supply of stores in the required quantity in the most efficient, economical and expeditious manner.
- (v) Maintaining an economic level of investment in inventories.
- (vi) Receipt, inspection, stocking and distribution of stores to the various consuming points as and when required.
- (vii) Identifying and arranging disposal of scrap and other obsolete material within the shortest possible time to the best advantage of the Railway.
- (viii) Developing ancillary industries and indigenous sources of supply to replace imports, and
- (ix) Maintaining a constant touch with the market to ensure steady flow of material.

- 1.4 Jamalpur stores depot is located within the JMP workshop. From Jamalpur stores mainly wagon are supplied to the JMP Workshop, wagon depots of HWH, ASN, SDAH and MLDT division. And also diesel loco materials are served by this depot to JMP Workshop, BWN, ULD, BMG, BGA Loco sheds. Paints, Oil, Lubricant and Steel sections are also supplied from this depot to JMP Workshop, Loco sheds, Wagon depots of HWH, ASN, SDAH and MLDT division.

The JMP stores depot also supplies the store materials as per the demand of Open line in MLDT division and other division of Eastern Railway. It is a depot with Wagon and Diesel Items and for disposal of scrap arising from Jamalpur workshop and ASN and MLDT Division.

In addition, JMP stores depot makes purchases for Wagon and Crane manufacturing items for manufacturing shops of JMP workshop.

- 1.5 Indian Railway is facing tremendous financial crunch after implementation of 6th Pay Commission. Now recently, Railway has implemented 7th pay commission which has affected the financial growth in Railway. The impact of the 7th Pay Commission recommendations was tune upto Rs 1.02 lakh crore on the government's exchequer, with the break-up of Rs 73,650 crore on the Union Budget and Rs 28,450 crore on the Railway Budget.

Operating ratio is gradually increasing in Railways. Though Indian Railway is not a business organization but to survive, it is always essential to make the organization in profit i.e. operating ratio should be less than 100. In 'Performance Efficiency Index' shown in the 'Corporate Plan' booklet published by the Eastern Railway, the "Operating Ratios" from 2013-14 to 2017-18 are as given below –

2013-14	:	173.32%
2014-15	:	177.27%
2015-16	:	180.75%
2016-17	:	165.25%
2017-18	:	181.15%

In view of the above, Rly Board issued nos. of circulars, orders, etc to minimize Expenses and increase Earnings. The Zonal Railways also implement various measures for financial discipline.

At this juncture, the role of Railway Efficiency & Research Directorate is also very important in connection with 'Benchmarking', 'Rationalizing of Man-Power', etc without hampering normal progress and activity.

- 1.6 The subject work-study has been undertaken by GM's Efficiency Cell/E.Rly to improve the productivity index of the railway. As per terms of reference, the study team has thoroughly observed the activities in different Wards and sections in JMP Depot and critically analyzed the involvement of staff in different activities to ascertain their optimum utilization and to find out the need based requirement.

CHAPTER-II

2.0 EXISTING SCENARIO:

- 2.1 Store Department is making procurement of Stock/Non Stock items for all the departments required for safe running of train and proper upkeep/ maintenance of Railway assets including rolling stock. It also looks after proper warehousing of stores purchased and their distribution to various indenters. Stores Department also disposes off scarp generated through various activities in Eastern Railway.
- 2.2 Stores Depots are generally under the supervision of gazetted officers of the stores department referred to as Depot officers. A Depot officer is responsible to the Controller of Stores for efficient maintenance of stock of stores and for prompt service to the indenters in his territory. The depot officer is assisted in his work by Assistant Depot Officers and other senior staff viz. Depot Material Superintendents (DMS). Here, in Jamalpur Stores Depot, Dy. CMM/JMP is the Depot Officer and he is under the administrative control of CWM/JMP. The work in a Stores depot consists of –
1. Receipt and inspection of stores
 2. Storage and issue of materials
 3. Dispatch of materials
 4. Disposal of surplus stores and scrap materials.

2.3 **Categorization of Stores**

The stock held in the Stores Depots may be either (a) Stock Items or (b) Non-Stock Items. Stock Items are further classified as (i) Ordinary Stores and (ii) Emergency Stores.

(a) **Stock Items:**

These are items of stores, which are frequently and regularly required. All stock items are given unique identification numbers called Priced Ledger Number (PL No.) for easy identification and standardization across the Railways.

Ordinary Stores:

These are items of stores for which there is a regular turnover caused by a constant demand and which are stocked by the Stores department in its depots.

Emergency Stores:

These are items of stores which ordinarily do not wear out or require renewal but are not readily obtainable are kept in stock to meet any emergency due to breakage or unanticipated deterioration of such items. These are generally components of imported machines and rolling stock.

(b) **Non-stock Items:**

All items other than Stock items are termed as non-stock items.

2.3.1 In order to achieve better inventory control, the stock items are classified into the following categories:

A Category	High value items (<i>about 5 per cent of the total number of items</i>) constitute 70 per cent of the total value of all items stocked.
B Category	Medium value items (<i>about 15 per cent of the total number of items</i>) constitute 20 per cent of the total value of all items stocked
C Category	Low value items (<i>about 80 per cent of the total number of items</i>) constitute 10 per cent of the total value of all items stocked

2.3.2 Total stock items at JMP stores depot = 1719.

Category wise these items are as follows-

Category	No. of items
A	97
B	231
C	1391
Total	1719

2.4 Category wise position of staff at JMP stores depot as on 01.04.2019 is tabulated below (Annexure I):

Sl. No.	Category	Sanctioned Strength	Men on Roll	Vacancy
Supervisory Category				
1	Chief DMS	28	15	13
2	DMS	19	10	9
Sub-Total		47	25	22
Ministerial Category				
3	Ch.OS	24	21	3
4	OS	56	27	29
5	Sr. Clerk	11	8	3
6	Jr. Clerk	6	8	-2
Sub-Total		97	64	33
Artisan Category				
7	Artisan	55	41	14
Sub-Total		55	41	14

<i>Other category staff</i>				
8	Chief Yard Master	10	1	5
9	Yard Master		1	
10	Typist		1	
11	Rajbhashs Sayak		1	
12	Steno		1	
Sub-Total		10	5	5
<i>Office staff</i>				
13	Record Sorter	19	3	2
14	Dufftary		2	
15	Jamadar Peon		6	
16	Peon		6	
Sub-Total		19	17	2
<i>Helper Category</i>				
17	Helper	84	83	1
Sub-Total		84	83	1
TOTAL		312	235	77

2.5 Jamalpur stores Depot have the following major sections where various workload of stores depot are carried out.

- i) Establishment section (ETT),
- ii) Pay Bill Section.
- iii) General section,
- iv) Ledger section:
- v) Purchase Section,
- vi) Inventory Control Section,
- vii) Confidential Section,
- viii) IMMIS section,
- ix) Requisition Registration Section,
- x) Receipt Branch Section,
- xi) Central dispatch,
- xii) Auction Section,
- xiii) Sale Section,
- xiv) SSY,
- x) NSY.

2.5.1 **Establishment section:**

Establishment section dealt with all establishment related workload of the staff of JMP Store dept. The different types of workload catered by the staff of this section are given below.

- i) Manpower planning
- ii) Appointment including compassionate appointment.
- iii) Training of staff and periodical transfer & posting of staff.
- iv) Court cases/W.C.cases/D&AR cases.
- v) Security deposit and processing of exgratia pension.
- vi) Promotion of Gr.C & Gr.D staff & maintenance of rosters for all cadres.
- vii) Preparation of budget and final settlement of superannuated person and death cases
- viii) Issuances of medical/pensioners identity card.
- ix) Deals with SR of Gr.C & Gr.D staff.
- x) Updating of leave record and prepare monthly PCDO.
- xi) Processing of different type of loans.

2.5.1.1 The deployment of staff in Establishment Section is as under:

Section	Deployment of staff				
	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Total
Establishment Section	3	2	1	1	7

2.5.2 **Pay Bill Section:**

This section is responsible for preparation of salary bill and all type of bills of all staff and officers under Dy.CMM/JMP.

The deployment of staff in Pay Bill Section is as under:

Section	Deployment of staff		
	Ch. OS	OS	Total
Pay Bill Section	1	2	3

2.5.3 General section:

The staff of General Section are involved in catering the following workload:

- i) Workload of issuance of Pass and PTO to staff and officers of JMP Store department.
- ii) Workload related to Labour Gate Pass, Material Gate Pass, etc.
- iii) Various workload related to Stock sheet, Audit, ISO, etc.
- iv) Receipt & Dispatch of letters.
- v) Preparation of Budget, Works programme, M&P programme, etc.
- vi) Preparation of proposals for Transport Contracts, JCB Hiring Contract, Jungle Cutting, Drain cleaning, Printing of catalogue & other pretty works contract as when required.
- vii) Proposal for AMC of Weigh Bridges, Weighing Scales, PCs. Printers & UPS, Xerox machine etc.
- viii) Preparation of proposal for repairing, servicing of Rail Cranes, Road Cranes, Depot Lorries, Lifter, etc.
- ix) Generation of statistical reports as desired by HQ & Rly. Bd.
- x) Maintaining of Budgetary Grand sanctioned against purchase of Stock/ Non-stock items, Contract like Transport, AMC of M&P items etc.
- xi) Submission of Audit reply by complying data received from concerned Ward/Sections.
- xii) Arranging payment for various contracts like Transport, AMC, catalogue printing, jungle cutting, etc.
- xiii) Maintaining of monthly cash imprest of Dy. CMM/JMP.
- xiv) Various correspondences to DTE, AEN, Dy.CEE of JMP Workshop, HQ Level and other Central /State Govt. Offices.
- xv) Besides above, total planning works of JMP Modernization Programme.

2.5.3.1 The deployment of staff in General Section is as under:

Section	Deployment of staff				
	Ch. DMS	Ch. OS	OS	Sr. Clerk	Total
General Section	1	1	3	1	6

2.5.4 Ledger sections:

Ledger section is the heart of store functioning. The clerical work of the depot relating to stocks of material is best centralized in a Ledger Section where all the stock cards of the depot are maintained up-to-date. The function of deployed staff is to prepare different procurement sheets and assesses the demand on the basis of consumption in the past and future estimate of consumption. This section is divided into sub-sections, each sub-

section dealing with different type of item. The numerical accounting and recoupment of stocks are dealt with in the corresponding wards.

Ledger Sections play a vital role to maintain NL Cards (*Numerical Ledger Cards*) for the total nos. of stores items holding by this depot which include both shop manufacturing items & trade procured items. For generation of trade items, SRS (*Stores Recoupment Sheet*), SPS (*Supplementary Possession Sheet*), CST (*Consolidated Stores Sheet*) are the procurement machineries. For shop manufacturing items, SRS are generated. For purchase of materials on urgent measure, CPSR (*Cash Purchase Store Recoupment*) is generated. To avoid any delay in process, close monitoring is essential.

The ministerial staff attached to this section deals with the following jobs as a routine measure.

- i) Regular review of N.L. Cards.
- ii) Print-out of updated SRS
- iii) Generation of demands through SPS & CSTs.
- vi) Issue of red slip.
- v) Generation of demands through SRS
- vi) Generation of demands through CPSR
- vii) Entering P.O. particulars in N.L. Cards
- viii) Entering M.A. particulars in N.L. Cards
- ix) Making out position of items as required.

2.5.4.1 There are variety of items dealt by JMP store department. For the sake of convenience, this section is divided into 3 sub-sections. Each sub-section deals with NL card of different set of items. The sub-sections are as under:

- a) General Ledger Section
- b) Wagon & Tower Car Ledger Section
- c) Diesel Ledger Section

2.5.4.1.1 **General Ledger Section**

NL Cards of General Items are dealt by this Section. Approximately 570 nos. of NL cards of General items are maintained by this section. The deployment of staff in General Ledger Section is as under:

Section	Deployment of staff				
	Ch. OS	OS	Sr. Clerk	Helper	Total
General Ledger Section	1	3	1	1	6

2.5.4.1.2 **Wagon & Tower Car Ledger Section:**

NL Cards of Wagon & Tower Car related Items are dealt by this Section. Approximately 600 nos. of NL cards of Wagon & Tower car items are maintained by this section. The deployment of staff in Wagon & Tower Car Ledger Section is as under:

Section	Deployment of staff			
	Ch. OS	OS	Jr. Clerk	Total
Wagon & Tower Car Ledger Section	1	2	1	4

2.5.4.1.3 **Diesel Ledger Section**

Ledger related workload of Diesel Items are dealt by this Section. Approximately 1100 nos. of NL cards of Diesel items are maintained by this section. The deployment of staff in Diesel Ledger Section is as under:

Section	Deployment of staff		
	Ch. OS	Jr. Clerk	Total
Diesel Ledger Section	3	1	4

2.5.5 **Purchase Section:**

PurchaseSection is entrusted with the workload of procurement of Non Stock items and Stock items for JMP Store depot. The procedure followed during non-stock procurement are as under:

- i) In case of procurement of Non stock item, Non stock requisition (NSR) is received at Requisition Registration Section (RRS) and after registration send to Purchase Section.
- ii) The NSR is thoroughly scrutinized in respect of all the fields e.g. description, value, availability of non stock certification, purpose, fund availability, purchase history of same or similar items, last 3 years consumption, vetting of indents, its essentiality, its availability in Rate contract list of DGS&D, whether the item sought is PAC item or not, reasonableness of estimated rate, availability of the budgetary quotations or copy of LPOs for the item sought etc.
- iii) After scrutiny of the NSR, the requisition is put-up to concerned officer i.e AMM/SMM/Dy.CMM.
- iv) Registration for the same is done in the IMMIS demand registration module giving all the details of the NSR to obtain a registration number which is ultimately the tender no for the purchase case.
- v) Then the tender preparation is done in the IMMIS, which includes all the terms and conditions as asked by the consignee and / or as per Indian Railway Standard Condition of contract. This also contains the panel of vendors / firms suggested by Indenting Officer as well as likely sources of supply included from this end.
- vi) Same procedure is followed for Procurement of Stock item. In this case, Ledger Section forwarded the no. generated requisition to the Purchase Section.
- vii) After tender preparation in the IMMIS, the tender office copy is printed from the system and put up to the competent authority for approval depending upon the merit of the tender case as per USOP Part C

- viii) On getting approval, the NIT (Notice Inviting Tender) for e-tender is published in the IMMIS with the date of opening as entered in the tender office copy. The tender case is opened through IMMIS on the scheduled date and time of opening and tabulation statements (both financial and techno-commercial) as well as documents submitted by the bidders are get printed, filed and sent to Indenting Officer for technical scrutiny and recommendation of the suitable offer thereof.
- ix) On getting the T/R done by the Indenting Officer, case file is processed further as per the comments by the indenting officer in their T/R. In case of the recommendation of the offer for acceptance by I/O, the case file is put up to competent authority Dy.CMM/SMM / AMM of this depot for acceptance.
- x) Once the acceptance is accorded, the draft Purchase Order for the case is prepared, which after thorough checking for any error/omission by CDMS is finalized with 6 copies and put up to officer for signing.
- xi) The signed POs are then dispatched to the respective destination i.e Accounts Deptt, Receipt Branch, Supplier, Branch officer and consignee.
- xii) Post contract modifications are processed as and when arises in different fields of PO on getting formal written request from the supplier or consignee and only after getting proper approval as per the existing rules.
- xiii) Apart from tendering process, the chasing of the materials for non stock purchase is also done from this section.
- xiv) All the correspondence with the firm and railway officials pertaining to non stock procurement as and when required is made from this section.

