



**OPTIMIZATION & INCREASING EFFICIENCY
OF
STAFF WORKING AT STORES DEPOTS
JAIPUR
(G/HQ/WS/463/01/Stores/JP/2021-22)**

GUIDED BY

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NORTH WESTERN RAILWAY
JAIPUR**

EXECUTIVE SUMMARY

Sr. No.	01
Study No.	G/HQ/WS/463/01/Stores/JP/2021-22
Subject	Optimization and increasing efficiency of Staff working at Divisional Stores Depots, Jaipur.
Area	Jaipur division
Division	Jaipur
Department	Stores
Terms of Reference	Assessment of Man Power requirement
Present Cadre	Proposed for Divisional stores, JP = 52 Sanctioned Cadre for Diesel Stores Depot, FL=10 On Roll Staff = 24 (JP=19+FL=05) Vacancies = 38 (JP=33+FL=05)
Proposed Cadre	JP=42, FL=0
Projected Surplus Man Power	10
Total No. of Recommendations	04
Financial Implication	Rs. 41.23 Lac per annum
Month of Circulation	Jun.'2021

INDEX

Chapter No.	Contents	Page No. From -To
1.	Introduction	4-5
2.	Acknowledgement	6
3.	Cadre Position of staff	7
4.	Deployment, Workload, Observation & Critical Analysis	8-17
5.	Existing & Revised Staff Position	18
6.	Recommendations	19
7.	Meeting at officer's Level	20
8.	Financial Implications	21

Store is an important component of material management since it is 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. Literally store refers to the place where materials are kept under custody.

Typically a store has a few processes and a space for storage. The main processes of stores 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).

Main processes of a store

Store is to follow certain activities which are managed through use of various resources. Store management is concerned with ensuring that all the activities involved in storekeeping and stock control are carried out efficiently and economically by the store personnel

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. Proper management of store systems provides flexibility to absorb the shock variation in demand, and enable purchasing to plan ahead.

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. It is to maintain all documents of materials that are able to trace an item, show all its details and preserve it up to its shelf life in the manner prescribed or till it is issued for use. Store is to preserve the stored materials and carry out their conservation as needed to prevent deterioration in their qualities. Also store is to ensure the safety of all items and materials whilst in the store which means protecting them from pilferage, theft, damage, deterioration, and fire.

The task of storekeeping relates to safe custody and preservation of the materials stocked, to their receipts, issue and accounting. The objective is to efficiently and economically provide the right materials at the time when it is required and in the condition in which it is required. The basic job of the store is to receive the materials and act as a caretaker of the materials and issue them as and when they are needed for the activity of the organization.

Once the material has been received and cleared through inspection and accepted for use, it needs safe custody of the stores. The role of custody is to receive and preserve the material. A stage comes when the material is needed for use. Store at that time releases the material from its custody to the user department and the process is called 'issue of

goods. It might also happen that after partial use, some materials having useable value in future are returned to the store and thus they also become part of the custody again.

Storekeeping activity does not add any value to the materials. In fact it adds only to the cost. The organization is to spend money on space (expenditure on land, building passage and roads), machinery (store equipment), facilities (e.g. water, electricity, communication etc.), personnel, insurance, maintenance of store equipment, stationary etc. All of these get added to the organizational overheads and finally get reflected in the costing of the finished product. However, it is an essential function in any organization.

To reduce the cost of finished product it has become essential to optimize the available resourced and in the sector of material management, introduction of digitalization is an important step towards optimization of resource management. In the Indian Railways Integrated Material Management System (IMMS) has already been introduced. IMMS has been integrated with IREPS for direct uploading of tenders from IMMS to IREPS and transfer of Bid data back to IMMS for online purchase order preparation. IMMS is integrated with IPAS for providing purchase order and material receipt /acceptance data for online vendor payment process in IPAS. Purchase order prepared in IMMS is being delivered to vendors online. This has reduced the manual effort in procurement of material drastically.

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 Divisional Store Depot, Jaipur. The matter was brought forward to the SDGM/NWR and permission was granted conduct Work Study Report in the subject matter.

