

NORTHEAST FRONTIER RAILWAY



WORK STUDY REPORT ON

***A*DEQUACY OF STAFF STRENGTH AT CASH OFFICES UNDER DY.CAO/CASH & PAY/MLG.**

*C*ENTRAL PLANNING ORGANISATION
NORTH EAST FRONTIER RAILWAY
MALIGAON/ GUWAHATI-771011

**CENTRAL PLANNING ORGANISATION
MALIGAON: GUWAHATI: 781011**

INDEX

CHAPTERS	CONTENTS	PAGE NOS.
	Title, Index and Executive Summary	1-3
I	Introduction	4
II	Summary work load and staff position	5-12
III	Critical Analysis of existing Work load and requirement of staff , Proposed staff & Surplus post	13-19
IV	Recommendation	20
V	Financial Implication.	21
VI	Ready Reckoner	22

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MALIGAON: GUWAHATI: 781011**

EXECUTIVE SUMMARY

SUBJECT : WORK STUDY ON “ADEQUACY OF STAFF STRENGTH AT CASH OFFICES UNDER DY.CAO/CASH & PAY/MLG”

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STUDY NO. : WSNF/ 72/2018-19 **CASE NO.** : Z/375/ 10/18-72

AUTHORITY : SDGM/NF RAILWAY
CONCERN DIVN. : HQ **DEPTT.** : Accounts
DATE OF COMMENCEMENT : 25.10.2018

DATE OF COMPLETION : 20.12.2018

DATE OF SUBMISSION : 20.12.2018

TERMS OF REFERENCE : To assess the requirement of staff strength at cash offices under Dy.CAO/Cash & Pay/MLG.

TOTAL NO.OF RECOMMENDATION SUMMARY OF RECOMMENDATION : 1
: *Work study team on critically analyzing the present work load of different categories based on sanctioned BOS and on Roll staff, had identified 35 nos. of clear vacant posts and 20 nos. of anticipated vacant posts in different grades of Group “C” category as surplus. These surplus 35 nos. of clear vacant post may be surrendered and deleted from the BOS of Dy. CAO(Cash & Pay)/MLG immediately. Remaining 20 anticipated vacant posts may be surrendered in succession.*

PROJECTED SURPLUS POST : 55 nos.

PROJECTED SAVINGS PER ANNUM : 3.18Crore (approx.)

DATE OF CIRCULATION : 21.12.2018

CHAPTEER-I

1.1 INTRODUCTION:

The Railway administration has to make best use of its resources including manpower keeping them at optimum level to attain financially viable and cost effective system. Taking all these objectives into consideration the Railway Board have emphasized to take up review on staff strength of various departments in the Railway. In pursuance with this policy of Railway Board, the Central Planning Commission has conducted this Work Study on requirement of staff under this Zone.

1.2 AUTHORITY : Sr. Dy. General Manager.

1.3. TERMS OF REFERENCE:

To assess the requirement of staff strength at cash offices under Dy.CAO/Cash & Pay/MLG

1.4. METHODOLOGY:

- a) Discussed with Office Superintendent & Officers.
- b) Data collection of various works involved.
- c) Assessment of work load.
- d) Arriving at staff requirement.

CHAPTER-II

SUMMARY OF WORK LOAD.

2.1. WORK LOAD/ACTIVITIES OF VARIOUS STAFF:

Introduction: – The Cash and Pay Department is headed by a Chief Cashier. The banking of all cash received by the railway and the disbursements of all payments on behalf of the railway are mainly the responsibilities of the Chief Cashier. On the divisions there are Divisional Cashiers who function in the same way, and as subordinate to the Chief Cashier. Unless the contrary is clear from the context, the term “Cashier” includes the Chief Cashier, Assistant Chief Cashier, Assistant Divisional Cashier, Senior Cashier and Cashier.

The rules for cash & pay department are generally designed to ensure correctness & promptness in dealing with cash receipts and payments and avoidance of risks of misappropriation or loss. If in the actual application of these rules there are practical difficulties, there is no objection to any minor deviation from the rules or to the forms being modified to suit local conditions, provided the essential requirements of the rules or the forms prescribed in the Code are not overlooked. All such modifications should be approved by the Financial Adviser and Chief Accounts Officer and embodied in an office manual.

