



**MANPOWER  
OPTIMIZATION  
OF  
CASH & PAY STAFF  
OF  
ACCOUNTS DEPARTMENT  
OVER  
HQ, JAIPUR AND AJMER DIV.  
(G/HQ/WS/463/11/Cash & Pay/ HQ, JP & AII Div./2017-18)**

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**WORK STUDY ORGANIZATION  
NORTH WESTERN RAILWAY  
JAIPUR**

## **EXECUTIVE SUMMARY**

Sr. No.	11
Study No.	<b>G/HQ/WS/463/11/Cash &amp; Pay/ HQ, JP &amp; AII Div./2017-18</b>
Subject	Manpower optimization of Cash & Pay staff of Accounts Department over HQ, Jaipur and Ajmer Div.
Area	Cash & Pay(Adm.) HQ office, HQ Pay office, Jaipur Pay office, Ajmer Cash & Pay office and Ajmer Workshop Pay office.
Department	Accounts
Terms of Reference	Assessment of Man Power requirement
Present Cadre	<b>Sanctioned Staff = 56</b> <b>On Roll Staff = 45</b> <b>Vacancies = 11</b>
Proposed Cadre	<b>26</b>
Projected Surplus Man Power	<b>29+1 WC</b>
Total No. of Recommendations	6
Financial Implication	Rs. 264.90 Lac per annum
Month of Circulation	May 2018

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## **CHAPTER-I**

### **INTRODUCTION**

Railway is an organization with social obligation to the nation. The organization is also to be viewed as financially viable one to make best use of its machinery and manpower to achieve maximum utility.

It is a fact that Railway is also a business organization and for every business organization, receipts and disbursement of cash is an important activity. The Cash & Pay Department over NWR is controlled 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 as, and subordinate to the Chief Cashier. The term “Cashier” includes the Chief Cashier, Assistant Divisional cashier, Sr. Cashier and Cashier. The Chief Cashier and his staff works under the administrative control of the Principal Financial Advisor, who is to prescribe detailed rules of procedure for the internal check and inspection of the cash and pay work subject to the general rules regarding the cash, cheque, vouchers, disposal of pay and allowances, laid down in the chapter or elsewhere in the Indian Railway Codes.

The rules prescribed in the chapter are generally designed to ensure correctness and promptness in dealing with cash receipts & payments and avoidance of risks of misappropriation or loss.

As far as the requirement of Cash & Pay staff is concerned, earlier, lot of risks were involved in the transportation of heavy amount of cash during the period of salary disbursement. But, the scenario has now been changed as the salary of staff is being disbursed through Banks which is, definitely, better and affordable services to the users. Besides this, the station earning of those Railway stations which are situated nearby Nationalized Banks, is also being remitted through Banks. However, the remittance of earning of wayside stations is being done through TC safes.

**In fact, after introduction of Bank system in both areas i.e. disbursement of salary of the employees and remittance of station earning, the workload of Cash & Pay staff has been reduced considerably.**

Hence, keeping the above factors in view, there is a need to review the strength of Cash & Pay Offices over North Western Railway.

## **CHAPTER-II**

### **ACKNOWLEDGEMENT**

#### **2.0 Coordinating Officials of the deptt. :-**

The team is grateful to all the coordinators - **1. Sh. Shish Ram Ch. OS, Cash & Pay Headquarter (Admin.), Sh. Bane Singh, Divisional Cashier(Pay), HQ Pay office JP, Sh. Nanag Ram Meena, Divisional Cashier(P) Divisional Pay office, Jaipur 2. Sh. R. K. Thada, Ch. OS, Divisional Cash office, Ajmer, Yagyadeep Bhalla, Divisional Cashier (Pay) Workshop Ajmer** and staff working with them for rendering their full co-operation during the course of study.

#### **2.1 Terms of Reference:-**

This study has been conducted under the following terms of reference:-

- i) Review of staff vis-à-vis workload on existing working condition.
- ii) Suggesting the ways and means for improving the system economically and efficiently.

#### **2.2 Methodology Adopted:-**

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

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Work sampling techniques for certain activities.
- iii) Holding discussions at various levels with a view to produce fruitful results.
- iv) Sample checks and spot observations.

#### **2.3 Field units visited:-**

The following field units were visited by Work Study Team during the course of work study:- HQ(Admn.), Pay office HQ, Pay Office Jaipur, Cash & Pay Office Ajmer, Pay Office Ajmer Workshop.

## **CHAPTER-III**

### **SYNOPSIS**

3.0 Indian Railways is one of the biggest transportation organizations among all other transport organizations in the country. In fact the Railway is backbone of the country's transport systems. In the recent time, Railway is facing tremendous competition with road and air transports. Indian Railways has been losing out freight share to the Roadways since last decade despite its inherent advantages of being environment friendly and more reliable. In the time of competition, transport system should not only be agile, prompt and amenable but also financially viable. In order to bring economy in expenditure, the optimum utilization of man, machine and material will have to be ensured.

3.1 It is a fact that Railways are going to adopt technological up-gradations in every sphere of its all departments. **As far as the effect of introduction of Banking system in the activities of Cash and Pay Offices is concerned, the workload of Cash & Pay staff, viz. disbursement of salary of the employees, remittance of station earning and the payment of contractors through RTGS/NEFT, has definitely been reduced considerably.**

Hence, in view of the above aspects, SDGM/NWR has ordered to conduct the work study on review of staff strength vis-à-vis existing workload of Cash and Pay Offices over NWR.

3.2 During the course of work study, the team picked up/ collected the requisite data of all the activities carried out in the Cash and Pay Offices and critically analyzed the same.

To arrive at the actual requirement of staff, the team held discussions at various levels and kept practicability in view.

## **CHAPTER-IV**

### **EXISTING SET UP AND CADRE POSITION**

#### **4.0 Existing set up:-**

To ease the work, Cash and Pay Offices are divided into two main sections which are controlled by Chief Cashier (Cash & Pay)/NWR/JP are given below:-

**A) Cash Offices:-** Total, 3 Cash Offices as mentioned below exist over NWR:-

- i) **Ajmer-** To deal with the earnings and miscellaneous receipts from all stations of Ajmer and Jaipur divisions.
- ii) **Jodhpur-** To deal with the earnings and miscellaneous receipts from all stations of Jodhpur division.
- iii) **Bikaner-** To deal with the earnings and miscellaneous receipts from all stations of Bikaner division.

**B) Pay Offices:-** Total, 6 Pay Offices as mentioned below exist over NWR:-

- i) Head Quarter Pay Office at Jaipur
- ii) Divisional Pay Office at Jaipur
- iii) Divisional Pay Office at Ajmer
- iv) Work Shop Pay Office at Ajmer
- v) Divisional Pay Office at Jodhpur
- vi) Divisional Pay Office at Bikaner

**4.1 Functions of Cash and Pay Offices:-** A brief of the functions of Cash and Pay Offices is given below:-

<b>Cash Office</b>	<b>Pay Office</b>
The receipt shroffing and lodgment into the Treasury of all traffic, miscellaneous and other cash remitted by stations and all money received from various sources, and payment thereof into the State Bank of India, Jodhpur, Bank of Baroda, Ajmer and State Bank of India, Jaipur (for miscellaneous earnings collected at Jaipur HQ/Divisional Office) by respective Cash Offices to the credit of Government account, NWR, obtaining immediate acknowledgement.	The accounting of all vouchers and cheques received from the Accounts Office for payment to Railway employees, contractors etc., and the disbursement of all duly authorized payments on behalf of the Railway against proper and adequate acquaintance and their prompt and complete accountal.

**4.2 Existing cadre position of Cash and Pay staff over HQ, Jaipur and Ajmer Div. as on 28.02.2018:-**

**(A) Cash & Pay staff in the offices at HQ and Jaipur Div.:-**

**Adm. HQ/JP**

SN	Designation	GP	SS	OR	Vac.
1	Ch. OS	4600	1	1	0
2	OS	4200	2	2	0
3	Sr. Clerk	2800	1	1	0
4	Jr. Clerk	1900	1	0	1
5	Peon/Daftary	1800	2	2	0
<b>Total</b>			<b>7</b>	<b>6</b>	<b>1</b>

**Pay HQ/JP**

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	1	1	0
2	OS	4200	1	0	1
3	Sr. Clerk	2800	1+ 1 WC	2	0
<b>Total</b>			<b>3+ 1 (WC)</b>	<b>3</b>	<b>1</b>

**Pay/JP Div.**

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	5	5	0
2	Ch. OS	4600	1	1	0
3	OS	4200	2	2	0
4	Peon/Daftary	1800	2	2	0
<b>Total</b>			<b>10</b>	<b>10</b>	<b>0</b>