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 Shri Dhiraj Kumar, CDMS, Sh. Mohan Lal, CDMS and Sh...Chandrabhan meena/OS 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:-

- i. Revision of the cadre on the basis of existing workload after introduction of new technology in material management system.
- ii. Suggesting the ways and means for improving the system economically and efficiently.
- iii. Re-organization of stores setup in Divisions as per Railway Board's Letter No. 2017/Trans/01/Policy/Stores Dated 29.12.2017

2.1 Methodology Adopted:-

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

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

2.2 Field units visited:-

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

DRM Office, Jaipur, Divisional Stores Depot, Jaipur and DSL Stores Depot, Phulera.

CHAPTER-3	CADRE POSITION
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3.0 Cadre Position of Staff of Divisional Stores depot, JP & DSD, FL:											
Sr. No.	Designation	G. Pay	SS			OR			Vac.		
			JP Div.	FL	Total	JP Div.	FL	Total	JP Div.	FL	Total
1.	CDMS	4600	6	1	7	6	0	6	0	1	1
2.	DMS	4200	5	1	6	0	1	1	5	0	5
3.	Ch.OS	4600	4	0	4	0	0	0	4	0	4
4.	OS	4200	6	1	7	2	1	3	4	0	4
5.	Sr. Clerk	2800	2	1	3	2	0	2	0	1	1
6.	Jr.Clerk	1900	3	1	4	0	0	0	3	1	4
7.	VD Gr.-I	2800	1	0	1	1	0	1	0	0	0
8.	General Assistant	1800	25	5	30	8	3	11	17	2	19
Total			52	10	62	19	5	24	33	5	38

CHAPTER 4 | DEPLOYMENT, WORKLOAD, OBSERVATION & CRITICAL ANALYSIS

4.0	Deployment, Workload, Observation & Critical Analysis :
4.1	STAFF WORKING AT NWR/HQ OFFICE, JP:
4.1.1	OS=01, He is performing following work during his duty: <ol style="list-style-type: none">1. Checking of new demands of section.2. Doing security of demands which are received for description, fund availability and other details.3. To process demand for procurement and put up to concerned offers.4. Forwarding purchase cases to concern department for technical scrutiny.5. Monitoring of demands set to technical department.6. 800 tender cases has been process.7. Preparation of purchase order & send to account department for vetting.8. To maintain position of medical cases & ensure availability of items.9. Monitoring of purchase orders regarding supply, DP extension, RP tender etc.10. Returning of SD to firms after completion of order supply.11. Issuance of modification advice.12. Old POs searching in MMIS.13. Doing any other work assigned by higher officials.
4.1.2	Observation & Critical analysis: 01 OS is working at NWR HQ office for procurement of medicines. Presently 800 tender cases are in under process. Therefore, to monitor of all these cases, 01 OS is being considered justified.
4.2	Staff working in NWR Central Hospital, JP:
4.2.1	CDMS=01, He is performing following work during his duty: <ol style="list-style-type: none">1. Doing correspondence related to all cases with purchase of 650 medical items for CH/JP.2. Doing work related to purchase activities and supervision of the 650 tender cases of medical department.3. File preparation of cases with complete demand details and check technical suitability, power as per SOP & fund availability.4. Preparation of purchase proposals.5. Placing of tenders, putting up to the purchase officers.6. Preparation of purchase ordered.7. Monitoring of demands.

