



पश्चिम रेलवे  
Western Railway

## HQ-WESTERN RAILWAY



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**Title: Review of staff strength of Ministerial Staff of Stores Department, HQ Office, CCG.  
Year- 2021-22**

**No. G.463/WR/WS-05/2021-2022**

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### **Executive Summary**

Sr. No. of Study : 05

Case No. : G.463/WR/WS-05/2021-2022

Subject : Review of Staff Strength of Ministerial Staff of Stores Department, HQ Office-CCG.

Department : Stores

Division/HQ : Head Quarter Office - Churchgate.

Authority : AGM/CCG

Terms of Reference : Assessment of manpower of Ministerial staff of Stores Department, HQ Office-CCG.

Total No. of Recommendations : One

Summary of Recommendations : Page No.5

Projected Manpower for surrender :

Category	Existing Cadre	Men on Roll	Vacancy	Proposed Cadre	Surplus identified	
					Total	Vacant
<b>Gr. "C" Ministerial Staff</b>	273	165	108	181	92	92
<b>Total</b>	<b>273</b>	<b>165</b>	<b>108</b>	<b>181</b>	<b>92</b>	<b>92</b>

Financial Implication : Recurring saving of Rs.9,23,41,688/- p.a

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## **ACKNOWLEDGEMENT**

The Work Study Team, Western Railway, Churchgate, Mumbai – 400 020 is grateful to Shri Abhishek Bhargava, AMM (ADM) for his co-operation.

The Study Team is also thankful to all Section Supervisor and subordinate staff in each section of Stores Department, HQ-CCG for their whole hearted co-operation and suggestions extended during the course of Work Study.

## **TERMS OF REFERENCE**

As directed by competent authority, a work study on review the staff strength of ministerial staff of Stores Department under HQ-CCG is to be conducted during the financial year 2021-2022.

The work study has been conducted to assess actual man power requirement for carrying out the existing work load.

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<b><u>METHODOLOGY</u></b>	
<b>Collection</b>	Of data required for conducting the Work Study.
<b>Observation</b>	Of area wise and activity wise working system.
<b>Scrutiny</b>	Of data collected, existing staff strength, deployment, quantum of workload arising.
<b>Discussion</b>	With Co-ordinating Officers of Concerned Department and Staff in regard to workload arising and actual requirements of staff.
<b>Consideration</b>	Of suggestions and guidelines given by Officers.
<b>Assessment</b>	Critical examination of existing of working.
<b>Provision</b>	Of Leave Reserve on the bare proposed manpower.
<b>Identification</b>	Of surplus posts over and above the need based requirement and discussions with concerned staff at the time of Study.
<b>Proposal</b>	For adoption of change in existing working system.
<b>Finalization</b>	Of Work Study report with recommendations.

<b><i>Summary of Recommendations</i></b>
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<b><i>Sr.No.</i></b>	<b><i>Recommendation.</i></b>	<b><i>PageNo.</i></b>
<b><i>1</i></b>	<b><i>91 Posts of Group 'C' staff found redundant, needs to besurrendered.</i></b>	<b><i>31</i></b>

*Material Management Department is situated at CCG and it is a full-fledged stores office of Western Railway. The Material Management Department has an integrated responsibility in respect of all the Material management functions covering purchase, inspection, warehousing, distribution and inventory control. It is also responsible for the disposal of obsolete/Scrap materials. The Purchase function is mainly centralized in HQ office.*

*The Stores Department functions under the administrative control of PCMM, assisted by four CMMs, Six DyCMMs, SMMS & AMMs in HQ.*

*This office is broadly functioning for purchase section and non-purchase section. As per information furnished, broadly there are total 31 Sections i.e. Purchase 19 sections & Non purchase 12 sections.*

*The stores office is situated on 3<sup>rd</sup> floor of Station building, Churchgate station. The stores office is classified for procurement of Stock items and non-stock items. Each sub sections of this office deals with various groups of items which includes urgently required items also.*

### **Objectives of Materials Management Department**

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

*All materials are basically divided into two broad categories viz. Stock and NonStock. The stock items are those items for which there is a regular demand, regular drawl or consumption and there is a regular recoupment. Non-stock items are required occasionally and not on regular basis. The Stores Department is required to give a service of making thousands of items available to the indenters when required. To give this service we have to maintain stocks of a large number of items known as "Stock items" whereas for other items, which are not frequently required or having one time requirement, no stocks are maintained. These items are purchased as and when required to meet specific demands and are called "Non-stock items". Apart from the role played by the department in supplying materials for maintenance activities of the Railway, the Stores Dept. arranges procurement of materials for capital works such as construction project, modernization of rolling stock etc.*

*With the implementation of 7<sup>th</sup> pay commission, the establishment charges have gone up drastically and hence manpower has become an important factor in bringing economy in the system. In order to check the cost of manpower, the Railway administration has issued guidelines time to time, in the form of yardsticks, circulars etc. Now a days, benchmarking is being utilized to ensure best use of manpower. The optimum utilization of manpower may further be ensured by multi skill use of man power. With the introduction of E- Office many paper activities has been reduced resulting in further possibilities of reduction in manpower has become mandatory due to lesser manual exercise in all the offices over entire railways.*

*Productivity has acquired a new and broader meaning in the light of highly competitive economic environment, increasing educational levels, degradation of physical environment and increasing population, creating pressure on the limited available resources. To be relevant, the output dimension of the productivity equation needs to be stressed more than before, because improvement in the use of resources alone may not give the desired competitive advantage.*

