

INDIAN RAILWAYS TECHNICAL SUPERVISORS ASSOCIATION

(Estd. 1965, Regd. No.1329, Under Indian Trade Union Act, 1926)

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No. IRTSA/ Memo/RB/CRC/ 2011- 26

Dated: 15.10.2011

**Additional Member (Staff) &
Chairman CRC (Cadre Restructuring Committee),
Railway Board, New Delhi.**

Dear Sir,

Sub: Cadre Restructuring of Group-C categories – Depot Material Superintendent (DMS & CDMS)

Reference: i) Railway Board letter No. PC-VI/2008/CRC/1, Dated 09.11.2009

ii) RBE No177.2003, No.PC-III/2003/CRC/6 dated 09/10/2003.

iii) RBE No. 5/2004, No. PC-III/2003/CRC/6 dated 06/01/2004.

iv) Department of Expenditure OM No. File No.2(15)/E.III/99.

1. We submit as under for your kind and favourable consideration and that of the CRC (Cadre Restructuring Committee) in reference to the letters cited above:

2. The Stores department performs a significant and major role in all the activities of Indian Railways. These activities are directly connected with train operations and thus contribute for productivity and earnings. These activities also have interface with customers which reflect the image of Indian Railways. All purchases on Indian Railways are centralized through stores Department only except for items of petty value. The function of Stores Department on Railways is more as there are thousands of indentors spread over a large geographical area.

(Major Functions of Stores Department is explained in the Annexure-I.)

3. Depot Material Superintendents play a vital role in the stores organization as custodian of 230 Stocking Depots over the Railway network to ensure uninterrupted supply of Railway materials and stores. Over 1.8 lakh materials components of various descriptions are stocked in these depots. (*Duties & responsibilities of DMS & CDMS are explained in Annexure-II.*)

4. over the years, as the Indian Railways were evolving, its purchases have gone manifold both in terms of value and number of items. The technical, industrial and commercial scenario of the country has also changed significantly. During 2003-04 the total procurement of stores items by the Indian Railways were valued at Rs.11,372 crore, it has increased to Rs.27,876 crores in the year 2009-10. Therefore the value of Stores handled by Railways has increased by 145.1% since the previous cadre restructure.

5. Due to the phenomenal growth taking place in all the activities of Railways, integrated materials management and scientific materials management are inevitable, which requires higher proficiency and higher grade supervision at the level of Depot Material Superintendent. Specializations in the following scientific material management are also necessary.

- Strategic Procurement Management
- International Purchasing
- Inventory Management – Designing & Implementing an Inventory System
- Logistics Management
- Supply Chain Management
- Just-in-Time and MRP Systems
- Computerized Materials Management Systems including e-procurement

- Financial Aspects of Materials Management
- Sales and Auction management
- Costs and value engineering

6. Existing Cadre Structure for Depot Material Superintendents

Designation	Pre-Revised Scale	Prior to 2003	Existing Percentage	Revised GP	Percentage distribution after merger
CDMS	7450-11500	5%	10%	Rs.4600	40%
DMS-I	6500-10500	20%	30%	Rs.4600	
DMS-II	5500-9000	35%	30%	Rs.4200	60%
DMS-III	5000-8000	40%	30%	Rs.4200	

7. DISCREMENATION IN CADRE RESTRUCTURING FROM OTHER INSPECTORIAL STAFF

Stores Supervisors have much lesser %age of higher grade posts in comparison to other Inspectorial categories (as apparent from the following table)

	Traffic Controllers		Loco running Supervisors		Commercial Inspectors		CMT	
	Prior to merger	After merger	Prior to merger	After merger	Prior to merger	After merger	Prior to merger	After merger
7450-11500	37%	85%	65%	100%	30%	62%	37%	70%
6500-10500	48%		35%		32%		33%	
5500-9000	15%	15%			13%	38%	20%	30%
5000-8000					25%		10%	

8. QUANTUM OF DIRECT RECRUITMENT BE KEPT AT PRE-MERGER LEVEL:-

a) 20 % posts of DMS-I/CDMS (Rs.6500-10500) were filled up through direct recruitment of Engineering Graduates out of a total of 30% posts of Stores Supervisors in this scale.

b) Pay Scales of DMS-I (Rs.6500-1050) & CDMS (RS.7450-11500) have been merged after Sixth Pay Commission. The total quantum of direct recruitment will increase on the combined strength DMS & CDMS if the percentage of Direct Recruitment is retained at the existing level of 20%. This will adversely affect the avenues of promotion of the existing staff (DMS) in the lower scales. It is therefore important to ensure that:

Total number of posts filled up through direct recruitment may not be increased and the total quantum of Direct Recruitment should not exceed the pre-SCPC level so that existing Promotional chances for the serving employees may not get reduced for promotion to higher grades & LDCE.