	<ul style="list-style-type: none"> 8. Assistance to the officers GeM cases for bidding. 9. Checking for GeM NAC and searching items on GeM. 10. Technical checks & rate reasonability of received bids. 11. Raising of incidentals and tickets on GeM. 12. Searching of old POs on MMIS. 13. Doing any other work assigned by higher officials.
4.2.2	<p>Observation & critical analysis:</p> <p>01 CDMS is working in purchase cell of NWR Central Hospital, Jaipur. This is procured the medicines for Central Hospital JP and all divisional hospitals of NWR. Approximate average 650 stock & 100 non stock items have been dealt every year by 01 CDMS. Therefore, to monitor of all these cases, 01 CDMS is being considered justified.</p>
4.3	STAFF WORKING IN THE OFFICE OF Sr. DMM/JP:
4.3.1	<p>CDMS=01 & 01 OS, (Non stock) He is performing following work during his duty:</p> <ul style="list-style-type: none"> 1. Doing correspondence with all departments related to 8 to 10 purchase cases per day. 2. Deal with purchase related activities (60 to 70 POs per month) and supervision of all the cases of different departments like Mechanical, Engineering, S&T, Personnel, Operating, Electric, TRD etc. 3. Full filling of low value demand through imprest amounting Rs.4000. 4. Technical check of cases. 5. Checking of SOP and funds in case of purchase cases. 6. Checking of demands. 7. Preparation of purchase proposals. 8. Placing of tenders, putting up to the purchase order. 9. Issuing of modification advice (MA). 10. Preparation of 60 to 70 purchase orders per month. 11. Monitoring of demands Position prepared of Gem and PCDO 12. PPT preparation for virtual meeting. 13. Assisting to the officer in GeM cases for bidding. 14. Checking for GeM non availability certificate (NAC). 15. Technical check of bid received. 16. Rate responsibility. 17. Raising of incidents and ticket on Gem.

	<p>18. Foot to foot scraps survey.</p> <p>19. Any Other Work assigned by Ward in charge and Officers</p>
4.3.2	<p>CDMS=01, (Service contract) He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Doing approx. 05 correspondences per day related to service procurement activities. 2. Check received service demand, if not completed then advise to consignee for correction through officers (3 to 4 per day). 3. Prepared 3 to 4 pre requisite information per day as per service level agreement (SLA) available on GeM. 4. Prepared 02 SLA per day under customized bid, if its not available on GeM portal. 5. Prepared all terms and conditions under customized bid in guides of officers. 6. Assistance to officer to prepare draft bid number on GeM portal for service contract. 7. To check technical suitability and give rate reasonability of GeM published bid. 8. Doing work related to performance guarantee. 9. To raise ticket on GeM portal time to time for up gradation of system as per railways requirement and raised weekly incident against default firms. 10. Foot to foot scrap chasing in JP division as per instruction of Sr.DMM/JP. 11. Bid and challan signed of sold scrap lots. 12. Any Other Work assigned by Ward in charge and Officers.
4.3.3	<p>CDMS=01, (Scrap) He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Foot to foot scrap survey over JP division as per instruction of Sr.DMM/JP. 2. Lot scrutiny 1 to 2 lots per week at stores level. 3. Lot submission and publishing on ireps.gov.in. 4. Bid sheet creation after sale of lots. 5. Generate Challan for depositing money. 6. Invoice generation of balance money deposit. 7. Balance money extension. 8. DO generation after successful payment by bidder. 9. Attending auction online at ireps.gov.in. 10. Auction report generates after sale on date and sent to HQ office. 11. Prepared Survey sheet of scraps lots for Jaipur division. 12. Doing correspondence with HQ and JP divisional office regarding scrap.

	<p>13. Prepared proposal of delivery dates.</p> <p>14. Generate misc. reports as per requirement.</p> <p>15. TCS collection and submit to account department.</p> <p>16. TSC deposited by CA.</p> <p>17. Rectification of mismatching TCS.</p> <p>18. Refund cases of short delivery.</p> <p>19. New bidder registration scrutiny and online registration.</p> <p>20. Any Other Work assigned by Ward in charge and Officers.</p>
<p>4.3.4</p>	<p>Observation:</p> <ol style="list-style-type: none"> 1. 01 CDMS & 01 OS with 03 ministerial staff of General administration cadre are working in purchase cell for procurement of approximate 60 to 70 non stock items per month for all departments over Jaipur division. 2. 01 CDMS is working in purchase cell for dealing of approximate 8 to 10 service contract activities related to all departments over Jaipur division. 3. 01 CDMS with 01 Sr. clerk of General Administration cadre are working in purchase cell for scrap management over Jaipur division. 4. Presently 08 staff (04 staff from stores cadre and 04 staff from General administration cadre) are working in purchase cell to procure goods, deals service contract and manage scrap of all departments over Jaipur division.
<p>4.3.5</p>	<p>Critical Analysis:</p> <p>In view of duty list informed by the staff and observation of the work being performed by the staff, Work Study Team is of the opinion that the existing 08 staff are not sufficient to meet out with the workload of purchase cell. Therefore, to manage the workload after reforming of divisional stores depot, Jaipur sub-sections may be rearranged in following manner-</p> <ol style="list-style-type: none"> 1. A sub section may be created in purchase cell with 02 CDMS/DMS & 02 Ministerial staff for procurement of non-stock items for all departments over Jaipur division. After that 03 ministerial staff of General Administration may be used in their cadre for other work. 2. A sub section may be created in purchase cell with 02 CDMS/DMS & 02 Ministerial staff for dealing of service contracts of all departments over Jaipur division. 3. A sub section may be created in purchase cell with 01 CDMS/DMS & 01 Ministerial staff for procurement of medicines & medical equipment for central hospital and all divisional hospitals of NWR.