2.5.5.1 Month wise Demand registered in the year 2016-17, 2017-18 and 2018-19 (Upto Oct'18) is tabulated below.

i) In the year 2016-17:

Sr. No.	Month	No. of Demand Registered		
		Non Stock Item	Stock Item	Total
1	April'16	39	5	44
2	May'16	66	10	76
3	June'16	44	17	61
4	July'16	57	39	96
5	August'16	40	37	77
6	Sept'16	51	66	117
7	Oct'16	67	17	84
8	Nov'16	47	30	77
9	Dec'16	55	60	115
10	Jan'17	34	16	50
11	Feb'17	21	31	52
12	March'17	76	36	112
	TOTAL	597	364	961

ii) In the year 2017-18:

Sr. No.	Month	No. of Demand Registered		
		Non Stock Item	Stock Item	Total
1	April'17	37	30	67
2	May'17	45	31	76
3	June'17	61	31	92
4	July'17	54	40	94
5	August'17	68	46	114
6	Sept'17	62	45	107
7	Oct'17	54	72	126
8	Nov'17	111	74	185
9	Dec'17	110	32	142
10	Jan'18	64	42	106
11	Feb'18	60	50	110
12	March'18	87	56	143
	TOTAL	813	549	1362

iii) In the year 2018-19 (Upto Oct'18):

Sr. No.	Month	No. of Demand Registered		
		Non Stock Item	Stock Item	Total
1	April'18	16	29	45
2	May'18	66	55	121
3	June'18	70	46	116
4	July'18	36	45	81
5	August'18	79	68	147
6	Sept'18	58	38	96
7	Oct'18	61	45	106
8	Nov'18	--	--	--
9	Dec'18	--	--	--
10	Jan'19	--	--	--
11	Feb'19	--	--	--
12	March'19	--	--	--
	TOTAL	386	326	712

2.5.5.2 The above workload are catered by the following staff.

Section	Deployment of staff				
	CDMS	DMS	OS	Sr. Clerk	Total
Purchase Section	1	1	1	1	4

2.5.6 **Inventory Control Section:**

Inventory Control Section is a vital part of material management. The activities of this cell are as follows.

- i) Preparation of monthly statement.
- ii) Periodical checking of over stock, inactive, surplus and high value items.
- iii) Deliver Inventory related position to HQ whenever required.
- iv) Maintaining all types of datas..
- v) Preparation brief for various awards..

The deployment of staff in Inventory Control Section is as under:

Section	Deployment of staff	
	OS	Total
Inventory Control Section	1	1

2.5.6 **IMMISSection:**

IMMIS Section is set up to record & update the entire position of Stock & Non-Stock stores items dealt with by the JMP Stores Depot under the supervision of OS. All statistical data along with various statements are kept recorded in computers which can be made available whenever needed. The month vis-à-vis year wise position of Annual Transaction Money Value is made available in the computers systematically. Opening and closing of P.L. Cards are also done in this section.

The deployment of staff in IMMIS Cell is as under:

Section	Deployment of staff		
	OS	Helper	Total
IMMIS Section	1	1	2

2.5.7 **Confidential Section:**

Confidential Section deals with confidential matters related to JMP Stores depot and is directly under control of Dy. CMM/JMP.

The deployment of staff in Confidential Section is as under:

Section	Deployment of staff		
	OS	Peon	<i>Total</i>
Confidential Section	1	1	2

2.5.8 **Requisition Registration Section (RRS):**

Requisition Registration Section is entrusted with the workload of Requisition Registration and its distribution to the respective wards. This cell maintains the movements of the demands so generated and its allied jobs. The staff of RRS maintains a centralized records of movements of Issue voucher coming from indenter. The certification of 'NS' Vouchers are also done here.

The deployment of staff in Requisition Registration Section is as under:

Section	Deployment of staff		
	OS	Peon	<i>Total</i>
Requisition Registration Section	3	2	5

2.5.9 **Receipt Branch (RB)**

This is the entry point of every stores depot. Any material received in the depot has to first appear at the Receipt Branch (RB) irrespective of receipt either from private firms or other Railways/Production units or from Sub Section of JMP workshop. On arrival of the stores materials from the firms either in wagon or in vehicles, the particulars on arrival are registered and connected to the earlier receipt papers and made a case file. These materials are handed over for verifications, identification & counting to the concerned wing. Necessary checking are made by the R.B. units to ensure the materials are supplied as per specifications shown in Purchase Order, as per clause of inspection along with delivery period and as per modification advice. In the case of consignee inspection, arrangement is made by R.B. for inspection of materials as per norms by observing all formalities of inspection. Then, the case file is put up to the Depot Officer for his approval. After granting the Receipt Notes, the materials are handed over to the respective wards. In case of rejection of materials due to any technical faults or non-compliance of stipulations, this branch is to arrange the process of return of the rejected materials to the suppliers i.e. firms after going through proper correspondences before final dispatch to the firm.

Activities catered by Receipt Branch of JMP Depot are as under:

- i) Receiving & distributing the challans after due recording in Computer & register.
- ii) Preparation of R/Notes and its final clearance.
- iii) Correspondences with the firms and other stores depot regarding discrepancies in supply, if any.
- iv) Distribution of labour, crane slinger, crane driver for loading & unloading of materials.
- v) Sifting of materials from receipt branch to respective branch.
- vi) Disposal of rejected stores.
- vii) Sending of materials to different indenters.

2.5.9.1 The shifting of materials to respective wards/ indentors along with unloading of materials are done with the help of Road Mobile Crane & Fork Lifter for which crane driver & helpers are booked. Unloading of materials from wagons and shifting of the same are also done by the sectional staff by using the aforesaid cranes Fork Lifters & other equipments on occasional measure.

But, now a days, contractual labours are also deployed for loading, unloading and shifting of materials along with the departmental labours whenever required.

The road transportation for shifting of materials is also outsourced to the external agencies. The details of Contractual Agreement for loading and unloading of materials and for transportation are tabulated below:

i)

Schedule of Work :	Loading and unloading of Railway stores to the tune of 14124 M/T from lorries and wagons (non-craneable items) and shifting of those to/ from different wards/yards/location of this depot and stacking of the same at assigned places directed by In-charge of concerned section. (ANNEXURE II)
Tender No. :	F/Stores/Gen.Sec./36 Dtd. 27/06/18
Contractor Name :	M/s N.P. Enterprises, Munger Road, Jamalpur, Munger-811214
Duration of Contract :	27/06/18 to 26/06/19 (one year)
Agreement Value :	Rs 11,81,473/- (Rs. Eleven lakhseighty one thousand four hundred seventythree only)

ii)

Description of Work :	Transportation of Railway materials of all sorts packet of loose, craneable or non-craneable by road vehicles of different capacities from anywhere to anywhere in India on per MT per Km basis within the range upto 3000 Km. (ANNEXURE III)
Tender No. :	F/Stores/Gen.Sec./17-18/28 Dtd. 27/04/18
Contractor Name :	M/s Agarwal Transport Organisation, 5,Transport Centrte, Rohtak Road, Punjabi Bagh, Delhi - 110035
Duration of Contract :	22/06/18 to 21/06/19 (12 months)
Agreement Value :	Rs 54,45,669.50/- (Rs. Fifty four lakh forty five thousand six hundred sixty nine and fifty paise only)

2.5.9.2 The work load at RB section i.e. the no of issue notes dealt by RB section in 2017-18 and 2018-19 (upto Oct'18) (month wise) is tabulated below.

i)

<i>For the year 2017-18</i>					
Sr. No.	Month	Opening Balance	No. of cases receipt during the month	No. of cases cleared during the month	No of cases pending at the end of the month
1	April'17	459	355	406	408
2	May'17	408	401	482	327
3	June'17	327	326	326	327
4	July'17	327	423	381	369
5	August'17	369	382	366	385
6	Sept'17	385	382	366	401
7	Oct'17	307	328	203	432
8	Nov'17	432	412	461	383
9	Dec'17	383	503	353	533
10	Jan'18	533	477	294	716
11	Feb'18	716	365	579	502
12	March'18	502	392	313	581
TOTAL		5148	4746	4530	5364
Average		--	395.5 396	377.5 378	--

ii)

<i>For the year 2018-19 (upto Oct'18)</i>					
Sr. No.	Month	Opening Balance	No. of cases receipt during the month	No. of cases cleared during the month	No of cases pending at the end of the month
1	April'18	581	445	455	571
2	May'18	571	503	355	719
3	June'18	719	435	570	584
4	July'18	584	478	377	685
5	August'18	685	552	835	402
6	Sept'18	402	610	525	487
7	Oct'18	487	448	602	333
8	Nov'18	-	-	-	-
9	Dec'18	-	-	-	-
10	Jan'19	-	-	-	-
11	Feb'19	-	-	-	-
12	March'19	-	-	-	-
TOTAL		4029	3471	3719	3781
Average		--	495.8 496	531.2 531	--

2.5.9.3 The category-wise position of staff in R.B Section is tabulated as under:

Section	Deployment of staff											
	CDMS	DMS	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Duftry	Artisan staff			Helper	<i>Total</i>
								MCM	Motor driver	Carpenter		
Receipt Branch	1	5	1	6	1	2	1	4	2	2	22	<i>47</i>

2.5.10 Dispatch Section (CD):

The activities performed by Central Dispatch at JMP stores are as under-

- Issued of material from wards for outstation or out of JMP depot.
- Description of material entered for sectional records.
- Preparation of van sheet and gate pass against stores to be dispatched.
- To dispatch materials to the authorized representative of indenters who are attending with their proper authority letter at depot premises to collect materials.
- Loading is done by either dept. labour or contractual labour (details mentioned in para 2.3.9.1) after checking the quantity of material.

The deployment of staff in Central Dispatch Section is as under:

Section	Deployment of staff			
	CDMS	OS	Helper	Total
Dispatch Section	1	1	5	7

2.5.11 Auction section:

The work catered by Auction Section are listed below:

- i) Offer is send from Scrap yard (for ferrous items), Sale Section (for non-ferrous items) and from MLDT division. Survey Sheet is prepared and send to Dy. CMM for approval.
- ii) Offer material is physically checked along with the documents.
- iii) Lot no. is allotted by Auction Section and incorporated at IREPS (Indian Railway e-Procurement System)
- iv) The Auction offer is published.
- v) After Auction, bid sheet is created, checked and finalized and Challan is generated.
- vi) After deposition of full sale value, GST SRO is prepared, signed and forwarded to concerned stake holders.
- vii) For delivery of Scrap items from JMP store depot, Delivery orders are issued.
- viii) Issue of sale delivery orders after proper identification of buyer or buyer's representative.

2.5.11.1 The deployment of staff in Auction Section is as under:

Section	Deployment of staff					
	CDMS	DMS	OS	Jr. Clerk	Peon	Total
Auction Section	1	1	2	1	1	6

2.5.11.2 A month-wise statement showing nos. of auction held in the year 2017-18 along with nos. of lots offered is tabulated underneath.

Month	No. of Auctions during the month	Total Nos. of Lots offered for Auction
April'17	2	59 + 52 = 111
May'17	2	54 + 57 = 111
June'17	2	49 + 67 = 116
July'17	3	64 + 64 + 66 = 194
August'17	3	67 + 48 + 52 = 167
September'17	3	49 + 52 + 48 = 149
October'17	2	49 + 51 = 100
November'17	4	48 + 51 + 52 + 65 = 216
December'17	4	65 + 58 + 61 + 59 = 243
January'18	2	48 + 41 = 89
February'18	3	44 + 50 + 61 + 68 = 223
March'18	5	59 + 56 + 55 + 47 + 45 = 262
TOTAL	35	1981
Avg.	2.9 (say 3)	165

2.5.12 **South StoreYard (SSY):**

The word scrap has a special meaning in the railway working. Apart from the worn-out and damaged parts and materials arising out of operation, production and maintenance in the Railway system, scrap also includes all stores items of different kinds which are no longer useful for the purpose for which they were obtained by the consuming departments on Railways. Scrap materials are held at nominal value in the books. Regular sale of scrap material is a must not only to fetch the best price possible but also to avoid unnecessary accumulation, theft and pilferage. All such scrap is required to be expeditiously collected in the scrap yards and disposed off.