**(B) Cash & Pay staff in the offices at Ajmer Div.:-**

**Cash/AII**

SN	Designation	GP	SS	OR	Vac.
1	DC (Cash)	4600	2	1	1
2	ADC(Cash)	4200	1	1	0
3	Head Shroff /HCC	4200	5	4	1
4	Sr. Shroff /RC(ACR)	2400	2	0	2
5	Shroff	1900	1	0	1
6	Ch. OS	4600	1	1	0
7	OS	4200	3	3	0
8	Jr. Clerk	1900	1	1	0
9	Peon/Daftary	1800	4	4	0
<b>Total</b>			<b>20</b>	<b>15</b>	<b>5</b>

**Pay/AII**

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	6	5	1
3	Ch.OS	4600	1	1	0
4	OS	4200	2	1	1
5	Peon/Daftary	1800	2	0	2
<b>Total</b>			<b>11</b>	<b>7</b>	<b>4</b>

**Pay/W&S/AII**

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	2	2	0
2	OS	4200	1	1	0
3	Driver cadre-III	1900	1	0	1
4	Peon/Daftary	1800	1	1	0
<b>Total</b>			<b>5</b>	<b>4</b>	<b>1</b>

## **CHAPTER-V**

### **GENERAL DESCRIPTION**

#### **5.1.0 GENERAL DESCRIPTION:-**

**5.1.1** The staff of cash & pay units of Accounts department of Railways as mentioned above was absorbed earlier by Railways for dealing with Cash & Pay related activities as mentioned in Manual of Cash & Pay. On one side, the staff engaged in Cash section is responsible for receipt shroffing and lodgment into the Treasury of all traffic, miscellaneous and other cash remitted by stations and all money received from various sources and payment thereof into the nominated banks. On the other hand, the staff engaged in Pay section is responsible for accepting of all vouchers and cheques received from the Accounts office for payment to Railway employees, Contractors etc., and disbursement of all duly authorized payments on behalf of the Railways against proper and adequate acquaintance and their prompt & complete accountal. The exercise and workload of these staff has been of hard nature and wearisome till now but now a days Railways are going to adopt new techniques day by day. Almost in all spheres, the computers have replaced the old pattern resulting in modus operandi of the Railways is becoming easier day by day.

As far as the adoption of new system in cash and pay department is concerned, the **cash earnings at important/big stations is now being deposited in nearby banks** scheduled by Headquarters and the same from small stations will be collected by banks itself under **Rail Sakti System** as per guidelines issued by Railway Board; and following payments are being done through ECS/RTGS/NEFT:-

- i) Payment of salary, PF advances and bonus to staff.
- ii) Payment to contractors.
- iii) Imprest through smart card.
- iv) Auction through E-system

Resulting in, **cash counting and the activities of denominating of notes** by staff working in Cash & Pay offices **have now been reduced considerably**. However, cash received from small stations in the form of station earnings is being handled by cash offices of concerned divisions (about 2.5 to 3% cash of the total earnings of stations is being received now). After **fully implementation of Rail Sakti System**, the **exercise, for dealing with remaining cash of station earnings, will, definitely, be near zero in future**. Presently, most exercise of existing Cash & Pay staff has left on **bills/vouchers**.

It is also noticeable here that the **exercise of Cash & Pay staff on dealing with bills/vouchers related to salary of the employees has totally been finished after implementation of IPAS (Integrated Pay Roll Accounting System)**. However, the exercise on other bills (other than salary bills) which are generated for contingent

payments, DD/Cheques, imprest, max expenditures and expenditure on RRB exam duties is still continued which are very less.

In view of the above facts, it has become necessary to review the strength of staff of these offices so that **surplus staff may be withdrawn** and resulting **surplus posts may be surrendered.**

However, neither yard stick, benchmarking nor any other guidelines (except honorarium policy) regarding the assessment of requirement of manpower for Cash & Pay Offices are made available by the department nor the same are available with work study cell, therefore, the requirement of manpower was computed on the need basis after critically examining the work to achieve better management of manpower and to create efficient working environment which is mentioned division wise separately in the ensuing chapters.

**5.1.2 Cash remittance position of earning through Rail Shakti Product/Banks and Treasury Cash Safe (TC Safe) over NWR for the month of January 2017 is given below :-**

SN	Items	Division			
		JP	AII	BKN	JU
1	(a) No. of Stations where earning is remitted through Rail Shakti Product or Bank.	19	26	44	26
	(b) Total cash (in Rs.) remitted in Jan-2017	23834428	9437954	15611549	153970485
2	(a) No. of Stations where earning is remitted to Cash Office through TC safes	75	81	85	98
	(b) Total cash (in Rs.) remitted in Jan-2017	273450600	124770279	168299208	28520252
<b>Total no. of Stations</b>		<b>94</b>	<b>107</b>	<b>129</b>	<b>124</b>

**CHAPTER-VI**  
**WORKLOAD, DESCRIPTION, ANALYSIS AND RECOMMENDATIONS**  
**OF HEAD QUARTERS & JAIPUR DIVISION STAFF**

**6.0.0 Workload, description, analysis and recommendations:-**

**6.1.0 Cadre position of staff working in Administrative Office/HQ/Jaipur:-**

SN	Designation	Grade	Grade Pay	SS	OR	Vac.	Exc.
1	Ch.OS	9300-34800	4600	1	1	-	-
2	OS	9300-34800	4200	2	2	-	-
3	Sr. Clerk	5200-20200	2800	1	1	-	-
4	Jr. Clerk	5200-20200	1900	1	0	-	-
5	Daftary / Peon	5200-20200	1800	2	2	-	-
<b>Total</b>				<b>7</b>	<b>6</b>	<b>-</b>	<b>-</b>

**6.1.1 List of Cash & Pay/Admn office HQ staff going to retire in next 02 years:**

01 (One)

**6.1.2 Deployment of above mentioned staff:-**

SN	Designation	OR	Duties/Workload
1	Ch.OS	1	<b><u>1 Ch.OS</u></b> is over all incharge and also dealt, BOS, Railway week award, security deposit of staff (Yearly) and any other work assigned by superior officers.
2	OS	2	<b><u>1 OS</u></b> deals with promotion, transfer, MACPs of on roll 71 staff, court cases (Avg.2-3 per year), RTI cases (Avg. 5-6 per year), union matters, selection, policy of all division cash & Pay offices, FTP, E-dak. any other work which is assigned by superior officers.  <b><u>1 OS</u></b> deals with professional matters, inspection, ACRs, D&AR cases, cash in transit, station earning, pay sheet, imprest, stores dealing and any other work which is assigned by superior officers.
3	Sr. Clerk	1	<b><u>1 Sr. Clerk</u></b> assists OS and also deals with MPR, Cadre, Seniority, honorarium, PCDO, Budget, Pass/PTO, Service Record and banking services.
5	Peon	2	<b><u>1 Peon</u></b> works with Dy. FA&CAO/Cash & Pay. <b><u>1 Peon</u></b> works in Cash & Pay HQ (Adm.) office.
<b>Total</b>		<b>6</b>	<b>Sanctioned = 07, on roll = 06 and vacancies = 01</b>

### 6.1.3 Analysis: -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Remarks
1	Ch.OS	1	1	0	1	0	After thorough analysis of the workload of clerical staff in Cash & Pay HQ (Adm.) office, the work study team is of the opinion that <b><u>the workload of 4 staff (1 Ch.OS, 2 OS and 1 Sr. Clerk) those are having less workload as mentioned in para no. 6.1.2. It may be merged with 3 staff i.e 1 Ch.OS and 2 OS. Thus, 1 live post of Sr. Clerk and 1 vacant post of Jr. Clerk are surplus and advice to surrender forthwith.</u></b>
2	OS	2	2	0	2	0	
3	Sr. Clerk	1	1	0	0	1	
4	Jr. Clerk	1	0	1	0	1	
5	Peon	2	2	0	2	0	Posts are <b><u>Justified.</u></b>
<b>Total</b>		<b>7</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>Sanctioned = 7, on roll = 6, vacancy = 1, Proposed = 5 and surplus = 2</b>

The work study team has gone through the workload of staff of Administration Office for Cash & Pay Offices over NWR and observed that **the workload of these staff has reduced considerably due to computerization of the office activities and manual work is quite minimal.** Looking to the less workload of these staff as mentioned in para no. 6.1.3, and after thorough analysis of the workload, total, **5 staff** (including 1 Ch.OS + 2 OSs + 2 Peons) **are sufficient** to cope up with **the existing workload.**

### 6.1.4 Recommendation No.1:-

Looking to the existing less workload of staff of Administration Office for Cash & Pay(Admn.) Office HQ as discussed in para no. 6.1.3, the work study team is of the opinion that total, **5 staff** (including 1 Ch.OS + 2 OSs + + 2 Peons) **are quite sufficient** to cope up with **the existing workload.** Thus, **7 - 5 = 2 posts** (1 post of Sr. Clerk of GP-2800 + 1 Post of Jr. Clerk of GP-1900) **are surplus** which **may be surrendered** forthwith.