2.2. CASH DEPARTMENT

Cash is usually received in the Cash Office either from the railway stations which realize the traffic and miscellaneous receipts or at the counter in the Cash Office from outsiders making payments of dues to the railways. Railway dues or other money receivable on railway account may ordinarily be realized only in legal tender coins or notes. The conditions of legal tender and the currency of the various denominations of coins and notes are governed by the instructions in the Central Government Treasury Rules.

2.3. Cash-book

Each railway servant receiving money on behalf of Government should maintain a cash-book. All cash transactions should be entered in the Cashbook as soon as they occur, and attested in token of check. The Cashbook should be closed regularly and completely checked. At the end of each month, the officer-in-charge of the cash-book should personally verify the cash balance in the cash-book and record a certificate to that effect under his dated signatures.

2.4. Receipts

When money is received by Railway servant, a receipt should be granted to the payee in the form prescribed for the purpose, except that in the case of Railway freight the receipts may be granted only when asked for. The receipt should be signed only by a responsible officer who should satisfy himself at the time of signing the receipts that the amount has been entered in the cash-book.

2.5. Transport of Cash

Normally, peons should not be employed for the transport of cash i.e. to fetch or carry money. When it is absolutely necessary to employ a Class IV staff for this purpose, men of some length of service and proved trustworthiness should only be selected and, in all cases, when the amount to be handled is large, more than one messenger should be employed.

2.6. Custody of Cash

A railway servant who handles Government money should not, except with the special sanction of the head of the office, be allowed to handle also in his official capacity money which does not belong to Government. Where under any special sanction, a railway servant deals with both Government and non-Government money in his official capacity, the Government money should be kept in a cash box separate from the non-Government money and the transactions relating to the latter should be accounted for in a separate set of books and kept entirely out of Government account. In the case of payments into Banks/T treasuries, the disbursing officer should compare the Bank/Treasury Officer's receipts on the challan with the entry in the Cash-Book before attesting it, and when such payments are appreciable he should obtain from the Bank/Treasury a monthly list of payments which should be compared with the postings in the Cash Book.

2.7. Cashier's Cash-Book (Receipts).

The Cashier should maintain a Cash Book in Form A.1917 in which should be recorded the receipt and disposal of cash.

Balancing the Cashier's Cash Book. - At the close of business each day, the Cashier should balance his cash book and enter in red ink at the foot of the page a statement showing the details of all the cheques and cash he has in hand and the purpose for which they are held. The total of this statement should agree with his cash balance each day. (For the purpose of detailing the balances on hand, a separate manuscript "Asset Register" may, if found more convenient, be maintained).

Accounts Check of Cash Book. - The cash book, with all vouchers and supporting documents, should be submitted daily for examination and check by an Accounts Officer (nominated by the Financial Adviser and Chief Accounts Officer), who should sign the cash book in token of his having checked it. The Accounts Officer is also responsible for seeing that the whole day's cash collections are duly remitted to the Treasury/ Bank.

2.8. Travelling Safes: - Station remittances to the Cash Office should be made in travelling Safes every day by train under arrangements with the Traffic (Commercial) Department which remains responsible for the money until it is taken over by the Cashier or his representative. The safes should on arrival at the station, be placed under the charge of the station police guard or otherwise properly secured, is may be locally arranged, until the contents are made over to the Cashier, or his authorized representative, who should attend at the station daily to take delivery of the cash bags at such times as may be arranged by the Financial Adviser and Chief Accounts Officer and the Chief Commercial Superintendent.

2.9. RECEIPT OF STATION REMITTANCE BY CASHIER

Cash Bags. - The safes should be opened in the presence of the Chief Cashier (or his representative), the Traffic Cash Witness or the Station Master on duty and the Head Constable of the police guard (or the Sainik of the Railway Protection Force or other armed guard) provided at the station, and the particulars of the contents should be posted into a register of cash bags to be kept jointly by the Cashier and the Cash Witness or Station Master.