Scrap can be divided into ordinary scrap and surplus scrap. Ordinary scrap are materials which can ordinarily be used in the Railway Workshop or for other Railway purposes. Surplus scrap is normally referred as dead surplus, which should be sold off to fetch the best price possible.

The scrap accumulated in scrap depots are disposed off periodically by the Stores department, by adopting any one of the following methods:

- (a) Public auction
- (b) Tender Sales (Some times auction cum tender method is also adopted for better results)
- (c) Direct Sales
- (d) Sales to Employees

Sources of Scrap:

- (a) Railway Workshops
- (b) Condemned Rolling stock such as wagons, coaches, locomotives, boilers, etc.

(c) Scrap permanent way materials such as released condemned rails and other Pway.

(d) Inactive/surplus items being declared as scrap.

2.5.12.1 Generally senders send scrap materials along with NS-11 vouchers in mixed forms. The depot segregates the scraps as ferrous, non ferrous and miscellaneous depending upon the nature of materials. Materials are received by weighing, counting or measuring and stacked in yard/godown (for non ferrous materials) in different lot formation.

The South Scrap Yard of Jamalpur Depot is entrusted with the workload of dealing with ferrous scrap.

Formation of Lots:

Scrap of a particular description (PL No. as classified in the Scrap schedule) received from different sources (in case of mixed scrap, after sorting) are placed in a particular lot. The idea of lot formation is to accumulate economic quantity of a particular item of scrap to be attractive to participants in auction.

Therefore, a lot should not be too small. This should also not be too large as this will restrict auction virtually to a few rich parties only, on account of high value and will promote "Cartel" or "Ring formation".

2.5.12.2 The ferrous scrap materials received vis-à-vis Lot formed at SSY of JMP depot in 2017-18 and 2018-19 (upto Oct'18) are tabulated below.

i) In the year 2017-18:

FERROUS MATERIAL RECEIVED AND FORMATION OF LOT IN THE YEAR 2017-18		
Months	Quantity Received in M/T	Lot formed in M/T
April'17	NIL	1269 M/T
May'17	948 M/T	1712 MT
June'17	684 M/T	2063 M/T
July'17	1025 M/T	1714 M/T
August'17	741 M/T	1438 M/T
Sept'17	745 M/T	1070 M/T
Oct'17	236 M/T	1305 M/T
Nov'17	200 M/T	2306 M/T
Dec'17	860 M/T	2213 M/T
Jan'18	325 M/T	2260 M/T
Feb'18	1737.63 M/T	1881 M/T
March'18	1114.65 M/T	1351 M/T
Total	8616.28 M/T	20582 M/T

ii) In the year 2018-19(upto Oct'18):

FERROUS MATERIAL RECEIVED AND FORMATION OF LOT IN THE YEAR 2018-19 (upto Oct'18)		
Months	Quantity Received in MT	Lot formed in MT
April'18	617 MT	1751 MT
May'18	520.60 MT	2045 MT
June'18	440 MT	2660 MT
July'18	2839.16 MT	1478 MT
August'18	NIL	2531 MT
Sept'18	1043.19 MT	3075 MT
Oct'18	NIL	3710 MT
Nov'18	--	--
Dec'18	--	--
Jan'19	--	--
Feb'19	--	--
March'19	--	--
Total	5459.95 MT	17250 MT

2.5.12.3 The deployment of staff in SSY is as under:

Section	Deployment of staff							Total
	DMS	OS	Slinger	Painter	Crane driver	Tindel	Helper	
South Store Yard (SSY)	1	1	2	1	3	1	21	30

2.5.13 Sale Section:

The Sale Section is entrusted with the workload of dealing with non-ferrous scrap received from JMP workshop and also from MLDT and ASN div. Non-ferrous scrap are sent by senders through NS-11. Though, charging of NS-11 and issuance of Receipt Order (RO) is done in RSS Section.

After receipt of RO, non-ferrous scrap materials are received by Sale Section. Erstwhile Gr .D staff of Sale Section received the material after proper weighing. Material are segregated and Lot formation is done.

The Lot are offered to Auction Section for auction. After auction, scrap is handed over to party and Material Sale Issue Note & Gate Pass is prepared for the same.

2.5.13.1 The non- ferrous scrap materials received vis-à-vis Lot formed at Sale Section of JMP depot in 2017-18 and 2018-19 (upto Oct'18) are tabulated below.

i) In the year 2017-18:

NON-FERROUS MATERIAL RECEIVED AND FORMATION OF LOT IN THE YEAR 2017-18		
<i>Months</i>	<i>Quantity Received in Kg</i>	<i>Lot formed in Kg</i>
April'17	80315.95 Kg	28171 Kg
May'17	55877 Kg	21546 Kg
June'17	58368.8 Kg	62024.5 Kg
July'17	25903.5 Kg	0 Kg
August'17	32712.2 Kg	35128 Kg
Sept'17	23167.9 Kg	41061 Kg
Oct'17	33010.7 Kg	24798 Kg
Nov'17	35711.8 Kg	61631 Kg
Dec'17	35980.8 Kg	46613 Kg
Jan'18	59407.75 Kg	43083 Kg
Feb'18	4168.1 Kg	84257 Kg
March'18	20980 Kg	35805 Kg
Total	465604.5 Kg	484117.5 Kg

i) In the year 2018-19(upto Oct'18):

NON-FERROUS MATERIAL RECEIVED AND FORMATION OF LOT IN THE YEAR 2018-19 (upto Oct'18)		
<i>Months</i>	<i>Quantity Received in Kg</i>	<i>Lot formed in Kg</i>
April'18	102536.6 Kg	0 Kg
May'18	50978.8 Kg	18384 Kg
June'18	50796.6 Kg	118089.2 Kg
July'18	77425.5 Kg	29325 Kg
August'18	47647.75 Kg	40797 Kg
Sept'18	83226.9 Kg	127334 Kg
Oct'18	60405 Kg	0 Kg
Nov'18	---	---
Dec'18	---	---
Jan'19	---	---
Feb'19	---	---
March'19	---	---
Total	473017.15 Kg	333929.2 Kg

2.5.13.2 The deployment of staff in Sale Section is as under:

Section	Deployment of staff			
	CDMS	OS	Helper	Total
Sale Section	1	1	3	5

2.5.14 North Store Yard (NSY):

NSY is under the supervision of Yard Master. The organization of Yard Master is concerned with arrival, departure and placement of both inward and outward wagon inside the departmental yard of JMP store depot. There are 2 wings – North Store yard and South store yard.

In addition to the job relating to movements of store materials by Rail transport, the organization of Y.M also act as custodian of Road cranes/ Rail cranes belonging to Stores branch of JMP workshop. Artisan and Gr. D staff are kept under the disposal of Y.M for general up-keeping of entire depot premises for providing assistance to loading and unloading of materials.

The deployment of staff and their working at NSY section is given below.

Section	Deployment of staff								
	Dy. CYM	YM	SSE	Shuntman	Crane driver	Crane Slinger	Tindel	Helper	Total
North Store Yard (NSY)	1	1	1	8	3	5	1	3	23

2.5.15 In addition to the staff mentioned in above paras, there are 6 staff of different categories deployed in Stores Depot / JMP. The deployment is given below-

Sl. No.	Section	CDMS
1	Typist	2
2	Rajbhasha Sahayak	1
3	Steno	1
4	Helpers/ Peons	2
TOTAL		6

2.6 The activities undertaken by Wards under JMP stores are described below-

2.6.1 Activities performed by Wards in connection with Issue of stores are as under:

- a) The requisitions cum issue notes are received in bunches by the wards through Requisition Registration Section after checking the correctness of each requisition. One copy of the same is returned to the concerned section.
- b) The requisition are then scrutinized in respect of allocation no, PI code no, consignee code, fund exist certification etc.
- c) Depending on the availability of materials and the instruction received from Inventory control, requisitions are complied partly or fully. Records of issue are maintained accordingly. Issue notes are prepared.
- d) After issue notes are prepared in triplicate, two copies are to be send to the associate accounts through Ledger section, being recorded in peon books.
- e) Value against each item of stores issued are calculated and entered in the issue register and communicated to the Ledger section.
- f) On receipt of the acknowledgement copy of the issue notes from the intender the same are pasted with the office copy.

2.6.2 Activities in connection with Receipt of stores:

- a) Checking the list of materials as recorded on Receipt notes/tally sheets.
- b) Registering the R/notes particulars in the respective registers.
- c) Write R/O of the ward on the R/note.
- d) R/note received in duplicate are disposed of by sending one copy to the Ledger branch and other copy to the Receipt branch as the acknowledge copy.
- e) Entries of receipt are made in the bin card.
- f) Store materials are stacked in the respective bins after counting/weighing within or outside the sheds in the yard on the volume, weight and nature of the materials.

2. 6.3 Ward wise items dealt at JMP stores depot is tabulated below.

WARD	Ward No	Total items dealt				Nomenclature of items
		A-Category	B-Category	C-Category	Total	
Jute Godown	1 & 8	3	8	71	82 app	Jute, Soap, Nut Bolt, Rivet, etc
BLC Custody Ward	--	---			--	BLC, BOXN HL and BVCM items
Mfg. Wagon Ward	2	15	20	35	73	Wagon manufacturing and POH items
Crane Custody Ward	4	---			1500 approx	140 T crane, 20 T crane, Tower Car, JMP Jack mfg. and POH items.
E Ward	5	8	14	209	231	General Items
Oil Godown	6	9	23	39	71	Oil items.
Iron Ward	9	9	6	17	32	Sheet metal, Angle, Channel, bar etc.
Diesel Ward	10 & 15	16	35	373	424	Diesel items.
Diesel Ward	11	7	35	276	318	Diesel Mechanical Items
Diesel Ward	12	6	30	300	336	Diesel Electrical Items
WTC Ward	16	21	43	252	316	Wagon items.
Sale Section	17	---			--	Non-ferrous Scrap items.
P-Ward	18	0	2	19	21 app	Sanitary pipe, wire mesh, steel chequered plate, etc.
C-Ward & RSS		---			2	Wheel, etc.
Gas Godown	19	3	2	--	5	Gas Cylinders

2.7 The deployment of staff in the Wards of JMP Stores depot is tabulated below-

Sl. No	Ward	Ward No	Category								Total
			CDMS	DMS	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Artisan	Helper	
1	Jute Godown	1 & 8	1			1				2	4
2	BLC Custody Ward (BLC)	--	1							2	3
3	Mfg. Wagon Ward	2	1		1					4	6
4	Crane Custody Ward	4	1			1				2	4
5	E Ward	5		1	1				1	2	5
6	Oil Godown	6	1		1					2	4
7	Iron Ward	9	1						1	2	4
8	Diesel	10 & 15		1		1			1	5	8
9	Diesel	11	1		1					2	4
10	Diesel	12	1					1		2	4
11	WTC Ward	16	1			1				6	8
12	P Ward	18					1				1
13	C Ward & RSS			1		1				1	3
14	Gas Godown	19		1		1				4	6
	TOTAL		9	4	4	6	1	1	3	36	64

2.8 The workload catered by different wards during the year 2017-18 and 2018-19 (upto Oct'18) is mentioned in details in ongoing paragraphs.