### 6.2.0 Cadre position of Pay Office staff in Headquarter JP:-

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	1	1	0
2	OS	4200	1	0	1
3	Sr. Clerk	2800	1+ 1 WC	2	0
<b>Total</b>			<b>3+ 1 (WC)</b>	<b>3</b>	<b>1</b>

**6.2.1 List of Pay office HQ staff going to retire in next 02 years: Nil**

### 6.2.2 Deployment of above mentioned staff:-

SN	Designation	OR	Duty Performed
1	Cashier/Pay	1	<b>1 DC</b> is deployed in HQ/NWR, to dealt the cases related with cheque/NEFT/RTGS, received from Books section HQ and also deposits cheque/DD in RBI, received from Stores, S&C and Accounts office, HQ.
2	Sr. Clerk	2	<b>1 Sr. Clerk</b> deals with marking of PMR number and preparation of P-3 & P-4 registers and maintained cash book/ledger of stores accounts.  <b>1 Sr. Clerk</b> also deals with marking of PMR number and preparation of P-3 & P-4 register and maintaining of cash book/ledger of HQ accounts.
<b>Total</b>		<b>3</b>	<b>Sanctioned = 3+1WC = 4, on roll = 3 and vacancy =1</b>

### 6.2.3 Workload:-

A small list of showing the position of cash bills dealt with by Pay staff is given below:-

SN	Month & Year	Total no. of bills	Cash Amount in Rs.
1	Jan.17	40	310415
2	Feb.17	47	396945
3	Mar.17	61	1364836
4	Apr.17	37	308237
5	May 17	82	751037
6	June 17	44	420939
7	July 17	51	192756
8	Aug.17	61	529739
9	Sept.17	37	294249
10	Oct.17	50	345241
11	Nov.17	68	382416
12	Dec.17	33	474522

<b>Total</b>	<b>611</b>	<b>5771332</b>
<b>Avg. per Month</b>	<b>50.91</b>	<b>480944.33</b>
<b>Avg. per Day (21 working days)</b>	<b>2.42</b>	<b>22902.11</b>

Position of ECS/NEFT bills of stores account office and Pay office HQ

SN	Month & Year	Pay office HQ(Books Section)		Stores Accounts office/HQ	
		Total no. of bills	Amount	Total no. of bills	Amount
1	Jan.17	1473	217728022	1349	1889052558
2	Feb.17	1521	163379194	886	1750201776
3	Mar.17	2964	446101351	1397	2525314693
4	Apr.17	594	268546819	642	1361412829
5	May 17	1027	189102556	1145	2100429686
6	June 17	1364	223825663	1239	2376151192
7	July 17	1032	159567754	1397	1902810741
8	Aug.17	1658	352922420	984	1899792586
9	Sept.17	1054	324577066	1206	2331419562
10	Oct.17	881	165033233	1149	2086979220
11	Nov.17	1287	253134864	1063	2559511012
12	Dec.17	1434	182998564	1314	2587968773
<b>Total</b>		<b>16289</b>	<b>2946917506</b>	<b>13771</b>	<b>25371044628</b>
<b>Avg. per Month</b>		<b>1357.41</b>	<b>245576458.83</b>	<b>1147.58</b>	<b>2114253719</b>
<b>Avg. per Day (21 working days)</b>		<b>64.63</b>	<b>11694117.08</b>	<b>54.64</b>	<b>10678748.52</b>

**6.2.4 Analysis:** -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Remarks
1	Cashier/Pay	1	1	0	1	0	During the course of work study, the work study team observed that he is dealing about 170 bills daily received from Books section and Stores Account office. Besides this he deposits DD/Cheques in RBI/SBI daily and it takes 2-3 hrs. So this post is <b><u>justified.</u></b>
2	OS	1	0	1	0	1	Post is <b><u>vacant.</u></b>
3	Sr. Clerk (1 Rev +1WC)	2	2	0	1	1 (WC)	During the course of work study it has observed that 2 Sr. Clerks have been provided in HQ Pay office and they are doing similar work of different sections i.e Stores Account and Books section. On an

							average 120 bills are received from both sections per day. It has also been observed that they are doing repeated work. They are preparing P-3, P-4 & P-6 statement daily, that is repeated type of work. They are not using new technology. If computers have been provided to them, then the workload will be reduced remarkably and the workload may be handled by one person, Out of two posts of Sr. Clerk, <b><u>One post is work charged and it has recommended discontinuing in future.</u></b>
	<b>Total</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>Sanctioned = 4, on roll = 3, vacancy = 1, Proposed = 2 and surplus = 2(1 Rev. + 1 WC)</b>

The work study team has gone through the workload of Pay Office working in Headquarters and observed that **the exercise of counting the salary of staff in the form of cash has now totally been finished except some cheques and cash dealing for unpaid cases and imprest.** However, making entries of bills in cash book and tallying the total of debit and credit side of the cash book has to be dealt with by these staff. **The movement of cashiers has now left only in HQ Office/NWR. On an average 120 nos. of bills per day are being dealt with by pay staff.** As per Railway Board guidelines (RBA NO. 78/2016) this work (NEFT/ECS/NECS and third party cheques) shall be dealt by Accounts Officer under Disbursement cell of Books section. Only those bills where the payment in cash is required to be made should be sent to Pay office.

It has also been observed that they are doing repeated work, similar entries have been made under same head in three different books. If these entries are made through computers, then there work will become much easier and workload will be reduced remarkably. In this regard CRIS may be consulted to develop a new programme which would help to ease the work of Pay/Books section of Disbursement cell.

Keeping above facts in view, the workload as described in para no. 6.2.4, total, **2 staff** (including 1 DC/Pay + 1 Sr. clerk) **are quite sufficient** to cope up with **the existing workload.**

#### **6.2.5 Recommendation No.2:-**

Looking to the existing less workload of Pay Office/HQ as discussed in para no. 6.2.4, the work study team is of the opinion that total **2 staff** (including 1 DC/Pay + 1 Sr.Clerk) **are quite sufficient** to cope up with **the existing workload.** Thus, **4 - 2 = 2 posts** (1 post of OS of GP-4200 + 1 WC post of Sr. Clerk of GP-2800) **are surplus which may be surrendered forthwith.**



### 6.3.0 Cadre position of Pay Office staff in Jaipur division:-

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	5	5	0
2	Ch. OS	4600	1	1	0
3	OS	4200	2	2	0
4	Peon/Daftary	1800	2	2	0
<b>Total</b>			<b>10</b>	<b>10</b>	<b>0</b>

### 6.3.1 Deployment of above mentioned staff:-

SN	Designation	OR	Duty Performed
1	Cashiers/Pay	5	<b><u>1 DC</u></b> is over all incharge.  <b><u>1 DC</u></b> deals with cash payment, to encash the cheques received from Divisional Account office Jaipur or S&C JP and payment to concerned deptt./person.  <b><u>2 DC</u></b> are deployed for handling the bills other than cash payments and depositing the cheques/DD in bank through challan, received from Divisional Account office Jaipur and S&C JP, also send the cheques through registry.  <b><u>1 DC</u></b> is deployed in S&C office HQ as Accounts Asstt.
2	Ch. OS & OS	3	<b><u>1 Ch. OS &amp; 2 OSs</u></b> deal with marking of Pay Master Register number and preparation of P-3 and maintaining of cash books and ledger as well as establishment, correspondence, receipt of payment bills and checking of paid bills etc.
3	Peon	2	Utilized in office work for dak and other duties.
<b>Total</b>		<b>10</b>	<b>Sanctioned = 10, on roll = 10 and vacancy = 0</b>

### 6.3.2 List of Pay office Jaipur staff going to retire in next 02 years:

01 (One)

### 6.3.3 Workload:-

List of showing the position of cash Payment dealt with by Pay staff /JP is given below:-

SN	Month & Year	Total no. of bills	Amount in Rs.	Total no. of bills	Amount in Rs.
			By Cash		By ECS/Cheque
1	Jan.-2017	65	725451	1975	757810588
2	Feb.-2017	60	851716	2342	705575643
3	Mar.- 2017	72	1320304	1921	483029929
4	Apr.- 2017	53	676721	2345	1246746441
5	May.- 2017	65	416590	2126	780433213
6	June- 2017	58	1223017	2069	864562434
7	July -2017	37	730107	1827	864109964
8	Aug.- 2017	18	523318	1608	696941635
9	Sept.- 2017	48	753194	1861	936735733
10	Oct.- 2017	44	718123	1641	784074575
11	Nov.- 2017	30	274487	1919	749887498
12	Dec.- 2017	30	241590	2066	990630498
<b>Total</b>		<b>580</b>	<b>8454618</b>	<b>23700</b>	<b>9860538151</b>
<b>Avg. per Month</b>		<b>48.33</b>	<b>704551.50</b>	<b>1975</b>	<b>821711512.58</b>
<b>Avg. per Day (25 working days)</b>		<b>1.93 (2.39%)</b>	<b>28182.06 (0.09%)</b>	<b>79 (97.61%)</b>	<b>32868460.50 (99.91%)</b>

Note –

1. 0.09% Cash payment has been paid through Pay staff.
2. 99.91% Payment has been paid through ECS/RTGS.

