



Work Study Report

On

Review of Staff Strength of

Traffic Accounts office (Compilation Office) Account Branch at Delhi Kishanganj

Under

Head Quarter Office

Churchgate

Study No.G.463/WR/WS-33/2018-19

Study discussed with Co-ordinating Officer Shri R.S.Meena –AFA/DKZ & Shri A. K. Tripathi-Sr. SO/DKZ.

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Executive Summary

<u>Sr. No. of Study</u>	:	33
<u>Case No.</u>	:	G.463/WR/WS-33/2018-19
<u>Subject</u>	:	Review of Staff Strength of Traffic Accounts office (Compilation Office) Account Branch at DKZ under HQ/CCG.
<u>Department</u>	:	Accounts.
<u>Division</u>	:	Head Quarter – CCG.
<u>Authority</u>	:	As per approval of AGM vide file No. G463/3/IV date 16/04/2018
<u>Terms of Reference</u>	:	Assessment of manpower requirement of Foreign Traffic Accounts Office, DKZ
<u>Total No. of Recommendations</u>	:	03 (Three)
<u>Summary of Recommendations</u>	:	page no 06
<u>Projected Manpowerfor surrender</u>	:	

Category	Sanctioned cadre	Man on roll	Vavancy /Excess	Proposed Cadre	Surplus	Total to be surrendered
Group 'C'	67	29	38	19	48	48
Group 'D'	14	6	08	4	10	10
Total	81	35	46	23	58	58

Financial Implication : Recurring saving of @ Rs. 546.38 lakhs p.a. on implementation of Work Study Report

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Acknowledgement

The Work Study Team of Central Planning Organisation, Western Railway, Churchgate, Mumbai-400 020 is grateful to Shri R.S.Meena –AFA/DKZ & Shri A. K. Tripathi Sr. SO–DKZ, for their valuable guidance.

The Study Team is also thankful to all other supervisory and subordinate staff in each section of Accounts office-DKZ for their whole hearted co-operation and suggestions extended during the course of Work Study.

Terms of Reference

Secy. (PG) CCG's approval on file No. G463/3/IV dated 16.04.2018 it was instructed for the work study of staff engaged in Foreign Traffic Accounts Office, Delhi Kishanganj under HQ/CCG for assessment of manpower requirement in view of introduction of FOIS and corresponding workload.

Accordingly, the study has been included in the schedule programme of Work Studies for the financial year 2018-2019.

The work study is undertaken

- To review staff strength of existing workload.
- To identify redundant & non-productive activities.
- To suggest ways and means to improve the productivity and efficiency of the existing system.

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Methodology

- Collection of data connected with the existing working and work load, direct observations at work place and discussions with the staff & suggestions from officials, critical examination of the data collected for optimum man power utilization.
- The actual working man hours per employee per month has been commutated as under:
- Monthly working hours available per employee:
 - Number of days in a year - 365 days
 - Number of holidays in a year -
 - Public Holidays - 016 days
 - Restricted Holidays - 002 days
 - Casual Leave - 008 days
 - Saturday & Sundays - 104 days
 - Total - 130 days**
- Maximum working days available (365 – 130) = 235 days
- Maximum working hours in a day = 8.5hrs
- Less 1 hour for Natural call, fatigue Allowance, official discussion with officer and staff and ½ hrs for Lunch Time in a day = 1.5hrs
- Actual working hours for a person in a day = 07 hrs
(08.30 hrs – 30 min (Lunch) – 60 min (Personal needs))
- Total hours available in a year per person = 1645 hrs
(235 days x 7hrs = 1645 hrs)
- Total hours available in a Month per person = 137 hrs (Aprox)
(1645/12 = 137 hrs)

Note: As per the norms followed under work study while calculating working hours, only ½hr lunch break per day is admissible. But, it may be noted that in the above calculations, a more liberal approach has been adopted and an additional 1 hrs for fatigue allowance, natural call, officer and staff attending on phone for official work per session is also taken into consideration, making a total relaxation period of 1-1/2 hrs per day.

