



WORK STUDY REPORT
ON
REVIEW OF STAFF WORKING IN CLOTH CUTTING SECTION
(CLOTHING FACTORY) OF
GENERAL STORE DEPOST, SHAKURBASTI
2020-21

WORK STUDY TEAM

SH. LALIT KUMAR	AWSO	LEADER
SH. RAJEEV YADAV	CWSI	MEMBER
SH. YOGESH BADHWAR	CWSI	MEMBER

DATE OF START : 15/06/2020
DATE OF COMPLETION : 19/06/2020

GUIDANCE BY
SH. ASHOK KUMAR AGARWAL
SWSO

NO.16-CP/07/WS/2020-21

CENTRAL PLANNING CELL
NORTHERN RAILWAY
BARODA HOUSE
NEW DELHI.

EXECUTIVE SUMMARY

This study was allotted to the Central Planning Cell, HQ Office, with a view to identify the redundant/unproductive/obsolete activities and to suggest improved methods of working in Clothing section(Clothing factory) of General Store Depot, Shakurbasti to improve manpower productivity and efficiency.

STAFF POSITION

S.No.	Category	S/S	O/R	Variation
1	SSE	01	-	01
2	JE	01	01	-
5	MCM(Tailor)	03	01	02
6	Tailor-I	06	02	04
7	Tailor-II	02	04	+02
8	Tailor-III	02	02	-
9	Helper Khallasi	03	03	-
Total		18	13	05

Number of posts identified as surplus and recommended for surrender.

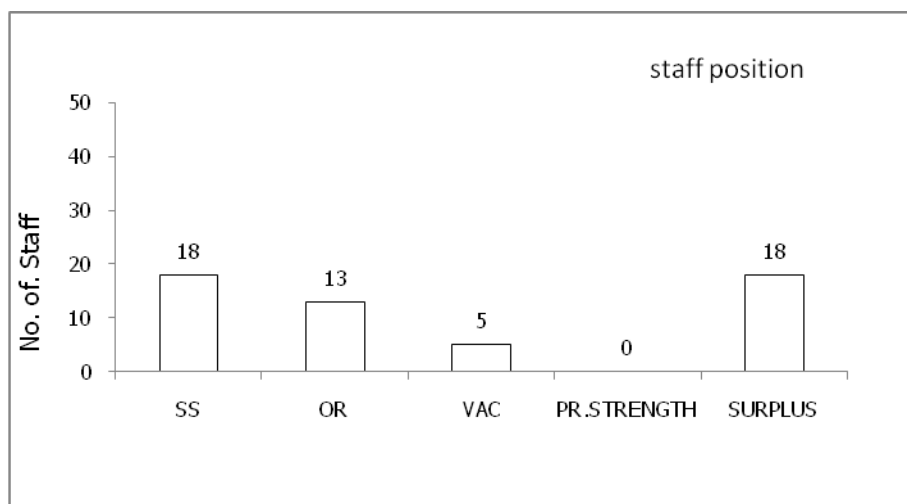
Group 'C' = 15 Posts
 Group 'D' = 03 Posts
 Total = 18 Posts

FINANCIAL IMPLICATIONS

Anticipated recurring saving = 81.96 Lacs per annum

Capital Saving = Nil

Total recurring saving = 81.96 Lacs per annum.



INDEX

SN	Contents	Pages	
		From	To
3	Synopsis	4	-
4	Summary of recommendations	5	-
5	Acknowledgement	6	-
6	Introduction	7	-
7	Brief description, staff position, critical analysis, requirement of staff and recommendations	8	13
9	Financial implication	14	15
111	Work study report chart	16	-
12	List of annexure	17	-

SYNOPSIS

Railway Store Department plays a vital role in ensuring supplying/indenting consumables/non consumable store material timely to consumers. The Railway has adopted improved system to cope with the increasing transport needs of the country in the every sphere of railway working. The innovation of the new techniques in the railways is necessary to compete with the road transport.

Before 2004 the railway staff was getting stitched uniform from the General Store Depot, SSB. But after the closure of stitching centers which were in operation under the patronage of NRWWO, the employee was getting suite length of the dress material from the General Store Depot, SSB and stitching charges were giving in cash to them. After the implementations of the 7th CPC, the dress allowance is being paid to the employee.