### 6.3.4 Analysis: -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Description
1	Cashiers/ Pay	5	5	0	1	4	<p><b><u>1 DC + 1 ADC</u></b> are quite sufficient to cope up with the workload as mentioned in para no. 6.3.2 i.e. <b><u>02 nos. bills per day</u></b> and <b><u>cash for distribution of Rs. 28182 per day.</u></b></p> <p><b><u>Remarks:-</u></b> Looking to the existing less work load of this office, total <b><u>1 cashier is quite sufficient</u></b> to cope up with the existing workload. Thus, 4 <b><u>posts of cashiers are surplus.</u></b></p>

2	OS	3	3	0	1	2	<b><u>On an average 79 nos. of bills per day are being dealt with by pay staff.</u></b> It has been observed that they are doing repeated work, similar entries have been made under same head in three different books. If these entries are made through computers then, there work will become much easier and workload will be reduced remarkably and the workload may be handled by one person Hence, <b><u>2 posts are surplus.</u></b>
4	Peon	2	2	0	1	1	Keeping in mind the proposed staff and least work load of this office only <b><u>1 Peon is quite sufficient</u></b> to handle the workload. Hence, <b><u>1 post is surplus.</u></b>
<b>Total</b>		<b>10</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>Sanctioned = 10, on roll =10, vacancy = 0, Proposed = 3 and surplus = 7</b>

The work study team has gone through the workload of staff of Pay Office/JP and observed that **the exercise of Cashiers of disbursement the salary of more than 99.9% of staff in the form of cash has now been finished totally.** However, making entries of bills in cash book and tallying the total of debit and credit side of the cash book is being dealt with by Pay staff. As per Railway Board guidelines (RBA NO. 78/2016) this work (NEFT/ECS/NECS and third party cheques) shall be dealt by Accounts Officer under Disbursement cell of Books section. Only those bills where the payment in cash is required to be made should be sent to Pay office. In this regard CRIS may be consulted to develop a new programme which would help to ease the work of Pay/Books section of Disbursement cell.

Looking to less workload of staff of pay office/JP, total **1 Cashier (Pay), 01 Clerical staff and 1 peon are quite sufficient** to cope up with **the existing workload.** Thus, **10-3= 7 posts** (4 posts of DC/Pay of GP-4600 +2 post of OS of GP 4200 + 1 post of Peon of GP-1800) **are surplus** which **may be surrendered** forthwith.

### **6.3.5 Recommendation No.3:-**

Looking to the existing workload of Pay Office/JP as discussed in para no. 6.3.4, the work study team is of the opinion that total **3 staff** (including 1 DC/Pay + 1 OS + 1 Peon) **are quite sufficient** to cope up with **the existing workload.** Thus, **10-3= 7 posts** (4 posts of DC/Pay of GP-4600 + 2 post of OS of GP 4200 + 1 post of Peon of GP-1800) **are surplus** which **may be surrendered forthwith.**

**CHAPTER-VII**  
**WORKLOAD, DESCRIPTION, ANALYSIS AND RECOMMENDATIONS**  
**OF AJMER DIVISION STAFF,**

**7.0.0 Workload, description, analysis and recommendation:-**

**7.1.0 Cadre position of staff of Cash Office, Ajmer:-**

SN	Designation	GP	SS	OR	Vac.
1	DC (Cash)	4600	2	1	1
2	ADC(Cash)	4200	1	1	0
3	Head Shroff /HCC	4200	5	4	1
4	Sr. Shroff /RC(ACR)	2400	2	0	2
5	Shroff	1900	1	0	1
6	Ch. OS	4600	1	1	0
7	OS	4200	3	3	0
8	Jr. Clerk	1900	1	1	0
9	Peon/Daftary	1800	4	4	0
<b>Total</b>			<b>20</b>	<b>15</b>	<b>5</b>

**7.1.1 List of Cash office Ajmer staff going to retire in next 02 years:**

02 (Two)

**7.1.2 Deployment of staff of Cash Office, Ajmer:-**

SN	Designation	OR	Duty Performed
1	<b>DC/Cash</b>	1	<b><u>1 DC</u></b> is Over all Incharge of Cash Office. His duties includes inspection of cash office, work distribution, Open TC Safe/cash bag, distribution and to deposit the cash received from stations, workshop and Traffic Accounts office, in bank and all other misc. work.
2	<b>ADC/Cash</b>	1	<b><u>1 ADC</u></b> is deputed to open the safe in strong room and distribute the work among the shroff and to receive challans, cheques, Goods invoices, compiling and making posting of receipts and challans daily basis.
3	<b>Head shroff/HCC</b>	4	<b><u>2 Head shroffs</u></b> are deputed for receiving, checking and opening the cash bags. Handing over the remitted cash including vouchers and NIT packets to commercial staff after obtaining signatures on both files of CR note. Re-arranging and rebinding the Govt. currency and deposit the currency notes to Head shroff, DD, station challan and POS statement to another head cashier.

			<p><b><u>1 Head Shroff</u></b> is deputed to receive section wise cash bags with blank check sheet and collect all station challan/DD/POS statement from the shroff and do the total of them and tally the total amount.</p> <p><b><u>1 Head Shroff</u></b> is deputed to deposit the Govt. currency notes and DDs through challan in Bank. He collects the Govt. currency from shroff and makes entries in concerned register. Kept the box in strong room after collecting the Govt. currency.</p>
3	Ministerial staff	5	<p><b><u>1 Ch. OS</u></b> is over all incharge of clerical staff and also does all correspondence with HQ and Division office.</p> <p><b><u>1 OS</u></b> deals with preparation of daily General Cash book and prepare cash remittance notes (section wise) from the shroffing section. Check the cash remittance notes in serial as per serial of station names in Traffic Check Sheet. Make the entries of each Cash Remittance notes in the Traffic Check Sheet in detail, maintain daily earning register and also look after all the work of Ch.OS in his absence.</p> <p><b><u>1 OS</u></b> deals with all type of administrative and establishment work of cash office staff, Preparation of salary Bills (on roll 15 Staff), entries of Cash, Cheque, DDs, POS and station challan and preparation of monthly progress report.</p> <p><b><u>1 OS</u></b> deals with preparation of General cash book received from Shroff after checking of station earning. Preparation of check sheet, Pass/PTO (on roll 15 Staff) and stores work.</p> <p><b><u>1 Jr. Clerk</u></b> deals with preparation of General cash book received from Shroff after checking of station earning, non-issued ticket (avg. 40 nos. of NITs daily) and also look after all the work of clerical staff in his absence.</p>
4	Peon	4	<p><b><u>Out of on roll 4 Peons:-</u></b></p> <p><b><u>1 Peon</u></b> is deployed for dak distribution to DRM Office, AIIWS, Banks (approx.15 nos. of dak)</p> <p><b><u>1 Peon</u></b> is deployed for cash office activities viz. stitching of CR notes and vouchers etc.</p> <p><b><u>2 Peons</u></b> are deployed for opening TC safes which are received (8-10 per day) from different sections of JP and Ajmer divisions.</p>
Total		15	

### 7.1.3 Workload:-

- a) **Details of cash deposited in Banks and Challans received in cash office through TC safes:-** Out of 201 stations over JP & AII divisions, there are 45 stations where station earning is remitted through **Banks** or **“Rail Shakti Product”** and earning of remaining road side stations is remitted through TC safes.
- b) **Details of daily cash deposit, TC safe opened and total challans amount for the month of Dec. 2017:-**

Date	No. of TC safe opened	Cash deposit in Rs.	No. of challan Receipts	Total challan Amount in Rs.	No. of DD Receipts	Total DD Amount in Rs.	Total Earning in Rs.
01.12.17	07	917055	71	60836562	31	6436146	68189763
02.12.17	06	923819	66	40512975	02	428625	41865419
03.12.17	08	1746864	160	131979341	10	3132861	136859066
04.12.17	05	1718967	76	54807232	04	948522	57474721
05.12.17	04	455813	18	6058692	-	-	6514505
06.12.17	05	385979	46	26841477	01	18300	27245756
07.12.17	07	1618585	63	16885777	29	5947236	24451598
08.12.17	04	2221738	40	12832168	02	976470	16030376
09.12.17	08	538294	57	14241119	01	15000	14794413
11.12.17	09	3283137	54	65639034	09	1607267	70529438
12.12.17	05	464003	59	66240644	17	5875327	72579974
13.12.17	02	246491	142	125949031	-	-	126195522
14.12.17	06	2021458	51	31640234	22	6223635	39885327
15.12.17	07	1010568	84	29187345	-	-	30197913
16.12.17	04	1176538	110	53649611	01	10500	54836649
18.12.17	10	2818429	49	30347862	06	4439498	37605789
19.12.17	10	1216677	80	59414705	33	11380200	72011582
20.12.17	02	375664	14	13830326	01	50754	14256744
21.12.17	03	424177	44	19747958	04	70121	20242256
22.12.17	04	2119042	29	17124558	09	7556918	26800518
23.12.17	06	562805	66	25113832	15	5326100	31002737
26.12.17	08	1973776	20	49740203	12	3891785	55605764
27.12.17	14	1942087	66	41114872	07	2045862	45102821
28.12.17	02	1766986	170	126450990	03	323828	128541804
29.12.17	08	1195688	40	12103675	16	4474500	17773863
30.12.17	03	2201933	35	6765959	22	6842742	15810634
<b>Total</b>	<b>157</b>	<b>35326573</b>	<b>1710</b>	<b>1139056182</b>	<b>257</b>	<b>78022197</b>	<b>1252404952</b>
Avg. per day (25 working Days)	<b>6.28</b>	<b>1413062.92</b>	<b>68.4</b>	<b>45562247.28</b>	<b>10.28</b>	<b>3120887.88</b>	<b>50096198.08</b>