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SUMMARY OF RECOMMENDATIONS

Sr. No.	Recommendations	Reference Para
1.	Out of total 67 posts of Group-C Staff work study team justified 19 posts (03 Sr.SO, 14 AA, 02 A/C Cks,) and identified 38 posts (10 Live & 28 vacant) as surplus to the existing work load and recommended to surrender the surplus posts.	2.16.2
2.	Out of 14 posts of Group-D Staff , work study team justified 04 posts and identified 10 posts (2 Live & 8 Vacant) as surplus to the existing work load & recommend surrendering the surplus posts.	2.16.6
3.	TAMS Connectivity may be provided at DKZ to avoid unnecessary wastage of Manpower by travelling to Ajmer for updation of Data by DKZ staff. Staff should be suitably trained to operate the TAMS and IPAS systems.	2.16.7

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CHAPTER – I

INTRODUCTION

- 1.1 The Western Railway came into existence on 5th November, 1957 by merger of its fore runners, the erstwhile Bombay, Baroda and Central India Railway (BB & CI) with other state Railways viz. Saurashtra, Rajputana and Jaipur.
- 1.2 On its formation, there were 09 Divisions, in the year 2003, due to re-organization of old zones and creation of new zones i.e. NWR & WCR. 03 Divisions were excluded from WR and one additional division ADI was created. At present, there are 06 Divisions over Western Railway.
- 1.3 In year 1963, Railway Clearing Office, (RCO), headquarter at DKZ had been closed down. All other Zonal Railways except Western Railway had shifted their foreign traffic account office in their own jurisdiction.
- 1.4 Accounts office is responsible for proper receipt and expenditure of Railway earning. The function of proper accountal of Railway earning is looked after by Traffic Accounts Office. There are two traffic accounts office under Western Railway situated at Ajmer and Delhi Kishanganj.
- 1.5 At present, **81** (67 Group-C and 14 Group-D) staff strength is sanctioned to cope the existing work load of Foreign Traffic Accounts Office, Delhi Kishanganj.
- 1.6 Due to the introduction of FOIS, the work load has reduced. The number of invoices prepared has decreased. Also the MPA are prepared with accuracy and quickly. The number of errors in preparation of invoice is very rare and negligible.
- 1.7 An attempt has been made in the forth coming chapter to analysis each activity and work load of FTA/DKZ and requirement of staff.

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CHAPTER – II

2.0 EXISTING SYSTEM OF WORKING

2.1 The work of Foreign Traffic Accounts Office, DKZ is headed by Dy.CAO (TA)-All and assisted by Sr. AFA (FTA)-DKZ. Sr. AFA (FTA) is responsible for smooth and efficient working of the DKZ Office.]

2.2 The FTA Office, DKZ is divided into the following sections.

- | | | | |
|-------|------------------|--------|--------------------|
| (i) | FO-I & II | (vi) | ADM. |
| (ii) | IA-I & II | (vii) | Co-ordination/Estt |
| (iii) | IC-I, II & III | (viii) | General |
| (iv) | AJ & Goods Genl. | | |
| (v) | Goods Debit | | |

2.3 Cadre position of FTA Office, DKZ as on 31/11/2018 of Group 'C' and Group 'D' is as under:

2.3.1. Group-C

Sr.No	Category	Scale	Sanc. Cadre	Man on roll	Vac	Excess
1	Sr. S.O.	9300-34800+4800/5400	08	03	05	-
2	A/A	9300-34800+4200	48	24	24	-
3	Jr.A/Asstt.	5200-20200+2800	03	--	03	-
4	A/C. Clerk	5200-20200+4600 /4200 / 2800/2400	06	02	04	-
5	C.A.	9300-34800+4200	01	-	01	-
6	Record Shorter	5200-20200+1800	01	-	01	-
	Total – A		67	29	38	-

2.3.2 Group-D

Sr. No.	Category	Scale	Sanc Cadre	Man on roll	Vac	Excess
1.	Record Shorter	5200-20200 +1800	03	-	03	-
2.	Jr. Peon/Peon Hamal	5200-20200 +1800	11	06	05	-
	Total – B		14	06	08	-
	Grand Total A+B		81	35	46	-

2.3.3 STATISTICAL BRANCH:

Work study for review of staff strength of Statistical branch has been conducted separately.