Keeping in view, SDGM/NR assigned a work study on "Review of staff of Cloth Cutting section (Clothing factory) of General Store Depot, Shakurbasti" to Central Planning Cell, HQ's Office.

Finally, the team is of the opinion that if the recommendations made in the report are accepted and implemented in toto, a net recurring saving to the tune of Rs. 81.96 lacs per annum is likely to be achieved after surrendering of 18 posts of different categories identified as surplus.

SUMMARY OF RECOMMENDATIONS

Rec No	Recommendations	Refer para no.	Accepting/ Implementing authority																																				
1	<p>It is proposed that 18 posts of different categories are identified as surplus from Cloth Cutting Section (Clothing Factory) of General Store Depot, SSB and recommended for surrender. The detail is as under-</p> <table><tr><th>S.No.</th><th>Category</th><th>Grade Rs.</th><th>No. of post identified as surplus</th></tr><tr><td>1</td><td>SSE</td><td>9300-34800-4600</td><td>01</td></tr><tr><td>2</td><td>JE</td><td>9300-34800-4200</td><td>01</td></tr><tr><td>3</td><td>MCM(Tailor)</td><td>9300-34800-4200</td><td>03</td></tr><tr><td>4</td><td>Tailor-I</td><td>5200-20200-2800</td><td>06</td></tr><tr><td>5</td><td>Tailor-II</td><td>5200-20200-2800</td><td>02</td></tr><tr><td>6</td><td>Tailor-III</td><td>5200-20200-2400</td><td>02</td></tr><tr><td>7</td><td>H. Khallasi</td><td>5200-20200-1900</td><td>03</td></tr><tr><td colspan="3">Total</td><td>18</td></tr></table>	S.No.	Category	Grade Rs.	No. of post identified as surplus	1	SSE	9300-34800-4600	01	2	JE	9300-34800-4200	01	3	MCM(Tailor)	9300-34800-4200	03	4	Tailor-I	5200-20200-2800	06	5	Tailor-II	5200-20200-2800	02	6	Tailor-III	5200-20200-2400	02	7	H. Khallasi	5200-20200-1900	03	Total			18	2.5.1	Dy. CMM/General Store Depot, SSB
S.No.	Category	Grade Rs.	No. of post identified as surplus																																				
1	SSE	9300-34800-4600	01																																				
2	JE	9300-34800-4200	01																																				
3	MCM(Tailor)	9300-34800-4200	03																																				
4	Tailor-I	5200-20200-2800	06																																				
5	Tailor-II	5200-20200-2800	02																																				
6	Tailor-III	5200-20200-2400	02																																				
7	H. Khallasi	5200-20200-1900	03																																				
Total			18																																				

ACKNOWLEDGEMENT

The team is highly thankful to Sh. Ramesh Kumar, Dy.CMM/SSB, Sh.Bhagwan Singh Meena, SPO/SSB and other functionaries for their guidance and co-operation for providing relevant data/information to the team during the conduct of study.

1.0.0 INTRODUCTION

1.1.0 The Store Department plays a vital role in the Indian Railways by supplying the requisite material to the concerning departments in time. The timely procurement and supply of technologically improvised equipment/material enables the railways to cope with the ever increasing growth of passenger and freight traffic.

1.2.0 Railway has to bear heavy expenditure for modernizing various railway systems in day to day working. To realize real value in terms of efficiency, timely reviews are inevitable to right size the existing manpower.

1.3.0 Before 2004 the entitled railway staff was getting stitched uniform from the General Store Depot, SSB. But after the closure of stitching centers which were in operation under the patronage of NRWWO, the employees were getting unstitched uniform material from the General Store Depot, SSB and stitching charges were giving in cash to them. But after the implementation of 7th CPC recommendation, dress allowance is being paid to the employee.

1.4.0 Keeping above in view, SDGM/NR assigned work study to Central Planning Cell to conduct review of staff working in Cloth Cutting Section of Store Depot, SSB with a view to improve manpower productivity and economy.

