

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
REVIEW OF STAFF STRENGTH OF ACCOUNTS STAFF OF APDJ DIVISION
UNDER DFM/IC/APDJ**

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STUDY NO. WSNF/72/19-20

CASE NO. Z/375/10/19-72

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

SUBJECT: Adequacy of Staff Strength of Accounts staff of APDJ division under DFM/IC/APDJ

STUDY NO: WSNF/72/19-20

CASE NO: Z/375/10/19-72

AUTHORITY: SDGM of N.F.Railway.

CONCERN DIV: APDJ

DEPARTMENT: Accounts

TERMS OF REFERENCE: To assess the requirements of Staff Strength of Accounts department of APDJ division

NO. OF RECOMMENDATION: One

As discussed in critical analysis in para-3 of Chapter- III, **out of 44 Vacant posts, a total 16 Nos. posts** are identified as surplus which are i) AA = 10 nos, ii) Sr R/Sorter = 01no, iii) Jr R/Sorter = 01 no, iv) JDR Peon = 01 no , v) Peon = 2 Nos & vi) Farash = 01 no. Hence these 16 nos posts may be surrendered and the BOS may be corrected accordingly **at DFM/IC/APDJ**

PROJECTED MAN POWER SAVINGS: 16 Nos.

PROJECTED FINANCIAL SAVING: Rs. 57.30 Lakh per annum.

MONTH AND YEAR OF CIRCULATION: August 2019

I N D E X

Chapter	Contents	Page No.
I	Introduction	4
II	Summary of work load	5-8
III	Critical analysis of staff requirements.	9-15
IV	Proposed staff & surplus posts (category & scale wise).	16
V	Recommendation.	16
VI	Financial implication.	17
VII	READY RECKONER	17

CHAPTER - I

1.0 INTRODUCTION:

For long years, the works of the department was manual checking of station receipts of various kinds and keeping the accountable manually. The work was gigantic and the work force was gigantic too.

In the recent past, there came a lot of change in office workings due to advent of computers, different software programming for error generation and development of data base for computerization of different workings of the traffic accounts sections to operate through all the terminals provided in the Indian railways. This resulted in reduction of manual work load, accuracy in report generation & saved lot of time which was required earlier for internal audit and reconciliation.

At present, outsourcing of non-safety works has become the practice in most of the departments of Indian Railways. Its footprints are also very much visible in the accounts department. The works of repetitive nature and which are required to be entered in the system only, without risking the accountable process, also have been outsourced in the department.

In view of adaption of the improved procedures in working system over the past few years, the Board have directed all the zonal Railways to review the work load vis a vis staff available in the accounts Department to safeguard realistic norm of staffing by adjudging the need and work load of the department.

Accordingly, the Work study cell of the N.F. Railway has undertaken the study under the guidance of SDGM to accomplish the task given by the Board. While undertaking the study, the study team keeps in view that there should not be any inadequacy in staff strength for disposal of various works in the department and also, there should not be any wastage of manpower due to inadequacy of works in the sections.

1.1 RATIONALE FOR CONDUCTING THIS STUDY:

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

1.2 AUTHORITY:

SDGM of N.F.Railway.

1.3 TERMS OF REFERENCE:

Adequacy of Staff Strength of Accounts department of APDJ division

1.4 METHODOLOGY:

1. Collection of Data.
2. Discussion with officers and staff.
3. Assessment of workload of different section.
4. Need based assessment of staff requirement

1.5 ACKNOWLEDGEMENT:

Work study team is grateful to Smt. Poonam Meena DFM/IC/APDJ, Smt Keya Nandi ADFM/II/APDJ & Sri S.K. Bhowmick Sr. SO/APDJ for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0 SUMMARY OF WORK LOAD

The Cadre position of Accounts department is appended below:

- **PF, NPS, Efficiency, AJ & Inspection Section:**

Brief description & Nature of works carried out: Passing of PF Bills (including F/S) and reconciliation of monthly and yearly closing with adjustment of transferred in and out of PF staff. Preparation of MPR, compilation of all monthly, half yearly, qrly, yearly calendar of returns and submission to HQ and Divl. Administration. Collection of S-1 Forms for onward submission to NSDL for generation of PRAN and uploading of subscription of Employee & Govt. Contribution to NSDL. Carry out inspection as per approved programme & deal with various Audit objections raised by Audit deptt.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	x
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	3
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				4

- **Pension Section:**

Brief description & Nature of works carried out: All F/S dues of NR & ONR cases, issue of PPO and revision of pension of Pre-2016.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	x
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	3
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	1
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				5

