

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT
ON
REVIEW OF STAFF STRENGTH OF STORE DEPARTMENT
UNDER DMM/APDJ OF ALIPURDUAR DIVISION.**

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STUDY NO. WSNF/08 /2020 -21

CASE NO. Z/375/10/08 /2020 -21

**CENTRAL PLANNING ORGANISATION
N. F. RAILWAY/MALIGAON**

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT : Review of Staff Strength of Store Department under DMM/APDJ
of Alipurduar Division

STUDY NO : WSNF/08 /2020 -21

CASE NO : Z/375/10/08 /2020 -21

AUTHORITY : SDGM/N.F.R.

CONCERN DIV. : ALIPURDUAR.

DEPARTMENT : STORE.

DATE OF COMMENCEMENT : 08/01/2021

DATE OF COMPLETION : 09 /02/2021

DATE OF SUBMISSION : 09/02//2021

TERMS OF REFERENCE:

Approved Annual Programme of Work Study.

NOS. OF RECOMMENDATION: 1(One)

In this work study total 11 nos. of posts of different categories ,including 4 nos of Vacant post of DMS – 2,OS/G – 2 and 7 nos of manned posts of Tailor Cum Store Issuer – 1, Store Mazdoor -2 Asstt .(Khalasi) -2 & Watchman – 2 are identified as surplus and proposed for surrender, which may be deleted from the working BOS

PROJECTED MAN POWER : 11 Posts.

PROJECTED FINANCIAL SAVING : Rs 63.78 Lakhs per annum.

MONTH AND YEAR OF CIRCULATION : JAN/2021

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CHAPTER – I

1.0. INTRODUCTION:

APDJ Division Started in the year of 1969

Jurisdiction

Gauge Section KM

BG

Raninagar (Excluding) – New Bongaigaon (Excluding) 217.30

Siliguri (Excluding) – Samuktala 172.12

Alipurduar Jn - Bamanhat 72.34

Fakiragram Jn. – Dhubri 66.81

New Cooch Behar – Golakganj 57.30

New Mal Jn. – Changrabandha 61.72

Districts Served

State District

West Bengal Jalpaiguri, Cooch Behar, Alipurduar & Darjeeling.

Assam Kokrajhar, Bongaigaon, Dhubri & Chirang.

Number of Stations - 57 + 23 (D)

BG – I RQJ (excluding) – NCB (Including) , BG-II NCB (excluding) –NBQ (Excluding)

BG – III SGUJ (Excluding) – SMTA (excluding) 17+3 (D) APDJ (Excluding) – BXT 2 + 10 (D) 60 KMPH

FKM (Excluding) – DBB 7 (D) , NCB (Excluding) – GKJ (Including) 5+ 1(D) , NMZ (Excluding) – CBD (Including) 6 + 2 (D)

2.0 RATIONALE FOR CONDUCTING THIS STUDY

- Man power is the most costly and precious resource over Indian Railway and Right sizing is the need of the hour.
- Focusing attention on core activities by reducing / elimination of non-core activities.
- Improving the efficiency (out put / input) either by improving the output (numerator) or by decreasing the input (denominator).
- Upgradation / introduction of automation / Innovations.
- Outsourcing of non core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

3.0. TERMS OF REFERENCE :

Review of staff strength in Operating Department/APDJ under Alipurduar Division.

4.0. METHODOLOGY:

- a) Collection of data relating to workload.
- b) Discussion with Sr DPO/APDJ & Subordinates and obtaining their views.
- c) Assess the workload for Office /field activity.
- d) Assess the workload for different units.
- e) Assess the staff requirements for the above workload.

5.0. ACKNOWLEDGEMENT:

Work study team is grateful to Sri S.Basok DMM/APDJ for their kind guidance and co-operation for conducting this study. DMM/APDJ has nominated Sri Bala Nath Pradhan CDMS/APDJ as associated supervisor for the said study (placed as Annex-I)

CHAPTER-II

EXISTING ACTIVITIES, WORK LOAD & STAFF

Stores department which is responsible for all the functions of material management of Indian Railways is headed by Railway Board by Adviser Stores. At the Zonal Railway ,stores department is headed by Controller of Stores who reports to Addl. General Manager. Since 1984-85, the Administrative grade Officers have been provided in the division to strengthen their materials Management function

A very large number of items required by the Railways are still procured through the agency of director general, supplies and Disposals. The items purchased can broadly be classified into two categories, stock and non-stock items, which are consigned by the vendors directly to the final consignees as and when required. All items whether stock or non stock are purchased through the stores department.

The Depot Officer.

Each stores depot of any importance should be under the supervision of Gazette Officer of the Stores Department directly subordinate to the Controller of Stores. He is referred to in these rules as the "Depot Officer". He is responsible to the Controller of Stores for the efficient maintenance of stocks of stores, for the prompt service of the territory served by his depot, for the safe custody of the stores in stock, for the correct tally of such stock at any time with the balances as shown in the ledgers, for the correct preparation and posting of all initial documents, ledgers, bin cards and subsidiary registers, for the submission of the relevant vouchers and documents to the Accounts Officer on prescribed dates and for the disposals of surplus and scrap stores,

Wards and Sections.