9. Need for combined Cadre Restructuring of Group A, B & C to upgrade adequate number of Group C posts to Group A & B – to fully meet with the job requirements of the posts of DMS & CDMS of Stores cadre on Railways.

According to the census of Central Government Employees published by Ministry of Labour and Employment - About 95% of regular Central Government employees were Non-Gazetted. The overall ratio of Gazetted to Non-Gazetted employees was as such 1:20.

In Ministry of Railways, ratio, however, was 1:114. The ratio of Gazetted to non-Gazetted in Ministry of Railways should also be improved on par with other Ministries.

10. It is, therefore, requested that:

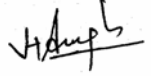
- a) Cadre distribution and Direct recruit percentage of DMS & CDMS in Store Cadre may please be made uniform on par with Technical Supervisors Cadre.

b) % age of Direct Recruitment of Engineering Graduates in the Store Supervisors Cadre may please be modified, in order to maintain the total quantum direct induction at Pre-Sixth CPC level – depending on the overall redistribution of their posts.

c) Cadre of Stores Supervisors may please be restructured as under:-

Designation & Grade Pay	Present Cadre distribution	Proposed Cadre distribution
CDMS (Rs.4600)	30 + 30 = 60%	85%
DMS (Rs.4200)	10 + 30 = 40%	15%

Yours faithfully,



(Harchandan Singh),
General Secretary, IRTSA

Copy for information & favourable consideration to:

- i) Shri A. K. Nigam, Advisor (IR) & Member CRC, Railway Board, New Delhi.
- ii) Advisor Finance, & Member CRC, Railway Board, New Delhi
- iii) Executive Director Pay Commission- I, & Member CRC, Railway Board, New Delhi.
- iv) Executive Director Pay Commission - II, & Member CRC, Railway Board, New Delhi.
- v) EDE (N) & Member CRC ,Railway Board, New Delhi.
- vi) Secretary (Establishment), Railway Board, New Delhi.

MAJOR FUNCTIONS OF STORES DEPARTMENT

The Stores Department performs a significant and major role in all the activities of Indian Railways. These activities are directly connected with train operations and thus contribute for productivity and earnings. These activities also have interface with customers which reflect the image of Indian railways. The major functions of stores department are-

Procurement:

1. Procurement & distribution of Spare parts, Oil, Greases and Lubricants & other related general items to consignees spread over 7300 stations over all Indian Railways for day to day operation, maintenance of trains, rolling stock, etc.
2. Procurement & Supply of Components to major Mechanical, Electrical & Signaling Workshops for maintenance of Coaches, Wagons and for in-house manufacture of items.
3. Procurement and supply of sub assemblies and components to the production units for manufacture of new Diesel Locomotives, Electric Locomotives, Coaches and Wagons.
4. Supply of spare parts to major Diesel & Electric Sheds for maintenance of Diesel & Electrical Locomotive & EMU (Electrical Multiple Units).
5. Procurement and supply of Fittings and components for maintenance of AC coaches, General Coaches and Wagons over Indian Railways.
6. Procurement of Modern Machines for upgrading the old workshops of Indian Railway
7. Procurement of complete units of rolling stocks

Stocking & warehousing:

1. Stocking approximately one lakh different type of item in approximately 200 stores depots spread throughout the country.
2. Arranging inspection of these stocked items.
3. Distribution of these stocked items by multi-modal logistics to various consumption centers.
4. Inventory control of the stocked items
5. Scientific recouplement of the stocked items

Planning:

1. Procurement planning of spares and sub assemblies
2. Inventory planning and budgetary forecasts
3. Planning and Formulation of Logistics for supply for items to users over all the Stations
4. Development of vendors
5. Market survey & source selection for introducing latest available items.