2. 8.1 **Jute Godown (Ward 1&8):**

The workload tackled by Jute Godown (Ward no-1 & 8) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	144	1	145
May'17	144	2	146
June'17	88	2	90
July'17	135	8	143
August'17	129	8	137
Sept'17	116	8	124
Oct'17	104	3	107
Nov'17	152	13	165
Dec'17	123	3	126
Jan'18	157	10	167
Feb'18	124	5	129
March'18	181	6	187
<i>TOTAL</i>	1597	69	1666
<i>Avg,</i>	133.08	5.75	138.83

ii) In the year 2018-19 (upto Oct'18):

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	78	6	84
May'18	86	7	93
June'18	100	4	104
July'18	99	6	105
August'18	102	18	120
Sept'18	110	18	128
Oct'18	110	7	117
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
<i>TOTAL</i>	685.00	66.00	751.00
<i>Avg,</i>	97.86	9.43	107.29

2.8.2 **BLC & BOXN HL Custody Ward (Ward no. 1):**

The workload tackled by BLC Custody Ward (Ward no-1) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	23	2	25
May'17	23	0	23
June'17	29	5	34
July'17	41	2	43
August'17	31	3	34
Sept'17	39	3	42
Oct'17	25	2	27
Nov'17	80	7	87
Dec'17	48	5	53
Jan'18	58	4	62
Feb'18	43	0	43
March'18	102	2	104
Total	542	35	577
Avg.	45.17	2.92	48.08

ii) In the year 2018-19 (upto Oct'18):

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	6	2	8
May'18	15	3	18
June'18	14	3	17
July'18	27	2	29
August'18	23	7	30
Sept'18	26	5	31
Oct'18	30	9	39
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	141	31	172
Avg.	20.14	4.43	24.57

2. 8.3 Mfg. Wagon Ward (Ward-2):

The workload tackled by Mfg. Wagon Ward (Ward no-2) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	52	62	114
May'17	52	46	98
June'17	28	42	70
July'17	53	44	97
August'17	90	50	140
Sept'17	23	33	56
Oct'17	78	50	128
Nov'17	80	42	122
Dec'17	45	38	83
Jan'18	35	49	84
Feb'18	79	37	116
March'18	103	29	132
TOTAL	718	522	1240
Avg,	59.83	43.5	103.33

ii) In the year 2018-19 (upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	44	59	103
May'18	38	46	84
June'18	52	49	101
July'18	47	39	86
August'18	89	68	157
Sept'18	27	25	52
Oct'18	115	89	204
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
TOTAL	412	375	787
Avg,	58.86	53.57	112.43

2. 8.4 **Crane Custody Ward [Ward-4]:**

The workload tackled by Crane Custody Ward (Ward no. 4) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	1	0	1
May'17	1	1	2
June'17	1	0	1
July'17	1	0	1
August'17	1	0	1
Sept'17	1	0	1
Oct'17	1	0	1
Nov'17	0	0	0
Dec'17	5	0	5
Jan'18	0	1	1
Feb'18	2	0	2
March'18	1	0	1
TOTAL	15	2	17
Avg,	1.25	0.17	1.42

ii) In the year 2018-19 (upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	0	0	0
May'18	0	0	0
June'18	0	0	0
July'18	0	0	0
August'18	0	0	0
Sept'18	0	0	0
Oct'18	0	0	0
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
TOTAL	0	0	0
Avg,	0	0	0

2. 8.5 **E Ward (Ward-5):**

The workload handled by E Ward 5 in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	179	22	201
May'17	179	22	201
June'17	100	9	109
July'17	365	26	391
August'17	256	16	272
Sept'17	199	18	217
Oct'17	194	4	198
Nov'17	344	10	354
Dec'17	159	12	171
Jan'18	424	14	438
Feb'18	269	14	283
March'18	200	3	203
TOTAL	2868	170	3038
Avg,	239	14.17	253.17

ii) In the year 2018-19 (upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	215	31	246
May'18	333	24	357
June'18	192	22	214
July'18	336	13	349
August'18	45	23	68
Sept'18	545	11	556
Oct'18	259	24	283
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
TOTAL	1925	148	2073
Avg,	275	21.14	296.14

2.8.6 **Oil Godown (Ward-6):**

The workload tackled by Oil Godown (ward 6) in the year 2017-18 & 2018-19 (upto Oct'18) tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	121	5	126
May'17	121	26	147
June'17	155	21	176
July'17	153	14	167
August'17	168	50	218
Sept'17	141	14	155
Oct'17	149	25	174
Nov'17	161	31	192
Dec'17	115	6	121
Jan'18	131	12	143
Feb'18	115	5	120
March'18	237	12	249
TOTAL	1767	221	1988
Avg,	147.25	18.47	165.67

ii) In the year 2018-19 (upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	152	48	200
May'18	174	55	229
June'18	149	22	171
July'18	134	31	165
August'18	179	15	194
Sept'18	161	11	172
Oct'18	64	21	85
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
TOTAL	1013	203	1216
Avg,	144.71	29	173.71

2.8.7 Iron Ward (Ward-9):

The workload tackled by Iron Ward (Ward No. 9) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	0	8	8
May'17	0	31	31
June'17	5	33	38
July'17	30	5	35
August'17	10	7	17
Sept'17	7	4	11
Oct'17	24	5	29
Nov'17	27	1	28
Dec'17	24	25	49
Jan'18	11	1	12
Feb'18	47	41	88
March'18	44	14	58
TOTAL	229	175	404
Avg,	19.08	14.58	33.67

ii) In the year 2018-19 (upto Oct'18):

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	0	1	1
May'18	0	1	1
June'18	10	2	12
July'18	0	0	0
August'18	0	0	0
Sept'18	0	2	2
Oct'18	7	6	13
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
TOTAL	17	12	29
Avg,	2.43	1.71	4.14

2.8.8 **Diesel Ward (Ward-10 & 15):**

The workload tackled by Diesel Ward (ward 10 & 15) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	270	66	336
May'17	270	173	443
June'17	222	115	337
July'17	304	124	428
August'17	409	59	468
Sept'17	329	80	409
Oct'17	427	24	451
Nov'17	583	145	728
Dec'17	436	41	477
Jan'18	436	48	484
Feb'18	488	138	626
March'18	463	48	511
Total	4637	1061	5698
Avg.	386.42	88.42	474.83

ii) In the year 2018-19(upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	215	48	263
May'18	244	89	333
June'18	200	143	343
July'18	207	80	287
August'18	368	174	542
Sept'18	490	54	544
Oct'18	359	102	461
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	2083	690	2773
Avg.	297.57	98.57	396.14

2.8.9 **Diesel Ward (Ward-11):**

The workload tackled by Diesel Ward (ward 11) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	184	42	226
May'17	184	34	218
June'17	35	24	59
July'17	135	53	188
August'17	280	45	325
Sept'17	304	42	346
Oct'17	310	33	343
Nov'17	317	56	373
Dec'17	245	26	271
Jan'18	182	42	224
Feb'18	309	41	350
March'18	145	28	173
Total	2630	466	3096
Avg.	219.17	38.83	258.00

ii) In the year 2018-19 (upto Oct'18):

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	44	58	102
May'18	142	36	178
June'18	110	68	178
July'18	143	36	179
August'18	143	83	226
Sept'18	134	30	164
Oct'18	165	79	244
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	881	390	1271
Avg.	125.86	55.71	181.57

2.8.10 **Diesel Ward (Ward-12):**

The workload tackled by Diesel Ward (ward 12) in the year 2017-18 & 2018-19 (upto Oct'18) tabulated below:

i) In the year 2017-18:

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'17	228	59	287
May'17	228	98	326
June'17	195	29	224
July'17	124	56	180
August'17	206	16	222
Sept'17	299	31	330
Oct'17	167	16	183
Nov'17	138	37	175
Dec'17	190	42	232
Jan'18	186	27	213
Feb'18	230	30	260
March'18	166	20	186
Total	2357	461	2818
Avg.	196.42	38.42	234.83

ii) In the year 2018-19 (upto Oct'18):

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	91	57	148
May'18	179	39	218
June'18	106	29	135
July'18	153	52	205
August'18	175	61	236
Sept'18	202	43	245
Oct'18	191	26	217
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	1097	307	1404
Avg.	156.71	43.86	200.57

2.8.11 **WTC Ward (Ward-16):**

The workload tackled by WTC Ward (ward 16) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	44	43	87
May'17	44	51	95
June'17	51	33	84
July'17	59	43	102
August'17	85	43	128
Sept'17	186	30	216
Oct'17	176	18	194
Nov'17	251	34	285
Dec'17	135	18	153
Jan'18	87	12	99
Feb'18	239	41	280
March'18	173	29	202
Total	1530	395	1925
Avg.	127.50	32.92	160.42

ii) In the year 2018-19 (upto Oct'18)

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	24	34	58
May'18	100	29	129
June'18	91	47	138
July'18	104	65	169
August'18	95	60	155
Sept'18	164	47	211
Oct'18	115	49	164
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	693	331	1024
Avg.	99.00	47.29	146.29

2.8.12 **P-WARD (Ward-18):**

The workload tackled by P Ward (ward 18) in the year 2017-18 & 2018-19 (upto Oct'18) are tabulated below:

i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	8	0	8
May'17	8	2	10
June'17	1	0	1
July'17	7	0	7
August'17	12	0	12
Sept'17	0	0	0
Oct'17	0	0	0
Nov'17	42	1	43
Dec'17	0	3	3
Jan'18	1	0	1
Feb'18	2	0	2
March'18	12	0	12
Total	93	6	99
Avg.	7.75	0.50	8.25

ii) In the year 2018-19 (upto Oct'18):

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'18	0	1	1
May'18	3	1	4
June'18	9	0	9
July'18	3	0	3
August'18	2	2	4
Sept'18	10	0	10
Oct'18	7	2	9
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	34	6	40
Avg.	4.86	0.86	5.71

2.8.13 **C-WARD and RSS (Ward-18):**

C- ward is also housed in Ward no. 18 along with P-ward. Staff of C ward are entrusted with the workload of issue and receipt of wheel items. Wheels are stored either in NSY or in respective shops.

Along with this, the staff of this ward are also entrusted with the workload of Return stores. The workload associated with the Return stores are as under:

- i) Receiving of NS-11.
- ii) Charging of NS-11 and sent it to Sale Section (in case of Non-ferrous scrap) and SSY (in case of ferrous scrap) for Receipt order (RO).
- iii) After issuance of RO, it was sent to SSY and Sale section and 1 copy is kept in RSS.

2.8.14 **Gas Godown (Ward-19):**

The workload tackled by Gas Godown (ward 19) in the year 2017-18 & 2018-19 (upto Oct'18) tabulated below:

- i) In the year 2017-18:

<i>Months</i>	<i>Issue</i>	<i>Receipt</i>	<i>Issue + Receipt</i>
	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>	<i>No. of Vouchers</i>
April'17	16	21	37
May'17	16	63	79
June'17	41	61	102
July'17	30	56	86
August'17	33	77	110
Sept'17	37	32	69
Oct'17	27	40	67
Nov'17	40	55	95
Dec'17	37	48	85
Jan'18	40	37	77
Feb'18	32	65	97
March'18	37	71	108
Total	386	626	1012
Avg.	32.17	52.17	84.33

ii) In the year 2018-19 (upto Oct'18)

Months	Issue	Receipt	Issue + Receipt
	No. of Vouchers	No. of Vouchers	No. of Vouchers
April'18	30	74	104
May'18	27	45	72
June'18	72	91	163
July'18	199	89	288
August'18	37	80	117
Sept'18	24	51	75
Oct'18	52	71	123
Nov'18	--	--	--
Dec'18	--	--	--
Jan'19	--	--	--
Feb'19	--	--	--
March'19	--	--	--
Total	441	501	942
Avg.	63.00	71.57	134.57

CHAPTER-III

3.0 CRITICAL ANALYSIS:

Assessment of staff at JMP stores depot for functioning of Ward activities and general activities is done in paragraphs below.

3.1 Assessment of staff at different sections (other than ward) of JMP Stores:

3.1.1 Establishment section and Pay Bill Section:

There are altogether 10 ministerial staff present in Establishment section and Pay Bill Section (7 in Estt. Section and 3 in Pay Bill) [shown in para 2.5.1.1 & 2.5.2]. The effectiveness of the ministerial staff based on the effective utilization of the entire staff deployed in these two section to cater to the aforesaid activities, has been derived by applying a scientific process of work study i.e. Random Activity Sampling Technique. The actual requirement of manpower in Establishment section and Pay Bill Section is as under.

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of I staff deployed i.e. Total MOR of this section. (P)	Total Nbs. of observation taken	Nbs. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement of Gr. 'C' staff based on 'Ef' i.e. Requirement of ministerial staff as assessed		Surplus (P-Q)	Short fall (Q-P)
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance @ 20% $Ef=1.2E$	Actual Requirement (Q = Ef X P)		
<i>Establishment Section and Pay Bill Section.</i>	Ministerial Staff	10	244	208	36	85.2%	102.29%	10.23 11	-	1

3.1.1.2 Conclusion:-

As per calculation based on effective utilization of staff, 11 ministerial staff are required for smooth functioning of these two sections. However, it is observed that apart from dealing with Establishment matters of JMP depot staff, these staff of Establishment and Pay Bill Section also deals with all Establishment matters of Store dept. staff deployed at Diesel Shed of UDL, BMG, BWN and BGA.

In consideration with the above facts, study team concludes that additional 1 more staff is required over the requirement calculated in above table (i.e 11).

Thus, the actual requirement of manpower in Establishment section and Pay Bill Section as assessed, is found to be 12 instead of 10 in total.

3.1.2 General section:

The workload and deployment of staff at General section is described in previous chapter [para 2.5.3.1]. There are 05 ministerial staff under supervision of one CDMS.

While reviewing the existing workload of General Section, it is observed that all the tender related matters are mainly dealt by CDMS and is assisted by the ministerial staff. No. of tenders of JMP stores dept. has increased significantly in recent years. Hence, in consideration with this, study team concludes requirement of 1 additional CDMS/DMS for smooth working of the section.

3.1.2.1 The requirement of ministerial staff of General Section is assessed in table underneath on the basis of effective utilization of staff derived by applying Random Activity Sampling Technique.

Unit/ Activity Centre/ Section	Design/Category of staff whose effectiveness is measured	No. of staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr.'C' staff based on 'Ef' i.e. Requirement of ministerial staff as assessed		Surplus (P-Q)	Short fall (Q-P)
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance @ 20% $Ef=1.2E$	Actual Requirement (Q = Ef X P)		
General section.	Ministerial Staff	5	143	124	19	86.7%	104%	5.2 6	--	1

3.1.2.2 Conclusion:-

It is concluded that additional 1 CDMS/DMS and 1 ministerial staff are required for smooth functioning of this section.

Thus, the actual requirement of manpower in General section as assessed, is found to be 8 instead of 6 in total.

3.1.3 Ledger Sections:

The detail of working of Ledger sections i.e Wagon & Tower Car, Diesel Ledger and General Ledger and deployment of staff against their workload is elaborated in previous chapter [para 2.5.4]. Altogether total 13 ministerial staff are deployed along with 1 helper to cater the workload of Ledger Sections..

3.1.3.1 Assessment of Ministerial staff:

While review the workings of ministerial staff at Ledger sections, it is felt justified by the study team that there are no other alternatives except adoption of the technique

of Random Activity Sampling hypothesis and this process would have a definite positive direction to evaluate the actual requirement of manpower in this section based on the effective utilization of the sectional manpower. The data collected & recorded during study period and its critical analysis to assess revised MOR may be seen from the following table.