The work in a Stores Depot consists of :

- (a) Receipt and inspection of stores.
- (b) Storage and issue of materials.
- (c) Dispatch of materials.
- (d) Maintenance of "numerical" ledgers/bin cards.
- (e) Recoupment of stocks.
- (f) Disposal of surplus stores and scrap materials.

The Receipt Section.

This section which should deal with all the documents relating to the stores and materials coming into the depot should be independent of the Ward and other sections of the depot; a Yard Foreman or Supervisor should work under the control of this section to deal with the actual receipt of the materials.

. The Dispatch Section.

This section which deal with dispatch from the depot of all stores and materials outside the depot should also be an independent unit. Material trains and stores vans will be controlled by this section.

The Ledger Section.

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 will be maintained up-to-date. This section should be divided into sub-sections, each sub-section dealing with the numerical accounting and recoupment of stocks of the same classes of stores are dealt

with in the corresponding wards. A separate sub-section should deal with the receipt and registration of the requisitions placed by indentors on the depot, (where, on any railway, the stock cards are maintained by each ward for the classes of stores stocked therein, the procedure for the posting of the stock cards and the recoupment of stocks will be the same in all essentials as laid down in Chapter XIV, the vouchers being passed on to the numerical ledger posters direct instead of to a separate ledger section, The Requisition Register (S. 1307), however, should be maintained in the depot's central office.

Surplus and Scrap Section.

This section should deal with the receipt, classification, stocking and arrangements for sale of all scrap, whether received from the line or otherwise accumulated in the depot. This section should also deal with all the work involved in the disposal of surplus stores on the lines laid down in Chapter XXII.

Duties of Assistant Depot Officer now designated as Assistant Material Manager.

His duties should be specified in each case by the Controller of Stores or by the Depot Officer. In the absence of the Depot Officer, the Assistant Officer will be responsible for all the duties prescribed for the former official.

Duties of Depot Store-keeper now designated as Depot Material Superintendent

Depending on the section he is placed in charge of the Depot Store-keeper shall be responsible for the discharge of the relevant items among the list of duties shown below :

- (a) All correspondence by wards with departments will pass through the Depot Storekeeper, who will put them up to the Depot Officer, if necessary.
- (b) The Depot Store-keeper will deal with all correspondence regarding stock verification reports.
- (c) He will check recoupments, figures of consumption, and maxima and minima shown on stock cards (S. 1402).
- (d) He will attend to complaints regarding shortages and delay in supplies, and bring all serious complaints to the notice of the Depot Officer.
- (e) He will see that every convenience is placed at the disposal of the Accounts Stock Verifier for accurate and speedy verification of stocks and that store department witnesses attend and carry out their functions properly.
- (f) He will check the figures of stock and consumption shown by wards on Annual Contract Statements (S. 603).
- (g) He will make surprise checks of packages by opening them and comparing the contents with the corresponding issue notes, and will initial the record copy of the issue notes so checked.
- (h) He will supervise generally that material is properly handed over to the Despatch Section, and that material is properly packed, whether packed by the ward or the Despatch section.
- (i) He will maintain general supervision over the wards, and see that material is properly stocked and looked after and kept in the correct bins and shelves.
- (j) He will have under his direct control the registration of requisitions and their distribution to wards.
- (k) He will allot the duties of the clerical relieving staff of the depot.
- (l) He will see that shunting operations are properly carried out in the yard, and that wagons are put in their proper places and to time.

(m) He will maintain an Inward and Outward Wagon Register (S. 1215) and will examine every loaded wagon to see that the contents are properly loaded, occasionally checking in detail the contents of wagons leaving the Yard.

(n) He will personally check, with the Wagon Registers, the Authority for removal of wagons and the Weekly statement sent by the Traffic Department of the wagons sent to, and received from, the Yard. In the event of any discrepancy, he will immediately report it to the Depot Officer, for investigation.

(o) He will pay surprise visits at night to the stores yard, and see that the chowkidari staff are alert and at their posts

(p) He will maintain an inventory of all articles of dead stock, viz., plant, machinery, furniture, tools, instruments etc, at each depot in Inventory Books (S. 2001) maintained separately for each depot.

(q) He will prepare indents for consumable stores and tools and plant required by the depots, and will put them up to the Depot Officer for signature.

(r) He will arrange to test all weigh-bridges and weighing machines in the store yard and wards once in a month in the first week of the month. He will record the results of the check in a manuscript register (S. 1209) to be maintained specially for the purpose and will put it up to the Depot Officer whenever the results of test show any appreciable difference.