*To find out the possibilities to achieve the goal as discussed above, this work-study was approved by AGM.*

<b>Chapter 2</b>	<b>Existing Scenario</b>
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**2.0 The sanctioned strength of the Stores office is as under as on 12.05.2021:**

<b>Statement of Store Department –CCG</b>					
<b>Group "C"</b>					
<b>Sr. No.</b>	<b>Designation</b>	<b>GP</b>	<b>SS</b>	<b>MOR</b>	<b>Vacancy</b>
1	Ch. OS	4600	53	52	01
2	OS	4200	151	91	60
3	Sr. Clerk	2800	37	17	20
4	Jr. Clerk	1900	32	05	27
<b>Total</b>			273	165	108



**2.1 Section wise distribution of Group 'C' staff is as under:**

Sr. No.	Section	Ch. OS	OS	Sr. Clerk	Jr. Clerk	Total.
1	01	-	01	01	-	02
2	03	-	04	-	-	04
3	04	02	04	01	-	07
4	05	03	02	-	-	05
5	06	02	04	01	-	07
6	07	01	04	-	01	06
7	09	01	06	-	-	07
8	10	02	01	01	-	04
9	11	01	02	-	-	03
10	14	01	02	-	-	03
11	15	03	02	-	01	06
12	16	01	02	01	-	04
13	17	03	03	-	-	06
14	18	01	01	-	-	02
15	22	04	05	01	-	10
16	23	03	04	-	01	08
17	24	05	01	-	-	06
18	28	-	02	01	-	03
19	29	01	01	-	-	02
20	Purchase Section(cash)	01	01	-	-	02
21	Computer	-	03	-	-	03
22	DMS –IC	-	02	-	01	03
23	GENERAL	03	07	01	02	13
24	PC	-	11	01	-	12
25	R&D	04	06	03	-	13
26	RISK-P	01	01	-	-	02
27	S-III	02	01	02	-	05
28	S-IV(R)	01	03	-	-	04
29	S-V	03	05	-	-	08
30	STORE ROOM	-	01	-	-	01
31	S II-PG	-	02	-	-	02
32	S IV (T)	01	01	-	-	02
	<b>TOTAL</b>					<b>165</b>

## **2.2 The section wise work allotted to various Section in Stores Department, HQ-CCG.**

### **2.2.1: Section -01:**

**2.2.1.1:** List of items of works designated to this section is as under;

- Registration of Non Stock requisitions & Material Schedules.
- To check/Return/send it to concerned Officer for approval
- Medical Demand.
- All approved Demand Registration.

**2.2.1.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	OS	9300-34800	4200	2
<b>Total</b>				<b>02</b>

**2.2.1.3: Observation:- There are 02 staff looking after the work of Section 001.**

After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.2 Section -03:**

**2.2.2.1:** List of items of works designated to this section is as under;

- Purchase of General items, Sample codify etc.
- Pre & Post Contract related works
- A to Z tendering related works,
- Major Group 70, 71, 73, 74, 76, 91 & 93.
- Items included-Hardware, Brushes, Electrodes, Plywood, Non-Ferrous, Abrasives.

**2.2.2.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	OS	9300-34800	4200	04
<b>Total</b>				<b>04</b>

**2.2.2.3: Observation:- There are 04 staff looking after the work of Section 03.**

After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.3 Section -04:**

**2.2.3.1:** List of items of works designated to this section is as under;

- Purchase of General items, etc.
- Pre & Post Contract related works
- A to Z tendering related works,
- Major Group 61, 62, 72, 75, 77, 78, 81, 84, 86 & 79
- Items included-Tools, Chemicals, Leather cloths, Pipes & Fittings, Rubber items, Furniture & crockery, cement, cloth, Dress, Regulations Handicraft Centers and Sticking Charges.
- Purchase through GeM.etc.
- Coordination with Concerned Officers, Depots & Finance department.

**2.2.3.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	02
2	OS	9300-34800	4200	04
3	Sr.Clerk	5200-20200	2800	01
<b>Total</b>				<b>07</b>

**2.2.3.3: Observation:-** There are 07 staff looking after the work of Section 04. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

#### **2.2.4Section -05:**

**2.2.4.1:** List of items of works designated to this section is as under;

- Dealing with Printing & Stationary items, Books & Forms, Ticket (UTS & PRS) Items
- Pre- Contract Works- Fixation of AAC, Preparing QWS, Purchase Proposals, Tender etc, Placement of POS.(Stock & Non Stock demand)
- Post –Contract works- Letters to Firms, Finance, Consuming departments, Law Dept. & Depots.
- Monitoring of all related works.
- A to Z Tender related works(Pre & Post).
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.
- Court cases & Arbitration cases.
- Commitment Budget.
- Review of Vital/Safety items
- Coordination with Officers, Depots, Commercial & Finance departments.

**2.2.4.2** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	02
<b>Total</b>				<b>05</b>

**2.2.4.3 : Observation:-** There are 05 staff looking after the work of Section 05. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

#### **2.2.5Section -06:**

**2.2.5.1:** List of items of works designated to this section is as under;

- Dealing with General Electrical items.
- Major Group 45, 46 & 47.
- Pre & Post Contract related works
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.
- Coordination with Concerned Officers, Depots & Finance department.