- **Books Section:**

Brief description & Nature of works carried out: Maintenance of different registers, issue & acceptance of TCs and accountal of all expenditures and vouchers into Book of Account. Closing and submission of Monthly Account Current, compilation of GB.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	3
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	1
11.	B.Peon	PB-I	1800/-	
Total				5

- **Admin Section:**

Brief description & Nature of works carried out: Deals with all administrative works related to this office.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	2
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	1
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	1
Total				5

- **ENGA & EGA Section:**

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Gazetted Officers & Non-gazetted staff. Maintenance of Gazetted officer's service record including leave account of officers.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	3
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	1
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	1
11.	B.Peon	PB-I	1800/-	
Total				6

- **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (Revenue & Capital), vetting of LOA, Draft/ Final CA, Variations, Revised Estimates, Misc. Proposals Comml matters (earnings) etc. Works programme (Pink Book & LAW Book) in IRPSM portal, M&P programme in M&P web portal.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	3
7.	JAA	PB-I	2800/-	1
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				5

- **XP & Budget Section:**

Brief description & Nature of works carried out: Passing of all claims and bills pertains to contractors, suppliers, electric consumption bills, telephone bills, misc. Pay Orders, Store bills etc. Maintenance of Budget, Review, compilation and submission of RE, FME & BE to HQ Budget.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	1
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	7
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	1
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	1
11.	B.Peon	PB-I	1800/-	
Total				10

SUMMARIZED BOS VS ON ROLL

SN	CATEGORY	SCALE	G/PAY	B O S	ON ROLL	VACANCY
1.	Sr.SO	9300-34800	4800/-	11	7	4
2.	AA	9300-34800	4200/-	49	23	26
3.	JAA	5200-20200	2800/-	8	1	7
4	A/CL	5200-20200	1900/-	5	4	1
5.	CH. TYPIST	9300-34800	4200/-	1	1	0
6.	SR. R/SORTER	5200-20200	1800/-	1	0	1
7.	JR. R/ SORTER	5200-20200	1800/-	1	0	1
8.	JDR PEON	5200-20200	1800/-	3	2	1
9.	Peon	5200-20200	1800/-	3	1	2
10.	Farash	5200-20200	1800/-	1	0	1
11.	Subs-E-Peon	5200-20200	1800/-	1	1	0
TOTAL				84	40	44

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

- The activities and workload involved in Accounts APDJ has already discussed in Chapter-II. As there is no specific yardstick for Accounts department, manpower analysis is done on the basis of workload various section. The study team observed that requirement of staff against nature of works done by the following sections is scrutinized and appended below :

- PF, NPS, Efficiency, AJ & Inspection Section:**

Brief description & Nature of works carried out: Passing of PF Bills (including F/S) and reconciliation of monthly and yearly closing with adjustment of transferred in and out of PF staff. Preparation of MPR, compilation of all monthly, half yearly, qtrly, yearly calendar of returns and submission to HQ and Divl. Administration. Collection of S-1 Forms for onward submission to NSDL for generation of PRAN and uploading of subscription of Employee & Govt. Contribution to NSDL. Carry out inspection as per approved programme & deal with various Audit objections raised by Audit deptt.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1	Sr.SO	PB-2	4800/-	01	02
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	03	06
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	0	01
8.	RS-II	PB-I	1900/-	0	0
9.	Peon	PB-I	1800/-	0	0
10	B/Peon	PB-I	1800/-	0	0
			Total	04	10

- **Pension Section:**

Brief description & Nature of works carried out: All F/S dues of NR & ONR cases, issue of PPO and revision of pension of Pre-2016.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1	Sr.SO	PB-2	4800/-	01	02
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	03	06
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	01	01
8.	RS-II	PB-I	1900/-	0	0
9.	Peon	PB-I	1800/-	0	0
10.	B.Peon	PB-I	1800/-	0	0
			Total	05	10

- **Books Section:**

Brief description & Nature of works carried out: Maintenance of different registers, issue & acceptance of TCs and accountal of all expenditures and vouchers into Book of Account. Closing and submission of Monthly Account Current, compilation of GB.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0

4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	03	05
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	0	0
8.	RS-II	PB-I	1900/-	0	0
9.	Peon	PB-I	1800/-	01	01
10.	B/Peon	PB-I	1800/-	0	0
			Total	05	08