Unit/ Activity Centre/ Section	Design/Category of staff whose effectiveness is measured	No. of I staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement of Gr. 'C' staff based on 'Ef' i.e. Requirement of ministerial staff as assessed		Surplus (P-Q)	Short fall (Q-P)
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance @ 20% $Ef=1.2E$	Actual Requirement (Q = Ef X P)		
Ledger sections i.e Wagon & Tower Car, Diesel Ledger and General Ledger.	Ministerial Staff	13	311	272	39	87.4%	105%	13.7 14	-	1

It is concluded that additional 1 ministerial staff should be required in Ledger sections for smooth functioning of this section

3.1.3.2 Assessment of Helper:

On scrutiny, it is concluded that existing Gr. D staff at this Section should be retained and this results in un-alteration of the existing men-on-roll of helper of this section.

3.1.3.3 Conclusion:-

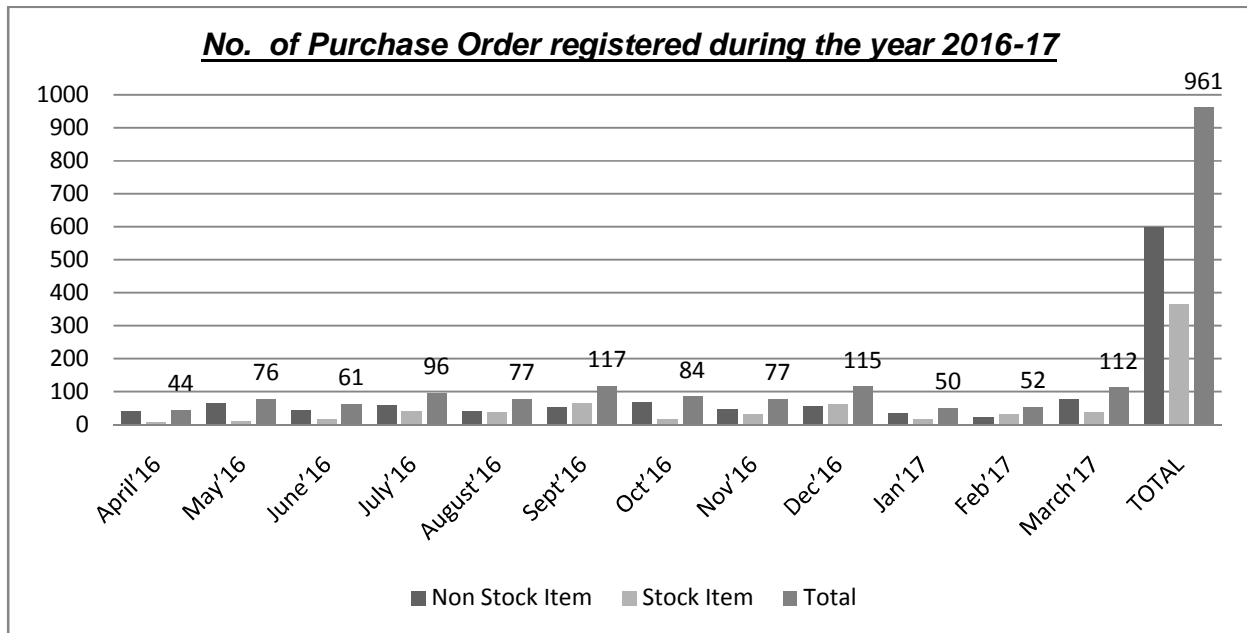
Thus, the actual requirement of manpower in the section, as assessed, is found to be 15 (14 ministerial staff and 1 helper) instead of 14 in total.

3.1.4 Purchase section:

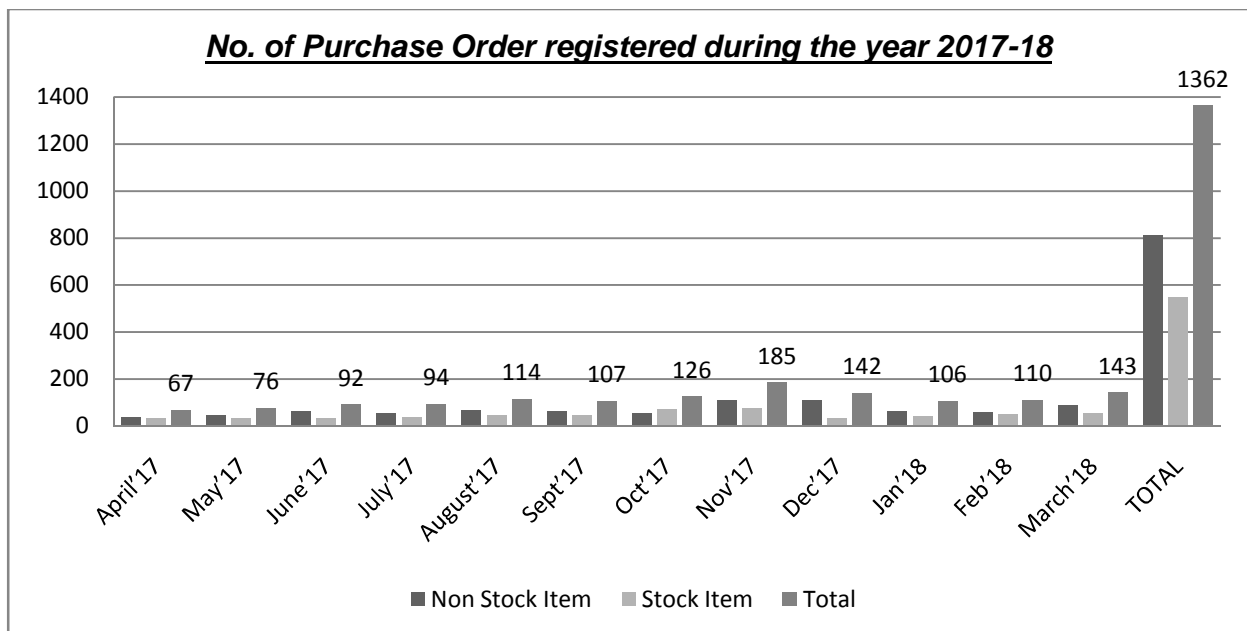
The procedure of working and deployment of staff are illustrated in the previous chapter [para 2.5.5].

From para 2.5.5.1, month- wise Purchase Order registered during the year 2016-17, 2017-18 and 2018-19 (upto Oct'18) are graphically represented below.

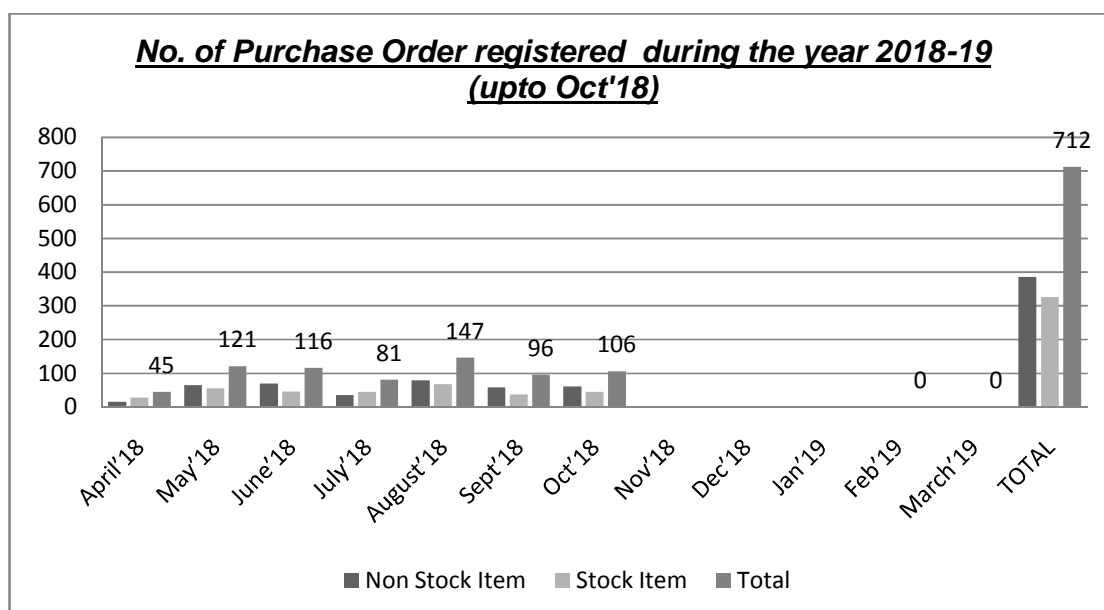
i) During the year 2016-17:



ii) During the year 2017-18:



iii) During the year 2018-19 (upto Oct'18):



From above graphs, it is revealed that there is around 40% increase in Purchase Order registration

From the year 2017, purchasing of material has been enhancement from Rs. 1.5 lakhs to Rs. 50 lakhs for Dy. CMM/ JMP and as a result, Non-stock Requisitions which were sent to HQ for processing are now being processed in JMP. Due to this reason, there is around 40% increment in registration in Purchase Order (mainly Non-stock requisitions) in the year 2017-18 and 2018-19 (upto Oct'18) as compared to the year 2016-17 (*shown in above graphs*).

Presently, 1 CDMS and 1 DMS along with 2 ministerial staff are catering the sectional workload.

On scrutiny of the existing workload and discussion with concerned officer and staff of Purchase Section, it is concluded by the study team that additional 2 non-ministerial staff i.e CDMS/DMS are required to cater the enhanced workload discussed in above paras.

As far as requirement of ministerial staff is concerned, study team concludes that existing deployment of 2 ministerial staff should be retained and this results in un-alteration of the existing men-on-roll of ministerial staff of this section.

3.1.4.1 Conclusion:-

Thus, the actual requirement of manpower in the section, as assessed, is tabulated below.

	CDMS/DMS	Ministerial Staff	Total
<i>Proposed Requirement</i>	4	2	6

3.1.5 Inventory control section:

Presently, one ministerial staff is deployed at this section to cater the existing workload mentioned in details in previous chapter [para 2.5.6].

On scrutiny and discussion with the concerned officer, study team concludes that 1 non-ministerial staff i.e CDMS/DMS is required in this section along with the existing 1 ministerial staff for catering the technical matters.

3.1.5.1 Conclusion:-

Thus, the actual requirement of manpower in the section, as assessed, is tabulated below.

	CDMS/DMS	Ministerial Staff	Total
<i>Proposed Requirement</i>	1	1	2

3.1.6 IMMIS Section:

One Ministerial staff along with one Helper is deployed at this section to cater the existing workload mentioned in details in previous chapter [para 2.5.7].

In this section also, study team concludes that 1 non-ministerial staff i.e CDMS/DMS is required for catering the technical matters.

Along with this, the existing 1 ministerial staff and 1 helper of the section should also be retained.

3.1.6.1 Conclusion:-

Hence, from above paras, the actual requirement of manpower in the section is tabulated below.

	CDMS/DMS	Ministerial Staff	Helper	Total
<i>Proposed Requirement</i>	1	1	1	3

3.1.7 **Confidential Section:**

Presently, one ministerial staff along with one Peon is deployed at this section to cater the existing workload of Confidential Section.

This section deals with all the confidential matters and is directly under control of Dy. CMM/ JMP. Considering the importance of this section, study team felt requirement of 1 additional ministerial staff so that there will be availability of staff every day at this sections even one staff takes leave.

The peon of this section is utilized for various receiving and dispatch work of letters and files of this section and also carry out various orders given to him by the officers. In view of this, it is concluded that that existing peon at this Section should be retained.

3.1.7.1 **Conclusion:-**

Hence, from above paras, the actual requirement of manpower in the section is tabulated below.

	Ministerial Staff	Peon	<i>Total</i>
<i>Proposed Requirement</i>	2	1	3

3.1.8 **Requisition Registration Section (RRS):**

The workload of staff at Requisition Registration section is described in previous chapter [para 2.5.8]. 3 ministerial staff along with 2 peon are deployed in this section to cater the mentioned workload.

3.1.8.1 **Assessment for Ministerial staff:**

The assessment of requirement of sectional Ministerial staff is done based on the effective utilization of the staff deployed in this section to cater to the aforesaid activities by applying a scientific process of work study i.e. Random Activity Sampling Technique. The actual requirement of ministerial staff in RRS is as under.

Unit/ Activity Centre/ Section	Design/Category of staff whose effectiveness is measured	No. of I staff deployed i.e. Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement. of Gr. 'C' staff based on 'Ef' i.e. Requirement of ministerial staff as assessed		Surplus (P-Q)	Short fall (Q-P)
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance @ 20% $Ef=1.2E$	Actual Requirement (Q = Ef X P)		
Requisition Registration Section (RRS)	Ministerial Staff	3	89	78	11	87.6%	105%	3.2 4	-	1

Thus, the actual requirement of ministerial staff in RRS as assessed, is found to be 4 instead of 3 in total.

3.1.8.2 Assessment for Peon:

Presently, two Peons are deployed at this section to cater the existing workload. On scrutiny, it is concluded that existing set of Gr. D staff at this Section should be retained and this results in un-alteration of the existing men-on-roll of Peon of this section.

3.1.8.3 Conclusion:-

Thus, the actual requirement of staff in the RRS, as assessed in above paras, is tabulated underneath.

	Ministerial Staff	Peon	Total
Proposed Requirement	4	1	6

3.1.9 Receipt Branch (RB):

The deployment of staff and detail function of RB section is mentioned in para 2.5.9 in the previous chapter. The involvement of non-ministerial (CDMS/ DMS) and ministerial staff in RB section is as follows-

- Registration of challan.
- Processing of challan.