**2.2.5.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	02
2	OS	9300-34800	4200	04
3	Sr.Clerk	5200-20200	2800	01
4	Jr.Clerk	5200-20200	1900	00
<b>Total</b>				<b>07</b>

**2.2.5.3: Observation:-** There are 07 staff looking after the work of Section 06. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

## **2.2.6 Section -07:**

**2.2.6.1:** List of items of works designated to this section is as under;

- Dealing with Signaling and Telecom items including LED Lights, SMPS, Point machine, Battery.
- Major Group 54, 55 & 56.
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.
- Coordination with Concerned Officers, Depots & Finance department.

**2.2.6.2 :** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	04
3	Jr.Clerk	5200-20200	1900	01
<b>Total</b>				<b>06</b>

**2.2.6.3: Observation:-** There are 06 staff looking after the work of Section 07. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

## **2.2.7 Section -09:**

**2.2.7.1:** List of items of works designated to this section is as under;

- Dealing items pertaining to Parts & Fittings of ICF EMU Coaches, Spares of Diesel Rail Cars, Insulators, insulating materials
- Major Group 31, 32, 35 & 41.
- Pre- Contract Works-Description of AAC & Source Confirmation from consuming branch.
- Tendering Stage- Purchase Proposals, Floating of Tender.
- Post –Contract works- Letters to vendors, Finance, Consuming departments & Depots.
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Issuing Modifications, DP Extensions, Cancellations, Purchase Orders & Inventory control.
- Court cases & Arbitration cases.
- Coordination with Officers, Depots, Electrical & Finance departments.

**2.2.7.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	06
3	Sr.Clerk	5200-20200	2800	00
4	Jr.Clerk	5200-20200	1900	00
<b>Total</b>				<b>07</b>

**2.2.7.3: Observation:-** There are 07 staff looking after the work of Section 09.  
After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.8 Section -10:**

**2.2.8.1:** List of items of works designated to this section is as under;

- Dealing with Electrical Items.
- Major Group 40,42 & 43
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Preparing AAC, QWS, DP Extensions etc
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.
- Coordination with Concerned Officers, Depots, DGM(Law) & Finance department.
- Commitment Budget.

**2.2.8.2** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	01
3	Sr.Clerk	5200-20200	2800	01
<b>Total</b>				<b>03</b>

**2.2.8.3: Observation:-** There are 03 staff looking after the work of Section 10.  
After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.9 Section -11:**

**2.2.9.1:** List of items of works designated to this section is as under;

- Dealing with Plant & Machinery & their spares, Hospital Instruments, Equipment & parts
- Major Group 65,66,67 & 82
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.
- Coordination with Concerned Officers, Depots & Finance department.

**2.2.9.2 :** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	02
<i>Total</i>				<b>03</b>

**2.2.9.3: Observation:-** There are 03 staff looking after the work of Section 10. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

**2.2.10 Section -14:**

**2.2.10.1 :** List of items of works designated to this section is as under;

- Dealing items pertaining to Major Group 50,52 & 85.
- Signaling & Telecommunications, Bearings.
- Monitoring of all related works.
- A to Z Tender related works (Pre & Post).
- Issuing Modifications, DP Extensions, Cancellations, Purchase Orders & Inventory control.
- Court cases & Arbitration cases.
- Coordination with Officers, Depots, concerned dept. & Finance departments.

**2.2.10.2** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	02
<i>Total</i>				<b>03</b>

**2.2.10.3: Observation:-** There are 03 staff looking after the work of Section 14. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

**2.2.11 Section -15:**

**2.2.11.1 :** List of items of works designated to this section is as under;

- A to Z work of items of Coaching section. Major Group 30, 33, 36 & WTA items.
- Procurement of Coaching items(Stock & non Stock items)
- A to Z Tender related works(Pre & Post).
- Court cases & Arbitration cases.
- Commitment Budget.
- Providing position of Safety & Critical items.
- Court & Arbitration cases.
- Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders, Coordination with different departments & Depots.

**2.2.11.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	02
3	Jr.Clerk	5200-20200	1900	01
<b>Total</b>				<b>06</b>

**2.2.11.3: Observation:-** There are 06 staff looking after the work of Section 15. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

## **2.2.12 Section -16:**

**2.2.12.1 :** List of items of works designated to this section is as under;

- A to Z work of items of Diesel Loco Items.
- Major Group 10 & 11.
- Stock Purchase.
- Procurement of Diesel Loco items.
- A to Z Tender related works (Pre & Post).
- SD, BG, Pay order & FDR related works.
- Court cases & Arbitration cases.
- Purchase Proposals, Tender schedules, Modifications, DP Extension, cancellations, Purchase Orders.
- Coordination with different departments & Depots & Finance Dept.

**2.2.12.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	02
3	Sr.Clerk	5200-20200	2800	01
<b>Total</b>				<b>04</b>

**2.2.12.3: Observation:-** There are 04 staff looking after the work of Section 16. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

## **2.2.13 Section -17:**

**2.2.13.1 :** List of items of works designated to this section is as under;

- The staff is working in Track Supply Section under Dy CE Construction of Engineering Dept.