2.4 Functions of the Accounts Office:

- i. Keeping the accounts of the Railway in accordance with the prescribed rules.
- ii. To have a check with reference to rules or orders (known as internal check) of transactions, affecting the receipts and expenditures of a Railway.
- iii. Prompt settlement of proper claims against the Railway.

- 2.5 (a) FTA-DKZ Office are mainly responsible for keeping accounts of Foreign Goods Traffic.
 (b) Apart from the above, Administrative and Estt. Work is also handled by the staff of this office.

2.6 Details of section wise work load and critical analyses are elaborated in forth coming paras.

2.7 **FO(I) & FO(II) SECTION**

2.7.1 **Scope of work:**

- (i) Receipt, posting, dispatch of refund of overcharge sheets (claims) pre audit.
- (ii) Verification of accountal of RRs of overcharge sheets pre audit.
- (iii) Internal check/certification of refund over charge sheets and allied work.
- (iv) Receipt/posting of pay order (PO) CO6 and allied work.
- (v) Preparation of CO7 of PO and check of freight clearance bill (FCB) post audit over charge sheets.
- (vi) Receipt and checking of weigh bridge statements, raising of under charges.

2.7.2 **Description of work & man hours requirement in AA/FO- I&II section**

Sr. No.	Description	No. of such items dealt /month (a)	Time taken for each item of work (b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Receipt,posting,verification,correction of all Pay orders. Preparation and generation of CO6/CO7 of pay order for further process.	10	3.5	35
2.	Maintain old record of over charge sheet.	-	-	5
3.	Preparation of MPR/BI- MPR and other allied work.	-	-	5
4.	Maintainence of Misc.Deposit detail and get audit verification done. Other miscellaneous activities or any other task assigned by Sr.SO.	-	-	10
5	Receipt, Posting,numbering,linking and verification of Over charge sheets. Checking Refunds and maintaining registers of overcharge sheets	15	3	45
6	Preparation of monthly budget/exchequer control and allied work	-	-	5
7	Receipt & Dispatch of office correspondence, Upkeep of various registers, preparation and processing of musters and other allied works.	-	-	20
Total				125 hrs.

Staff used for above work = 125 hrs.

Staff required for above work = Man hours used per month/ Man hours given per month
= 125/137 = 0.91 **men = say = 1 man.**

2.8 **IA – I & II SECTION**

2.8.1 **Scope of work –**

- (i) Apportionment of Inward freight traffic, debit/credit TCs ,inward goods statement, Check incorrect statement of all Zonal Railway received for checking distance, rate and calculation of R/R.
- (ii) Prepare the debits after verification of foreign MPA and B/S
- (iii) Report issued by other Zonal Railway Account's and Audit Office to western railway.
- (iv) Receipt ,despatch of absentee and maintenance of D.O. register, record send to audit section and other misc. work.
- (v) Checking of foreign inward MPA traffic of all Zonal Rly. to Western Rly through Dy.CAO(TA)-All with balance sheet and allied work.
- (vi) Checking of foreign outward MPA Western Rly to other Rlys accounts from EDPM/CCG with allied work.
- (vii) All misc. works like receipt and despatch of match results, despatch of ink entries, recd. distribute of foreign inward, outward MPA maintenance of Dak register and all correspondence with allies work.