	<p>4. A separate scrap section may be created in DSD, Jaipur with 01 CDMS/DMS, 01 Ministerial staff and 04 Assistant depot (stores). After that 01 ministerial staff of General Administration may be used in their cadre for other work.</p>
4.4	<p>STAFF WORKING IN DIVISIONAL STORES DEPOT, JAIPUR:</p>
	<p>Staff deployment in wards (01, 02, 50 & 51) and Sections:</p>
4.4.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Overall In-charge of depot-51 with charge of all stock items (ward-01, 02, 50 & 51). 2. Receipt and issue of stock items daily including HSD and SKO oil as per requirement. 3. Stock verification once in a of stock and T&P items. 4. Daily monitor and ensure availability of stock items, disposal of inactive & overstock items. 5. To forward monthly AAC & demand of 30 to 40 stock items. 6. To ensure housekeeping & safety of depot. 7. Depute staff twice in a week for receiving imprest material from Ajmer stores depot and collect scrap material from division. 8. Any Other Work assigned by Officers
4.4.2	<p>CDMS=01 (R-section), He is performing following work during his duty</p> <ol style="list-style-type: none"> 1. To receive all stock items of Division Stores depot, Jaipur and updates its documents. 2. Doing work regarding receipt and inspection of 20 stock & non stock items per day. 3. To update IMMIS and sent to concerned ward with issue note. 4. To send back material if it is not found as per specification during Inspection 20 to 25 items per year. 5. To process for joint Inspection if material found unsuitable in pre Inspection. 6. Doing billing work stock & nonstick all item received through Gem (online & offline). 7. Doing establishment work i.e.-leave, pay sheet, etc. of DSD, Jaipur. 8. To arrange books and form as per requirement of HQ & DRM office. 9. Doing scrap mapping for all sections of Jaipur division. 10. Any Other Work assigned by Ward in charge and Officers

<p>4.4.3</p>	<p>Sr. Clerk =01, He is performing following work during his duty</p> <ol style="list-style-type: none"> 1. Doing work as Timekeeper in time office. 2. To maintain absentee statement of 20 employees. 3. To update leave record of employees. 4. To issue Privilege Pass & PTO of employees and maintain its record. 5. To submit monthly demand of required items on UDM. 6. To keep safe custody of consumable items and issue to consignee and per requirement. 7. Dealing of account inspection and give reply 1 to 2 per year to concern authorities of account para. 8. Doing work related to cash imprest of depot. 04 thousand cash imprest for cleaning of depot & refilling of printer cartridge. 9. Doing work related to T&P items. 10. Doing work related to Salary bills of employees. 11. Doing parcel related work. 12. Any Other Work assigned by Ward in charge and Officers
<p>4.4.4</p>	<p>Sr. Clerk =01, He is performing following work during his duty</p> <ol style="list-style-type: none"> 1. In RR section: <ol style="list-style-type: none"> i. To register and prepare case file of approx. 20 POs monthly which are printed out from MMIS. ii. Doing counting and inspection of receipt material and upload on MMIS. iii. Material sends to consignee for consignee inspection. iv. Doing work related to GEM purchase orders. 2. In Ledger section: <ol style="list-style-type: none"> i. Monthly forward to AAC. ii. To prepare 30 demand of stock items monthly. iii. To open new PL of items as per requirement. iv. Doing correspondence related to ledger section. 3. To chase the scrap items time to time as per instructions of higher officials. 4. He is performed the work as timekeeper in absence the timekeeper. 5. Any Other Work assigned by Ward in charge and Officers
<p>4.4.5</p>	<p>Depot Assistant (Stores)=08, They are performing following work during their duty:</p> <ol style="list-style-type: none"> 1. To open and close office & ward.