**2.2.13.2:** Staff Deployed for above work section is given as under;

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	03
<b>Total</b>				<b>06</b>

**2.2.13.3: Observation:-** *There are 06 staff working in Section 17. The staff is working under the administrative control of Engineering Branch. The work load data was not made available during the work study. It is observed that the staff is purely looking after engineering related works and they have been working in Track supply section since years. As such they are not performing any activities related to stores Dept. **There is no need of the staff and needs to be surrendered immediately. As such 06 posts of section 17 needs to be surrendered immediately.***

#### **2.2.14 Section -18:**

**2.2.14.1 :** *List of items of works designated to this section is as under;*

- *Dealing with Stock & Non Stock cases of Steel items.*
- *Major Group 90.*
- *A to Z Tender related works(Pre & Post).*
- *Purchase Proposals, Tenders, Modifications, Cancellations, Purchase Orders.*
- *Coordination with Officers & Staff of Finance, Mechanical Dept. & Depots.*
- *Commitment Budget.*
- *All Non Stock demands received from HQ.*
- *All Non Stock GeM coverage POs.*

**2.2.14.2:** *Staff Deployed for above work section is given as under;*

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	01
<b>Total</b>				<b>02</b>

**2.2.14.3 : Observation:-** *There are 02 staff looking after the work of Section 18. After assessing in details of work load and discussion work study team found that the existing staffs is sufficient to cater the present work load smoothly.*

#### **2.2.15 Section -22:**

**2.2.15.1 :** *List of items of works designated to this section is as under;*

- *Pre/Post Contract Work of all items pertaining to Major Group 23, 25, 27 & 29.*
- *Electrical loco items.*
- *Preparation of AIS, QWS, Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders.*
- *Coordination with Finance, Electrical Dept & Depots.*
- *A to Z Tender related works (Pre & Post).*
- *Position to Rly Board & other offices.*

**2.2.15.2:** *Staff Deployed for above work section is given as under;*

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	04
2	OS	9300-34800	4200	05
3	Sr.Clerk	5200-20200	2800	01
<b>Total</b>				<b>10</b>



**2.2.15.3: Observation:-** *There are 10 staff looking after the work of Section 22. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.*

**2.2.16 Section -23:**

**2.2.16.1 :** *List of items of works designated to this section is as under;*

- A to Z work of Non Stock Wagon items. Major Group 37, 38, 39 & springs.
- Preparation of AAC, QWS, Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders, Coordination with Finance, Electrical Dept & Depots.
- A to Z Tender related works (Pre & Post).
- Court cases & Arbitration cases.

**2.2.16.2:** *Staff Deployed for above work section is given as under;*

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	04
3	Sr.Clerk	5200-20200	2800	00
4	Jr.Clerk	5200-20200	1900	01
<b>Total</b>				<b>08</b>

**2.2.16.3: Observation:-** *There are 08 staff looking after the work of Section 23. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.*

**2.2.17 Section -24:**

**2.2.17.1 :** *List of items of works designated to this section is as under;*

- A to Z work of Diesel Loco, POL, Fuel items. Major Group 12 to 19, 80 & 92.
- Pre & Post contract related works.
- Preparation of QWS, Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders, DP extensions, SD Refund etc.
- Coordination with Finance, Mechanical & Electrical Dept. & Depots.
- A to Z Tender related works (Pre & Post).
- Court cases & Arbitration cases.

**2.2.17.2:** *Staff Deployed for above work section is given as under;*

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	04
3	Jr.Clerk	5200-20200	1900	01
<b>Total</b>				<b>08</b>

**2.2.17.3: Observation: -** *There are 08 staff looking after the work of Section 24. Section 24 & 30 had been merged together. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.*

### **2.2.18 Section -28:**

**2.2.18.1 :** List of items of works designated to this section is as under;

- A to Z related work of Medicines. Major Group 82.
- Pre & Post contract related works.
- Dealing with Stock (683) & Non Stock (65) demand received from Medical Dept..
- Fixation of AAC, Preparation of QWS, Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders, DP extensions, BG,FDR & SD Refund etc.
- Position of Items and review of items.
- Coordination with Officers & Staff of Finance, Medical & Depots.
- A to Z Tender related works(Pre & Post).

**2.2.18.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	OS	9300-34800	4200	02
2	Sr.Clerk	5200-20200	2800	01
Total				<b>03</b>

**2.2.18.3: Observation: - There are 03 staff looking after the work of Section 28.** After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.19 Section -29:**

**2.2.19.1 :** List of items of works designated to this section is as under;

- A to Z related work of Surgical items. Major Group 82.
- Pre & Post contract related works.
- Dealing with Stock & Non Stock demand received from Medical Dept..
- Fixation of AAC, Preparation of QWS, Purchase Proposals, Tenders, Modifications, cancellations, Purchase Orders, DP extensions, BG,FDR & SD Refund etc.
- Position of Items and review of items.
- Coordination with Officers & Staff of Finance, Medical & Depots.
- A to Z Tender related works (Pre & Post).

**2.2.19.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	01
Total				<b>02</b>

**2.2.19.3: Observation: - There are 02 staff looking after the work of Section 29.** After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.20 Section -13 Cash Purchase:**

**2.2.20.1 :** List of items of works designated to this section is as under;

- Local Purchase of entire HQ office is dealt by this section.
- Coordination with concerned Officers & Staff of respective department & Finance departments.