2.8.2 **Description of work & man hrs required in AA-IA - I& II section (1st man)**

Sr. No.	Description	No. of such items dealt /month (a)	Time taken for each item of work (b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Checking of RRs of local container traffic of all station of ADI- Division. Manually and on TMS at Dy.CAO/TA- All	RR's of all stations of ADI division approx. 250	5	25
2.	Checking and passing the apportionment of PRCL, MDCC & KRCL of I/W foreign container, foreign goods and local container traffic, received from CRIS and submission of the same to Dy.CAO/TA/All for arranging the share.	Appx 250 RR		75
3	Linking of difference between I/W MPAs and balance sheet figure of all division dealing of Audit objections receipt of DAK/ Policy letter related to the IA-I sec. & other Misc work.	-	-	15
	Total			115 hrs

Staff required = 115/137 = 0.83 Man = **Say = 1 Man**

2.9 **IC-I, II & III SECTION**

2.9.1 **Scope of work :**

- (i) Apportionment of Inward freight traffic, debit/credit TCs ,inward goods statement, Check incorrect statement of all Zonal Railway received for checking distance, rate and calculation of R/R.
- (ii) Invoice checking and coding, inward credit notes checking,
- (iii) Raising of EA's, Checking of EA issued by Sr.TIA of concerned station
- (iv) DFR and monthly incorrect for other zones folder statement, missing RR statement, reconciling station to station statement with paid statement action in audit inspection reports, checking of inward RRs of other Rly, etc.
- (v) Calculation of Financial Results of uneconomic Branch Line of Outward and Inward Traffic (Goods), Preparation of half yearly and quarterly review of suspense balances and debt report

2.9.2 **Description of work & man hours required in AA- IC- I,II& III section**

Sr. No	Description	No. of such items dealt /month (a)	Time taken for each item of work(b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Receiving of sectional DAK, circular & policy letters of the concerned section and get noted of the same from the concerned staff and filing thereof.	Approx. 15	1	15
2.	Arranging to tag the RRs of all divisions as division wise lots and up keeping of the same. Preparation of lists of RRs lots and sending to record of the same for preservation.	Approx. 60 lots of 3900 RRs	1	60
3.	Checking of RR of foreign outward container traffic manually and on line on TMS at Dy.CAO/TA Ajmer office of all station of All-Div.	Approx RRs 450)	-	30
4.	Checking and passing the Revenue apportionment of MDCC (spz ,sfz ltd) received from CRIS of O/W foreign and local container and goods traffic.	Approx. 750 RRs	-	20
5.	Checking & passing the apportionment of P.R.CL of O/W Fn Goods traffic received from CRIS and submission of the same to Dy. CAO/TA/All office for further action.	-	-	20
6	Checking & passing the apportionment of K.R.CL of O/W Fn Goods traffic received from CRIS and submission of the same to Dy. CAO/TA/All office for further action.	-	-	20
7	Checking and passing the apportionment of BDRCL of O/W foreign goods, container and local container traffic and submission of the same to DY.CAO/TA-Aii.	-	-	20
8.	Checking of O/W Fn Goods & FN Container & Local Container RR, manually and on	Approx. 350	-	30

	TMS at Dy. AO/TA/All office of KDLP,GIMB,IFFC,MDLB,CHI,KPRR,SRUD, DBTR and DB station of ADI Div	RRs		
9.	Checking of RR of O/W Fn Goods Traffic of KRF,AAR,BHUJ,LPGS,SNLR,HVD,KOD, BMSB,MRPL,IFFB,WPA,MDCC & SBT station of ADI division manually (Appx 350 RR)	Approx. 350 RRs	-	30
10.	Checking of RR's BCT Division of O/W Fgn Goods and container traffic manually and on TMS at Dy CAO(TA) All office.(Appx 750 RR's)			
11.	Checking of RR of O/W Fn Goods ,FN & Local Container manually and in TMS at DY CAO(TA) All office of all stations of RTM Division			30
12.	Checking of all RRs of BRC division manually and in TMS at Dy. CAO/TA-All	-		30
13	Checking of RR of O/W Foreign Goods Foreign Container traffic & Local Container traffic manually and in TMS at DYCAO(TA) /Aii office of all stations of BVP Division and Link station of ADI – Div.(Appx 750 RR)		-	30
14	Raising of EA's, Checking of EA issued by Sr.TIA of concerned station & other miscellaneous work related to the above.	-	-	15
15	Receiving of Credit Notes and verification of the same and submission to Dy CAO(TA)All	-	-	15
16	Calculation of Financial Results of uneconomic Branch Line of Outward and Inward Traffic(Goods) and submission of the same to Dy CAO(TA)All	-	-	10
17	Receiving of Weighbridge statement of all divisions and checking of same, raising the debits to the concerned stations for overloading of weight	-	-	10
18	Preparation of half yearly and quarterly review of suspense balances and debt report and submission of the same to Dy CAO (TA) All office.	-	-	15
19	Maintaining continuity register for all divisions	-	-	20
20	Other miscellaneous and allied works.	-	-	20
	Total			440 hrs