Disposal:

1. Identification and inspection of scrap lying at various points of Indian Railway system
2. Collection Scrap wherever feasible, segregation and making of lots from the point of view of selling.
3. Arranging public auctions and selling.
4. Selling through tenders for certain items
5. E-auctioning 6. Delivery of scrap including specialized weighments.

Supply of uniforms:

1. Procurement of cloth
2. Cloth cutting in Railways own cloth cutting factories
3. Stitching of uniforms by different means, which includes handicraft, centers.

Others:

1. Manufacture of Printed Card tickets & their distribution at various stations all over the Indian Railways. Purchase of computer Pre-printed tickets for all the Computer Reservation centers of Indian Railways.
2. Printing and supply of Time Tables & money valued books & other stationery items.

DUTIES OF DEPOT MATERIAL SUPERINTENDENT

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

- a) All correspondence by wards with departments will pass through the Depot Storekeeper, who will put them up to the Depot Officer, if necessary.
- b) The DMS has to deal with all correspondence regarding stock verification reports.
- c) Has to check recouplements, figures of consumption, and maxima and minima shown on stock cards.
- d) Attend to complaints regarding shortages and delay in supplies, and bring all serious complaints to the notice of the Depot Officer.
- e) See that every convenience is placed at the disposal of the Accounts Stock Verifier for accurate and speedy verification of stocks and that store department witnesses attend and carry out their functions properly.
- f) Has to check the figures of stock and consumption shown by wards on Annual Contract Statements.
- g) Has to make surprise checks of packages by opening them and comparing the contents with the corresponding issue notes, and will initial the record copy of the issue notes so checked.
- h) Has to supervise generally that material is properly handed over to the Despatch Section, and that material is properly packed, whether packed by the ward or the Despatch section.
- i) Has to maintain general supervision over the wards, and see that material is properly stocked and looked after and kept in the correct bins and shelves.
- j) Has to have under his direct control the registration of requisitions and their distribution to wards.
- k) Has to allot the duties of the clerical relieving staff of the depot.
- l) Has to see that shunting operations are properly carried out in the yard, and that wagons are put in their proper places and to time.
- m) Has to maintain an Inward and Outward Wagon Register and will examine every loaded wagon to see that the contents are properly loaded, occasionally checking in detail the contents of wagons leaving the Yard.
- n) Has to personally check, with the Wagon Registers, the Authority for removal of wagons and the Weekly statement sent by the Traffic Department of the wagons sent to, and received from, the Yard. In the event of any discrepancy, he will immediately report it to the Depot Officer, for investigation.
- o) Has to pay surprise visits at night to the stores yard, and see that the chowkidari staff are alert and at their posts
- p) Has to maintain an inventory of all articles of dead stock, viz., plant, machinery, furniture, tools, instruments etc, at each depot in Inventory Books maintained separately for each depot.
- q) Has to prepare indents for consumable stores and tools and plant required by the depots, and will put them up to the Depot Officer for signature.
- r) Has to arrange to test all weigh-bridges and weighing machines in the store yard and wards once in a month in the first week of the month. He will record the results of the check in a manuscript register to be maintained specially for the purpose and will put it up to the Depot Officer whenever the results of test show any appreciable difference. The register should show the following particulars:
 - (i.) Number of the weighing machine

- (ii.) Location of the machine
- (iii.) Date of last test
- (iv.) Date of test
- (v.) Result of test
- (vi.) Action taken
- (vii.) Initials of Depot Store keeper
- (viii.) Initials of Depot Officer

The tests for weighing machines other than weigh-bridges should be carried out with loads of previously ascertained weights, several tests for varying loads being taken on the same machines. Weigh-bridges should be tested by passing empty wagons over them. This testing will be done in addition to any periodical tests carried out by any other authorities.

Additional responsibilities

- (a) The control and supervision of all labour and chowkidari staff, if provided instead of RPF staff, including a surplus roll call of all such staff at least once a week.
- (b) The correct preparation of Labour Muster Rolls.
- (c) Witnessing the payment of labour staff and chowkidars.
- (d) Seeing that the Yard is kept tidy, and reporting when necessary, on the state of roads, sidings, buildings & c,
- (e) Seeing that the fire arrangements are kept up-to-date and that fire drills are held at least once a month.
- (f) Preparing requisitions for repairs to material either by railway workshops or outside firms.