From the time the cash bags are taken over by the Chief Cashier or his representative till the time of the final counting out of the contents, the cash should not be touched except in the presence of the Cash Witnesses. Not more than one Shroff should be employed in dealing with the bags from one station, and until these are finally disposed of the bags of another station should not be touched by that Shroff. On opening a cash bag the Shroff should first take out the Cash Remittance Note and hand it over without unfolding to the Cash Witness and then proceed to count the cash. The Shroff should call out the total amount of cash of each description and the Cash Witness should verify with the entries in the Remittance Note.

2.10. UNITS AND QUANTUM OF WORK LOAD :

The Cash and Pay Department is centrally controlled by Zonal H.Q. under the administrative control of the Financial Adviser and Chief Accounts Officer. The Cash and Pay Department is having 10(ten) units within the entire Zone to run its activities of Cash and Pay smoothly headed by a Chief Cashier. The term “Cashier” includes the Chief Cashier, Assistant Chief Cashier, Assistant Divisional Cashier, Senior Cashier and Cashier.

2.10.1. WORK LOAD OF CASHIERS:

Chief Cashier/MLG has furnished consolidated data showing total number of staff division wise and number of staff drawing salary through Bank. As per data 99.37% staffs are drawing salary through Bank in the Zone. Only a few number of staff (i.e. 0.63%) are drawing salary from cashier.

Work load of Cashiers of entire NF Rly. Zone are as follows:

A. Payment & Preparation of PMR Cash Book for the period of Apr'2018 to Sep'2018.

Month	Payment by Cash		Payment through Banker Cheque		PMR Cash Book Prepared for the Bills(Nos)
	AMOUNT	Nos of bill	AMOUNT	Nos of bill	
Apr'2018	973345	29	37222760	147	9037
May'2018	354755	20	1684678425	120	8444
Jun' 2018	783177	29	8189011	107	11355
July'2018	364491	19	12523524	100	10311
Aug'2018	392912	33	37975309	96	9319
Sep'2018	151696	20	14702543	88	9331
Total	3020376	150	279080572	658	57797

B. Details of Misc. Receipt for the period of Apr'2018 to Sep'2018

	CASH		CHEQUE		E.PAYMENT	
	AMOUNT	Nos	Amount	Nos	Amount	Nos.
Apr'2018	1691204	505		246		365
May'2018	2637137	739		387		487
June'2018	2320929	616		401		285
July'2018	3207602	613		284		609
Aug'2018	2612006	642		339		585
Sep'2018	3807672	697		328		62
Total						

C. Summary of work load of Cashier of the Zone.

SN	Division/ unit	Total staff on roll	No. of staff received payment through bank	% of staff drawing salary through bank
1	TSK	6109	6071	99.54%
2	LMG	16910	16771	99.77%
3	RNY	7491	7491	100.00%
4	APDJ	7114	6772	96.57%
5	KIR	13771	13779	99.99%
6	NJP	2212	2212	100.00%
7	BLST	41	41	100.00%
7	NBQ	3166	3125	97.70%
9	DBRT	1735	1673	96.99%
10	H.Q.	5747	5747	100.00%
Total		64306	63902	99.37%

However, cashiers of some units are having involvement for making payment in cheque and cash not for salary but due to some other reasons.

2.10.2. WORK LOAD OF SHROFFs :

The shroffing activities are being carried out only at MLG & KIR unit. On arrival at the counting room, the Chief Cash Witness will make over the cash bags, station by station to the Shroffs whose duty is to count the cash in the bags on behalf of the Chief Cashier. The bags should be opened by the Shroff (the Cash Witness and the Chief Cashier or his representative looking on), and the contents emptied on a carpet or table quite clear of everything which might hide coins if they rolled under it. Not more than one Shroff should be employed in dealing with the bags from one station, and until these are finally disposed of the bags of another station should not be touched by that Shroff.

On opening a cash bag the Shroff should first take out the Cash Remittance Note and hand it over without unfolding to the Cash Witness and then proceed to count the cash. The Shroff should call out the total amount of cash of each description which includes Cash, Cheque, E-payment, Manual TR, POS/UPI etc.