1.5.0 TERMS OF REFERENCES

The work study has been conducted under the following terms of references:-

- i) To review staff strength vis-a-vis workload.
- ii) To identify redundant/unproductive activities with a view to eliminate wasteful expenditure.
- iii) To suggest ways and means to improve efficiency and productivity of the system.

1.6.0 METHODOLOGY ADOPTED

The following techniques of work study were adopted to conduct the study:-

- i) Data collection and its critical analysis.
- ii) Work sampling, physical observations, spot checks, analytical estimation, prevailing yardstick in vogue if any to assess the actual requirement.
- iii) Hold discussions at various levels.

2.0.0 BRIEF DESCRIPTION, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, REQUIREMENT OF STAFF AND RECOMMENDATIONS.

2.1.0 BRIEF DESCRIPTION

2.1.1 Store Depot SSB is located on north side of the SSB Railway Station. It is one of the major Store Depot of Northern Railway, Store Depot SSB is catering the material needs of customers, indenters/units/open line organizations and production units falling under the jurisdiction of DLI, FZR & UMB divisions by supplying the Store material/items components/parts etc. The main functions of Store Depot are to procure material, stock and disburse to the consignees, receive, and return material/scrap and their disposal. Store Depot SSB is functioning under the administrative control of Dy.CMM and assisted by one SMM and two AMMs.

2.1.2 Besides Store Depot, SSB, sub store Depots TKD, ETD GZB, EMU Car Shed GZB, DSL Shed SSB, Signal W/Shop GZB, stationery Depot SSB and LPO New Delhi are also functioning under the control of Dy.CMM/SSB.

2.1.3 To administer proper holding on Store inventory and smooth working, a huge manpower in different cadre is deployed in Store Depots. One SMM (vacant) and SPO is also posted in Store Depot SSB to look after the establishment matters of staff.

2.1.4 SECTIONS AND WARDS

The Store Depot/SSB has been divided in to the following sections and wards but this review is confined to the staff deployed in the Clothing section.

S.No.	Section	Ward	Brief description of general work
1	A	01,15	This section deals with B/Blocks for coaches, engines, boxes, BCX, Electrodes, cutting & Welding accessories, metals, nonferrous, ferrous, alloys and non ferrous alloys, scrap etc.
2	D	16,17 18	Deals with building material, sanitary work, Nut & Bolts, brushes, basket ware, Bamboo, Tools accessories, hard wires, carves and plastic kinder
3	E	05,20 21	Deals with Road motors, auto trucks, trolley material, equipment spares, tyre & tubes, abrasive, grinding wheel, cloth energy papers, crockery, kitchen and table ware, acids, chemical soap, Fog signals, mafron gas, chemical products, Drugs, pharmaceutical & Hospital instruments, Refractories asbestos fibers, candles matches lead sales, toilet & leisure.

SN	Sect.	Ward	Brief description of general work
4	F	07, 23 25, 26	Ward 07 = sarees ties, dupatta, pagree, cotton woolen socks, safety jacket, helmets cap, J Rain coat , Jursey Cardigan etc.
			Ward No. 25- all types of winter/summer uniform item (in cut shape)
			Ward No. 23- Basic clothes, All types of towels curtain cloth, issue notes= 750 nos. Receipt order= 72 nos.
			Ward No.26- Deals with bed roll items dustors (small & Large) safety item, textile items, sponge clothes, banner flag, vital items/tents etc.
5	G	27, 28 29	Ward No.27- Dealing with oil, grease varnishes etc.
			Ward No.28- Deals with GI pipes sockets elbows four wheel, two wheeler valve, cotton waste issue and war wires sanitary fittings Issue & receipt of all three division i.e., UMB, FZR & DLI & tally with EDP centre, Regular review of all stock items etc.
			Ward No.29- Deals with stocking of different type of paints, graphite powder & HSD oil, signaling Receipt and issue all the three divisions, liquidation of over stock, in active and surplus items.
6	H	10, 11 13	Ward No.10- Deals with, STB, T/L pumps and Rajadhani items & Regular correspondence with HQ.
			Ward No.11- Deals with electric power items of Gr. 40 & 42 i.e., cables & wires and electrical fittings.
			Ward No.13- Deals with TRD items of Gr.46 i.e., T/L lamps, Cells, copper wires of Gr.40 i.e., cables, conductors & wires consuming items of Gr. 41 & 43 i.e., insulators, electric bell, torch, bulbs & dry cells etc.
7	Receipt	-	Dealing with collection of material from firms stations, preparation of gate pass, preparation of daily statement of DRR, preparation of memo on receipt of memo, weighment/counting of material and further distribution to concerned sections after inspection unit wise material is received & distributed.
8	Yard	-	Deals with the disposal of PL No.26, 24 & 43 of Group 98 and received scrap from DLI, UMB and FZR Divisions after verification. The store items which are accumulated are sold through auction twice in a month.