	<ol style="list-style-type: none"> 2. Cleaning and stacking of items in wards. 3. To collect and dispatch the items. 4. To maintain cleaning ward & its surrounding areas. 5. Doing work related to dak. 6. Weekly watering to all plants. 7. Collect material from Ajmer stores depot. 8. Any other Work assigned by higher officials. 											
4.4.6	<p>Vehicle driver=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. To collect the material of all consignees of NWR HQ and DRM office Jaipur from General Stores Depot, Ajmer. 2. To issue books and forms daily and prepared consignee-wise voucher. 3. Consignee-wise door to door material supply as per instructions of Sr. DMM/JP. 4. Out of stock items are collected from other depot i.e. Ajmer, Bikaner & Jodhpur. 5. Supply the scrap material to General Stores Depot, AII form all consignee of JP Division 5 to 6 times per month. 6. Any Other Work assigned by Ward in charge and Officers 											
4.4.7	Position of issued & receipt items:											
Month	Ward No. 01				Ward No. 50				Ward No. 51			
	Issued		Receipt		Issued		Receipt		Issued		Receipt	
	19-20	20-21	19-20	20-21	19-20	20-21	19-20	20-21	19-20	20-21	19-20	20-21
Apr.	0	16	0	0	01	01	03	04	46	37	10	08
May	01	26	01	0	03	03	04	03	63	53	13	04
Jun.	13	45	05	10	07	07	07	02	55	60	26	06
Jul.	81	128	19	06	13	03	07	06	100	54	27	13
Aug.	32	113	17	10	03	12	05	05	53	76	25	17
Sept.	46	79	09	0	01	04	03	06	107	104	13	17
Oct.	101	49	27	0	06	03	02	02	47	52	11	13
Nov.	70	49	17	06	12	24	03	05	98	52	17	06
Dec.	72	37	06	08	13	08	06	04	144	109	18	20
Jan.	177	70	09	11	03	12	06	01	132	74	15	07
Feb.	99	102	09	10	09	53	03	14	104	84	18	15
Mar.	122	139	19	08	06	08	06	03	110	58	03	10
Total	814	853	138	69	77	138	55	55	1059	813	196	136

4.4.8	Observation:
	<ol style="list-style-type: none"> 1. Presently Divisional Store Depot, Jaipur having 391 stock items which are dealt in 03 wards. These wards are being managed by 02 CDMS/DMS, 03 ministerial staff and 08 Assistant Depot (Stores). 2. In the year 2019-20 & 2020-21 total 207 ROs were generated for items of ward no. 01, 110 ROs generated for items of ward no. 50 and 332 ROs generated for items of ward no. 51 i.e. 649 numbers of total ROs were generated. Considering 25 effective working days in a month this leads to generating average 1.08 RO per day. 3. In the year 2019-20 & 2020-21 total 867 Issue Notes generated for items of ward no. 01, 215 Issue Notes generated for items of ward no. 50, and 1872 Issue Notes generated for items of ward no. 51, i.e. 2954 number of total Issue notes were generated. Considering 25 effective working days in a month this leads to generating average 4.92 Issue Note per day. 4. It was informed by CDMS/JP that about 200 items of Engg., S&T, electric and stationary items which are being closed in General stores, Ajmer; now heading of these items will be opened in Divisional stores depot, Jaipur. 5. A Vehicle driver is working on TATA make truck RJ 14 GA 2718 for collecting the material from General stores depot, Ajmer & other depots. The maintenance cost of the vehicle for year of 2020-21 was Rs. 37720 and fuel consumption of vehicle was 3000 liters per year. The codal life of vehicle has already exhausted in the year 2015.
4.4.9	Critical Analysis:
	<ol style="list-style-type: none"> 1. On the basis of previous work study report of General stores depot, Jodhpur. It is being advised by work study team that workload of a ward having about 250 to 300 stock items can be managed by 04 staff (01 CDMS/DMS, 01 Ministerial staff & 02 Assistant depot (stores) easily. Presently, only 391 no. of stock items are opened at Divisional stores depot, Jaipur and 200 more items will be stocked in near future due to closing of General stores depot, Ajmer. Therefore, 12 staff (03 CDMS/DMS, 03 Ministerial & 06 Assistant depot (stores) will be sufficient to meet out with the workload of these wards. 2. 10 staff will be required to perform the workload of the sections i.e. 03 staff for ledger section, 03 staff for RR, 03 for LP section & 01 for establishment section. 3. The codal life of the vehicle has already been exhausted 06 years back (in 2015), therefore, it is being advised that the needful process to condemn this vehicle may be initiated as per extant rules and one post of vehicle driver may also be surrendered.