A. THE OVERALL PERFORMANCE OF SHROFFS OF MLG AND KIR UNIT ARE AS FOLLOWS:

Month	No. of shroff	C/Bag	CR Note	GC Note amount	Coins amount	Ch/Amount	Nos.	C/Notes Amount	Nos.	Cheque amount	No. of cheque	No. of witness	No. of voucher	G/Total Amount of Shroffed	Mandays
April'18	211	1787	12213	18949098	3628	1332730248	6817	0	0	264761943	690	206	26709	1616441289	21
May'18	246	2082	14515	24406678	3978	1613545053	8385	0	0	491908444	731	240	31631	2129860175	25
June'18	236	2364	13771	17022782	3194	1426403135	8019	0	0	556125688	654	230	43153	1999551605	24
July'18	262	2119	16197	18565665	3199	1616574979	8871	0	0	498414454	693	256	34559	2133555098	23.5
Aug'18	236	1906	13257	13081659	3109	1237007363	8128	0	0	425077711	712	230	32134	1675166733	23
Sept.'18	218	1588	12242	13226984	2669	1209451246	6985	0	0	427251272	598	212	24371	1649929502	21
Total=	1409														Avg. monthly 22.91 mandays

B. NO. OF L/C BAG RECEIVED & SHROFFED PER MONTH FOR THE PERIOD FROM APR'2018 TO SEP '2018

Month	Opening balance	Received	total	shroffed	Closing Bal.	Remarks
Apr'18	157	1887	2044	1787	275	
May'18	275	2005	2280	2082	180	
June'18	180	2522	2702	2364	338	
July'18	338	1910	2248	2119	129	
Aug'18	129	2020	2157	1906	251	
Sept.'18	251	1750	2001	1588	413	

2.10.3. WORK LOAD OF MINISTERIAL STAFF :

There are 9 nos. of on roll ministerial staff against sanctioned strength of 22 nos. in these categories as a whole . The overall cadre strength of cash and pay office is 138 nos. only including these 22 Ministerial staff. It is informed that all those are engaged in maintaining establishment of entire Cash & Pay office. Few miscellaneous works also dealt by them.

2.10.3 A. EXISTING OVERALL SANCTION AND STAFF ON ROLL UNDER CASH OFFICE /MALIGAON (2018-19)

Sl No	Category	Pay Band	Gr.Pay	Sanction	Actual	Vacancy
1	Sr.Divl. Cashier	9300-34800	4600	21	16	5
2	ADC/IOC	9300-34800	4200	18	18	0
3	Sr.Cashier	9300-34800	4200	16	01	15
4	Jr.Cashier	5200-20200	2400	NIL	NIL	NIL
5	Ch.OS	9300-34800	4600	4	2	2
6	OS	9300-34800	4200	12	07	05
7	Sr.Clerk	5200-20200	2700	3	NIL	3
7	Jr.Clerk	5200-20200	1900	3	NIL	3
9	Hd.Shroff	9300-34800	4200	20	19	01
10	Sr.Shroff	5200-20200	2400	08	NIL	08
11	Jr.Shroff	5200-20200	1900	05	02	03
12	CDV/Spl	9300-34800	4200	1	0	1
13	CDV/I	5200-20200	2700	3	01	2
14	CDV/II	5200-20200	2400	2	04	(-)2
15	CDV/III	5200-20200	1900	1	1	0
16	Sr.CVC	5200-20200	1700	3	3	0
17	CVC	5200-20200	1700	1	1	0
18	J/Peon	5200-20200	1700	14	13	1
19	Peon	5200-20200	1700	3	2	1
Total				138	90	48

- The above position is excluding WC post.

B. UNITWISE MANPOWER DISTRIBUTION DERIVED FROM TABLE ABOVE

Name of Post	On Roll at											BOS	On Roll	Vacant	Remarks
	KIR	NJP	APDJ	NBQ	RNY	MLG	DBRT	LMG	TSK	SCL	JPZ				
Sr.DC	01	2	01	01	02	09						21	16	5	
ADC	04	02	01	01		06	01	01		01	01	18	18	0	
Sr. Cashr	00								01			16	01	15	
Jr. Cashr	00											00		0	
Hd.Shroff	02					17						20	19	1	
Sr. Shroff	00											08		08	
Jr.Shroff	00					02						05	02	3	
Ch. OS	00					02						04	02	2	
OS	01	01				05						12	07	5	
Sr. Clerk	00											03		3	
Jr. Clerk	00											03		3	
CVD/Spl	00											01		1	
CVD-I	00	01										03	01	2	
CVD-II	01		01						02			02	04	-2	
CVD-III	00					01						01	01	0	
Peon	01	01	01	01	02	05		02	01	01		17	15	2	
CVC	01	01	01			01						04	04	0	
Total	11	08	05	03	04	48	01	03	04	02	01	138	90	48	

