



**OPTIMIZATION & INCREASING EFFICIENCY  
OF  
ARTISAN STAFF, GENERAL ASSISTANT,  
&  
HOUSE KEEPING ASSISTANT  
OF  
STORES DEPOTS, AJMER**

**(G/HQ/WS/463/04/Stores Depots/AII/2020-21)**

**GUIDED BY**

**STUDIED BY**

RAGHUVeer SINGH	1	KAMLESH KUMAR MEENA	CWSI-JP
AWSO/NWR/JP	2	RAJENDRA SINGH KHIRIA	WSI-JP



**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

<b>EXECUTIVE SUMMARY</b>
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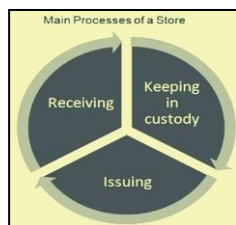
Sr. No.	<b>04</b>
Study No.	<b>G/HQ/WS/463/04/Stores Depots/AII/2020-21</b>
Subject	<b>Optimization and increasing efficiency of Artisan Staff, General Assistant &amp; Housekeeping Assistant of Stores Depots, Ajmer.</b>
Area	<b>Ajmer division</b>
Division	<b>Ajmer</b>
Department	<b>Stores</b>
Terms of Reference	<b>Assessment of Man Power requirement</b>
Present Cadre	<b>Sanctioned Staff = 54</b> <b>On Roll Staff = 42</b> <b>Vacancies = 21</b> <b>Excess = 9</b>
Proposed Cadre	<b>41</b>
Projected Surplus Man Power	<b>13</b>
Total No. of Recommendations	<b>04</b>
Financial Implication	<b>Rs. 43.04 Lac per annum</b>
Month of Circulation	<b>March'2021</b>

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Stores are a place that keeps the materials in a way by which the materials are well accounted for, are maintained safe, and are available at the time of requirement. Storage is an essential and most vital part of the economic cycle and store management is a specialized function, which can contribute significantly to the overall efficiency and effectiveness of the materials function. The main processes of store are:

- (i) to receive the incoming materials (receiving),
- (ii) to keep the materials as long as they are required for use (keeping in custody), and
- (iii) to move them out of store for use (issuing).



The basic responsibilities of store are to act as custodian and controlling agent for the materials to be stored, and to provide service to users of these materials. Store needs a secured space for storage. It needs a proper layout along with handling and material movement facilities such as cranes, forklifts etc, for safe and systematic handling as well as stocking of the materials in the store with an easy traceability and access. Also store is to ensure the safety of all items or material whilst in the store which means protecting them from pilferage, theft, damage, deterioration, and fire.

Along with, various activities over the Indian Railways have also been outsourced with the material, which has further reduced the need of stocking of these materials being used till time to accomplish these activities. It has been noticed by the Work Study Team that modernization, advancement in technology and computerization have been absorbed in every sphere of the Railways but we could not get the ultimate results yet. So, if we want to use, the optimum utilization of our men power and other resources, we have to adopt the following ways to achieve our objectives:-

- Continuous improvement through constant monitoring and upgrading process.
- Effective reductions in unnecessary expenditure.
- Make effective and in proper absolute manner to available equipments, techniques and policies.
- Improving Human Resource and mechanisms like annual assessment, training etc.
- Optimum utilization of man power by using Multi-skilling, closure of duplicate activities and adopt bench marking in key activities.

In view of above an immense need was felt to review the cadre of Stores Depots, Ajmer. The matter was brought forward to the SDGM/NWR and permission was granted conduct Work Study Report in the subject matter.

CHAPTER 2	ACKNOWLEDGEMENT
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- 2.1** The success and final outcome of this report required a lot of guidance and assistance from many officials and we are extremely fortunate to have got this all along the completion of the Work Study Report. Whatever we have done is only due to such guidance and assistance and we would not forget to thank them. We respect and thank to Stores Officers for giving support to work study team during conducting study, we are extremely grateful to them for providing such a thoughtful guidance and support.