Staff used for above work = 440 hrs

Staff required for above work = Man hours used per month/ Man hours given per month
= 440/137 = **3.21 men = say = 4 men.**

2.10 **AJ & GOODS GENERAL Section**

2.10.1 **Scope of work:** To deal with (i) draft para, special letters, inspection reports, audit objections, TA Notes, Audit notes. (ii) To prepare EAs maintain debit and other registers, correspondence and other misc. work.

(1) Preparation of statement –

(a) Govt. claims, (b) Amount written off, (c) Audit objections (d) Progress report
(e) outstanding position of pay orders, over charge sheets and out agency bills

(2) Maintenance of following registers –

- (a) Serious regularities, (b) Amount written off, (c) Debits withdrawn, (d) Raising of debits,
- (e) Calendar of return etc.

2.10.2 Description of work & man hrs requirement in AJ & Goods General Section

Sr. No.	Description	No. of such items dealt /month(a)	Time taken for each item of work(b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Receiving and circulation of policy circulars, maintenance of various registers.	-	-	10
2.	To deal with all audit para, provision para draft paras,special letters received and other allied works.	-	-	20
3.	To deal with inspection reports of all divisions and allied works.	-	-	20
4.	Dealing with Audit/TA notes, prepare EA's and other allied works	-	-	20
5.	Compilation and submission of various monthly and yearly reports to be submitted to Board/GM/FA&CAO & Dy CAO/TA Aii.	-	-	30
6.	Other correspondence and misc.works	-	-	25
	Total			125 hrs

Staff required = 125 /137 = 0.91 Man = Say = 1 Man

2.11 GOODS DEBIT SECTION

2.11.1 **Scope of work:** To receive and post the error sheet of all divisions, to check disputes, special credit issued by TIA's, disposal of admitted debit, disputed debit.

2.11.2 Description of work & man hours requirement in Goods Debit Section

Sr. No.	Description	No. of such items dealt /month(a)	Time taken for each item of work (b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Receipt and posting of error sheets of different sections of all Divisions	11	0.5	5.5
2.	To check EA's along with RRs in respect of debits.	25	2.5	62.5
3.	To maintain files of each EA's and Correspondence with commercial authority.	40	1	40
4.	To prepare quarterly list of statement of EA's and sending to Dy.CAO/TA office Ajmer.	25	0.5	12.5

5.	To prepare list/ statement of FA's and sending to DCM concerned for taking action against O/S debits.	25	0.5	12.5
6.	To Prepare of MPRMPR/BI- MPR traffic suspense/half yearly suspense and other information related to MPR.	14	0.5	7
7.	To receive and check special credit/TIA's credit, posting in register, checking of credit and sending checked copy to AFA/B/ Sheet Ajmer.	9	0.5	4.5
8.	To prepare various statements including D.O to FC,Appropriation account,Debit admitted/withdrawn etc	-	-	24
11.	To maintain register of TIA's credit, to maintain circulars/LRA/TRC file, prepare and musterland leave register every month, attend freight outstanding meeting held at All and CCG and other allied works.	-	-	50
12.	To reconcile debit with Dy CAO/T, B/Sheet. Other correspondence and misc.works.	-	-	30
Total				248.5 hrs

Staff used for above work = 248.5 hrs

Staff required for above work = Man hours used per month/ Man hours given per month
= 248.5/137 = **1.81 men = say = 2 men.**

2.12 **ADM SECTION**

2.12.1 **scope of work** : Dealing of court cases, DAR cases, union dealing, PRT work, pension/settlement work, conducting Appl. II Exams, policy matters, PF, Pay fixation, Group 'D' Salary bills, Gazetted salary bills, periodic statements correspondence, other misc. and allied work.