CHAPTER-III

CRITICAL ANALYSIS OF EXISTING WORK LOAD AND REQUIREMENT OF STAFF

While going through the work study at cash office MLG it is observed that the entire works of cash office of the Zone are being done at KIR for the KIR Division in particular and at MLG centrally for other 04 divisions. (TSK, LMG, RNY & APDJ).

3.1. CASHIER:

Railway Board vide their letter No.2003/AC-II/21/13 dated 14.3.2005, 12.8.2005 & letter No.2005/ACII/9/9 dated 15.9.2005 (Copy enclosed) has instructed to introduce scheme to extended facility to the staff to draw their salary through Bank. As seen from the data furnished by the Ch. Cashier/MLG, 100% staff payment had already been done through bank however few miscellaneous payment being done Cashier till now. Moreover, system to draw payment through Bank against pay order of Imprest etc. are still pending instead of many Imprest account of respective deptt. are available with bank. . As a whole the work load/activity of Cashier is drastically reduced. However, there is some ancillary work such as maintenance of CO7 register, DD Cheque deposit in Railway Account, PMR maintenance etc. ***It is learnt that all the above said Registers are being a case of duplication of Records which are also maintained in Records and Books Section of Accounts deptt. with slightly deviation/addition in basic inputs. Basically the Cash office functioning as bridge with Accounts deptt. and bank concerned. Therefore we can look into the matter and revamp Books and Records Section so that the activities of Cash and Pay office can be further minimised and optimum man power can be utilized. Further in present electronic era we can work out for any duplication / record keeping utilizing electronic means, which would drastically reduce the manpower involvement. . Keeping in view of the above the following Post of Cashier are found adequate to meet residual present work load with future provision of redeployment of present on roll staff with reforms in activities of cash and pay office in due course of time as advice above .***

3.1.1.

Sl No	Category	Pay Band	Gr.Pays	Sanction	Actual	Surplus Proposed As per this study	Remarks
1	Sr. Divl. Cashier	9300-34800	4600	21	16	0	To keep promotional avenue intact, the vacancy in this category will be filled up from the category of ADC/IOC (anticipated).In turn will evacuate 5 nos. posts from ADC/IOC. Similarly from the post of Sr. Cashier existing 1 no. staff on being promoted literally will leave 4 nos. post only vacant in ADC/IOC as well 16 nos. vacant post in Sr.
2	ADC/IOC	9300-34800	4200	18	18	4 (anticipated)	Cashier. Since the Cash & Pay Units are gradually being diminished. Therefore 20 nos. vacant post (including anticipated vacancies) may be deleted from BOS.
3	Sr.Cashier	9300-34800	4200	16	01	16 (Clear vacancy) +1 (Anticipated)	
Total						20 (15 – clear vacancy)	

3.2. SHROFF:

The Cash and Pay Department is centrally controlled by Zonal H.Q. under the administrative control of the Financial Adviser and Chief Accounts Officer. The Cash and Pay Department is having 10(ten) units within the entire Zone to run its activities of Cash and Pay smoothly headed by a Chief Cashier. The term “Cashier” includes the Chief Cashier, Assistant Chief Cashier, Assistant Divisional Cashier, Senior Cashier and Cashier. It is informed that the activities of Shroff is confined only in two units i.e KIR & MLG.

It is pertinent to mention here that E-payment & POS/UPI are actually readily available with CRIS web site which manually being recorded while shroffing as per Remittance Note and the Cash Witness should verify the entries in the Remittance Note. The duplication of particulars of E-Payment & POS/UPI at cash office as well at Books unit of FA& CAO/MLG needs to be generalised so that cloning of details in both the units can be avoided in turn will minimise wastage of manpower .