This Work Study Report could not be completed without the efforts and extended cooperation from coordinator of the department Sh.-Chandra Shekhar CDMS/General Stores depot, Sh. Jagdish Ch.OS/DSL Stores depot, Sh. B.C. Yadav Ch.OS/ Wagon Stores depot and Sh. Kunal Ch.OS/Carriage Stores depot, Ajmer and his team. Last but not the least; we would like to express our gratitude to all the staff concern for support and willingness to spend some time with us.

## **2.2 Terms of Reference:-**

This study has been conducted under the following terms of reference:-

- 2.2.1 Revision of the cadre on the basis of existing workload after introduction of new technology in material management system.
- 2.2.2 Suggesting the ways and means for improving the system economically and efficiently.

## **2.3 Methodology Adopted:-**

The following techniques of method study as well as work measurement have been applied to conduct the study:-

- 2.3.1 Data collection and its critical analysis to arrive on factual status of present working.
- 2.3.2 Discussion with officers & subordinates at various levels with a view to produce fruitful results.
- 2.3.3 Sample checks and on spot observations.

## **2.4 Field units visited:-**

The following field units have been visited by Work Study Team during the course of work study:-

General Stores Depot, Carriage Store Depot, Wagon Stores Depot & Diesel Stores Depot, Ajmer.

<b>CHEPTE-3</b>	<b>CADRE POSITION AND DUTIES OF STAFF</b>
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### 3.1 Cadre Position of Artisan staff:

#### 3.1.1 General Stores depot, Ajmer:

<b>Sr. No.</b>	<b>Depot</b>	<b>SS</b>	<b>OR</b>	<b>Vac.</b>	<b>Exc.</b>
1.	SSE	1	0	1	0
2.	Sr. Tech. Carpenter	1	1	0	0
3.	Carpenter-I	4	1	3	0
4.	Carpenter-II	0	1	0	1
5.	Carpenter-III	0	3	0	3
6.	Sr. Tech. Painter	1	1	0	0
7.	Painter-I	3	2	1	0
8.	Painter-II	0	0	0	0
9.	Painter-III	1	1	0	0
10.	Sr. Tech. Motor Driver	2	1	1	0
11.	Motor Driver-I	3	2	1	0
	Motor Driver-II	1	2	0	1
12.	Motor Driver-III	1	1	0	0
13.	Sr. Tech. FLO/DLO/SPA/LO	2	2	0	0
14.	FLO/DLO/SPA/LO-I	1	0	1	0
15.	FLO/DLO/SPA/LO-II	1	1	0	0
16.	FLO/DLO/SPA/LO-III	1	1	0	0
<b>Total</b>		<b>23</b>	<b>20</b>	<b>8</b>	<b>5</b>

#### 3.1.2 Carriage Stores depot, Ajmer:

<b>Sr. No.</b>	<b>Depot</b>	<b>SS</b>	<b>OR</b>	<b>Vac.</b>	<b>Exc.</b>
1.	FLO/DLO/SPA/LO-I	1	0	1	0
2.	FLO/DLO/SPA/LO-II	0	1	0	1

**3.1.3 Artisan staff of Wagon Stores depot, Ajmer:**

Sr. No.	Depot	SS	OR	Vac.	Exc.
1.	FLO/DLO/SPA/LO-I	1	0	1	0
2.	FLO/DLO/SPA/LO-II	0	1	0	1
<b>Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**3.1.4 Artisan staff of Diesel Stores depot, Abu Road:**

Sr. No.	Depot	SS	OR	Vac.	Exc.
1.	Carpenter-III	1	0	1	0
2.	Sr. Tech. Painter	1	1	0	0
<b>Total</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

**3.2 Cadre position of General Assistant (stores):**

Sr. No.	Depot	SS	OR	Vac.	Exc.
1.	Dy. CMM, GS/Ajmer	7	6	1	0
2.	General Stores Depot, Ajmer	4	2	2	0
3.	Carriage Stores Depot, Ajmer	7	4	3	0
4.	Wagon Stores Depot, Ajmer	3	3	0	0
5.	Diesel Stores depot, Ajmer	1	1	0	0
6.	Diesel Stores depot, Abu Road	1	0	1	0
<b>Total</b>		<b>23</b>	<b>16</b>	<b>7</b>	<b>0</b>