2.12.2 **Description of work & man hrs requirement in Administration Section**

Sr. No	Description	No. of such items dealt /month(a)	Time taken for each item of work(b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	To receive all circulars/correction slips and notification etc. online and manually and upkeep of policy file /codes and manuals related portion.	-	-	20
2.	To deal with selection,promotion, reversion,transfer,fixation,ACP/MACP, seniority,cadre position and other activities of Group 'C' and Group 'D' staff .	-	-	50
3.	To deal with settlement/Pension and various other activities of Retd Pensioners (At present Appx 400 pensioners at DKZ).Conducting of API-	-	-	40

	II exams.			
4.	Union Dealings and other allied works pertaining to it.	-	-	20
5.	To deal with parliamentary Questions/RTI, Dealing of court cases	-	-	20
6.	To deal with the manual work of final statement of all a/c's branch employee-(retd.& expired) & allied work	-	-	10
7.	To deal with various misc works like Ex-India leave, Permission for Passport, Medical Re-imbursement expenses, RELHS and other medical cards, etc	-	-	20
8.	To deal audit objections pertaining to portion, prepare Monthly and periodical reports, prepare and maintain cadre position, maintain various registers and other allied works	-	-	40
9.	Other correspondence and misc. works	-	-	15
			Total	235 hrs

Staff used for above work = 235 hrs.

Staff required for above work = Man hours used per month/ Man hours per month
= 235/137 = **1.71 men = say = 2 men.**

2.13 **CO-ORDINATION & ESTT. SECTION**

2.13.1 **Scope of work:** August review and revised budget estimate figures of outward and inward Dak receiving and distributing, MPRs and other periodic reports, action on minutes of meeting, audit objection, inspection reports etc correspondence and other allied work

Salary bills of Group 'C' staff, service sheet, leave accounts conducting App. III Exams, PF advances etc

2.13.2 **Description of work & man hrs requirement in co-ordination & estt. Section**

Sr. No.	Description	No. of such items dealt /month(a)	Time taken for each item of work(b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	To receive all circulars/correction slips and notification etc. online and manually and upkeep of policy file /codes and manuals related portion.	-	-	40
2.	To deal with all the budget & expenditures of A/c.Br and submission of all the related information on due date to co-ordination section (1st week of every month), Dy.CAO/TA/All, HQ office. (Approximate monthly accounts, August Review, Revised estimate, Final estimate)	-	-	20
3.	Appropriation account preparation and submission thereof. Reconciliation of	-	-	20

	expenditure monthly, annual with general books in Dy.CAO/TA and HQ office CCG			
4.	To deal with the online work of final settlement of all A/c's Br. Employees, Preparation of online salary ADM/E Genl. Section CI-IV & G. Branch and other allied works, Maintenance of salary Bill Reg. & other Misc. recovery register,	-	-	40
5.	Maintenance of recovery register, checks over TA/Contingents, claims of sections and their inclusion in the regular salary bill by feeding information in the change cards, income tax calculation and deductions. To deal with recoveries and advances like NPS recovery, PF advance withdrawal, PLB, Tuition fees, Festival advances, Leave encashment, Electric charges and House rent of staff occupying Rly Qtrs etc.	-	-	40
6.	Maintenance and updating of Leave records of staff, Vetting expired in service of qualifying service/leave and credit/pay of retiring employee, To deal with the settlement dues of staff, SBF % DAR dealing.	-	-	30
7.	To prepare absent statement of E section and check of absentee statement of all account branch except class IV staff. To deal with audit objections pertaining to portion work..	-	-	20
8.	General Correspondence and other misc works.	-	-	35
Total				245 hrs

Staff used for above work = 245 hrs.