As per the comparative statement tabulated below the work load of MLG & KIR cash office analyzed and found that 1409 nos. of Shroffs had operated counters for 06 (six) months i.e. 10.18 counters say 10 counters per day. However few Shroffs are also utilized for ancillary works like

data entry in I-pass for generation of traffic check sheet and daily cash book, despatch of acknowledgement file of Cr Notes and depositing of Cash and bank instruments to bank.

Therefore the comparative statement furnished by the concern unit the work load of MLG cash office analyzed and found that 1409 nos. of Shroffs had operated counters for 06(six) months i.e. 10.18 counters say 10 counters per day. Therefore trend of work of the MLG & KIR cash office signifies 10 counters are minimum requirement for each day to meet the daily work load and 7 nos. of Shroff for ancillary works as stated in aforesaid para.

Therefore the work study team opined that against total sanction strength of 33 of different grades in shroff category the requirement only as per the present trend of work load demands 14 shroffs /counter per day $\{10+2(LR)+2(RG) = 14\}$. Therefore downsizing this category mathematically arrives that 19 posts are surplus, however 21 nos. of Shroffs are available with this Unit. Therefore the work study team propose to surrender 12 vacant posts of Shroff immediately and 7 posts after redeployment/ superannuation.

3.2.1.

Sl No	Category	Pay Band	Gr.Pay	Sanction	Actual	vacancy	Proposed nos. of Surplus posts as per this study	Remarks
1	Hd. Shroff	9300-34800	4200	20	19	1	1 (Clear)	Since there is no Sr. Shroff on roll at present therefore the vacancy in this category of 1 no. post may be deleted from BOS.
2	Sr. Shroff	5200-20200	2400	8	nil	8	6 (4 Clear) + 2 anticipated)	To keep promotional avenue of Jr. Shroff alive the anticipated vacancy in this category will be 6 nos., which may be deleted from the BOS.
3	Jr. Shroff	5200-20200	1900	5	2	3	5 (3 Clear)+ (2 anticipated)	Literarily there will be 5 nos posts vacant, however we only suggest to surrender 3 nos posts from this category keeping in view that to keep provision in

								entry grade 2 nos posts may be kept in BOS . Though prospect to keep alive this category is bare minimum as the activities of Cash & Pay office are going to be quenched.
Total				33	21	12	12	12 nos. vacant posts as mentioned above against respective category and remaining 7 may be surrendered after superannuation/ redeployment.

As per the comparative statement tabulated below the work load of MLG & KIR cash office analyzed and found that 1409 nos. of Shroffs had operated counters for 06 (six) months i.e. 10.18 counters say 10 counters per day derived as from para no. 2.10.2 A & B . Therefore it appears that as MLG unit is equipped with total 19 nos. of Shroff and KIR Unit is with 2 nos. of Shroff is more than adequate as per the trend of workload described above. Hence all the vacant posts as depicted in above table may be surrendered at once.

3.3. CVD, CVC & PEONS

As far as the study of other category except Cashier/Shroff is concerned, it is observed that some posts of other categories are lying vacant since long. As per the GM (P)'s circular no-E/59/III4(C)Pt-V-B, dt 16/10/2000 few categories were identified as diminishing categories among which Peon. Record Shorter, Vehicle Cleaner & Vehicle Driver are enlisted. The work study team opined that since there are clear vacancies of 2 nos. posts in Peon category vice overall sanctioned strength of 18 nos., which may be surrendered at once. Further if any one pays cognizance to table no. **2.10.3 A & B above** than it is understood that **2 nos. of Peons is deployed at RNY against overall 4 nos. of staff strength** , which itself implies that activities of RNY Cash and Pay office as being maintained by 2 nos. Sr. ADC without any other supporting staff, thus indicates activities of Cash & Pay unit is bare minimum . Therefore out of 2 on roll Peons, 1 no. Peon may be retained in this Unit and surrender the rest after redeployment. Similarly 1 no Peon can be surrendered from LMG unit after redeployment.