**2.2.20.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	02
Total				<b>02</b>

**2.2.20.3: Observation:-** There are 02 staff looking after the work of Section 13 -Cash Purchase. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.21 Section – Computer:**

**2.2.21.1 :** List of items of works designated to this section is as under;

- Creating Users of all department of WR in consignee module for online procurement of Non Stock Items.
- Regular Updating of the Consignee.
- Installing various software to run iMMS (Consignee module). Admin of entire WR. Creating user Ids for entire WR
- IREPS.
- Digital Signature Certificate. Renewal of DSC.
- Cartridges. Procurement of various cartridges through GeM portal for PCMM office.
- Networking. Managing networking related issues of PCMM office.
- Computers and Scanners for PCMM Office.
- Condemnation of old PCs and Printers.
- E Office related works including VPN connection.
- UDM. New Depot Module introduced by CRIS.

**2.2.21.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	OS	9300-34800	4200	03
Total				<b>03</b>

**2.2.21.3: Observation:** - There are 03 staff looking after the work Computer section. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.22 Section - DMS-IC(Divisional Material Supdt- Inventory Control):**

**2.2.22.1 :** List of items of works designated to this section is as under;

- Inventory Control related all works
- Stores Budget, Commitment Budget & Funds. Coordination with Finance Dept.
- Committee Budget for non-pre check PO after receipt from Purchase section.
- Survey Committee Report approval of HOD & AGM.
- Sale orders to other Zonal Rlys.
- Updation of Records pertaining to Stores transaction and Inventory.
- Monitoring of Physical Inventory.
- Issuing Instructions as per Rly Board Policies
- Information to Vigilance Dept. on PO above 05 crores.
- Medicine Qtly Report.
- Stocking Proposals- Stock and Non Stock Proposals.
- ARD- Addition, revision & Deletion of items from Various depots, WR.

- Updation of items Details
- Change of Wards/Category.
- Sanction of Departmental stock verifications items.
- Opening/Closing of Depots/ward after getting approval of competent authority.

**2.2.22.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	OS	9300-34800	4200	02
2	Jr.Clerk	5200-20200	1900	01
Total				<b>03</b>

**2.2.22.3: Observation:** - There are 03 staff looking after the work DMS-IC section. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the present work load smoothly.

### **2.2.23 Section – General(ADMIN):**

**2.2.23.1 :** List of items of works designated to this section is as under;

- HQ Establishment, transfer and posting in HQ Office.
- Sample Room, R&D, Record Room, Upkeep of COS Office, Equipment, T & P items etc.
- Creation of work charged posts (Gaz & Non Gazetted), Sanctioned estimates & provisions.
- General, Leave, Attendance, MACP, Hiring of Vehicles.
- Furniture procurement.
- HQ Awards.
- Cash Imprest.
- Meetings arrangement.
- Hindi Rajbhasha.
- Purchase of General items, Tendering Extension of Currency for Gazetted & Non gazette.
- Preparation of PNM minutes.
- Preparation of Training programme for Gazetted & Non gazette.
- Preparation of DAR Cases, APAR.
- Man power planning & Pin pointing of Staff.
- Maintaining Seniority list of Staff, Promotional, transfer at various section of COS Office.

**2.2.23.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	07
3	Sr.Clerk	5200-20200	2800	01
4	Jr.Clerk	5200-20200	1900	02
Total				<b>13</b>

**2.2.23.3: Observation:** - There are 13 staff looking after the work General (ADMIN) section. After assessing in details of work load and discussion work study team found that the existing staff is sufficient to cater the

present work load smoothly.

#### **2.2.24 Section – PC (Personal Clerk):**

**2.2.24.1 :** List of items of works designated to this section is as under;

- Downloading the required copies of IREPS/iMMS, converting into Pdf, E Office for TC & NTC cases.
- Maintaining TC & Non TC registers.
- Assisting the concerned officer associated with in preparation of TC proceedings (Drafting) in IREPS, & Acceptance of Non TC cases, Latest Purchase orders of All Zonal Rlys. for rate justification.
- Searching LPRs of different Railways.
- Correspondence with firms for clarifications, negotiations, performance, Supplementary TCRs etc.
- Reverse auctions
- Correspondence with Firms, RG/FDR chasing, Law vetting of BG, SD, Sending BG/FDR to Accounts for safe custody.
- Tender & Statistics related works.
- Coordination with Officers of concerned Dept, Accounts, DGM(Law).
- Downloading of Technical Bids in GeM portal.

**2.2.24.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	OS	9300-34800	4200	11
2	Sr.Clerk	5200-20200	2800	01
Total				12

**2.2.24.3: Observation: - There are 12 staff working as PC to different Officers.**

After assessing in details of work load and discussion work study team found that the existing staff attached with different officers upto Sr Scale level are sufficient to cater the present work load smoothly.

#### **2.2.25 Section – R& D :**

**2.2.25.1 :** List of items of works designated to this section is as under;

- Section is divided into 2 parts Receipt & Despatch.
- TO receive all daks : PO's, MA's, OEC, Letters to Railway Board, All Zonal Railways & Production units.
- Firm/party letter received By Hand, Post, Courier, E-Dak, Rly DAK are scan and send to concerned sections through E Office.
- Inspection Agencies i.e. RITES, RDSO, Consignees & Firms.
- Making Entry of all above Dak in Centralized Register.To maintain Stamp Accounts through GPO.
- Franking machine pay order registration.
- Registration of pay order.
- Preparation of Cheques from Accounts.
- Updation of Franking machine
- Arrangement of sufficient stationery viz. Envelopes, Dispatch list papers.
- To affix Barcodes/Stamps on each Envelope.
- Attendance / receivence/ entering of INWARD DAK received from firms, Depots & GM

Office.