9	Dispatch	-	This section deals with dispatch of material for distribution amongst the three divisions i.e., DLI, UMB & FZR, indenters/consumers either by private trucks or railway trucks.
10	Depot	-	Deals with the policy matter of depot registration of requisition received from indenters and monitoring of complaints for non or less supply of material. This section also deals with budget and SSB complex, inventory control, arrangements of safety items, making PCDO, monitoring of fixed imprest/AAC of DLI, UMB & FZR divisions, dealing with EDP Centre.
11	Welfare	-	This section deals with the leave account, leave record, staff welfare matters and union matters and retirement cases.
12	Clothing factory	-	Cutting of clothes like shirts, trousers, coat, aprons, pagree suit length over coat etc. of winter and summer & rainy season has been eliminated after the implementation of 7 th CPC recommendation for dress allowance.
13	Establishment/ Bill Settlement sect.	-	Deals with all establishment matters, salary of staff pass and PTOs of staff. Pension settlement, PF, Rly. Quarters income tax, bonus, TA court cases feeding to EDP at HQ & supplementary bill etc.
14	SRS Sect.	-	Deals with repair work of all work orders recovered by General Store SSB, Repairing of doors, windows, Grills Hard Signals, gate lumps, New irons gates, calendar frame and all repairing work of store.
15	CR Dak Sec.	-	This section deals with the receipt and dispatch of HQ local dak, DRM Office and other store Depot after proper entry in the register.
16	Computer	-	This section deals with the fault of the computers installed in General Store Depot, SSB and made entry of all the sections functionaries in the store depot SSB.
17	S.V. Section	-	This section verify items ground balance of each and every section as per approved programme by FA&CAO and any discrepancy if any is traced out. Non ferrous items are checked and verified in the presence of RPF & information is given to Dy.CMM/SSB. 'A' category items are verified twice in a year on direction of vigilance and Dy.CMM or any other FA&CAO officers. An intermittent verification can also be done from time to time as per direction given by the above officers. The sold material is also verified and witnessed the quantity at the time of delivery.

18	Canteen	-	Railway canteen take care of health of the staff by providing different types of foods like lunch, Bread pakoda smosa, balooshahi, Gola Burfi, Basen burfi, mathi, sambhar wada tea etc. no profit and no loss basis.
19	Library	-	Deal with store Manuals News papers, magazine and books related to store.
20	Time Office	-	Issue of token and collection preparation of salary bills and TA of Gr.D staff. The timing hours are 07.30 to 18.00 hrs. Gr.C staff of SRS and clothing factory also issue their attendance in time office. S/Wala staff also mark their attendance in time office also.

The General Store Depot has many sections which are doing different type of Jobs. As this review is confined to the Cloth Cutting Section (Clothing Factory), so the team considered the workload of this section only. Before 2004 this section was providing uniform pieces to the Stitching Centers which were located at DKZ, RPF/DBSI, DEE, DLI (More sadar), Pahar Ganj, Seva Nagar, Sarojini Nagar, Lajpat Nagar, TKD, GZB, KLK and JUDW. These centers were working under the patronage of NRWVO. This section was using different type of patrons to cut the required sizes of uniform and the same were sent to the stitching centers. After stitching work at these centers, the uniform was sent back to the General Store Depot, SSB for distribution to the entitled staff accordingly.

As these stitching centers had been closed in 2004 and the staff is now getting cut pieces of uniform from the General Store Depot, SSB and stitching charges are given to staff in cash.