**3.3 Cadre position of House Keeping Assistant:**

Sr. No.	Depot	SS	OR	Vac.	Exc.
1.	General Stores Depot, Ajmer	1	1	0	0
2.	Carriage Stores Depot, Ajmer	1	0	1	0
3.	Wagon Stores Depot, Ajmer	1	1	0	0
4.	Diesel Stores depot, Abu Road	1	1	0	0
<b>Total</b>		<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>
<b>Grand Total</b>		<b>54</b>	<b>42</b>	<b>19</b>	<b>7</b>

**4.0 Deployment, Critical analysis & Observation of staff:****4.1 Artisan staff :****4.1.1 General Stores depot, Ajmer:**

Sr. No.	Designation	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	SSE	1	0	1	0	Post is vacant since long.	<p>This post was created for supervising of Artisan staff. This post is vacant since long and allotment of work &amp; supervision of Artisan staff is doing by CDMS. It is advised in this work study report that the no any specified workload is available with artisan staff.</p> <p><b>Therefore, the post of SSE is considered surplus and advised to surrender with immediate effect.</b></p>
2.	Sr. Tech. Carpenter	1	1	0	0	To repair partitions & make new partitions in General, Carriage, Wagon, DSL and divisional stores depots.	The repairing of chairs, table, partitions, tin sheds of stores depots are done as per requirement.
3.	Carpenter-I	4	0	4	0	To repair office tables, Chairs, windows & doors.	Prepared of labels, name plates of staff and daily board for ward is also prepare as per requirement.
4.	Carpenter-II	0	1	0	1	To repair tin sheds. To prepare labels for sold-out scrap materials.	The above workload is not recorded in registers, therefore quantum of workload cannot be calculated but as per booking of staff, it is shown as petty repair work. Thus, it will be managed through a suitable cash imprest easily and economically in comparison to departmental staff.
5.	Carpenter-III	0	3	0	3	To prepare name plates of stores employees. To prepare daily board for wards of stores departments. Doing other miscellaneous work as per requirement.	<p>Therefore, the 05 posts of carpenters are considered surplus and advised to surrender.</p>



6.	Sr. Tech. Painter	1	1	0	0	To prepare labels for sold-out scrap materials.	To prepare labels for sold materials, name plates of staff and doing painting work as per requirement.
7.	Painter-I	3	1	2	0	Doing painting of ward in General, Carriage, Wagon, DSL and divisional stores depots.	The above mentioned workload is not recorded in registers, therefore quantum of workload cannot be calculated but as per booking of staff, it is shown as petty repair work. Thus, it will be managed through a suitable cash imprest easily and economically in comparison to departmental staff.  <b>Therefore, the 05 posts of painter are considered surplus and advised to surrender.</b>
8.	Painter-II	0	2	0	2	To prepare labels of items. To prepare name plates of stores employees.	
9.	Painter-III	1	1	0	0	Doing marking on bins in scrap section. Prepared caution boards. To prepare daily board for wards of stores departments. Doing other miscellaneous work as per requirement.	
10.	Sr. Tech. Motor Driver	2	1	1	0	This vehicle driver is deployed on Tata Sumo of Dy.CMM/AII	
11.	Motor Driver-I	3	2	1	0	Both vehicle drivers are deployed on 02 trucks for material handling from other depot to AII and vice versa. Collect parcel material from Ajmer Railway station.	Staff car may be managed by hiring for Dy.CMM, Ajmer & Tata Sumo presently used as staff car may be condemned as per codal life which is advised by Railway board.  02 vehicle drivers were deployed on 02 loading tracks for material handling and 02 vehicle drivers are deployed on 02 cranes for loading and unloading of heavy material.  <b>Therefore, 05 posts of vehicle driver are considered justified &amp; 02 posts of vehicle driver are considered surplus and advised to surrender.</b>
12.	Motor Driver-II	1	2	0	1	Both vehicle drivers are deployed on 02 cranes in scrap section for loading and unloading of heavy scrap items.	
13.	Motor Driver-III	1	1	0	0		