- Distribution of DAK to all officers section wise.

**2.2.25.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	04
2	OS	9300-34800	4200	06
3	Sr.Clerk	5200-20200	2800	03
Total				<b>13</b>

**2.2.25.3 : Observation:** - There are 13 staff working in R & D section. There Divyanjan staff also working in the section. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

#### **2.2.26 Section – RISK- P(Risk Purchase):**

**2.2.26.1 : List of items of works designated to this section is as under;**

- Cancellation Advice & Recovery Notice.
- Sending cancellation Advice to Accounts.
- On Receipt of recovery statement from Accounts sending advice to All Zonal Railways, PUs, Workshops & Concerned informing recovery of dues against the parties and initiating necessary recovers.

**2.2.26.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	01
2	OS	9300-34800	4200	01
Total				<b>02</b>

**2.2.26.3: Observation:** - Currently one OS is looking after the Risk P section and after assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly. One staff is being utilized in other section. **One post found redundant and needs to be surrendered immediately.**

#### **2.2.27 Section – S III:**

**2.2.27.1 : List of items of works designated to this section is as under;**

- Sale of Scrap items including annual contracts, auctions, Survey Sheets, Extension in Payment & Delivery, Monthly Report to Board etc
- Auction Program & Corrigendum.
- Proposals for free delivery extension, Refund of shortage of delivery, cancellation of Lot, survey sheets, sale to other organizations
- Approval Letters for sale order preparation
- Register E Auction
- Single sheet Data from Division/Depot Checking/ Corrections
- Railway Board Statements.
- Policy File Related issues.

- Letters/ Notes pertaining to any other issues,
- E Auction catalogue data, Sold /Unsold Lot Position.
- Complain Letter Reply & GM Inspection Reply.

**2.2.27.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	02
2	OS	9300-34800	4200	01
3	Sr.Clerk	5200-20200	2800	02
Total				<b>05</b>

**2.2.27.3: Observation:** - There are 05 staff working in S III section. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

#### **2.2.28 Section – S IV ( Registration & Tender):**

**2.2.28.1 : List of items of works designated to this section is as under;**

- Opening of Tender at 11:00 hrs on Tender date.
- Section divided into 02 parts: Registration & Tender
- All Online registration and renewal works is done.
- Tender Opening, (Bulletin, Limited Tender, Spl Limiter Tender, Advt. Tender etc,
- Downloading/Scanning received documents from Firms, Copies of IREPS, & iMMS etc,
- Converting documents into PDF and uploading in e-Office.
- Proposal of Inspection, New Registration, Registration Renewal, Registration letter
- Correspondence/ contact with firms.
- Maintaining Bad Performance records of Firms.
- Sending Registration details of firms with other railways.

**2.2.28.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	02
2	OS	9300-34800	4200	04
Total				<b>06</b>

**2.2.28.3: Observation:** - There are 06 staff working in S IV(R&T) section. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

#### **2.2.29 Section – S V (Policy):**

**2.2.29.1 : List of items of works designated to this section is as under;**

- EMCDO, GM PCDO, Public Grievances, GeM Policy, UDM Policy, Railway Board Correspondence,
- Handing Over Notes of Officers,

- Quarterly Statistical Information to RB.
- Inspection Notes and Reply.
- PCDOs received from Divisional MM, CRB PCDO to DGM(G), Coordination meetings at AGM/PCMM level, Monitoring Letters,
- Court Cases & Legal matters.
- Anxiety Items of PHODs/ DRMs/District Incharge,
- Vital & Safety Items
- Work Programs.
- Machinery & Plant tools
- Training of Officers and staff of HQ and depot.
- Representation from Staff Unions.
- Parliament Question, Reference of MPs/MLAs
- Efficiency Shield for District/Depots/Purchase sections.
- Accounts Y Audit objections, Audit Paras, Stock Sheet, Write Off Proposals, Cash Inprest, Staff Grievances, complaint from depots
- Schedule of Powers, Indent on RRB for Depot Staff cadre, Vacancy Position of Depot, Stores Delivery Van Movement, Release of PU by Stores depot.
- Depot Statistics.
- PNM,POM, ZCEG etc.
- Conference of GM, COS etc with Rly Board, Depot Officers Meetings.

**2.2.29.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	Ch. OS	9300-34800	4600	03
2	OS	9300-34800	4200	05
Total				<b>08</b>

**2.2.29.3: Observation:** - There are **08** staff working in **S V** section. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

## **2.2.30****Section – Sample Room:**

**2.2.30.1 :** **List of items of works designated to this section is as under;**

- Sample from suppliers are collected and sent to concerned section.

**2.2.30.2:** Staff Deployed for above work section is given as under;

Sr.No	Designation	Pay Band	Grade Pay	Deployment
1	OS	9300-34800	4200	01
Total				<b>01</b>

**2.2.30.3: Observation:** - Currently the Sample Room section is **CLOSED** and the existing OS is being utilized in OS (G) ADMIN section. The post of OS needs to be surrendered immediately. Therefore, **01 staff redundant and needs to be surrendered**



### **2.2.31 Section – S II (PG) Start to Progress:**

#### **2.2.31.1 : List of items of works designated to this section is as under;**

- Issue of Bulletin and Advt Tender, sale of Tender Form.
- Productivity Statistics, Continuous Sr. Numbering of S.O etc
- Policy (Purchase & Depots, Bill Forms.
- Advertisement of Tenders
- Right to Information.