**C) Details of Cash Book Writer (CBW) entries for the month of December 2017:-**

SAO/AII WS				DFM/AII			SAO (TA)/AII		
Date	No. of Entries	Cash in Rs.	DD/ Chq. in Rs.	No. of Entries	Cash in Rs.	DD/ Chq. in Rs.	No. of Entries	Cash in Rs.	DD/ Chq. in Rs.
01.12.17	0	0	0	18	3485	2967165	0	0	0
02.12.17	0	0	0	0	0	0	0	0	0
03.12.17	0	0	0	0	0	0	0	0	0
04.12.17	0	0	0	04	0	3116675	0	0	0
05.12.17	0	0	0	02	0	5617542	03	0	3113801
06.12.17	0	0	0	0	0	0	0	0	0
07.12.17	0	0	0	0	0	0	0	0	0
08.12.17	01	0	18430	02	3920	0	01	0	618955
09.12.17	0	0	0	0	0	0	0	0	0
11.12.17	01	0	87810	0	0	0	0	0	0
12.12.17	01	0	3750	01	0	304112	0	0	0
13.12.17	0	0	0	22	0	2427200	0	0	0
14.12.17	01	3500	0	06	6794	754132	0	0	0
15.12.17	0	0	0	01	640	0	0	0	0
16.12.17	01	100	0	0	0	0	0	0	0
18.12.17	01	1385	0	0	0	0	0	0	0
19.12.17	03	0	73280	01	86274	0	07	0	75979
20.12.17	0	0	0	0	0	0	0	0	0
21.12.17	0	0	0	12	0	4042697	0	0	0
22.12.17	03	0	4450	11	0	4969524	0	0	0
23.12.17	0	0	0	01	9488	0	0	0	0
26.12.17	0	0	0	0	0	0	0	0	0
27.12.17	01	10000	0	02	0	3480128	0	0	0
28.12.17	01	34903	0	02	0	672552	0	0	0
29.12.17	03	8588	62740	01	800	0	0	0	0
30.12.17	0	0	0	0	0	0	0	0	0
Total	17	58476	250460	86	111401	28351727	11	0	3808735
Average per day (25 working Day)	0.68	2339.04	10018.4	3.44	4456.04	1134069	0.44	0	152349.4

#### 7.1.4 Analysis: -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Description
1	<b>Cashiers/ Cash</b> i.e Div. Cahier (Cash) -2, ADC(Cash) -1, Head Shroff- 5 Sr. Shroff-2 Shroff- 1	11	06	05	07	04	<p>As the <b><u>Cash counting activity is reducing day by day,</u></b> earning of the big stations <b><u>is now being remitted in banks directly.</u></b> Only, small stations where the facility to deposit cash in Banks is not available, are sending their earning through TC safes. Although 97% of earning is being deposited in banks and only 3% earning is received through TC safe, but this 3% covers about 75% stations of Ajmer &amp; Jaipur Division.</p> <p>After thorough analysis of the workload of existing cash staff, Ajmer, the work study team is of the opinion that, total <b><u>7 DCs/ADCs/Head Shroff/Sr. Shroff/Shroff are quite sufficient</u></b> to cope up with the existing workload of this office. Thus, <b><u>11 - 7 = 4 Vacant posts of cashiers are surplus and may be surrendered forthwith.</u></b></p>
2	<b>Ministerial staff</b> i.e. Ch.OS-1 OS-3 Jr.Ck.-1	05	05	00	03	02	<p>After thorough analysis of the workload of clerical staff in cash office Ajmer the work study team is of the opinion that <b><u>the workload of 5 staff (1 Ch.OS, 3 OS and 1 Jr. Clerk) those are having less workload as mentioned in para no. 7.1.1. It may be reduced to 3 staff i.e 1 Ch.OS and 2 OS.</u></b> Thus, <b><u>1 post of OS and 1 post of Jr. Clerk are surplus and it is advised to surrender forthwith.</u></b></p>
3	Peon	04	04	00	04	00	<p>Looking to the existing work load, present deployment of 4 Peons is <b><u>justified.</u></b></p>
<b>Total</b>		<b>20</b>	<b>15</b>	<b>5</b>	<b>14</b>	<b>6</b>	<p><b>Sanctioned = 20, on roll = 15, vacancy = 5, Proposed = 14 and surplus = 6</b></p>



The work study team has gone through the workload and observed that Ajmer Cash office is dealing **with the earning of Ajmer and Jaipur divisions of NWR and that earning is received in different forms i.e. Cash, DD and challans.** As mentioned in para no. 7.1.2 (b & c), average 6 nos. of TC safes are opened daily with cash of Rs. **14,13,062** per day and 68 nos. of challans/DD for amount of Rs. **5,00,96,198** per day are received. **The ratio of cash and total earning comes to 1413062/50096198 i.e. 1:35** which clearly shows that exercise on cash counting has reduced. Besides this, the denomination of cash has also being reduced as high value notes have come now.

As the **Cash counting and denominating of Government Currency notes activity is reducing day by day,** earning of the big stations **is now being remitted in banks directly.** Only, small stations where the facility to deposite cash in Banks is not available are sending their earning through TC safes. Although 97% of earning is being deposited in bank directly and only 3% earning is received through TC safe, but this 3% covers about 75% stations of Ajmer & Jaipur Division.

On analyzing the workload of ministerial staff Work study team is of the opinion that after introduction of new technology the workload of ministerial staff would become easier and reduced considerably.

Keeping above facts in view total **14 staff** (7 Cashiers, 3 ministerial staff and 4 Peons) **are quite sufficient** to cope up with the existing workload of Cash Office/AII.

#### **7.1.5 Recommendation No.4:-**

Looking to the existing workload of Cash Office/AII as discussed in para no. 7.1.4, the work study team is of the opinion that total **14 staff** (7 Cashiers, 3 ministerial staff and 4 Peons) **are quite sufficient** to cope up with the existing workload of Cash Office/AII. Thus, **20 -14 = 6 posts** (including 1 vacant post of Head Shroff of GP- 4200 +2 vacant post of Sr. Shroff of GP 2400 + 1 vacant post of Shroff of GP 1900 + 1 post of OS of GP-4200 + 1 post of Jr. Clerk of GP-1900) **are surplus** which **may be surrendered forthwith.**

### 7.2.0 Cadre position of Pay Office, Ajmer:-

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	6	5	1
3	Ch.OS	4600	1	1	0
4	OS	4200	2	1	1
5	Peon/Daftary	1800	2	0	2
Total			11	7	4

#### 7.2.1 List of Pay office Ajmer staff going to retire in next 02 years:

02 (Two)

#### 7.2.2 Deployment of staff of Pay office , Ajmer:-

SN	Designation	OR	Duty Performed
1	Cashiers/Pay	5	<b><u>1 DC</u></b> is over all incharge and he endorsed the details of cheque in cheque & cash register and sent the MPR to HQ.  <b><u>1 DC</u></b> is deployed in Pay Office/AII to distribute the cash among the concerning department after endorsing the details in Accounts register and return it to Accounts office.  <b><u>1 DC</u></b> is working as a shroff in Cash office/Ajmer.  <b><u>2 DCs</u></b> are deployed in Accounts office Ajmer due to less workload.
2	Ministerial staff i.e. Ch.OS-1 OS-1	2	<b><u>1 Ch. OS and 1 OS</u></b> are deployed in Accounts office Ajmer due to less workload.
Total		7	Sanctioned = 11, on roll = 7 and vacancy = 4

#### 7.2.3 Workload:-

**No manual exercise on salary payment for employees over Ajmer division, has left now after implementation of IPAS.** However, the activities related to dealing with the cash for imprest and other miscellaneous activities are yet to be handled by pay staff of Pay Office, Ajmer. The position of total bills generated for cash, cheques and ECS/RTGS payments which are dealt with by pay staff is given below:-