14.	Sr. Tech. FLO/DLO/SPA /LO	2	1	1	0	04 staff are deployed on 03 fork lifter for operation of SPA and material handling and scrap management.	04 staff are deployed on 03 fork lifter against sanctioned cadre of 5, for material handling & scrap management and operation of SPA.  <b>Therefore, these 04 posts of FLO/DLO/SPA are considered justified. 01 vacant post of FLO is considered surplus and advised to surrender.</b>
15.	FLO/DLO/SPA /LO-I	1	0	1	0		
16.	FLO/DLO/SPA /LO-II	1	1	0	0		
17.	FLO/DLO/SPA /LO-III	1	2	0	1		
<b>Total</b>		<b>23</b>	<b>20</b>	<b>11</b>	<b>8</b>		

#### 4.1.2 Carriage Stores depot, Ajmer:

Sr. No.	Designation	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	FLO/DLO/SPA /LO-I	1	1	0	0	01 staff is deployed on fork lifter for handling of scrap items.	01 staff is deployed on 01 fork lifter for material handling and scrap management.  <b>Therefore, 01 post of FLO/DLO/SPA is considered justified.</b>

#### 4.1.3 Wagon Stores depot, Ajmer:

Sr. No.	Designation	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	FLO/DLO/SPA /LO-I	1	0	1	0	01 staff is deployed on fork lifter for handling of scrap items.	01 staff is deployed on 01 fork lifter for material handling and scrap management.  <b>Therefore, 01 post of FLO/DLO/SPA is considered justified.</b>
2.	FLO/DLO/SPA /LO-II	0	1	0	1		
<b>Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		

#### 4.1.4 Diesel Stores depot, Abu Road:

Sr. No.	Designation	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	Carpenter-III	1	0	1	0	The repairing of chairs, table, partitions of stores depot.  Prepared of labels, name plates of staff and daily board for ward is also prepare as per requirement.	The prepared labels for sold materials, name plates of staff and doing painting work as per requirement.  The above workload is very less in quantum and it is also not the regular workload. Thus, it will be managed through a suitable cash imprest easily and economically in comparison to departmental staff.
2.	Sr. Tech. Painter	1	1	0	0	The prepared labels for sold materials, name plates of staff and doing painting work as per requirement.	<b>Therefore, 02 posts of carpenter/Painter are considered surplus and advised to surrender.</b>
<b>Total</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>		

#### 4.2 General Assistant (stores):

Sr. No.	Depot	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	Dy. CMM, GS/Ajmer	7	6	1	0	02 General Assistant deployed at CMM office.  01 General Assistant deployed at Dy. CMM office.  01 General Assistant deployed in General section.  02 General Assistant deployed in Establishment and R&D section.	06 General Assistant are utilized with officers, sections and for maintaining records in record rooms. These 06 GA are easily performed available workload.  <b>Therefore, 06 posts of General Assistant are considered justified and 01 post of GA is considered surplus &amp; advised to surrender.</b>
2.	General Stores Depot, Ajmer	4	2	2	0	01 General Assistant deployed at AMM office.  01 General Assistant deployed in LP section.  <b>02 GA are required at following locations for managing day to day</b>	02 General Assistant are utilized with Stores officer and sections. In addition to these 02 General Assistant are required at scrap section & record room for managing day to day office work.  <b>Therefore, all 04 posts of GA are considered</b>