- iii) Release of challan/I/Note.
- iv) Preparation of R. Note.
- v) Clearance of claim and SINT.
- vi) Receiving and registrations of WAR-I.
- vii) Receiving and registrations of WAR-II and sending it to respective ward.
- vii) Issuing of way bills to the firm.
- viii) Preparation of gate pass and van sheet.
- ix) Collection of materials from other stores depot and other railway.
- x) Receiving and registration of purchase order and maintain its records.
- xi) Shifting of materials from receipt branch to respective branch.
- xii) Disposed of rejected stores.
- xiii) Through approval advice for test.
- xiv) Maintenance of weighing scale and other measuring scale as per ISO standard.
- xv) Receiving and registration of R notes/ DTR receipt from other depot.
- xvi) Preparation of vendor performance sheet.

3.1.9.1 From the workload brone by various categories of staff it can be said that there are basically two types of workload present in RB section,

- i) Workload regarding processing of the cases carried out by Non-Ministerial category, Ministerial staff and office staff.
- ii) Workload of material handling carried out Artisan and Helper along with contractual labour.

From para 2.5.9.3, existing deployment of staff at RB section is tabulated below-

Section	CDMS/DMS	Ministerial/ Office staff	Artisan	Helper	<i>Total</i>
Receipt Branch	6	11	8	22	47
	17		30		

3.1.9.3 It can be seen from para 2.5.9.2 and 2.5.9.3 that during the year 2017-18, the no. of Receipt received per month is 396 and cleared per is 378. And, during the year 2018-19 (upto Oct'18) no. of Receipt received per month is 496 and cleared per is 571. A significant increase in workload has been occurred during recent years. A considerable portion of the workload of clearing the ROs are catered by CDMS/DMS. In view of this, study concludes requirement of additional 2 CDMS/DMS for smooth functioning of the section. Thus, the requirement of non-ministerial staff is assessed as 8 instead of 6.

3.1.9.4 Assessment of Ministerial staff:

The assessment of the ministerial staff has been done based on the effective utilization of the ministerial staff deployed in this section to cater to the aforesaid activities, has been derived by applying Random Activity Sampling Technique. Thus, the actual requirement of manpower is as under.

Unit/ Activity Centre/ Section	Desig./Category of staff whose effectiveness is measured	No. of I staff deployed i.e .Total MOR of this section. (P)	Total Nos. of observation taken	Nos. of observation during which staff were found		% of Effectiveness $E=B/A \times 100$	Actual Requirement of Gr.'C' staff based on 'Ef' i.e. Requirement of ministerial staff as assessed		Surplus (P-Q)	Short fall (Q-P)
			During Peak & Non-Peak periods (A)	Working Effectively (B)	IDLE		Effectiveness with contingent allowance @20% $E_f = 1.2E$	Actual Requirement ($Q = E_f \times P$)		
Receipt Branch (RB)	Ministerial Staff	11	253	220	33	87.1%	104.25%	11.46 12	-	1

Thus, the actual requirement of ministerial staff in RB as assessed, is found to be 12 instead of 11 in total.

3.1.9.5 Assessment of Artisan/ helper at RB section:

The workload of unloading, shifting, stacking, checking & marking of materials received by the R.B. unit are assessed on the basis of highest workload borne for a particular day during the peak month of 2017-18 and 2018-19 (upto Oct'18).

It is observed that the majority of jobs connected to unloading of materials and shifting to respective wards are done with the help of Road Mobile Crane & Fork Lifter for which crane driver & helpers are deployed.

From para 2.5.9.2, month-wise position of nos. of items received by RB section during the year 2017-18 and 2018-19 (upto Oct'18) is tabulated below.

Months	No. of Items received	
	2017-18	2018-19 (upto Oct'18)
April	331	419
May	549	375
June	374	480
July	431	413
August	374	591
Sept	295	297
Oct	220	485
Nov	432	0
Dec	267	0
Jan	257	0
Feb	417	0
March	262	0
Total	4209	3060
Avg.	350.75	369.71

It can be seen from above table that, on an average 360 items are received per month. The data also reveals that 15 nos. of items received per day (i.e 360/24) *[considering 24 working days in a month]*.

On being analyzed the data available in our records, it is worked out by the study team that the workload borne or out-turn given at a highest level in the month of Aug'18 has been found 60% more than normal avg. out-turn i.e 22 items per day.

It is to mention here that a labour contract for loading and unloading of material is there (mention in para 2.5.9.1.i) for supplying contractual labour for load and unloading and shifting to the respective wards [Annexure II & III]. These contractual labours are utilized at the time whenever it is felt necessary or there is shortage of departmental helpers.

In view of above facts, study team concludes that existing MOR of 22 helpers is justified in the RB section.

Regarding requirement of Artisan staff, study team conclude that additional 1 artisan staff is required for smooth functioning of the section. Thus, the requirement of artisan is assessed as 9 instead of 8.

Thus, the actual requirement of Artisan/helper in RB as assessed, is found to be 22 + 9) = 31 and this results in un-alteration of the existing men-on-roll of Artisan/helper category staff of this section.

3.1.9.6 Conclusion:-

The total assessed requirement of staff in RB is tabulated below:

	CDMS/DMS	Ministerial staff	Artisan/ Helper	Total
Proposed Requirement	8	12	31	51

3.1.10 Dispatch Section:

This section arranges to send materials to the outstation indenters. The details of workload and staff deployed in this section is mentioned in para 2.5.10.

This section functions to dispatch all the issued materials to the indenters located outside the stores depot for which Gate Pass is required to be prepared & issued along with documents of Van Sheets in duplicate. On an average, 50 to 60 Gate Passes are prepared by Dispatch Section every month. 1 CDMS and 1 ministerial staff are deployed to cater this workload.

On scrutiny and discussion with sectional staff and concerned officers, study team concludes that 1 additional ministerial staff is required for smooth and time bound execution of the workload of preparation of Gate Passes, Van sheets and maintenance of various registers.

Thus, the actual requirement of CDMS as assessed is 1 and ministerial staff is found to be 2 instead of 1.

3.1.10.1 Assessment of Helpers:

Presently, 5 Helpers are deployed at this section to cater the existing workload of loading of dispatched items. However, for loading the above materials in a specific time period, additional manpower if required, then contractual labours are engaged to assist such work (details of contract mentioned in para 2.5.9.1.i)

In some cases, it is observed that helpers of Dispatch section are deployed along with the material for outstation delivery.

In consideration with this, it is concluded by the study team that there is requirement of 1 additional Helper for this section and this will result recommendation of 6 helpers instead of 5.

3.1.10.1 Conclusion:-

The total assessed requirement of staff in Dispatch Section is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	2	6	9

3.1.11 Auction section:

The function of Auction section is narrated below in previous chapter [para 2.5.11]. All paper works from receiving of scrap materials up to the dispatch of sale are performed by the above 2 CDMS/DMS with the help of 3 ministerial staff. Identifying the materials as per nomenclature in NS-11 and formation of lot according to its nature are the primary job of supervisors.

It can be seen from table 2.5.11 that almost 2 to 3 auction are held every month with on an average 55 (i.e 165/ 3) Ferrous / Non-ferrous lots offered at each Auction. On scrutiny and discussion with sectional staff, study team recommends 1 additional CDMS/ DMS for smooth functioning of the section.

Regarding requirement of ministerial staff is concerned, study team concludes that existing 3 ministerial staff should be retained and this results in un-alteration of the existing men-on-roll of ministerial staff of this section.

It is also concluded by the study team to retain existing 1 peon of this section.

3.1.11.1 Conclusion:-

The total assessed requirement of staff in Auction Section is tabulated below:

	CDMS/DMS	Ministerial staff	Peon	Total
Proposed Requirement	3	3	1	7

3.1.12 **South Scrap Yard (SSY):**

The workload of this section is mentioned in previous chapter [para 2.5.12]. Non-ministerial/ ministerial staff are required for carrying out the under mentioned workload:

- i) Weighting of incoming scrap,
- ii) Segregation and lot formation of scrap,
- iii) Keeping record of the scraps,
- iv) Offer for Auction,
- v) Proper supervision during loading of sold scrap,
- vi) Weighing of sold scrap, etc.

Presently, 1 DMS and 1 ministerial staff are catering the above mentioned workload.

SSY is a vast yard, weighing machine and office are at separate place. During arriving of scrap and also at the time of dispatch of scrap, 1 supervisor is required to be present at the Weighing machine for registering and certifying the scrap's weight. CDMS/ DMS are also required to supervise segregation and lot formation of scrap.

In consideration with the above, it is felt by the study team that there is a requirement of 1 additional CDMS/DMS for smooth functioning of the section.

Regarding requirement of ministerial staff, study team concludes that existing 1 ministerial staff should be retained and this results in un-alteration of the existing men-on-roll of ministerial staff of this section.

3.1.12.1 **Assessment of Artisan & helper in SSY:**

Artisan staff consists of Crane driver, slinger and painter. Painter is utilized for writing/markings of lot, site board, details of lot etc. Study team concludes that existing 7 artisan staff of SSY should be retained and they may be utilized as per present system and their utilization is found justified.

The helper are utilized for the following workload -

- a) Unloading the materials and counting/weighing the materials.
- b) Segregate the materials as per type.
- c) Formation of lot as per nomenclature.

From para 2.5.12.2, it can be seen that on an average 741 MT [(8616.28 MT + 5459.95 MT)/ 19 months] of scrap was handled per month by the staff in the year 2017-18 and 2018-19 (upto Oct'18).

During field observation, study team observed that an avg. helper can handle 2 – 3 MT scrap material with the help of Mechanical devices such as crane, fork lifter, etc in his duty roster in formation of lot. It may vary on nature of materials and age of

helper. However, to ascertain the no. of helper required, the study team considered that an avg. helper will handle 2 MT scrap material during his duty hour. Hence, to handle 740 MT in a month (*considering 24 working days in a month*), the requirement of helper will be 16. But, the table in para 2.5.12.2 shows that maximum 2839 MT is handled in July'18. The formation of lot is a cumulative process and it is continued throughout the year. Hence the monthly figure does not imply that the lot is formed exclusively in that month. Here, the above figure actually represents the lot offered for sale on that particular month. Except July'18, the maximum material handled in February'18 is 1737.63 MT.

However, after discussion with concerned official, the study team provided 50% additional work load for future provision. Hence, to handle 1110 MT (740+50% of 740) in a month, the requirement of helper will be $[1110/(2 \times 24)]$ i.e. 23. Thus, actual requirement of helper will be 23 instead of 21 in total.

It is concluded that 23 helper may be provided in SSY section to handle maximum workload in a certain period. For normal course, they may be utilized for cleaning of scrap yard and accumulate the scattered scrap materials which were left since long in addition to normal work load of formation of lot.

3.1.12.2 Conclusion:-

The total assessed requirement of staff in SSY is tabulated below:

	CDMS/DMS	Ministerial staff	Artisan	Helper	Total
Proposed Requirement	2	1	7	23	33

3.1.13 Sale section:

The workload and working procedure of Sale section is similar to that of SSY, but Sale Section deals with non-ferrous scraps whereas SSY deals with ferrous scrap.

The detailed workload and deployment of staff in this section is mentioned in previous chapter [para 2.5.13].

Presently, 1 DMS and 1 ministerial staff are catering the sectional workload. Some of the non-ferrous scrap dealt by Sale section is expensive and segregation and formation of lot for such item need proper supervision.

In consideration with the above facts, it is felt by the study team that there is a requirement of 1 additional CDMS/DMS to cater the sectional workload smoothly.

As for as requirement of ministerial staff is concerned, study team concludes that existing 1 ministerial staff should be retained and this results in un-alteration of the existing men-on-roll of ministerial staff of this section.

3.1.13.1 Assessment of helper in Sale Section:

From para 2.5.13.1, it can be seen that on an average 49401.2 Kg [i.e. (46560.5 Kg + 473017.15 kg)/ 19 months] of non-ferrous scrap was handled per month by the staff in the year 2017-18 and 2018-19 (upto Oct'18).

During field observation, study team observed that an avg. helper can handle 1000 Kg – 1500 Kg non-ferrous scrap material with the help of Mechanical devices such as fork lifter, etc in his duty roster in formation of lot. More precision is required in segregation and lot formation for non-ferrous materials because of its expensive value. However, to assess the no. of helper required, the study team considered that an avg. helper will handle 1000 Kg MT scrap material during his duty hour. Hence, to handle 49401.2 Kg in a month (*considering 24 working days in a month*), the requirement of helper will be 2. But, the table in para 2.5.13.1 shows that maximum 102536.6 Kg is handled in April'18 and 2nd highest material handled in the month of September'18 i.e. 83226.9 Kg.

In case of Sale Section also, the study team provided 50% additional work load for future provision. Hence, to handle 74101.7 Kg (49401.2 + 50% of 49401.2) in a month, the requirement of helper will be $[74101.7 / (1000 \times 24)]$ i.e. 3.1 i.e. 4. Thus, actual requirement of helper will be 4 instead of 3 in total.

It is concluded that 4 helper may be provided in Sale section in consideration to handle the maximum workload.

3.1.13.2 Conclusion:-

The total assessed requirement of staff in Sale Section is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	2	1	4	7

3.1.14 North Store Yard (NSY):

The NSY is functioning under the supervision of Dy. CYM. The workload and deployment of staff is mentioned in details in para 2.5.14.