#### ***2.2.31.2: Staff Deployed for above work section is given as under;***

<b>Sr.No</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Deployment</b>
1	OS	9300-34800	4200	02
Total				<b>02</b>

**2.2.31.3: Observation:** - Currently the S II PG is merged with S V section. One of the OS is looking after Advertisement of Tenders. After assessing in details of work load and discussion work study team found that the existing staff are sufficient to cater the present work load smoothly.

*Principal Chief Materials Manager heading the Stores Department office is situated at Churchgate Station Building and it is a full-fledged stores office in Western Railway. The Stores Department is broadly divided into two category i.e. Purchase and Non Purchase sections. There are broadly 19 sections in Purchase & 12 Sections in Non- Purchase.*

*The Purchase sections are divided according to Main Groups, which is followed by sub groups. Each section is allotted a Series of particular main Groups along with defined list of Non stock items. The purchase items is annually scheduled whereas the non-stock items procured as per the demand generated by depots.*

*As against sanctioned strength of Ministerial staff in Stores Department office there are different category of staff are working. During the course of study, work study team revealed that a lot of reduction in various activities has taken place due to introduction of e-office and other new modules developed for smooth& efficient functioning*

*During discussion it is observed that after implementation of IMMIS & IREPS, the workload is very simplified, easily accessible & it saves time. There new Vendor module will result the reduction in the work load of Stores. Implementation of this technology & up gradation of New technology day by day, reduced the manual & lengthy work. This amendments gradually simplifying the work and saves man power. The implementation of on line Tendering system save a lot of time and reduced the man hours.*

*With introduction of E Office over Western Railway there has been tremendous changes in the working of all departments. With stopping of physical movements of file, there has been lot of time saving and productivity too has improved. In this pandemic time of COVID- 19, the attendance of Office has reduced from time to time. But due to VPN connections and e-office there has been almost no loss in dealings of files which has helped in coping in this drastic conditions. Western railway has ranked No. 1 in terms of e-office management in the entire Indian Railways.*

*The introduction of IMMIS & computers reduced the manual & lengthy work. Many activities at various departments of Western Railway has been outsourced, hence many items are either excluded or reduced in quantity.*

RANKING OF ZONE BASED ON FILES CREATED ON E-OFFICE																	
SN	Zone	Total Files Created As on 20.03.20	Ranking As on 20.03.20 based on files created	Total receipt Created As on 20.03.20	Ranking As on 20.03.20 based on receipt created	Total Files Created As on 19.06.20	Ranking As on 19.06.20 based on files created	Total receipt Created As on 19.06.20	Ranking As on 19.06.20 based on receipt created	Total Files Created As on 14.08.20	Ranking As on 14.08.20 based on files created	Total receipt Created As on 14.08.20	Ranking As on 14.08.20 based on receipt created	Total Files Created As on 28.05.21	Ranking As on 28.05.21 based on files created	Total receipt Created As on 28.05.21	Ranking As on 28.05.21 based on receipt created
1	WR	10462	2	19651	4	41209	3	84102	4	68708	2	222537	2	177874	1	1098396	1
2	SCR	48790	1	199476	1	61888	1	244855	1	91007	1	331903	1	176130	2	774513	3
3	SR	10018	3	53212	2	26666	5	92356	3	49489	4	185558	4	159184	3	874703	2
4	ECR	1311	14	8246	12	53342	2	123148	2	67287	3	206352	3	115909	4	627470	4
5	CR	9156	4	29834	3	15736	9	44319	6	29105	7	82124	8	94867	5	355307	8
6	WCR	6360	6	19084	5	13567	11	39191	7	24449	11	85274	7	82357	6	361931	7
7	ER	563	16	958	16	37003	4	8025	16	48788	5	32126	16	74173	7	385120	6
8	NR	2483	12	15845	7	9858	12	31782	11	21988	12	75752	9	69050	8	348167	9
9	SER	4449	9	5028	13	14230	10	26378	13	26256	9	69027	10	66643	9	287918	10
10	NWR	5798	7	15541	8	17838	7	45973	5	28383	8	108343	5	56036	10	416313	5
11	NER	1970	13	3532	15	16877	8	36347	8	32630	6	86944	6	53336	11	287252	11
12	NFR	5207	8	12414	9	21058	6	34254	10	25767	10	57947	13	52782	12	227863	15
13	SECR	924	15	4826	14	6730	16	24760	14	12588	15	55530	14	41280	13	250074	13
14	NCR	2980	11	9779	11	7825	15	27258	12	15398	14	60206	12	37803	14	229839	14
15	SWR	3623	10	18609	6	9340	13	35903	9	15628	13	67518	11	35144	15	254390	12
16	ECOR	6597	5	11268	10	8771	14	18426	15	11394	16	32577	15	22097	16	112483	16

Each Department has played a crucial role in implementing e-office in their offices and helping Western Railway achieve the no. one spot. The entire staff has now become accustomed with the e-office working which has led to tremendous time saving and achieving paperless working culture too. With generation of various MIS reports through e-office module it is helping the Administration in keeping a tab on the file movement and achieving overall efficiency.

The below table, shows that the trend of last three years transaction in overall respect i.e total PL nos., purchase order placed of stock as well as non-stock items.