						<b>office work:</b> 01 in scrap section & 01 in record room.	<b>justified.</b>
3.	Carriage Stores Depot, Ajmer	7	4	3	0	01 General Assistant deployed at SMM office. 01 General Assistant deployed in General section. 01 General Assistant deployed in R&D section. 01 General Assistant deployed in time office.	04 General Assistant are utilized with officers and sections. These 04 GA are easily performed available workload. <b>Therefore, 04 posts of GA are considered justified and 03 posts of GA are considered surplus and advised to surrender.</b>
4.	Wagon Stores Depot, Ajmer	3	3	0	0	01 General Assistant deployed at AMM office. 01 General Assistant deployed in Ledger section. 01 General Assistant deployed in Time office and R&D section.	03 General Assistant are utilized with officers and sections. <b>Therefore, all 03 posts of GA are considered justified.</b>
5.	Diesel Stores depot, Ajmer	1	1	0	0	01 General Assistant deployed at AMM office.	01 General Assistant is utilized with officer & section. <b>Therefore, 01 post of GA is considered justified.</b>
6.	Diesel Stores depot, Abu Road	1	0	1	0	Presently, the workload of General Assistant is managed by khalasi staff.	01 General assistant is required for managing office work at AMM office, Abu Road. <b>Therefore, 01 post of GA is considered justified.</b>
<b>Total</b>		<b>23</b>	<b>16</b>	<b>7</b>	<b>0</b>		

#### 4.3 House Keeping Assistant:

Sr. No.	Depot	SS	OR	Vac.	Exc.	Deployment of staff	Observation & Critical analysis
1.	General Stores Depot, Ajmer	1	1	0	0	Doing cleaning & sweeping of wards in General stores depot, Ajmer.	Cleaning & sweeping work is managed by outsourcing staff in all stores depots of Ajmer division. Therefore,

2.	Carriage Stores Depot, Ajmer	1	0	1	0	No any housekeeping staff is deployed for cleaning work and the cleaning work is managed by outsourcing staff.	no any housekeeping staff is required for cleaning and sweeping work.  <b>Thus, all 04 posts of housekeeping staff are considered surplus and advised to surrender immediately.</b>
3.	Wagon Stores Depot, Ajmer	1	1	0	0	Doing cleaning & sweeping of wards in Wagon stores depot, Ajmer.	
4.	Diesel Stores depot, Abu Road	1	1	0	0	Doing cleaning & sweeping of wards & its premises of Diesel stores depot, Ajmer.	
<b>Total</b>		<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>		

**CHAPTER 5 IDENTIFIED SURPLUS POSTS****5.0 Identified Surplus Posts:****5.1 Artisan staff (stores) of Stores depots, Ajmer:**

Sr. No.	Depot	SS	OR	Vac.	Proposed Cadre	Identified Surplus
1.	SSE	1	0	1	0	1
2.	Carpenter	6	6	0	0	6
3.	Painter	6	5	1	0	6
4.	Vehicle driver	7	6	1	5	2
5.	FLO/SPA	7	6	1	6	1
<b>Total</b>		<b>27</b>	<b>23</b>	<b>4</b>	<b>8</b>	<b>16</b>

**5.2 General Assistant (stores):**

Sr. No.	Depot	SS	OR	Vac.	Proposed Cadre	Identified Surplus
1.	Dy. CMM, GS/Ajmer	7	6	1	6	1
2.	General Stores Depot, Ajmer	4	2	2	4	0
3.	Carriage Stores Depot, Ajmer	7	4	3	4	3
4.	Wagon Stores Depot, Ajmer	3	3	0	3	0
5.	Diesel Stores depot, Ajmer	1	1	0	1	0
6.	Diesel Stores depot, Abu Road	1	0	1	1	0
<b>Total</b>		<b>23</b>	<b>16</b>	<b>7</b>	<b>19</b>	<b>4</b>

**5.3 House Keeping Assistant:**

Sr. No.	Depot	SS	OR	Vac.	Proposed Cadre	Identified Surplus
1.	General Stores Depot, Ajmer	1	1	0	0	1
2.	Carriage Stores Depot, Ajmer	1	0	1	0	1
3.	Wagon Stores Depot, Ajmer	1	1	0	0	1
4.	Diesel Stores depot, Abu Road	1	1	0	0	1
<b>Total</b>		<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