2.2.0 STAFF POSITION

Since the work study is confined to staff working in Clothing section (Clothing Factory) of General Store Depot SSB only. Therefore, the work study team collected the staff position of this section from Personnel Branch of General Store Depot SSB and respective Depot in charge which has been placed at annexure No.1 in the work study report and summarized position is tabulated as under:-

Table-I

S.NO.	Category	S/S	O/R	Variation
1	SSE	01	-	01
2	JE	01	01	-
5	MCM(Tailor)	03	01	02
6	Tailor-I	06	02	04
7	Tailor-II	02	04	+02
8	Tailor-III	02	02	-
9	Khallasi	03	03	-
Total		18	13	05

The above table reveals that the sanctioned strength of staff working in Clothing section is 18 and on roll strength is 13 with 05 vacant posts.

2.3.0 WORKLOAD

After the closure of stitching centers in 2004, the nature of work of Cloth Cutting Section (Clothing Factory) was changed and this section started receiving big thans of about 90 meters or 80 meters from the "F" section (23 wards) and to cut them in the required measurement with the help of electric cutters after cutting work these pieces were sent back to "F" section in the 25 ward. But after implementation of the recommendation of the 7th Pay Commission Payment of Dress Allowance, vide Railway Board's letter no. PC-VII/2017/1/7/5/7 dt. 03.10.2017, the work of this section has been totally eliminated and the on roll staff has been deployed in the other sections.

2.4.0 CRITICAL ANALYSIS

The work study is confined to review the economical and effective utilization of manpower deployed in the Clothing Section (Clothing factory) of General Store Depot, SSB. In the past this section was to provide cut pieces of uniform to the stitching centers. Different types of patrons were used for cutting of required uniform pieces. But after closure of stitching centers in 2004; the nature of work of Clothing Section (Clothing Factory) had been changed as they stopped using patrons to cut the required sizes of the uniform. After that they receiving big thans of about 90 meters or 80 meters from the "F" section (23 wards) and cut them in the required measurement and sent back them to "F" section (25 wards). But after implementation of the recommendation of the 7th Pay Commission Payment of Dress Allowance, vide Railway Board's letter no. PC-VII/2017/1/7/5/7 dt. 03.10.2017, the work of this section has been totally eliminated and the on roll staff has been deployed in the other sections.

DEPLOYMENT OF STAFF

S.No.	Cateory	No. of staff	Working section
1	JE	01	Confidential section.
2	MCM(Tailor)	01	Yard section.
3	Tailor-I	02	Depot section and confidential section.
4	Tailor-II	04	Depot and Dispatch section and canteen.
5	Tailor-III	02	Depot section and staff canteen.
6	Helper Khallasi	03	LPO/NDLS, Yard section and Depot section.
Total		13	

PROPOSED REQUIREMENT OF STAFF

During the conduct of study, the team observed that the work of the Clothing Section has been eliminated after grant of Dress Allowance to the staff as per the 7th Pay Commission recommendation and the on roll staff of the Clothing Section is engaged in the other activities in the other sections. Keeping above facts in view, the team has not proposed any staff for the Clothing Section. All the 18 sanctioned posts of different categories are identified as surplus and recommended for surrender.

The summary staff identified as surplus and recommended for surrender:

S.No.	Category	S/S	Proposed strength	Identified surplus	Remarks
1	SSE	01	-	01	-
2	JE	01	-	01	-
3	MCM(Tailor)	03	-	03	-
4	Tailor-I	06	-	06	-
5	Tailor-II	02	-	02	-
6	Tailor-III	02	-	02	-
7	Khallasi	03	-	03	-
Total		18		18	

2.5.1 RECOMMENDATION NO.1

It is proposed that 18 posts of different categories are identified as surplus from Cloth Cutting Section (Clothing Factory) of General Store Depot, SSB and recommended for surrender. The detail is as under-

S.No.	Category	Grade Rs.	No. of posts
1	SSE	9300-34800-4600	01
2	JE	9300-34800-4200	01
3	MCM	9300-34800-4200	03
4	Tailor-I	5200-20200-2800	06
5	Tailor-II	5200-20200-2400	02
6	Tailor-III	5200-20200-1900	02
7	Helper Khallasi	5200-20200-1800	03
Total			18

3.0.0 FINANCIAL IMPLICATIONS

3.0.1 The annual expenditure as per 7th CPC of the Cloth Cutting Section (Clothing Factory) staff of General Store Depot, SSB, is as under.