4.5	STAFF WORKING IN DIESEL STORES DEPOT, PHULER:
4.5.1	<p>CDMS=01, He is performing following work during his duty:</p> <ol style="list-style-type: none"> 1. Overall In-charge of depot-48 with charge of all stock items (ward-78 & 79). 2. Receipt and issue of stock items daily including HSD oil. 3. Stock verification as per schedule of stock and T&P items. 4. Daily monitor and ensure 100% availability of stock items, disposal of inactive & overstock items. 5. To forward monthly AAC & demand of stock items. 6. To ensure housekeeping & safety of depot. 7. Depute staff for collecting material form other depots & Railways. 8. Doing any other work assigned by higher officials.
4.5.2	<p>OS=01, He is performing following work during his duty</p> <ol style="list-style-type: none"> 1. Receiving and issuing of all stock items of & HSD oil of depot 48. 2. Disposal of inactive, surplus & overstock items. 3. To forward monthly AAC & demand of stock items. 4. Corresponding regarding material with HQ, JP div. and Consignee 5. Doing establishment work and time keeper work. 6. Any Other Work assigned by Ward in charge and Officers
4.5.3	<p>Depot Assistant (Stores)=03, They are performing following work during their duty:</p> <ol style="list-style-type: none"> 1. To open and close office & ward. 2. Cleaning and stacking of items in wards. 3. To collect and dispatch the items. 4. Doing work on oil tanker under supervision of DMS. 5. To maintain cleaning ward & its surrounding areas. 6. Doing work related to dak. 7. Dong any other Work assigned by higher officials.
4.5.4	<p>Observation:</p> <ol style="list-style-type: none"> 1. Sanctioned cadre of Phulera stores depot is 10, presently 02 wards of stores depot Phulera are being manned by staff of 01 CDMS/DMS, 01 Ministerial staff and 03 Assistant Depot (Stores). 05 posts are lying vacant since long. 2. From 1 April 2020 to June2021 only 67 items (20 items on firm & 47 items on DTR) were received through receipt orders.

	<ol style="list-style-type: none"> 3. From 1 April 2020 to June 2021 only 216 items (190 items on P- 8 & 26 items on DTR) were issued. 4. During the year 2020-21 & 2021-22 (till Jun'21) no stock sheets have been generated. 5. After BG conversion over NWR the holding of MG locomotives are only 08 and now as per Railway Board's directions the POH of these locomotives will be done by GOC workshop. Therefore, Diesel Shed Phulera has already been closed. 6. Presently, 210 heading of stock items are opened in diesel stores Phulera. Out of these 90 heading have zero stock. Total value of stock items is 32.70 lacs. 7. Stores depot Phulera is dealt only MG Diesel locomotive items for DSL Shed, Phulera. Therefore, now there is no further need of Diesel Stores Depot, Phulera. Moreover PCMM office/JP vide his letter no. NWR/HQ STORE (DSL)/58/2021 dated 07.04.2021 has also advised to close this depot. Thus, it is being advised that as per the directives received vide above letter material with the depot must be disposed at the earliest and work of the depot must be closed so that staff working in the depot can be utilized elsewhere as per administrative need.
<p>4.5.5</p>	<p>Critical Analysis:</p> <p>In view of the above Diesel Stores Depot, Phulera must be closed at the earliest and existing 10 posts (01 CDMS, 01 DMS, 01 OS, 01 Sr. Clerk, 01 Jr. Clerk & 05 Assistant Depot (Stores) have been considered surplus and advised to surrender at earliest. After surrendering these posts on roll staff may be redeployed at required locations as per administrative need.</p>