#### 5.4 Summary of identified Surplus Posts:

Sr. No.	Depot	Designation	SS	OR	Vac.	Proposed Cadre	Identified Surplus
1.	AII- GSD/ CSD/WSD ABR-DSD	SSE	1	0	1	0	1
		Carpenter	6	6	0	0	6
		Painter	6	5	1	0	6
		Vehicle driver	7	6	1	5	2
		FLO/DLO/SPA	7	6	1	6	1
		House Keeping Assistant	4	3	1	0	4
		General Assistant (stores)	23	16	7	19	4
Total			54	42	12	30	24

<b>CHAPTER 6</b>	<b>RECOMMENDATION</b>
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**On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being purposed:**

**6.1 Recommendations No.1:**

The post of SSE was created for supervising of Artisan staff but this post is vacant since long and allotment of workload & supervision of Artisan staff is doing by CDMS. Therefore, in present scenario the post of SSE is not required. Thus, 01 post of SSE is considered surplus and advised to surrender.

**6.2 Recommendations No.2:**

It is advised by work study team that due to less workload 02 posts of vehicle driver and 01 post of FLO are considered surplus and advised to surrender.

**6.3 Recommendations No.3:**

Cleaning & sweeping activities in stores depots have already been outsourced, therefore no any work left for housekeeping assistant. Thus, 04 posts of Housekeeping assistant are considered surplus and advised to surrender immediately.

**6.4 Recommendations No.4:**

After multiskilling and introduction e-office the work load of general assistant erstwhile Group 'D' staff has been reduced. Therefore, 04 posts of General assistants are considered surplus and advised to surrender.

**6.5 Recommendations No.5:**

After critical analysis, it is found that no any specified and appropriate work load have been allotted to Carpenters and Painters. There is no continuous workload are also available to these staff. It is only petty repairs work; therefore, it can be managed through cash imp-rest by outside agencies. Thus, 13 posts of Carpenters & painters are considered surplus and advised to surrender.



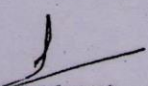
## 7.1 Discussion with Dy. CMM/GS, Ajmer:

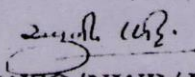
The recommendations of work study report of Housekeeping Assistant, General Assistant and Artisan Staff of Stores depots, Ajmer were briefed and discussed with Dy.CMM/GS, Ajmer by AWSO. On the basis of critical analysis of provided data as well on the basis of field observations following recommendations are being purposed:

1. Cleaning & sweeping activities in stores depots have already been outsourced, therefore no work left for housekeeping assistant. Thus, 04 posts of Housekeeping assistant are considered surplus and advised to surrender immediately
2. After multiskilling and introduction of e-office the work load of general assistant erstwhile Group 'D' staff has been reduced. Therefore, 04 posts of General assistants are considered surplus and advised to surrender.
3. It is found by work study team that no any specified and appropriate work load have been allotted to Artisan Staff i.e. Carpenter and Painters. There is no continuous workload also available to these staff. It is only petty repairs work; therefore, it can be managed through cash imprest by outside agencies or outsourcing. Thus, 13 posts of Carpenters & painters are considered surplus and advised to surrender. Therefore, Work study team considers a surplus of 25 posts under different categories (i.e. 01 SSE, 13 Carpenters/ Painters, 02 Vehicle drivers, 01 FLO, 04 Housekeeping Assistant & 04 General Assistant) and recommends for surrendering.

Dy. CMM/GS, Ajmer has suggested in regarding the recommendations:

1. Presently the workload of Carpenter and Painter cannot be managed through outsourcing or cash imprest as these artisans are randomly deputed to attend misc. work of other depots of Ajmer complex and having specific work domain. Therefore, only 01 posts of Carpenter and 02 posts of Painter can be surrendered. The post of SSE/JE is required for supervision of Artisan staff and the selection procedure of the post is also under process.
2. He has agreed for surrendering 04 posts of Housekeeping staff and also told that 03 posts have already been surrendered.
3. He has agreed for surrendering 04 vacant posts of General Assistant, 01 vacant post of FLO/DLO/SPA/LO and 01 vacant post of Vehicle driver. 01 post of vehicle driver will also be reviewed as per future requirement.