It is informed that there're only 2 nos. of Cash Vans are presently in working condition under NF Rly. , which needs only 2 CVD and 2 CVC. Therefore the out of 11 nos. total sanctioned strength of CVD and CVC , only 2 in CVD and 2 in CVC may be retained and rest 7 nos. posts (1 clear vacancy in CVD and 6 anticipated vacancy of CVD & CVC after redeployment) may be surrendered .

Therefore when the Cash & Pay office are losing it's existence in the present working scenario and most of the categories of Dy. CAO/Cash & Pay are undergoing rightsizing therefore the vacancies of aforesaid categories may be deleted from BOS. The detail position of projected surplus posts is shown below:

SI No	Category	Pay Band	Gr.Pay	Sanction	Actual	Vacancy	Proposed nos. of Surplus posts as per this study	Remarks
1	CVD/Spl	9300-34800	4200	1	Nil	1	5 nos. CVD (1 clear vacancy + 4 anticipated after redeployment)	
2	CVD/I	5200-20200	2800	3	1	2		
3	CVD/II	5200-20200	2400	2	4	-2		
4	CVD/III	5200-20200	1900	1	1	0		
6	CVC	5200-20200	1800	4	4	0	2 nos. CVC (after redeployment)	
7	J/Peon	5200-20200	1800	14	13	1	1 (clear)	
8	Peon	5200-20200	1800	3	2	1	1 (Clear), 2 (anticipated after redeployment)	
Total							11	All are vacant and anticipated vacant posts.

3.4. MINISTERIAL CATEGORY:

The demand/ necessity of ministerial staff in general is to deal with the official work/establishment matter of the staff under that office. It is eminent from the Para 2.10.3 that there is total cadre strength of 138 staff under Dy. CAO/Cash & Pay (including ministerial staff) and the establishment matter and official work of the entire establishment are being dealt by 22 nos. ministerial staff as per sanctioned strength. The work study team opined that 20 nos. cashiers of different grade pay and 23 nos. posts of other category excluding ministerial staff found surplus (refer Para 3.5), therefore the future strength of Dy. CAO/Cash & Pay establishment comprises of remaining 73 staff if for argument's sake no ministerial staff being surrendered than 22 nos. ministerial staff would maintain the entire establishment which is extravagant. It is therefore understood that when downsizing of establishment of Dy. CAO/Cash & Pay is proposed, then requirement of ministerial staff also diminishes, which warrants further downsizing of ministerial staff. It is therefore praiseworthy to declare 12 nos. posts of different ministerial categories surplus keeping bare minimum impact on promotional avenue of those categories.

Presently 9 nos. on roll staff are managing the entire works of establishment since long and found adequate to meet the present requirement. On the contrary it is understood that in field units 1/2 ministerial staff are being engaged in to maintain establishment of 200 to 300 staff . In this context

9 nos. on roll staff are therefore more than adequate for Cash & Pay office. The promotional avenue of Group –D staff of this establishment may be maintained with the anticipatory vacancies as would be created in this category due to superannuation and retirement.

Shortly, since 2 or 3 incumbents are going to be retired, so proposed sanctioned strength will be 10 instead of 22 at present.

Sl No	Category	Pay Band	Gr.Pay	Sanction	On Roll	Vacancy	Proposed nos. of Surplus posts as per this study	Remarks
1	Ch. OS	9300-34800	4600	4	2	2	1 (anticipated due to superannuation)	To keep the promotional avenues intact the anticipated vacancy in OS category will be 7 nos. which may be deleted from BOS. Similarly since there is no incumbents in Sr. Clerk and Jr. Clerk category therefore 2 nos. posts from Sr. Clerk and 2 nos. of Jr. Clerk may be deleted 1 nos. vacancy in Jr. Clerk may be kept intact for promotional avenues of Peon and other categories.
2	OS	5200-20200	4200	12	7	5	7 (5 clear, 2 anticipated)	
3	Sr. Clerk	5200-20200	2800	3	Nil	3	2 (clear)	
4	Jr. Clerk	5200-20200	1900	3	Nil	3	2 (clear)	
	Total			22	9	13	12	