Year	No. of POs			
	Live PL	Stock	Non Stock	Total
2018-19	5294	5722	1577	7299
2019-20	4833	5667	1866	7533
2020-21	2850	3542	1337	4879
Total				

During the course of work study, the work study team has gone through detail discussion with nominated officer, supervisor and staff. Work study team assessed the section wise workload from the data provided and the data gathered during discussions with the Officers, Supervisors & staff. But due to COVID-19 restrictions a comprehensive work study couldn't be carried out by the work study

*team. However, the workforce has been justified on the basis of the workstudy data and due interaction with the available Supervisors and staff at the time of workstudy. During workstudy it was also observed that some of the staff is being utilized in other sections against the detailed list as per work requirement and instructions of Officers.*

*Various activities performed at each section were summarized and the workload was analyzed in terms of work load. Need based requirement of staff arrived are given in following table.*

<b>Sr. No.</b>	<b>Section</b>	<b>Staff Deployment</b>	<b>Staff Actual Requirement</b>	<b>Para No.</b>
1	01	02	02	<b>2.2.1.3</b>
2	03	04	04	<b>2.2.2.3</b>
3	04	07	07	<b>2.2.3.3</b>
4	05	05	05	<b>2.2.4.3</b>
5	06	07	07	<b>2.2.5.3</b>
6	07	06	06	<b>2.2.6.3</b>
7	09	07	07	<b>2.2.7.3</b>
8	10	04	04	<b>2.2.8.3</b>
9	11	03	03	<b>2.2.9.3</b>
10	14	03	03	<b>2.2.10.3</b>
11	15	06	06	<b>2.2.11.3</b>
12	16	04	04	<b>2.2.12.3</b>
<b>13</b>	<b>17</b>	<b>06</b>	<b>00</b>	<b>2.2.13.3</b>
14	18	02	02	<b>2.2.14.3</b>
15	22	10	10	<b>2.2.15.3</b>
17	23	08	08	<b>2.2.16.3</b>
18	24	06	06	<b>2.2.17.3</b>
19	28	03	03	<b>2.2.18.3</b>
20	29	02	02	<b>2.2.19.3</b>
21	Purchase Section(cash)	02	02	<b>2.2.20.3</b>
22	Computer	03	03	<b>2.2.21.3</b>
23	DMS –IC	03	03	<b>2.2.22.3</b>
24	GENERAL	13	13	<b>2.2.23.3</b>
25	PC	12	12	<b>2.2.24.3</b>
26	R&D	13	13	<b>2.2.25.3</b>
<b>27</b>	<b>RISK-P</b>	<b>02</b>	<b>01</b>	<b>2.2.26.3</b>
28	S-III	05	05	<b>2.2.27.3</b>
29	S-IV	06	06	<b>2.2.28.3</b>
30	S-V	08	08	<b>2.2.29.3</b>
<b>31</b>	<b>Sample Room</b>	<b>01</b>	<b>00</b>	<b>2.2.30.3</b>
32	S-II(PG)	02	02	<b>2.2.31.3</b>
	<b>Total</b>	<b>165</b>	<b>157</b>	

*In against of sanctioned strength of 273 Group C staff, 165 are working. The work study team comes to the conclusion that the ministerial cadre of 181 staff are adequate to carry out the work smoothly which included 15 % staff kept for unforeseen situations and Leave Reserve (LR). **The team also observed that the 06 staff of Stores office working in Track Supply section under Dy CE Construction, Engineering. Hence, these 06 posts are redundant in account of Stores office and needs to be surrendered.** The work study team analyze the fact and found that out of 102 vacant posts, 92 needs to be surrendered.*

**Conclusion:**

*Above critical analysis can be summarized in following table:*

<b>Sr. No</b>	<b>Description</b>	<b>Gr "C" Staff</b>
1	<i>Present Sanctioned Strength</i>	273
2	<i>Actual Requirement</i>	157
3	<b>Unforeseen Situation &amp; Leave Reserve (15% of Sr No 2)</b>	24
4	<i>Required Sanctioned Strength</i>	181
5	<b>Identified Surplus</b>	<b>92</b>

*Thus, the proposed sanction strength of Ministerial cadre of Stores Department office comes to **181** instead of 273.*

**As per Railway Board letter No. E(MPP)2018/1/1 dated 02.07.2020(RBE 48/2020)- Review of Policy of Creation of Posts-**

*(a) Surrendering of 50 % of the existing vacancies, in other than safety category.*

*As per Railway Board guidelines, in order to achieve optimum utilization of manpower, 50 % of the vacant posts needs to be done immediately.*

**Chapter 4****Recommendations****Recommendation No.1:**

92 Posts of Group 'C' ministerial staff found redundant, needs to be surrendered immediately.

**Chapter 5****Financial Implications**

After carefully scrutinizing the current working scenario of entire cadre of the Ministerial Staff in Stores Office, HQ-CCG, the work study team proposes surrender of **91** posts against sanction cadre of **273**.

As per **RBE 48/2020**, 50% of the vacant posts needs to be surrendered immediately and rest maybe surrendered during the financial year.

The tentative financial implication due to surrender of posts will be as under:

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
Group-"C" Ministerial Staff	92	Rs 10,03,714/-	Rs. 9,23,41,688/-
<b>Total</b>			

**Note:** The above financial implication is subject to the actual surrender of posts.

On implementation of the recommendations brought out in the workstudy report, annual recurring saving of Rs 9,23,41,688/- per annum can be achieved

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