  
Dy.CMM(GS), AII

  
AWSO/NWR/JP

## **8.0 Revised Recommendation & Summary of Identified Surplus Post:**

**After discussion at officer level, following revised recommendation have been circulated with incorporating suggestion of Deputy Chief Material Manager (General Stores depot), Ajmer:**

### **8.1 Revised Recommendations:**

#### **8.1.1 Recommendations No.1:**

Dy.CMM (GS), Ajmer has suggested that the workload of Carpenter and Painter cannot be managed through outsourcing or cash imprest as these Artisans are randomly deputed to attend misc. work of other depot of Ajmer complex and having specific work domain. **Therefore, only 03 posts (01 post of Carpenter, 02 posts of Painter) can be surrendered. Work study team has agreed with them but it is advised that the record of workload which has performed by Carpenter & Painter staff is not maintained properly. Therefore, this cannot be accurately analyzed for optimum utilization of these staff. Thus, the record of workload of these staff will be maintained properly with close monitoring for upcoming 01 year, after that the cadre of these staff will be reviewed accordingly.**

#### **8.1.2 Recommendations No.2:**

It is advised by work study team that due to less workload, **01 post of vehicle driver and 01 post of FLO/SPA are considered surplus and advised to surrender immediately.**

#### **8.1.3 Recommendations No.3:**

Cleaning & sweeping activities in stores depots have already been outsourced, therefore no any work left for housekeeping assistant. **Thus, 04 posts of Housekeeping assistant are considered surplus and advised to surrender immediately.**

#### **8.1.4 Recommendations No.4:**

After multiskilling and introduction e-office the work load of general assistant erstwhile Group 'D' staff has been reduced. **Therefore, 04 posts of General assistants are considered and advised to surrender forthwith.**

## **8.2 Revised Summary of Identified Surplus Posts:**

Sr. No.	Depot	Designation	SS	OR	Vac.	Proposed Cadre	Identified Surplus
1.	Genera Stores depot	SSE	1	0	1	1	0
		Carpenter	6	6	0	5	1
		Painter	6	5	1	4	2
		Vehicle Driver	7	6	1	6	1
		FLO/SPA	7	6	1	6	1
2.	Dy. CMM, GS/Ajmer	General Assistant (stores)	7	6	1	6	1
3.	General Stores Depot, AII		4	2	2	4	0
4.	Carriage Stores Depot, AII		7	4	3	4	3
5.	Wagon Stores Depot, AII		3	3	0	3	0
6.	Diesel Stores depot, AII		1	1	0	1	0
7.	Diesel Stores depot, ABR		1	0	1	1	0
8.	General Stores Depot, AII	House Keeping Assistant	1	1	0	0	1
9.	Carriage Stores Depot, AII		1	0	1	0	1
10.	Wagon Stores Depot, AII		1	1	0	0	1
11.	Diesel Stores depot, ABR		1	1	0	0	1
Total			54	42	12	41	13

<b>CHAPTER 9</b>	<b>FINANCIAL IMPLICATIONS</b>
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### 9.0 Financial Implications:

With the proposal for surrender **13 Posts** of Technical staff, General Assistant & Housekeeping staff from Stores Depots, Ajmer. **The recurring savings per annum in money value amount is given as below:-**

Sr. No.	Designation	Level	Pay Matrix		Mean Pay	DA 17%	Total Pay	Identified Surplus posts	Saving/ month (Rs.)	Saving/ year (Rs.)
1.	Tech-I (Carpenter/ Painter/ Vehicle driver)	L-5	25500	33300	29400	4998	34398	4	137592	1651104
2.	Tech.-III (FLO/SPA)	L-2	19900	26000	22950	3902	26852	1	26852	322224
3.	Assistant Depot (Store)	L-I	18000	23500	20750	3528	24278	8	194224	2330688
<b>Total</b>								<b>13</b>	<b>358668</b>	<b>4304016</b>

Total recurring savings of **13 surplus posts** is **Rs. 43.04 lac. per annum** approximately.