CHAPTER 5	EXISTING & REVISED STAFF POSITION
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5.1 Existing staff & requirement of staff for wards & sections:

Sr. No.	Ward / Section		Existing staff in				Staff required as per advised by work study team			
			CDMS/DMS	Ch.OS/OS/ Clerk	Assistant depot (Stores)	Total	CDMS/DMS	Ch.OS/OS/ Clerk	Assistant depot (Stores)	Total
A. Divisional Stores Depot, Jaipur:										
1.	Ward - 01		1	0	2	3	1	1	2	4
2.	Ward - 50			0	2	2	1	1	2	4
3.	Ward - 51			0	2	2	1	1	2	4
4.	General Section		0	0	0	0	1	1	2	4
5.	Ledger section		1	1	1	3	1	1	1	3
6.	Receipt Section			1	1	2	1	1	1	3
7.	Local Purchase Section			0	0	0	1	1	1	3
8.	Scrap sale Section		1	0	0	1	1	1	4	6
9.	Establishment Sec.		0	1	0	1	0	1	0	1
10.	Purchase cell (Gem & IREPS)	Services	1	1	0	2	2	2	0	4
		Goods	1	0	0	1	2	2	0	4
		Medical	0	0	0	0	1	1	0	2
11.	NWR HQ office		1	0	0	1	0	0	0	0
12.	NWR Central Hospital		1	0	0	1	0	0	0	0
Total			7	4	8	19	13	14	15	42
B. Diesel Stores Depot, Phulera:										
1.	Depot No. 48		1	1	3	5	0	0	0	0
Total			1	1	3	5	0	0	0	0
Grand Total			8	5	11	24	13	14	15	42

A work study was conducted as per Railway Board's letter no. 2017/ Trans./01/ policy /stores; dated 29.12.2017 and PCMM office letter no.- S/NWR/P&C/Misc./07 vol.-III; dated- 09.01.2018 regarding process reforms - reorganization of stores set up in divisions. On the basis of critical analysis of provided data as well as field observations, it is recommended by the Work Study Team that-

6.1 Recommendations No.-1:

Railway Board vide letter no. 2017/Trans/01/Policy/ Stores; Dated: 29.12.2017 instructed to create Separate unit of Divisional Stores Depot. In compliance to instructions of Railway Board a committee comprise of Dy. CMM/II/HQ, AII, JP & Sr. DMM/JP gave suggestions for re-organization of Stores Setup in Divisions. The committee has suggested cadre of 52 posts for Divisional Stores, Jaipur. At present only 19 staff are managing the work of Divisional Stores, Jaipur. Thus, desired performance cannot be expected from the existing number of staff.

On the basis of critical analysis of existing & expected workload, it is being advised by work study team that 42 number of staff will be sufficient to meet out with the work load of the Divisional Store, Jaipur without any hindrance. Hence, 23 (42-19) additional staff are required at Divisional stores depot, Jaipur.

6.2 Recommendation No. -2:

Stores depot Phulera is dealt only MG Diesel locomotive items for DSL Shed, Phulera. Therefore, now there is no further need of Diesel Stores Depot, Phulera. Moreover PCMM office/JP vide his letter no. NWR/HQ STORE (DSL)/58/2021 dated 07.04.2021 has also advised to close this depot. Thus, it is being advised that as per the directives received vide above letter material with the depot must be disposed at the earliest and **Diesel Stores Depot, Phulera must be closed at the earliest and existing 10 posts (01 CDMS, 01 DMS, 01 OS, 01 Sr. Clerk, 01 Jr. Clerk & 05 Assistant Depot (Stores) have been considered surplus and advised to surrender at earliest.** After surrendering these posts on roll staff may be redeployed at required locations as per administrative need.