**A list showing the position of total bills dealt with by Pay staff/AII:-**

SN	Month & Year	Total no. of bills	Amount in Rs.			Total Amt. in Rs.
			By Cash	By cheque	By ECS/RTGS	
1	Jan.-2017	1905	709041	9895727	627366431	637971199
2	Feb.-2017	1914	473941	13112459	614816907	628403307
3	Mar.- 2017	1964	13862	19489871	448384347	467888080
4	Apr.- 2017	1775	261950	19678757	1013131293	1033072000
5	May.- 2017	425	26996	3005628	791763128	794795752
6	June- 2017	07	77841	0	0	77841
7	July -2017	09	239694	0	0	239694
8	Aug.- 2017	11	392900	0	0	392900
9	Sept.- 2017	16	239523	0	0	239523
10	Oct.- 2017	13	559970	0	0	559970
11	Nov.- 2017	08	74878	0	0	74878
12	Dec.- 2017	08	77471	0	0	77471
<b>Total</b>		<b>8055</b>	<b>3148067</b>	65182442	<b>3495462106</b>	<b>3563792615</b>
<b>Avg. per Month</b>		<b>671.25</b>	<b>262338.91</b>	-	-	-
<b>Avg. per Day (25 working days)</b>		<b>26.85</b>	<b>10493.55</b>	-	-	-

**Statement showing the position of bills received from TAO/WR:-**

SN	Month & Year	Total no. of bills	Amount in Rs.			Total Amt. in Rs.
			By Cash	By cheque	By ECS/RTGS	
1	Jan.-2017	174	40129	60089227	431734079	491863435
2	Feb.-2017	241	33486	58850632	428655316	487539434
3	Mar.- 2017	320	51240	56773540	438247634	495072414
4	Apr.- 2017	309	33887	69681355	115323152	185038394
5	May.- 2017	436	26996	3005628	791763128	794795752
6	June- 2017	132	43463	52046670	72113822	124203955
7	July -2017	09	35131	0	0	35131
8	Aug.- 2017	15	44738	0	0	44738
9	Sept.- 2017	18	43578	0	0	43578
10	Oct.- 2017	14	40558	0	0	40558
11	Nov.- 2017	13	38873	0	0	38873
12	Dec.- 2017	12	40551	0	0	40551
<b>Total</b>		<b>1693</b>	<b>472630</b>	<b>300447052</b>	<b>2277837131</b>	<b>2578756813</b>
<b>Avg. per Month</b>		<b>141</b>	<b>39385.83</b>	-	-	-
<b>Avg. per Day (25 working days)</b>		<b>5.64</b>	<b>1575</b>	-	-	-

#### 7.2.4 Analysis: -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Description
1	Cashiers/ Pay	6	5	1	1	5	<p><b>2 DCs</b> deployed in pay office/AII for dealing with average 824 nos. of bills and cash of Rs.301724 per month i.e. 32 nos. of bills and cash of Rs. 12068 per day related to staff payment, imprest or other miscellaneous cash.</p> <p><b>1 DC</b> is working as a shroff in Cash office/Ajmer.</p> <p><b>2 DCs</b> are deployed in Accounts office Ajmer due to less workload.</p> <p><b>Remarks:-</b> The work study team has observed that on an average, <b><u>32/2 = 16 nos. of bills per day</u></b> are being dealt with by each cashier which is very less workload. Hence, looking to the existing less work load of this office, the work study team is of the opinion that total <b><u>1 cashier</u></b> is quite sufficient to cope up with the existing workload. Thus, <b><u>6 – 1 = 5 posts of cashiers are surplus.</u></b></p>
2	Ministerial staff i.e. Ch.OS-1 OS-2	3	2	1	0	3	<p><b>Remarks:-</b> There is no work left for ministerial staff and both the ministerial staff are now being utilized in Accounts office Ajmer. Hence all 02 posts of ministerial staff (1 Ch.OS and 1 OS) are surplus.</p>
3	Peon-2	2	0	2	0	2	<p><b>Remarks:-</b> These post are vacant since long. Cash office and Pay office is situated in same premises and 4 peons are already working in Cash office/Ajmer. Hence, 02 vacant post of peon are surplus.</p>
<b>Total</b>		<b>11</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>10</b>	<p><b>Sanctioned = 11, on roll = 7, vacancy = 4, Proposed = 1 and surplus = 10</b></p>

The work study team has gone through the workload of Pay Office/AII and observed that **the exercise of counting the salary of staff in the form of cash has now totally been finished except payment for imprest or some miscellaneous activities.** Making entries of bills in cash book and tallying the total of debit and credit side of the cash book has not been dealt by this staff. As per Railway Board guidelines (RBA NO. 78/2016) this work (NEFT/ECS/NECS and third party cheques) has now been shifted to Accounts Officer under Disbursement cell of Books section. Only those bills where the payment in cash is required to be made should be sent of Pay office. In this regard CRIS may be consulted to develop a new programme which would help to ease the work of Pay/Books section of Disbursement cell. There is no work has left for ministerial staff and two ministerial staff has now been utilized in Accounts office Ajmer. Looking to less workload in pay office/AII, total **1 Cashier (Pay) is quite sufficient** to cope up with **the existing workload.**

During the meeting held with Sr. DFM/AII on 28.03.2018 he stated that the work of Pay office Ajmer cannot be handled by one person, at least 02 staff would be required to coup up the existing workload. So, 04 cashiers have been recommended for surrender, instead of 05 cashiers.

#### **7.2.5 Recommendation No.5:-**

Looking to the existing less workload of Pay Office/AII as discussed in para no. 7.2.4, the work study team is of the opinion that total 2 **Cashier (Pay) is quite sufficient** to cope up with **the existing workload.** Thus, **11- 2= 9 posts** (4 posts of DC/Pay of GP-4600 +1 post of Ch. OS of GP 4600 + 2 post of OS of GP 4200 + 2 post of Peon of GP-1800) **are surplus** which **may be surrendered** forthwith.

### 7.3.0 Cadre position of staff of Pay Office/AII WS:-

SN	Designation	GP	SS	OR	Vac.
1	DC (Pay)	4600	2	2	0
2	OS	4200	1	1	0
3	Driver Grade-III	1900	1	0	1
4	Peon/Daftary	1800	1	1	0
<b>Total</b>			<b>5</b>	<b>4</b>	<b>1</b>

### 7.3.1 List of Pay office /Ajmer Workshop staff going to retire in next 02 years:

03 (Three)

### 7.3.2 Deployment of staff of Pay Office/AIIWS:-

SN	Designation	OR	Duty Performed
1	Cashiers/Pay	2	<b><u>1 DC</u></b> is over all incharge of Pay office Ajmer workshop.  <b><u>1 DC</u></b> is deployed for handling the bills (Average 48 Bills/day), depositing the cheques/DD in bank received from Workshop Account office and made arrangement for cash payment.
2	Ministerial staff i.e. OS-1	1	<b><u>1 OS</u></b> is deployed for marking PMR no. on bills generated for any type of payment which is received from Accounts Office and then distributed to concerned Cashier/Pay for tallying and ensuring payment thereof. After tallying by Cashiers, bills are returned to Clerical staff, who returns them to Accounts deptt. after making entries. On an average 48 bills are received per day.
4	Peon	1	<b><u>1 Peon</u></b> is utilized for office work.
<b>Total</b>			<b>Sanctioned = 5, on roll = 4 and vacancy = 1</b>

### 7.3.4 Workload:-

#### Statement showing the position of total bills dealt with by pay staff/AII WS:-

SN	Month & Year	Total no. of bills	Amount in Rs.		Total Amt. in Rs.
			By Cash	By Cheque/RTGS	
1	Jan.-2017	1303	2100	348854168	348856268
2	Feb.-2017	1193	2100	344937971	344940071
3	Mar.- 2017	1424	2100	336308460	336310560
4	Apr.- 2017	1177	2100	448430955	448433055
5	May.- 2017	1456	2100	452447132	452449232
6	June- 2017	1351	2100	474736893	474738993
7	July -2017	1282	2100	420741017	420743117
8	Aug.- 2017	977	2100	342362848	342364948
9	Sept.- 2017	939	2100	448712487	448714587
10	Oct.- 2017	1018	2100	347246679	347248779
11	Nov.- 2017	1205	2100	373872033	373874133
12	Dec.- 2017	1017	2100	383304250	383306350
<b>Total</b>		<b>14342</b>	<b>25200</b>	<b>4721954893</b>	<b>4721980093</b>
<b>Avg. per Month</b>		<b>1195</b>	<b>2100</b>	<b>393496241</b>	<b>393498341</b>
<b>Avg. per Day (25 working days)</b>		<b>48</b>	<b>84</b>	<b>15739850</b>	<b>15739934</b>

### 7.3.5 Analysis: -

SN	Designation	SS	OR	Vac.	Proposed	Surplus	Description
1	Cashiers/ pay	2	2	0	0	2	<p><b>2 DCs</b> deployed in this office are not justified mentioned as para no. 7.3.2, they are not having sufficient workload. Only bills dealing are left for them. <b><u>On an average 48 bills per day</u></b> are dealt with by them and only one case of cash payment (Rs. 2100) has dealt by them in a month.</p> <p><b>Remarks:-</b> After thorough analysis of workload of pay staff (cashiers) as mentioned above, the work study team is of the opinion that as per Railway Board guidelines (RBA NO. 78/2016) the bills for NEFT/ECS/NECS and third party cheques should be shifted to Accounts Office under</p>
2	Ministerial staff i.e. OS-1	1	1	0	0	1	
4	Peon	1	1	0	0	1	

							Disbursement cell of Books section. Only those bills where the payment in cash is required to be made, should be sent to Pay office. But only one case of cash payment of Rs. 2100 has dealt by them in a month. If this work has to be shifted to Disbursement cell of Books section then no work would be left for them and alternative arrangement should be made to distribute this only payment. Hence, <b><u>all staff in pay office Ajmer workshop are surplus and may be surrendered.</u></b>
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>Sanctioned = 4, on roll = 4, vacancy = 0, Proposed = 0 and surplus = 4</b>

#### **7.3.6 Recommendation No.6:-**

Looking to the existing less workload of Pay Office/AII WS as discussed in para no. 7.3.5, the work study team is of the opinion that all staff (including 2 posts of DCs of GP-4600 + 1 post of OS of GP-4200 + 1 post of Peon of GP 1800) are surplus which may be surrendered forthwith.