- Admin Section:**

Brief description & Nature of works carried out: Deals with all administrative works related to this office.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	01	01
2.	Ch Typist	PB-2	4800/-	01	01
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	02	04
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	01	01
8.	RS-II	PB-I	1900/-	0	0
9.	Sub E Peon	PB-I	1800/-	0	0
10.	B.Peon	PB-I	1800/-	01	01
			Total	06	09

- **ENGA & EGA Section:**

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Gazetted Officers & Non-gazetted staff. Maintenance of Gazetted officer's service record including leave account of officers.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	01	02
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	03	05
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	01	01
8.	RS-II	PB-I	1900/-	0	0
9.	Jdr/Peon	PB-I	1800/-	01	01
10.	B/Peon	PB-I	1800/-	0	0
			Total	06	10

- **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (Revenue & Capital), vetting of LOA, Draft/ Final CA, Variations, Revised Estimates, Misc. Proposals Comm'l matters (earnings) etc. Works programme (Pink Book & LAW Book) in IRPSM portal, M&P programme in M&P web portal.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH

1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	03	05
6.	JAA	PB-I	2800/-	01	02
7.	AC	PB-I	1900/-	0	0
8.	RS-II	PB-I	1900/-	0	0
9.	Jdr/Peon	PB-I	1800/-	0	0
10.	B/Peon	PB-I	1800/-	0	0
			Total	05	08

• **XP & Budget Section:**

Brief description & Nature of works carried out: Passing of all claims and bills pertains to contractors, suppliers, electric consumption bills, telephone bills, misc. Pay Orders, Store bills etc. Maintenance of Budget, Review, compilation and submission of RE, FME & BE to HQ Budget.

The staff position with on roll and proposed staff strength appended below:

SI No	CATEGORY	SCALE	GRADE PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	01	02
2.	Sr.CA	PB-2	4800/-	0	0
3.	PS-II	PB-2	4600/-	0	0
4.	Sr.Steno	PB-2	4200/-	0	0
5.	AA	PB-2	4200/-	07	08
6.	JAA	PB-I	2800/-	0	01
7.	AC	PB-I	1900/-	01	01
8.	RS-II	PB-I	1900/-	0	0

9.	Jdr/Peon	PB-I	1800/-	01	01
10.	B/Peon	PB-I	1800/-	0	0
			Total	10	13

Recommendation by Work study team :

- Accounts Assistant:**

These categories are engaged to **work** in Department of **Finance and Accounts**. He will be in charge of Clearing Bills, Analysing **Railway** Budget, Processing of Purchase order and Verifying Stocks. Etc. Ensuring there are no financial irregularities in the transactions of the **Railway**. They also assists the Sr. SO regarding accounts related work

The Present sanctioned strength of AA is 49 and on roll is 23 keeping 26 posts vacant. This is a promotional category, the present incumbency of this category is 23 & JAA-08 & AC-05 i.e. 13, who are all can be promoted to AA , then also the strength of AA will be [23(on roll) + 13] = 36 , still persists a vacancy of 13 Nos. The work study team only recommends 10 posts to surrender out of 13 vacant posts.

Further, it is worth to mention that by surrendering 10 posts, the promotional avenue will not at all be affected.

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Accounts Assistant	9300-34800/-	4200/-	49	23	26	39	10
		Total		49	23	26	39	10

- Work load of Record Sorter:**

This category is employed to assist the Sr SO/AA for maintaining office day to day working. They are employed to keep the vital record of official documents in proper manner & exhibit the same as and when it is required. The same is being done by any Gr. C or Gr. D staff. Hence, this category has no any viable importance. Moreover, this category of R/Sorter is **already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Sr.Record Sorter	5200-20,200/-	1800/-	01	0	01	0	01
2	Jr.Record Sorter	5200-20,200/-	1800/-	01	0	01	0	01
		Total		02	0	02	0	02

As being declared diminishing category, the study team opined that **02 Posts** of **Sr. Record sorter & Jr. Record sorter** category which are lying vacant may be recommended for surrender.

- **JDR Peon Work Load:**

This category is presently employed to look after the cleaning activity in office premises & now a days this is done by Janitor/HQ through contractor agency. Hence, this category having no viable importance and may be easily surrendered.

The sanctioned strength of this category is 02 and manned by 02 Nos keeping 01 post vacant. Moreover, **this category is already declared as diminishing category vide GM/P/MLG's letter no. E/59/III-4(C) Pt. V-B, Dtd. 16/10/2010.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	Jdr Peon	5200-20,200/-	1800/-	03	02	01	02	01
		Total		03	02	01	02	01

Considering the post as diminishing category the lone vacant posts of JDR Peon is recommended for surrender.