3.5. PROBABLE DISTRIBUTION OF POSTS ON SURRENDER:

Designation	P.Band	G.P.	Present Sanction strength	Proposed sanction strength	Proposed nos. of Surplus posts as per this study	Remarks
Group-C						
Sr. Divl. Cashier	9300-34800	4600	21	21	0	
ADC/IOC	9300-34800	4200	18	14	4	
Sr.Cashier	9300-34800	4200	16	0	16	
Ch.OS	9300-34800	4600	4	3	1	
OS	9300-34800	4200	12	5	7	
Sr.Clerk	5200-20200	2800	3	1	2	
Jr.Clerk	5200-20200	1900	3	1	2	
Hd.Shroff	9300-34800	4200	20	19	1	
Sr.Shroff	5200-20200	2400	8	2	6	
Jr.Shroff	5200-20200	1900	5	0	5	
CVD/Spl	9300-34800	4200	1	2	5	
CVD/I	5200-20200	2800	3			
CVD/II	5200-20200	2400	2			
CVD/III	5200-20200	1900	1			
CVC	5200-20200	1800	4	2	2	
J/Peon	5200-20200	1800	14	13	4	
Peon	5200-20200	1800	3			
Total			138	83	55	

Note:- **A.** It is informed that in the month of January, 2019 the following incumbents would be superannuated:-

- i) Ch. OS- 1 No.
- ii) CVD (Spl.) – 1 no.
- iii) Peon – 1 no.

B. In the month of February, 2019- the following incumbents would be superannuated:-

- i) DC- 1 no.
- ii) ADC- 1 no.
- iii) Hd. Shroff- 1 no.

CHAPTER-IV

RECOMMENDATION

Work study team on critically analyzing the present work load of different categories based on sanctioned BOS and on Roll staff had identified 35 nos. of clear vacant posts and 20 nos. of anticipated vacant posts in different grades of Group “C” category as surplus. These surplus 35 nos. of clear vacant post may be surrendered and deleted from the BOS of Dy. CAO(Cash & Pay)/MLG immediately. Remaining 20 nos. anticipated vacant posts may be surrendered in succession.

CHAPTER -V

FINANCIAL IMPLICATION

5.1. EXPENDITURE/ FINANCIAL SAVINGS PER ANNUM AS PER 6TH CPC

A) EXPENDITURE/SURPLUS POST/ANNUM

Sn	Category	Pay Band(₹)	G.Pay(₹)	No. of surplus post	Expenditure per Month(₹)	Expenditure per annum (₹)
1	ADC/IOC	9300-34800	4200	4	243072	2916864
2	Sr.Cashier	9300-34800	4200	16	972288	11667456
3	Ch. OS	9300-34800	4600	1	61694	740328
4	OS	5200-20200	4200	7	425376	5104512
5	Sr.Clerk	5200-20200	2800	2	71764	861168
6	Jr. Clerk	5200-20200	1900	2	67598	811176
7	Hd. Shroff	9300-34800	4200	1	60768	729216
8	Sr. Shroff	5200-20200	2400	6	209736	2516832
9	Jr. Shroff	5200-20200	1900	5	168995	2027940
10	CVD/I	5200-20200	2800	2	71764	861168
11	CVD/II	5200-20200	2400	2	69912	838944
12	CVD/III	5200-20200	1900	1	33799	405588
13	CVC	5200-20200	1800	2	67074	804888
14	J/Peon	5200-20200	1800	1	33537	402444
15	Peon	5200-20200	1800	3	100611	1207332
Total				55	2657988	31895856

B) PROJECTED FINANCIAL SAVINGS PER ANNUM:

If the recommendation of the study be implemented the financial savings per annum will be ` 3.18 Crores only.

CHAPTER- VI

READY RECKONER AS PER 6TH CPC

Pay Band(`)	Mean Pay(`)	G.Pay(`)	DA 119% (`)	SDA 12.5% (`)	Salary per month(`)	Salary per annum (`)
9300-34800	22050	4600	31713	3331	61694	740328
9300-34800	22050	4200	31237	3281	60768	729216
5200-20200	12700	2800	18445	1937	35882	430584
5200-20200	12700	2400	17969	1887	34956	419472
5200-20200	12700	1900	17374	1825	33799	405588
5200-20200	12700	1800	17225	1812	33537	402444

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