## CHAPTER-VIII

### MINUTES OF MEETING WITH UNITS HEAD

**8.0.0** Work Study team had meeting with concern Sr. DFMs, Dy. FA& CAO (W&S) Ajmer and Dy. FA&CAO/T (who is looking after the work of Dy. FA&CAO/C&P also) in different date as follows and brief the recommendations.

On 28.03.2018 with Sr. DFM/All

On 28.03.2018 with Dy. FA&CAO (W&S) Ajmer

On 11.04.2018 with Sr. DFM/JP

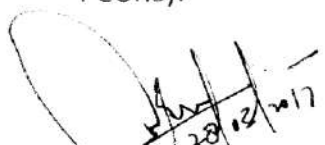
On 02.05.2018 with Dy. FA&CAO/T (who is looking after the work of Dy. FA&CAO/C&P also)

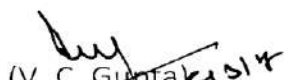
**8.1.1** Sr. DFM Ajmer agreed upon the recommendation of Work Study Team to surrender 04 posts of Shroff and 02 posts of ministerial staff from Cash office Ajmer. However, he was agree to surrender only 09 posts from Pay office in place of 10 posts as recommended by Work Study Team.


#### Minutes of meeting held with Sr. DFM/Ajmer

A meeting was held by work study team with Sr. DFM/All and DFM/All in his chamber on 28.03.2018. All issues have discussed in detail regarding the Work Study of Cash & Pay Ajmer.

1. Out of 20 posts, 06 posts (04 posts of Shroff and 02 posts of ministerial staff) have been proposed for surrender in Cash office Ajmer. He is agree with the recommendation of work study team to surrender these posts.
2. Out of 11 posts (6 posts of Cashier, 3 posts of ministerial staff and 2 posts of Peons) of Pay office Ajmer, 10 posts have been proposed for surrender, only one posts of cashier was left in work study report. But as per Sr. DFMs views at least 02 posts of Cashiers would be required to coup up the existing workload. He is agree to surrender remaining 09 posts (4 posts of Cashier, 3 posts of ministerial staff and 2 posts of Peons).

  
(Dr. V. S. Saini)  
Sr. DFM /All

  
(V. C. Gupta)  
DFM/All / Acc-Aj

  
(D.K. Sharma)  
CWSI/HQ

**8.1.2** Dy. FA&CAO(W&S) Ajmer agreed upon the recommendation of Work Study Team to surrender 02 posts of Cashier and 01 post of OS after superannuation of staff from Pay office Ajmer Workshop .

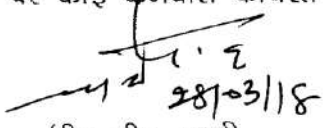
विषय :- कारखाना वेतन कार्यालय अजमेर में कार्यरत कर्मचारियों के कार्य की समीक्षा किया जाना ।

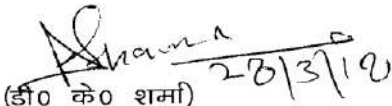
संदर्भ :- दिनांक 28.03.2018 को मुख्य कार्य समीक्षा निरीक्षक - जयपुर के साथ हुई वार्ता के कम में ।

\*\*\*\*\*

कारखाना वेतन कार्यालय अजमेर में कार्यरत कर्मचारियों के कार्य की समीक्षा के सम्बन्ध में आज दिनांक 28 मार्च 2018 को मुख्य कार्य समीक्षा निरीक्षक - जयपुर एवं उप वि०स० एवं मु०ले०धि० (कावभं) के साथ कारखाना वेतन कार्यालय के कर्मचारियों के पदों के परिचालन के सम्बन्ध में विचार विमर्श किया गया है । इसके परिणाम स्वरूप पाया गया कि :-

1. कारखाना वेतन कार्यालय - अजमेर में वर्तमान में मंडल रोकडिया (कारखाना) के पद पर दो कर्मचारी कार्यरत हैं । जिनमें से एक कर्मचारी माह जून 2018 में एवे एक कर्मचारी अक्टूबर 2018 में सेवानिवृत्त आयु प्राप्त करने पर रेल सेवा से सेवानिवृत्त होंगे । दोनों कर्मचारियों की सेवानिवृत्ति के उपरान्त मंडल रोकडिया (कारखाना) के दोनों पदों को अभ्यर्पित किये जाने पर विचार किया जा सकता है ।
2. कार्यालय अधीक्षक के पद पर कार्यरत कर्मचारी से वर्तमान में रेलवे बोर्ड - नई दिल्ली के दिशा निर्देशानुसार कारखाना व भंडार लेखा कार्यालय के बही अनुभाग में कार्य करवाया जा रहा है । उक्त कर्मचारी के सेवानिवृत्त हो जाने के उपरान्त कार्यालय अधीक्षक पद को अभ्यर्पित किये जाने पर विचार किया जा सकता है ।
3. वरिष्ठ चपरासी के पद पर कार्यरत कर्मचारी को कारखाना व भंडार लेखा कार्यालय - अजमेर में चतुर्थ श्रेणी कर्मचारी के रिक्त पद पर समायोजित किया जायेगा ।
4. कारखाना वेतन कार्यालय - अजमेर में वर्तमान में ड्राईवर का एक पद विद्यमान है किन्तु इस पद पर कोई कर्मचारी कार्यरत नहीं है । ड्राईवर के पद को अभ्यर्पित किया जा सकता है ।

  
(डी० पी० शर्मा)  
उप वि०स० एवं मु०ले०धि० (कावभं) अजमेर

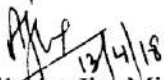
  
(डी० के० शर्मा)  
मुख्य कार्य समीक्षा निरीक्षक - जयपुर

**8.1.3** Sr. DFM Jaipur agreed upon the recommendation of Work Study Team to surrender 04 posts of DC and 02 posts of OS from Pay office Jaipur.

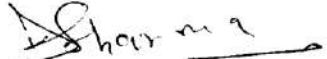
**Minutes of Meeting held with Sr.DFM-JP on 11-04-2018 in connection with Draft Work Study Report of the Work Study Team on the Pay Office Jaipur**

A meeting was held with the Work Study Team in the chamber of Sr. DFM/JP, on 11.04.2018, with regard to the Draft Work Study Report submitted by the Work Study team in regard to Pay Office/Jaipur. Issues regarding requirement of staff were discussed in detail and the following is observed:

1. Out of 5 sanctioned posts of Divisional Cashiers in Pay Office, Jaipur, 4 posts have been proposed for surrender in the Draft Work Study Report. It is to be noted that out of the 5 sanctioned posts 2 DCs are working in S&C and one DC is working in the Cheque Disbursement Cell and looks after Bank related works. Thus practically only two DCs are working in the Pay office Jaipur; out of which one DC looks after the cash payment. Keeping in view the fact that a bulk of the payment is made through Bank now, the post of balance one DC is not required. In view of the above Sr.DFM/JP agreed to the recommendation of the Work Study team to surrender 4 posts of DC in Pay Office Jaipur.
2. Out of 3 sanctioned posts of Office Superintendent, 2 posts have been proposed for surrender in the Draft Work Study Report. It is to be noted that one OS is working in the Cheque Disbursement Cell and 2 are looking after the work of Cash Payment of Jaipur Division and Survey & Construction Organization each. Keeping in view the fact that a bulk of the payment is made through Bank now, one OS is sufficient to look after the work of both Jaipur Division and Survey and Construction Organization. In view of the above Sr.DFM/JP agreed to the recommendation of the Work Study team to surrender 2 posts of OS in Pay Office Jaipur.