Staff required for above work = Man hours used per month/ Man hours given per month
= 245/137 = **1.78 men = say = 2 men.**

2.14 **GENERAL SECTION**

2.14.1 **Scope of work:** Dak and dispatch, passes/PTOs, Office bldg and staff quarters maintenance, cash imprest, records maintenance, payment of telephone and news papers bills, medical and identity cards etc.

2.14.2 **Description of work & man hours requirement in General Section**

Sr. No	Description ()	No. of such items dealt /month(a)	Time taken for each item of work(b) hrs.	Total time required to dealt per month (a x b) hrs.
1.	Issuing and accountal of Passes & P.T.O's for the entire FTA staff including retired Staff and allied works.	-	-	60

	Issue of Suburban ticket including school and residential card passes, Medical card, collection of cash and its remittance and allied work.			
2.	Maintenance and upkeep of connected policy files, account records & correspondence in concerned registers.	-	-	30
3.	Correspondence of work relating to official telephones including CUG, Imprest bills, Rly. quarters and other misc items.	-	-	25
4.	All correspondence including inter sectional notes regarding Audit note inspection or efficiency notes on the work of Genl. Section.	-	-	20
5.	Prepare the proposal and disposal of the DS 8 items through stores, Maintenance of T&P register and put up to Br. Officer	-	-	20
6.	Other Misc works like Preparation of absentee statements of genl. Section's staff including class IV staff, maintain the file of Brief cases and other item of the staff & officer, Receipt and distribution of all D.O letters , confidential and secret letter and to watch their disposal.	-	-	25
7.	Preparation and submission of indents of stationary, to collect stationary, uniform, books & forms from the Stores from MX and SBI/ADI.	-	-	30
8.	Listing and distribution of Dak meant for goods, ADM, ST and genl. Section. To arrange for bringing DAK of entire office from the FS BR. At NDLS ,DLI & NZM etc. and its distribution. Preparation of Challan in respect of DAK to be dispatch to the Dy.CAO/TA-All and CCM –CCG, Postal DAK etc.	-	-	40
9.	Preparation of Pay order & arrangement of receiving service stamps. All other Correspondence and allied works related to the office.			40
			Total	290 hrs

Staff used for above work = 290 hrs.

Staff required for above work = Man hours used per month/ Man hours given per month
= 290/137 = **2.12 men = say = 3 men.**

2.15 Sr.SECTION OFFICER

There are 3 Sr.SO's currently working and as per the scrutiny of workload by the Work Study team it seems justified.

2.15.1 CONFIDENTIAL ASSISTANT

Currently post of CA is lying vacant since long, also there is no workload for the post, hence the work study team recommends for surrender of the post of CA.

2.15.2 RECORD SORTER :

Currently post of Record Sorter is lying vacant since long, also there is no workload for the post, hence the work study team recommends for surrender of the post of Record Sorter.

STATEMENT SHOWING SECTION WISE EXISTING STRENGTH, PROPOSED STRENGTH AND SURPLUS IDENTIFIED

2.16 Sr.S.O./ Accounts Assistant/Jr.AA/Accounts Clerk

Sr . N o.	Section		Sanctioned strength	Existing strength	Proposed	Surplus
1	FO- I & II	Accounts Asst, Jr.Accou nts Asst, Accounts Clerk.	57	2	1	41
2	IA – I & II			1	1	
3	IC – I, II & III			9	4	
4	AJ & Goods General			1	1	
5	Goods Debits			2	2	
6	ADM			3	2	
7	Co-ordination & Estt			3	2	
8	General			5	3	
9	Supervisory work	Sr. SO	08	3	3	05
10	CA		01	0	0	01
11	Record Sorter		01	0	0	01
	Total		67	29	19	48