Staff are deployed in 2 shift in NSY (*Day shift : 7:00 to 16:00 and Night Shift: 19:30 to 03:30*). Presently, 1 CYM, 1 YM and 1 SSE are maintaining the supervision work of these two shifts. During conversion with sectional supervisors, study team concludes that there is requirement of additional 1 supervisor (may be CDMS/DMS) for smooth working of the section.

3.1.14.1 Assessment of Artisan staff and Helpers

17 skilled artisan staff (*comprising of Crane drivers, slingers, tindel and shunting staff*) are deployed in different shifts for operation of 2 nos. 20 ton Rail crane. Crane drivers are deployed for operation and slingers and tindel assist the crane for loading and unloading. Among them, there are 8 nos. of shuntman to assist the movement of cranes in the yard.

On scrutiny, study team concludes an additional requirement of 1 shuntman to smoothening the proper deployment of stuntman in different shifts. Study team felt justified for deployment of other categories of artisan staff and recommends to continue with the present deployment. Thus, the requirement of artisan staff as assessed is found to be 18 instead of 17 in total.

Regarding requirement of helpers, study team on scrutiny conclude that additional 1 helper is required for smooth functioning of the section in different shifts. Hence, the requirement of helper as assessed is found to be 4 instead of present deployment of 3.

3.1.14.2 Conclusion:-

The total assessed requirement of staff in NSY is tabulated below:

	Supervisor (CYM/YM/SSE/CDMS/DMS)	Artisan	Helper	Total
Proposed Requirement	4	18	4	26

3.1.15 Assessment of staff deployed other than above section and wards:

Along with the staff deployed at various sections and wards, there are few staff such as 2 typists, 1 steno, 1 Rajbhasha Sahayak and 2 other staff working at Jamalpur Stores Depot. They execute various orders and duties given to them from time to time by Officers and Sections of JMP Store depot.

In the light of above, Study team concludes that these 6 staff of different categories to be retained and as a result there MOR remains unaltered.

3.2 Critical analysis of Wards for Issue & receipt of materials:

3.2.1 It is essential to mention that the JMP stores depot has 14 different wards in and around the stores depot and all wards deal with loading, unloading & stacking of materials at its own wards. Besides it, the main function of each & every wards is to issue of materials to the indenters & receipt of materials from the Receipt branch as a regular measure.

The month wise workload for the year 2017-18 and 2018-19 (upto Oct'18) related to the issue & receipt of the requisitions dealt with by each wards is clearly shown in a tabular form in the previous chapter indicating the dealings of the requisitions by each ward for which ministerial & non-ministerial staff are presently deployed as per requirement of the wards. It is obvious that the no. of requisitions dealt with by each ward indicate the workload vis-a-vis out-turn of the ministerial staff of that Ward. This figure also indicate the magnitude of daily/monthly out-turn regarding handing of material by the non-ministerial staff i.e. helpers, artisan staff etc. at the wards.

It is noticed that the highest ministerial workload per month or per day amongst the month-wise yearly figures of the same, does not justify the highest non-ministerial workload in that month or on that day based on which the ministerial manpower is assessed for each wards.

It is noticed during study period & also from the data available regarding workload borne by the wards that the highest level of out-turn given by the non-ministerial staff is in different month for different Wards out of 19 months corresponding figures during 2017-2018 and 2018-19 (upto Oct'18).

The above position reveals that the highest level of out-turn given by the ministerial staff differs from the highest level of out-turn given by the non-ministerial staff. Therefore, it may be inferred that highest no. of requisition (both issue & receipt) dealt with by the wards does not prove the highest nos. of materials either issued or receiving by the wards, keeping the highest level of out-turn per month or per day in mind.

It is also noticed that the position regarding nos. of items issued at the highest level i.e. Peak out-turn day in a Peak out-turn month during the year 2017-2018 and 2018-19 (upto Oct'18) reflects that the position in regard to receipt of items on that day is found to be nil and on the other hand the same picture has been witnessed by the study team that the position regarding receipt of materials at the highest level on a particular day reflects that the materials issued on that day is almost nil or a little nos.

Keeping this picture in view, the ward-wise vis-a-vis month-wise out-turn figures has been analyzed and on scrutiny, it is convinced by the study team based on available data that the issue of materials on the peak out-turn month after considering receipt position also (if any), may be treated as the highest level of out-turn on that month, so far ward-wise non-ministerial workload & the effective involvement of non-ministerial staff are concerned.

3.2.2 As evident from previous available data, the highest out-turn catered by the ministerial/non-ministerial staff regarding issue & receipt of materials per ward on a highest out-turn month related to handling of materials for either issuing to the indenters or receiving from the R.B. units, has been arrested by the study team.

3.2.3 **For assessment of ministerial staff/non-ministerial at different Wards**, the maximum no of requisitions dealt by the Ward in 2017-18 and 2018-19 (upto Oct'18) is considered.

3.2.3.1 **Jute Godown (Ward 1 & 8):**

There are around 83 types of items dealt by this ward. From para 2.7 and 2.8.1, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Jute Godown (1 & 8)	187	March'18	138.83	107.29	1	1	2	4	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of March'18 i.e 187 requisitions/ month. Workload per day on the month of maximum outturn works out to $187/24 = 7.79$ say 8 requisitions [considering 24 working days in a month].

However, the average requisition dealt per month is 139 in the year 2017-18 (i.e $139/24 = 5.8$ say 6 requisitions/day) and in the year 2018-19, it further declined to 107 requisitions/ month (i.e $107/24 = 4.5$ say 5 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present deployment.

3.2.3.1.1 **Assessment of Helpers:**

Presently, 2 helpers are there in Jute Godown to tackle the stacking workload of the materials and also to provide the materials to users.

On scrutiny and discussion with concerned supervisor, it is felt that there is requirement of additional 1 Helper to tackle the workload of Jute Godown smoothly. Thus, the assessed requirement of helper is 3 instead of 2.

3.2.3.1.2 Conclusion:-

The total assessed requirement of staff in Jute Godown is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	3	5

3.2.3.2 **BLC & BOXN HL Custody Ward (Ward No. 01):**

From para 2.7 and 2.8.2, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed			Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Helper	Total	
BLC & BOXN HL Custody Ward (1)	104	March'18	48	24.57	1	2	3	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of March'18 i.e 104 requisitions/ month. Workload per day on the month of maximum outturn works out to $104/24 = 4.3$ say 5 requisitions.

However, the average requisition dealt per month is only 48 in the year 2017-18 (i.e $48/24 = 2$ requisitions/day) and in the year 2018-19, it further declined to 25 requisitions/ month (i.e $25/24 = 1$ requisitions/day).

BLC Custody Ward deals with items required for manufacturing of BLC, BOXN HL Wagons and BVCM. These items are Non-stock items and issued through WAR4. There is no fixed pattern of issue and receipt of material at Custody Ward. The issue and receipt depends upon the order received by the shop for manufacturing and POH of the said items. At present there are order of 315 BLC, 238 BOXN HL and 173 BVCM and materials of these orders are in Custody Ward.

Therefore, on scrutiny, it is felt by the study team that there should be at least one ministerial and 2 more helper to cater the workload of BLC Custody Ward. The assessed requirement of staff for BLC Custody Ward is as under:

	CDMS/DMS	Ministerial Staff	Helper	Total
Proposed Requirement	1	1	3	5

3.2.3.3 **Mfg. Wagon Ward (Ward No. 2):**

There are around 73 types of wagon manufacturing related items dealt by this ward. From para 2.7 and 2.8.3, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Mfg. Wagon Ward (2)	204	Oct'18	103.3	112.4	1	1	4	6	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Oct'18 i.e 204 requisitions/ month. Workload per day on the month of maximum outturn works out to $204/24 = 8.5$ say 9 requisitions

However, the average requisition dealt per month is 103 in the year 2017-18 (i.e $103/24 = 4.3$ say 5 requisitions/day) and in the year 2018-19, it is 112 requisitions/month (i.e $112/24 = 4.6$ say 5 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present deployment.

3.2.3.3.1 **Assessment of Helpers:**

Presently, 4 helpers are there in Mfg. Wagon Ward to tackle the stacking workload of the materials and also to provide the materials to users.

On scrutiny, it is felt justified by the study team for present deployment 4 Helpers to tackle the workload of Mfg. Wagon Ward and recommends to continue with the present deployment.

3.2.3.3.2 **Conclusion:-**

The total assessed requirement of staff in Jute Godown is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	4	6

3.2.3.4 **Crane Custody Ward (Ward 4)**

From para 2.7 and 2.8.4, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Crane Custody Ward (4)	5	Dec'18	1.42 2	0	1	1	2	4	

Crane Custody Ward (Wd. No. 4) deals with the items required for manufacturing and POH of 140T, 20 T Crane and Tower Car and Jamalpur Jack. These items are Non-stock items and issued through WAR4. There is no fixed pattern of issue and receipt of material at Custody Ward. The issue and receipt depends upon the order received by the shop for manufacturing and POH of the said items.

It can be seen that the peak workload during the year 2017-18 and 2018-19 was observed in the month of Dec'18 i.e only 5 requisitions/month. The average requisition dealt per month is only 2 in the year 2017-18 and in the year 2018-19 (upto Oct'18), it further declined to NIL.

But, in present scenario, there are over 1500 types of items stocked in the ward and there is huge quantity of items dealt by the ward.

In view of above, study team concludes that present deployment of 1 CDMS and 1 ministerial staff along with 2 helpers should be retained in the Crane Custody Ward.

Thus, the assessed requirement of staff for Crane Custody Ward is as under:

	CDMS/DMS	Ministerial Staff	Helper	Total
Proposed Requirement	1	1	2	4

3.2.3.5 **E Ward (Ward No. 5):**

E ward deals with 231 types of general items. From para 2.7 and 2.8.5, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Artisan/Helper	Total	
E Ward (5)	556	Sept'18	253.2	296.1	1	1	3	5	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Sept'18 i.e 556 requisitions/ month. Workload per day on the month of maximum outturn works out to $556/24 = 23.1$ say 23 requisitions.

However, the average requisition dealt per month is 253 in the year 2017-18 (i.e $253/24 = 10.5$ say 11 requisitions/day) and in the year 2018-19, it is 296 requisitions/ month (i.e $296/24 = 12.3$ say 13 requisitions/day).

Since, daily issuance/ receipt of this ward is quite high, a lot of paper work is required to be done by the ministerial/ non-ministerial (CDMS/DMS) staff. Therefore, on scrutiny, study team concludes that there is a requirement of additional 1 CDMS/DMS for smooth working of the ward.

3.2.3.5.1 Assessment of Artisan/Helpers:

Presently, total 3 artisan/helpers are there in E ward to tackle the stacking workload of the materials and also to provide the materials to users.

On scrutiny, study team concludes that 1 additional helper is required for smooth functioning of the ward. Thus, the proposed requirement of artisan/helper is 4 instead of 3.

3.2.3.5.2 Conclusion:-

The total assessed requirement of staff in E ward is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	2	1	4	7

3.2.3.6 Oil Godown (Ward 6):

From para 2.7 and 2.8.6, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Oil Godown (6)	249	March'18	165.7	173.7	1	1	2	4	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of March'18 i.e 249 requisitions/ month. Workload per day on the month of maximum outturn works out to $249/24 = 10.4$ say 11 requisitions.

However, the average requisition dealt per month is 166 in the year 2017-18 (i.e $166/24 = 6.9$ say 7 requisitions/day) and in the year 2018-19, it is 174 requisitions/month (i.e $174/24 = 7.3$ say 8 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present deployment.

3.2.3.6.1 Assessment of Artisan/Helpers:

Presently, 2 helpers are there in Oil Godown. Handling of heavy oil drums, paint drums, grease drums are need to be catered by the helpers.

In consideration of the above, study team concludes that 1 additional helper would provide much relief in handling of heavy drums. Thus, the proposed requirement of helper is 3 instead of present MOR 2.

3.2.3.6.2 Conclusion:-

The total assessed requirement of staff in Oil Godown is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	3	5

3.2.3.7 Iron Ward (Ward No. 9):

From para 2.7 and 2.8.7, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Artisan/Helper	Total	
Iron Ward (9)	88	Feb'18	33.7	4.1	1	0	3	4	In addition, 1 ministerial staff of P Ward also utilized for catering workload of Iron ward

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Feb'18 i.e 88 requisitions/ month. Workload per day on the month of maximum outturn works out to $88/24 = 3.6$ say 4 requisitions.

However, the average requisition dealt per month is only 34 in the year 2017-18 (i.e. $34/24 = 1.4$ say 2 requisitions/day) and in the year 2018-19, it is only 4 requisitions/month.

Thus, the workload of paper work is very less in this ward. At the time of peak load, 1 ministerial staff of P ward is utilized to tackle the excess.

In view of above, study team concludes existing MOR of 1 CDMS is justified to tackle the existing workload and recommends to continue with the present system of working.

3.2.3.7.1 Assessment of Artisan/Helpers:

Presently, 3 artisan/helpers are deployed in Iron ward to cater the sectional workload.

The material dealt by Iron Ward ranges from plates, C Sections, I Sections, etc. These are very large and very and are stacked in North Store Yard (NSY). The loading and unloading of these materials are done with the help of Crane provided by NSY and assisted by staff from NSY.

However, on scrutiny, study team concludes that 1 additional Helper will help this ward for handling heavy materials during loading/unloading by cranes at NSY and also to handle smaller materials kept at Ward. Thus, the proposed requirement of artisan/ helper in Iron ward is assessed as 4 instead of present MOR 3.