S.N	Category	Grade Rs.	Monthly value per post	S/S	Monthly expenditure	Total annual expenditure
1	SSE	9300-34800-4600	60548	01	60548	726576.00
2	JE/ MCM	9300-34800-4200	47736	04	190944	2291328.00
3	Tailor-I	5200-20200-2800	39371	06	236226	2834712.00
4	Tailor-II	5200-20200-2400	34398	02	68796	825552.00
5	Tailor-III	5200-20200-1900	26852	02	53704	644448.00
6	Helper Khallasi	5200-20200-1800	24278	03	72834	874008.00
	Total			18		8196624.00

The above table reveals that total annual expenditure being incurred on 18 sanctioned strength of staff of Cloth Cutting Section (Clothing factory) of General Store Depot, SSB is Rs. 8196624.00 per annum.

3.0.2 The annual expenditure as per 7th CPC on proposed strength of Cloth Cutting Section (Clothing factory) of General Store Depot, is as under:-

S.N	Category	Grade Rs.	Monthly value per post	P/S	Monthly expenditure	Total annual expenditure
1	SSE	9300-34800-4600	60548	-	-	-
2	JE/ MCM	9300-34800-4200	47736	-	-	-
3	Tailor-I	5200-20200-2800	39371	-	-	-
4	Tailor-II	5200-20200-2400	34398	-	-	-
5	Tailor-III	5200-20200-1900	26852	-	-	-
6	Helper Khallasi	5200-20200-1800	24278	-	-	-
	Total			-	-	-

The above table reveals that total annual expenditure for Cloth Cutting Section (Clothing Factory) of General Store Depot, SSB will be reduced to zero.

3.0.3 Anticipated recurring savings

S.No.	Category	Grade Rs.	Refer recom. No.	No. of surplus posts	Monthly value per post Rs.	Anticipated annual recurring saving Rs.
1	SSE	9300-34800-4600	1	01	60548	726576.00
2	JE	9300-34800-4200	1	01	47736	572832.00
3	MCM(Tailor)	9300-34800-4200	1	03	47736	1718496.00
4	Tailor-I	5200-20200-2800	1	06	39371	2834712.00
3	Tailor-II	5200-20200-2400	1	02	34398	825552.00
4	Tailor-III	5200-20200-1900	1	02	26852	644448.00
5	Helper Khallasi	5200-20200-1800	1	03	24278	874008.00
Total				18		8196624.00

No. of posts identified as surplus: -

Group 'C' = 15 posts

Group 'D' = 03 posts

Total = 18 posts

Anticipated recurring saving = ₹ 81.96 lacs per annum

Capital saving = Nil

Total saving = ₹ 81.96 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department: - Store

Name of study: - Review of staff working in Clothing Section (Clothing Factory)
in General Store Depot, SSB.

Activity Centre: - Clothing Factory of General Store Depot, SSB

S.No.	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation
1	The activities of this section have been eliminated as Dress Allowance is being paid to the entitled staff as per the 7 th CPC recommendation and the on roll staff is being utilized in the other activities.	No work load as the Dress Allowance is being paid to the entitled staff.	S/S = 18 O/R= 13 Vac= 05	The work study team has identified all the 18 sanctioned posts of Cloth Cutting Section as work has been eliminated.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Staff position of Group 'C' & 'D' staff working Cloth Cutting section (Clothing Factory) of General Store Depot, SSB.	I
2	Letter No. 16-CP/07/WS/20-21dt. 15/06/2020 for conduct of 'Review of Cloth Cutting Section (Clothing Factory) of General Store Depot, SSB.	II

Annexure-I

Staff position of Group 'C' & 'D' staff working Cloth Cutting section
(Clothing Factory) of General Store Depot, SSB.

S.NO.	Category	S/S	O/R	Variation
1	SSE	01	-	01
2	JE	01	01	-
3	MCM(Tailor)	03	01	02
4	Tailor-I	06	02	04
5	Tailor-II	02	04	+02
8	Tailor-III	02	02	-
9	Helper Khallasi	03	03	-
Total		18	13	05