6.3 Recommendation No. -3:

It has been observed during the study that existing area of wards are not sufficient to kept the material in adequate and safe manner. At present certain material is being kept in open space and soon after reorganizing the depot number of stock items will further increase. **Therefore, there is immediate need to arrange adequate covered space/Wards to kept material safely.**

6.4 Recommendation No. -4:

It was bring into the notice by CDMS/JP that fire safety certificate has not been issued for the premises of Divisional Stores Depot, Jaipur. **As such this depot holds large quantity of material with very high value, therefore work study team is of the view that all needful fire safety measures must be observed and efforts must be made for early receipt of the fire safety certificate.**

Minutes of meeting with Sr. DMM/JP on 29.06.2021

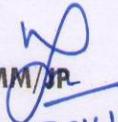
The recommendations of work study report of Divisional store staff which is working over Jaipur Division were briefed and discussed with Sr. DMM/ JP by AWSO/JP.

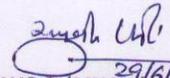
A work study was conducted as per Railway Board letter no. 2017/ Trans./01/ policy /stores; dated 29.12.2017 and PCMM office letter no. - S/NWR/P&C/Misc./07 vol.-III; dated-09.01.2018 regarding process reforms re-organization of stores set up in divisions. In view of above the recommendations are given below on the basis of critical analysis of provided data as well as field observations:

1. It has been instructed by the Railway Board vide letter no. 2017/Trans/01/Policy/ Stores; Dated: 29.12.2017 to form Separate unit of Divisional Store. To obey these instructions of Railway Board a committee comprise of Dy. CMM/II/HQ, All, JP & Sr. DMM/JP gave its suggestion for re-organization of Stores Setup in Division. According to this cadre of 52 posts has been suggested for Divisional Store, Jaipur. At present 19 staff are working in the Divisional Store, Jaipur. Thus, we cannot expect any performance by these staff. In compliance of Railway Boards instruction for full-fledged separate stores system for division adequate number of man power is required. It is being advised by work study team that 42 staff are sufficient to meet out with the requirement without any hindrance of the Divisional Store, Jaipur. Therefore, 23 (42-19) more staff may be transferred from other depots to Divisional stores depot, Jaipur.
2. Stores depot Phulera (Depot No.-48) deals only MG diesel locomotive items for DSL shed, Phulera. After BG conversion over NWR except MJ-MVJ section. Diesel shed Phulera has already been closed. So that no further need of DSL stores depot, Phulera moreover PCMM/JP has already been advised to close this depot. Therefore, it is being advised by work study team that 10 posts (01 CDMS, 01 DMS, 01 OS, 01 Sr. Clerk, 01 Jr. Clerk & 05 Assistant Depot (Stores) to considered surplus and advised to surrender and manpower to be redeployed at required locations as per extent rules.

In view of above, It has been advised by work study team that the recommendations of the work study report may be implemented and ensure the surrender of 10 posts from DSL Store Depot, Phulera.

Sr. DMM/JP


29/6/21


29/6/2021
AWSO/NWR/JP

8.1 Financial Implications:

With the proposal for surrender, **10 Posts** of staff from Diesel Stores Depot, Phulera. **The recurring savings per annum in money value amount is given as below:-**

Sr. No.	Designation	G. Pay	Pay Matrix		Mean Pay	DA 17%	Total Pay	Identified Surplus posts	Saving/month (Rs.)	Saving/year (Rs.)
1.	CDMS	4600	44900	58600	51750	8797	60547	1	60547	726564
2.	DMS/OS	4200	35400	46200	40800	6936	47736	2	95472	1145664
3.	Sr. Clerk	2800	29200	38100	33650	5720	39370	1	39370	472440
4.	Sr. Clerk	1900	19900	26000	22950	3901	26851	1	26851	322212
5.	Assistant Depot (Stores)	1800	18000	23500	20750	3527	24277	5	121385	1456620
Total								10	343625	4123500

Total recurring savings of **10 surplus posts** is **Rs.-41.23 lac. per annum** approximately.