2.16.1 Existing and proposed cadre of Group ' C' Staff

Sr. No	Category	Scale	Sanc	Man on roll	Prop osed	Surplus	Vac.	Live
1	SSO	9300-34800+4800	8	3	3	5	5	0
2	AA & A/c Clerk & Jr.AA	9300-34800+4200 5200-20200+2800	57	26	16	41	31	10
3	CA	9300-34800+4200	01	0	0	1	1	0
4	Record Sorter	5200-20200+1800	01	0	0	1	1	0
	Total		67	29	19	48	38	10

2.16.2 **Recommendation No.1**

Out of total 67 posts of Group-C, the work study team justified 19 posts (3 Sr.SO, 16 A/A,A/C & Jr.Clk) and identified 48 posts (10 Live and 38 vacant) as surplus to the existing work load and therefore, recommended for surrender.

During the workstudy it has been observed that the workload of IA-I&II and FO-I&II sections is 125 & 115 Man hrs respectively. This is less than the standard Man Hrs i.e 137 hrs calculated by work-study methodology which is mentioned earlier in this report. Accordingly, concerned officer may utilize this staff as per feasibility and requirement in other works also.

2.16.3 **Group 'D' Staff**

Sr. No.	Category	Scale	Sanc Cadre	Man on roll	Vac.	Excess
1.	Record Shorter	5200-20200 +1800	03	-	03	-
2.	Jr. Peon/Peon Hamal	5200-20200 +1800	11	06	05	-
	Total		14	06	08	-

2.16.4 **Critical analysis of Group 'D' staff**

On the basis of existing work load, critical examination of Group 'D' staff was conducted with a view to determine the staff actually required. It has been observed that the workload has considerably reduced and hence work-study team found the need of only 4 nos of Class IV staff at FTA/DKZ. Accordingly, detailed position on the basis is as under:

Sr.No	No of Peons	Attached with
1	1	AFA/DKZ
2	3	For Sections
Total	4	

On analyzing and taking into account the reduced workload, the work study team justifies 4 no of Group D staff at FTA Office DKZ.

2.16.5 **Existing and proposed cadre of Group ' D' Staff**

Sr. No	Category	Scale	Sanc	Man on roll	Proposed	Surplus	Vac.
1	Record Shorter	5200-20200 +1800	3	0	0	3	3
2	Jr. Peon/Peon Hamal	5200-20200 +1800	11	06	04	7	5
	Total		14	6	4	10	8

2.16.6 **Recommendation No.2**

Out of total 14 posts of Group-D, the work study team justified 04 posts and identified 10 posts (02 Live & 08 vacant) as surplus to the existing work load and therefore, recommended for surrender.

2.16.7 **Recommendation No.3**

On analyzing the existence of having an independent unit like FTA Office, DKZ, it is observed that it is irrational to have a unit operating outside the jurisdiction. Frequent Up and Down of staff from / to All Office and HQ Office and other stations resulting in loss of man hours and unnecessary expenditure of TA/DA.

It is recommended that TAMS Connectivity be provided at DKZ to avoid unnecessary wastage of Manpower by travelling to Ajmer for updation of Data by DKZ staff. Staff should be suitably trained to operate the TAMS and IPAS systems.

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CHAPTER – III

FINANCIAL IMPLICATION

- 3.1 After carefully scrutinizing the quantum of work load of all the sections of FTA office of Delhi Kishanganj, the work study team proposes to retain **19 posts of Group-C** out of **67** posts and **04 posts of Group-D** out of **14** posts to cope up with current work load.
- 3.2 The work study team also identified **48 Group-C posts** as surplus for surrender/redeployment, (38 Vacant & 10 Live Posts).
- 3.3 The work study team has identified 10 **Group-D posts** as surplus for surrender/redeployment (8 Vacant & 2 Live Posts).

Category	Surplus	Annual saving per person (in Rs.)	Total savings in Rs.
Group-C	48	Rs.10,03,714/-	Rs. 4,81,78,272
Group-D	10	Rs. 6,45,968/-	Rs.64,59,680/-
Total	58	--	Rs. 5,46,37,952/-

- 3.4 On implementation of the recommendations brought out in the work study report annual recurring saving of Rs. **546.38** lakhs per annum can be achieved.

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