SL	CATAGORY	SCALE	GRADE PAY	BOS	ON ROLL	VAC
1	CDMS	9,300– 34,800	4600	0	2	-2
2	DMS	9,300– 34,800	4200	4	1	3
3	OS/G	9,300– 34,800	4200	4	2	2
4	Sr Clerk	5,200-20,200	2800	0	0	0
5	Jr Clerk	5,200-20,200	2800	1	1	0
6	Tailor Cum Store Issuer	5,200-20,200	1900	1	1	0
7	Store Mazdoor	5,200-20,200	1900	2	2	0
8	Asstt .(Khalasi)	5,200-20,200	1800	4	3	1
5	Watchman	5,200-20,200	1800	3	2	1
			TOTAL	19	14	7

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

For smooth running of day to day work of Railways, procurement of materials and proper utilisation of materials are essential.

To achieve the above goal material management system is required. So, CRIS has designed Material Management System on digital platform, which has improved the procurement and utilization of materials using less man power.

Thus it reduced the work load of store department in all respect, which also claims utilization of less man power due to use of improved technologies.

The latest scenario is that the volume of stores in all depot in N.F. Railway is drastically reduced. Activities of stores are control from Head Quarter and all works are done through networking as e-procurement and e-auction.

In APDJ Stores, the following observation is made-

- (1) Volume of Stores is reduced, thus work-load of **Store Mazdoor, Asstt. (Khalasi)** and **Watchman** are off-loaded.
- (2) Procurement of uniform of staff is done through out agencies, so tailoring shop is not required, thus work-load of **Tailor Cum Store Issuer** is off-loaded.
- (3) As discussed in above paras (1&2), the overall work load of APDJ Stores are off-loaded, so work-load of DMS also reduced, which claims less nos. of post of DMS.

The activities and work load involved with the Staff under DMM/APDJ is already discussed in CH-II.

In reference of above, the requirement of following category of staff is justified as below-

Summary of staff position under DMM/APDJ

S N	CATAGORY	SCALE	GRADE PAY	BOS	ON ROLL	VAC	SURPLUS	PROPOSED STRENGTH	REMARKS
1	CDMS	9,300- 34,800	4600	0	2	-2		0	
2	DMS	9,300- 34,800	4200	4	1	3	2	2	All Vacant post and Ministerial cadre are of Diminishing category. (GM/MLG's Circular no-E.59-III-4(c) Pt IV-B Dt-16/10/2000 ,placed Anex-II
3	OS/G	9,300- 34,800	4200	4	2	2	2	2	
4	Sr Clerk	5,200-20,200	2800	0	0	0		0	
5	Jr Clerk	5,200-20,200	2800	1	1	0		1	
6	Tailor Cum Store Issuer	5,200-20,200	1900	1	1	0	1	0	
7	Store Mazdoor	5,200-20,200	1900	2	2	0	2	0	All post are manned post and Tailor, Watch man cadre are of Diminishing category GM/MLG's Circular no-E.59-III-4(c) Pt IV-B Dt-16/10/2000 ,placed Anex-II
8	Asstt. (Khalasi)	5,200-20,200	1800	4	3	1	2	2	
5	Watchman	5,200-20,200	1800	3	2	1	2	1	
			TOTAL	19	14	7	11	8	

CHAPTER-IV

RECOMMENDATION

In this work study total 11 nos. of posts of different categories ,including 4 nos of Vacant post of DMS – 2,OS/G – 2 and 7 nos of manned posts of Tailor Cum Store Issuer – 1, Store Mazdoor -2 Asstt .(Khalasi) -2 & Watchman – 2 are identified as surplus and proposed for surrender, which may be deleted from the working BOS.

CHAPTER- V

SN	Category	Pay Band	G/Pay	Basic Pay in Rs	Revised Pay as per 7 th CPC	Salary per annum in INR	Nos. of posts proposed for surrender	Total amount in Rs
1	DMS	9,300– 34,800	4200	26,250	67,462.5	8,09,550	2	16,19,100
2	OS/G	9,300– 34,800	4200	26,250	67,462.5	8,09,550	2	16,19,100
3	Tailor Cum Store Issuer	5,200-20,200	1900	14,600	37,522	4,50,264	1	4,50,264
4	Store Mazdoor	5,200-20,200	1900	14,600	37,522	4,50,264	2	9,00,528
5	Asstt .(Khalasi)	5,200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
6	Watchman	5,200-20,200	1800	14,500	37,265	4,47,180	2	8,94,360
						TOTAL	11	63,77,712. 63.78 Lakh/Annum

FINANCIAL IMPLICATION

5.1. PROJECTED FINANCIAL SAVINGS PER ANNUM

Rs.63.78 Lakhs (say) per annum

CHAPTER - VI

6.0. READY RECKONER

Pay Band	GP	Mean pay	Basic Pay in Rs	M.F. of CPC(2.57) revised Pay	7 th & Salary per annum in INR
9300-34800	4600	22050	26,650	68,490.5	8,21,886
9300-34800	4200	22,050	26,250	67,462.5	8,09,550
5200-20200	2800	12700	15,500	39,835	4,78,020
5200-20200	2400	12700	15,100	38,807	4,65,684
5200-20200	2000	12700	14,700	37,779	4,53,348
5200-20200	1900	12700	14,600	37,522	4,50,264
5200-20200	1800	12700	14,500	37,265	4,47,180