  
Abhilasha Jha Misra

Sr DFM/JP

  
D.K. Sharma

CWSI/NWR HQ

**CHAPTER-IX**  
**SUMMARY OF CADRE, PROPOSED AND SURPLUS POSTS**

**9.0.0 Summary of cadre, proposed and surplus staff of Cash & Pay office HQ, JP & AJI:-**

Office	Designation	GP	Cadre				
			SS	OR	Vac.	Proposed	Surplus
<b>Cash &amp; Pay HQ (Adm.) office</b>	Ch.OS	4600	1	1	0	1	0
	OS	4200	2	2	0	2	0
	Sr. Clerk	2800	1	1	0	0	1
	Jr. Clerk	1900	1	0	1	0	1
	Peon	1800	2	2	0	2	0
<b>Total (a)</b>			<b>7</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>2</b>
<b>Pay office HQ</b>	Cashier/Pay	4600	1	1	0	1	0
	OS	4200	1	0	1	0	1
	Sr. Clerk (1 Rev +1WC)	2800	2	2	0	1	1 (WC)
<b>Total (b)</b>			<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Pay office Jaipur</b>	Cashiers/Pay	4600	5	5	0	1	4
	Ch. OS	4600	1	1	0	1	0
	OS	4200	2	2	0	0	2
	Peon	1800	2	2	0	1	1
<b>Total (c)</b>			<b>10</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>7</b>
<b>Cash Office Ajmer</b>	DC (Cash)	4600	2	1	1	2	0
	ADC(Cash)	4200	1	1	0	1	0
	Head Shroff /HCC	4200	5	4	1	4	1
	Sr. Shroff /RC	2400	2	0	2	0	2
	Shroff	1900	1	0	1	0	1
	Ch. OS	4600	1	1	0	1	0
	OS	4200	3	3	0	2	1
	Jr. Clerk	1900	1	1	0	0	1
	Peon/Daftary	1800	4	4	0	4	0
<b>Total (d)</b>			<b>20</b>	<b>15</b>	<b>5</b>	<b>14</b>	<b>6</b>
<b>Pay office Ajmer</b>	Cashiers/ Pay	4600	6	5	1	2	4
	Ch.OS	4600	1	1	0	0	1
	OS	4200	2	1	1	0	2
	<b>Peon</b>	<b>1800</b>	2	0	2	0	2
<b>Total (e)</b>			<b>11</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>9</b>
<b>Pay office Ajmer Workshop</b>	DC (Pay)	4600	2	2	0	0	2
	OS	4200	1	1	0	0	1
	Peon/Daftary	1800	1	1	0	0	1
<b>Total (f)</b>			<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Grand Total ( a to f )</b>			<b>56</b>	<b>45</b>	<b>11</b>	<b>26</b>	<b>30</b>

## **CHAPTER-X**

### **SUMMARY OF RECOMMENDATIONS**

<b>S N</b>	<b>Recommendations</b>	<b>Ref. Para No.</b>	<b>Accepting/ Implementing Authority</b>
<b>1</b>	<p><b><u>Recommendation No.1:-</u></b></p> <p>Looking to the existing less workload of staff of Administration Office for Cash &amp; Pay(Admn.) Office HQ as discussed in para no. 6.1.3, the work study team is of the opinion that total, <u>5 staff</u> (including 1 Ch.OS + 2 OSs + + 2 Peons) <u>are quite sufficient</u> to cope up with <u>the existing workload</u>. Thus, <u>7 - 5 = 2 posts</u> (1 post of Sr. Clerk of GP-2800 + 1 Post of Jr. Clerk of GP-1900) <u>are surplus</u> which <u>may be surrendered</u> forthwith.</p>	<b>6.1.4</b>	<b>FA&amp;CAO/ NWR/JP</b>
<b>2</b>	<p><b><u>Recommendation No.2:-</u></b></p> <p>Looking to the existing less workload of Pay Office/HQ as discussed in para no. 6.2.4, the work study team is of the opinion that total <u>2 staff</u> (including 1 DC/Pay + 1 Sr.Clerk) <u>are quite sufficient</u> to cope up with <u>the existing workload</u>. Thus, <u>4 - 2 = 2 posts</u> (1 post of OS of GP-4200 + 1 WC post of Sr. Clerk of GP-2800) <u>are surplus</u> which <u>may be surrendered</u> forthwith.</p>	<b>6.2.5</b>	
<b>3</b>	<p><b><u>Recommendation No.3:-</u></b></p> <p>Looking to the existing workload of Pay Office/JP as discussed in para no. 6.3.4, the work study team is of the opinion that total <u>3 staff</u> (including 1 DC/Pay + 1 OS + 1 Peon) <u>are quite sufficient</u> to cope up with <u>the existing workload</u>. Thus, <u>10-3= 7 posts</u> (4 posts of DC/Pay of GP-4600 + 2 post of OS of GP 4200 + 1 post of Peon of GP-1800) <u>are surplus</u> which <u>may be surrendered</u> forthwith.</p>	<b>6.3.5</b>	

4	<p><b><u>Recommendation No.4:-</u></b></p> <p>Looking to the existing workload of Cash Office/AII as discussed in para no. 7.1.4, the work study team is of the opinion that total <u>14 staff</u> (7 Cashiers, 3 ministerial staff and 4 Peons) <u>are quite sufficient</u> to cope up with the existing workload of Cash Office/AII. Thus, <u>20 -14 = 6 posts</u> (including 1 vacant post of Head Shroff of GP- 4200 +2 vacant post of Sr. Shroff of GP 2400 + 1 vacant post of Shroff of GP 1900 + 1 post of OS of GP-4200 + 1 post of Jr. Clerk of GP-1900) <u>are surplus</u> which <u>may be surrendered forthwith</u>.</p>	7.1.5	FA&CAO/ NWR/JP
5	<p><b><u>Recommendation No.5:-</u></b></p> <p>Looking to the existing less workload of Pay Office/AII as discussed in para no. 7.2.4, the work study team is of the opinion that total 2 <u>Cashier (Pay) is quite sufficient</u> to cope up with <u>the existing workload</u>. Thus, <u>11- 2= 9 posts</u> (4 posts of DC/Pay of GP-4600 +1 post of Ch. OS of GP 4600 + 2 post of OS of GP 4200 + 2 post of Peon of GP-1800) <u>are surplus</u> which <u>may be surrendered</u> forthwith.</p>	7.2.5	
6	<p><b><u>Recommendation No.6:-</u></b></p> <p>Looking to the existing less workload of Pay Office/AII WS as discussed in para no. 7.3.5, the work study team is of the opinion that all <u>4 posts</u> (including 2 posts of DCs of GP-4600 + 1 post of OS of GP-4200 + 1 post of Peon of GP 1800) <u>are surplus</u> which <u>may be surrendered forthwith</u>.</p>	7.3.6	

**Note :-** During critical analysis of the duties, it was found that 26 Cash & Pay staff is sufficient to perform existing workload. Thus out of sanctioned cadre of 56 posts, 29 posts (10 DC+ 1 Head Shroff + 2 Sr. Shroff + 1 Shroff + 1 Ch.OS+ 7 OS + 1 Sr. Clerk + 2 Jr. Clerk + 4 Peons) identified as surplus. But, with view that promotion aspect of the staff should not affected with these surrenders, it is advised to surrender 29 posts of initial/lower grades.

## **CHAPTER-XI**

### **FINANCIAL IMPLICATIONS**

#### **11.0.0 FINANCIAL IMPLICATIONS: -**

With the proposal for surrender of **29 Revenue and 1 Work charge** posts, the recurring savings per annum in money value is given below:-

<b>S. No.</b>	<b>Design.</b>	<b>GP</b>	<b>Pay Matrix</b>		<b>Mean pay of Pay Matrix</b>	<b>DA @ 7%</b>	<b>Total Money value</b>	<b>No. of posts</b>	<b>Total saving/ month</b>	<b>Total saving/ year</b>
1	DC (Pay)	4600	44900	142400	93650	6556	100206	10	<b>1002055</b>	<b>12024660</b>
2	Head Shroff	4200	35400	112400	73900	5173	79073	1	<b>79073</b>	<b>948876</b>
3	Sr. Shroff	2400	25500	81100	53300	3731	57031	2	<b>114062</b>	<b>1368744</b>
4	Shroff	1900	19900	63200	41550	2909	44459	1	<b>44459</b>	<b>533502</b>
5	Ch. OS	4600	44900	142400	93650	6556	100206	1	<b>100206</b>	<b>1202466</b>
6	OS	4200	35400	112400	73900	5173	79073	7	<b>553511</b>	<b>6642132</b>
7	Sr. Clerk	2800	29200	92300	60750	4253	65003	1	<b>65003</b>	<b>780030</b>
8	Jr. Clerk	1900	19900	63200	41550	2909	44459	2	<b>88917</b>	<b>1067004</b>
9	Daftary/Peon	1800	18000	56900	37450	2622	40072	4	<b>160286</b>	<b>1923432</b>
<b>Total</b>								<b>29</b>	<b>2207571</b>	<b>26490846</b>

**Total recurring savings per annum comes to approx. Rs. 264.90 Lac.**