3.2.3.7.2 Conclusion:-

The total assessed requirement of staff is tabulated below:

	CDMS/DMS	Artisan/Helper	Total
Proposed Requirement	1	4	5

3.2.3.8 Diesel Ward (Ward No. 10 & 15):

Disel ward (10 & 15) deals with 424 types of Diesel items. From para 2.7 and 2.8.8, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Artisan/Helper	Total	
Diesel Ward (10 & 15)	728	Nov'17	474.8	396.1	1	1	6	8	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Nov'17 i.e 728 requisitions/ month. Workload per day on the month of maximum outturn works out to $728/24 = 30.3$ say 30 requisitions.

However, the average requisition dealt per month is 475 in the year 2017-18 (i.e $475/24 = 19.8$ say 20 requisitions/day) and in the year 2018-19, it declined to 396 requisitions/ month (i.e $396/24 = 16.5$ say 17 requisitions/day).

Since, daily issuance/ receipt of this ward is quite high, a lot of paper work is required to be done by the ministerial/ non-ministerial (CDMS/DMS) staff. Therefore, on scrutiny, study team concludes that there is a requirement of additional 1 CDMS/DMS for smooth working of the ward.

3.2.3.8.1 Assessment of Artisan/Helpers:

Presently, total 6 artisan/helpers are there in Diesel ward (10 & 15).

On scrutiny, study team concludes that 6 nos. of artisan/ helpers are sufficient to tackle the stacking workload of the materials smoothly and also to provide the materials to users. Therefore, study team recommends to continue with the existing deployment of artisan/helper in Diesel ward (10 & 15).

3.2.3.8.2 Conclusion:-

The total assessed requirement of staff in Diesel ward (10 & 15) is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	2	1	6	9

3.2.3.9 **Diesel Ward (Ward No. 11):**

There are around 318 types of Diesel Mechanical items dealt by this ward. From para 2.7 and 2.8.9, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Diesel Ward (11)	373	Nov'17	258	181.6	1	1	2	4	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Nov'17 i.e 373 requisitions/ month. Workload per day on the month of maximum outturn works out to $373/24 = 15.5$ say 16 requisitions.

However, the average requisition dealt per month is 258 in the year 2017-18 (i.e $258/24 = 10.8$ say 11 requisitions/day) and in the year 2018-19, it declined to 182 requisitions/ month (i.e $182/24 = 7.6$ say 8 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present deployment.

3.2.3.9.1 Assessment of Helpers:

Presently, 2 helpers are there in Diesel Ward (11) to tackle the stacking workload of the materials and also to provide the materials to users.

On scrutiny, it is felt justified by the study team for present deployment 2 Helpers to tackle the workload of Diesel Ward (11) and recommends to continue with the present deployment.

3.2.3.9.2 Conclusion:-

The total assessed requirement of staff in Diesel Ward (11) is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	2	4

3.2.3.10 **Diesel Ward (Ward No. 12):**

There are around 336 types of Diesel Electricel items dealt by this ward. From para 2.7 and 2.8.10, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
Diesel Ward (12)	330	Sept'17	234.8	200.6	1	1	2	4	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Sept'17 i.e 330 requisitions/ month. Workload per day on the month of maximum outturn works out to $330/24 = 13.8$ say 14 requisitions.

However, the average requisition dealt per month is 235 in the year 2017-18 (i.e $235/24 = 9.8$ say 10 requisitions/day) and in the year 2018-19, it declined to 201 requisitions/ month (i.e $201/24 = 8.3$ say 8 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present deployment.

3.2.3.10.1 Assessment of Helpers:

Presently, 2 helpers are there in Diesel Ward (12) to tackle the stacking workload of the materials and also to provide the materials to users.

On scrutiny, it is felt justified by the study team for present deployment 2 Helpers to tackle the workload of Diesel Ward (12) and recommends to continue with the present deployment.

3.2.3.10.2 Conclusion:-

The total assessed requirement of staff in Diesel Ward (12) is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	2	4

3.2.3.11 WTC Ward (Ward No. 16):

There are around 316 types of Wagon items dealt by this ward. From para 2.7 and 2.8.11, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017-18	2018-19 (upto Oct'18)	CDMS/DMS	Ministerial Staff	Helper	Total	
WTC Ward (16)	285	Nov'17	160.4	146.3	1	1	6	8	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Nov'17 i.e 285 requisitions/ month. Workload per day on the month of maximum outturn works out to $285/24 = 11.8$ say 12 requisitions.

However, the average requisition dealt per month is 161 in the year 2017-18 (i.e $161/24 = 6.7$ say 7 requisitions/day) and in the year 2018-19, it is 146 requisitions/month (i.e $146/24 = 6$ requisitions/day).

On scrutiny, study team concludes existing MOR of 1 CDMS and 1 ministerial staff is justified to tackle the existing workload of paper work and recommends to continue with the present deployment.

3.2.3.11.1 Assessment of Helpers:

Presently, 6 helpers are there in WTC Ward (16) to tackle the stacking workload of the materials and also to provide the materials to users.

As per nos. of requisitions dealt by the ward, it is observed that deployment of 6 Helpers are more. On scrutiny, it is noticed that this ward has to feed materials to 5 wagon POH shops and Casnub Bogie shop which contributes to dealing of majority of the workload of the workshop. Though, the no. of requisitions dealt are less but transaction of bulk amount of materials are done by this ward. In the light of the above, study team felt justified for present deployment of 6 helpers.

3.2.3.11.2 Conclusion:-

The total assessed requirement of staff in WTC Ward (16) is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	6	8

3.2.3.12. P Ward (Ward No. 18):

From para 2.7 and 2.8.12, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017 -18	2018-19 (upto Oct'18)	CDMS/ DMS	Ministerial Staff	Helper	Total	
P Ward (18)	43	Nov'17	8.2	5.7	0	1	0	1	In addition, CDMS of Iron Ward also look after the workload of P ward. The helpers of Iron ward are utilized at the time of loading/ unloading.

From above table, it is observed that there is only 1 ministerial staff present in the ward. This ministerial staff is also utilized for catering workload in Iron ward.

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of Nov'17 i.e 43 requisitions/ month. Workload per day on the month of maximum outturn works out to $43/24 = 1.9$ say 2 requisitions.

The average requisition dealt per month is only 8 in the year 2017-18 and in the year 2018-19, it is only 6 requisitions/ month.

It is seen that, the sectional workload of paper work is very less in P ward. Thus, study team concludes existing MOR of 1 ministerial staff is justified to tackle the existing workload and recommends to continue with the present system of working.

As far as requirement of helper is concerned, study team concludes that 1 helper should be required in P ward. At the time of less workload, he may be utilized for Iron ward.

The total assessed requirement of staff is tabulated below:

	Ministerial staff	Helper	Total
Proposed Requirement	1	1	2

3.2.3.13 **C Ward and Return Stores Section (RSS):**

The deployment of staff is mentioned in para 2.7 (tabulated below) and details of workload mentioned in para 2.8.13.

Ward & Ward No	No. of Staff deployed				Remarks
	CDMS/DMS	Ministerial Staff	Helper	Total	
C Ward & RSS	1	1	1	3	

Apart from the workload of issue and receipt of material, staff of this ward has to deal with the workload of Return stores. The work related to Return stores was mentioned in previous chapter.

As far as material part is concerned, this ward deals with wheels and axles and they are generally stored at yard & loading and unloading of the same are done by SSY staff with the help of cranes.

On scrutiny, study team felt justified for the present deployment of supervisor/ ministerial staff and also for the existing strength of Artisan/helper and recommends to continue with the present deployment

Thus, the assessed requirement of staff for C Ward and RSS is as under:

	CDMS/DMS	Ministerial Staff	Helper	Total
Proposed Requirement	1	1	1	3

3.2.3.14. Gas Godown (Ward 19):

From para 2.7 and 2.8.14, the details are as under.

Ward & Ward No	Maximum Outturn and corresponding month		Avg.nos. of requisitions dealt per month		No. of staff deployed				Remarks
	Total nos. of Requisitions dealt (Issue + Receipt)	Month	2017- 18	2018-19 (upto Oct'18)	CDMS/ DMS	Ministeria l Staff	Helper	Total	
Gas Godown [19]	288	July'18	84.3	134.6	1	1	4	6	

The peak workload during the year 2017-18 and 2018-19 (upto Oct'18) was observed in the month of July'18 i.e 288 requisitions/ month. Workload per day on the month of maximum outturn works out to $288/24 = 11.9$ say 12 requisitions.

However, the average requisition dealt per month is 84 in the year 2017-18 (i.e $84/24 = 3.5$ say 4 requisitions/day) and in the year 2018-19, it is 135 requisitions/month (i.e $135/24 = 5.6$ say 6 requisitions/day).

On scrutiny, study team concludes existing MOR of 1 DMS and 1 ministerial staff is justified to tackle the existing workload of paper work and recommends to continue with the present deployment.

3.2.3.14.1 Assessment of Helpers:

Presently, 4 helpers are there in Gas Godown. This staff of this section has to deal with handling of heavy Gas cylinders. In consideration with this, study team concludes requirement of 1 additional helper for smooth handling of heavy cylinders. Thus, the requirement of helper as assessed is 5 instead of 4.

3.2.3.14.2 Conclusion:-

The total assessed requirement of staff in Gas Godown is tabulated below:

	CDMS/DMS	Ministerial staff	Helper	Total
Proposed Requirement	1	1	5	7

3.3 Thus, from the assessment done in above paras, the actual requirement of staff for functioning at different Wards and different sections is tabulated below:-

Sl. No.	Sections/ Wards		Proposed Requirement				Reference para	
			Non-Ministerial staff (CDMS/DMS)	Ministerial staff	Artisan / Helper	Other Category staff (i.e CYM, YM, Steno, Rajbhasha Sahayak, typist, etc)		Total
	SECTIONS							
1	Estt & Pay Bill Section		0	12	0	0	12	3.1.1.2
2	General Section		2	6	0	0	8	3.1.2.2
3	Ledger Section (Diesel Ledger, General Ledger, Wagon & Tower Car Ledger)		0	14	1	0	15	3.1.3.3
4	Purchase section		4	2	0	0	6	3.1.4.1
5	Inventory Control Section		1	1	0	0	2	3.1.5.1
6	IMMS		1	1	1	0	3	3.1.6.1
7	Confidential Section		0	2	1	0	3	3.1.7.1
8	Requisition Registration Section (RRS)		0	4	2	0	6	3.1.8.1
9	Receipt Branch (RB)		8	12	31	0	51	3.1.9.6
10	Dispatch Section		1	2	6	0	9	3.1.10.1
11	Auction Section		3	3	1	0	7	3.1.11.1
12	SSY		2	1	30	0	33	3.1.12.2
13	Sale Section		2	1	4	0	7	3.1.12.2
14	NSY		1	0	22	3	26	3.1.14.2
15	Other staff like typist, Rajbhasha Sahayak, Steno, etc.		0	0	2	4	6	3.1.15
	Sub-Total		25	61	101	7	194	
	WARDS	Wd No						
16	Jute Godown	1 & 8	1	1	3	0	5	3.2.3.1.2
17	BLC Custody Ward	–	1	1	3	0	5	3.2.3.2
18	Mfg. Wagon Ward	2	1	1	4	0	6	3.2.3.3.2
19	Crane Custody Ward	4	1	1	2	0	4	3.2.3.4
20	E Ward	5	2	1	4	0	7	3.2.3.5.2
21	Oil Godown	6	1	1	3	0	5	3.2.3.6.2
22	Iron Ward	9	1	0	4	0	5	3.2.3.7.2

23	<i>Diesel</i>	10 & 15	2	1	6	0	9	3.2.3.8.2
24	<i>Diesel</i>	11	1	1	2	0	4	3.2.3.9.2
25	<i>Diesel</i>	12	1	1	2	0	4	3.2.3.10.2
26	<i>WTC Ward</i>	16	1	1	6	0	8	3.2.3.11.2
27	<i>P Ward</i>	18	0	1	1	0	2	3.2.3.12
28	<i>C Ward & RSS</i>		1	1	1	0	3	3.2.3.13
29	<i>Gas Godown</i>	19	1	1	5	0	7	3.2.3.14.2
Sub-Total			15	13	46	0	74	
GRAND TOTAL			40	74	147	7	268	

It is crystal clear from the above para, that the proposed staff strength i.e. the actual requirement of manpower in JMP stores depot duly revised is found to be 268 in total as against the present total 'MOR' of (i.e. existing deployment of manpower) 235 posts in JMP stores depot.

3.3.1 The revised picture of present MOR & revised MOR of JMP stores depot as against the sanctioned strength maintained by JMP stores depot, is clearly appended below:

Total S/S of JMP	Total present MOR	Total vacancy	Proposed i.e. revised SS of JMP store	Surplus
312	235	77	268	44

3.3.2 RECOMMENDATION:

It is recommended that the revised men-on-roll i.e. the revised sanctioned strength of JMP stores depot will be 268 as against the existing sanctioned strength of 312 which will result in surrender of 44 posts. Thus, the revised sanctioned strength at JMP stores depot will be 268 and the surplus posts 44 posts should be surrendered immediately from the B.O.S of JMP stores depot.

CHAPTER-IV**4.0 FINANCIAL APPRAISAL:**

4.1 According to recommendation made in para-3.3.2 the financial savings achieved on account of surrendering of 44 posts from JMP stores depot is calculated based on lower Grade pay.

Category	Grade Pay (Rs.)	Mean pay (in Rs)	D.A (12%) (in Rs)	Total (in Rs)	No. of posts Recommended for Surrender	Monthly savings of total staff (in Rs)	Annual savings. (in Cr)
Helper	1800	18376	2205/-	20581/-	44	905564/-	1.09

Thus, consequent upon implementation of recommendation, **the annual savings would be Rs.1.09 Cr.**