- **PEON WORK LOAD:**

This category is the assistance category of office, Sr SO, AA & JAA for office maintenance work.

Against the sanctioned strength of 03 Nos of Peon posts, the office is running with 01 No. of Peon which seems to be adequate. This category is a diminishing category vide GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. 16th Oct. 2000.

The BOS of this category is proposed as 01 and the study team opined that **02 Nos vacant post of Peon is surplus & may be recommended for surrender.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	Peon	5200-20,200/-	1800/-	03	01	02	01	02
		Total		03	01	02	01	02

Considering the post as diminishing category the 02 vacant posts of Peon is recommended for surrender.

- **Farash Work load:**

This category is the assistance category and similar to the work load of duty Jamader.

The sanctioned strength of this category 01 No. & lying vacant since long and having no specific work load. Moreover, this is a diminishing category vide GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. 16th Oct. 2000.

Sl No	Group C Category	Pay Band	Grade Pay	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	Farash	5200-20,200/-	1800/-	01	Nil	01	Nil	01
		Total		01	Nil	01	Nil	01

The study team opined that **01 No. of vacant Farash post is surplus & may be recommended for surrender.**

CHAPTER-IV

4.0 PROPOSED & SURPLUS STAFF: As discussed in critical analysis in para-3 of Chapter-III, the proposed strength and proposed surplus staff of Accounts Assistant, Sr R/Sorter, Jr R/Sorter, JDR Peon , Peon & Farash **at DFM/IC/APDJ is furnished below:**

SN	CATEGORY	SCALE	G/ PAY	SANC TION	ON ROLL	Vacancy	Propose d BOS	Propose d surplus
1.	Sr.SO	9300-34800	4800/-	11	7	4	11	0
2.	AA	9300-34800	4200/-	49	23	26	39	10
3.	JAA	5200-20200	2800/-	8	1	7	8	0
4	A/CL	5200-20200	1900/-	5	4	1	5	0
5.	CH. TYPIST	9300-34800	4200/-	1	1	0	1	0
6.	SR. R/SORTER	5200-20200	1800/-	1	0	1	0	01
7.	JR. R/ SORTER	5200-20200	1800/-	1	0	1	0	01
8.	JDR PEON	5200-20200	1800/-	3	2	1	2	01
9.	Peon	5200-20200	1800/-	3	1	2	1	02
10.	Farash	5200-20200	1800/-	1	0	1	0	01
11.	Subs-E-Peon	5200-20200	1800/-	1	1	0	1	0
TOTAL				84	40	44	68	16

Total Proposed for surrender identified as 16 Nos.

CHAPTER-V

5.0 RECOMMENDATION:

As discussed in critical analysis in para-3 of Chapter- III, **out of 44 Vacant posts, a total 16 Nos. posts** are identified as surplus which are i) AA = 10 nos, ii) Sr R/Sorter = 01no, iii) Jr R/Sorter = 01 no, iv) JDR Peon = 01 no , v) Peon = 2 Nos & vi) Farash = 01 no. Hence these 16 nos posts may be surrendered and the BOS may be corrected accordingly **at DFM/IC/APDJ**

CHAPTER-VI

6.0

EXPENDITURE / FINANCIAL SAVINGS PER ANNUM

The expenditure involved in surplus posts per annum is as follows-

SN	SCALE (In Rs)	G/PAY	Category	No. of Posts surplus	Expenditure per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	9300-34800	4200/-	AA	10	39648/- x 10 =396480/-	47,57,760.00
2	5200-20200	1800	SR. R/SORTER	01	20160/-	2,41,920.00
3	5200-20200	1800	JR. R/ SORTER	01	20160/-	2,41,920.00
4	5200-20200	1800	JDR PEON	01	20160/-	2,41,920.00
5	5200-20200	1800	Peon	02	20160/- x2 =40320/-	4,83,840.00
6	5200-20200	1800	Farash	01	20160/-	2,41,920.00
Total				16		57,30,270.00

Total surplus = 16 posts

Projected Recurring Saving / annum = **Rs 57.30 lakhs.**

CHAPTER – VII

7.0

READY RECKONER

SCALE (In Rs)	G/Pay (In Rs)	Pay as per 7 th CPC (In Rs)	DA (12 %) (In Rs)	Total Salary PM (In Rs)
9300-34800	4200	35400	4248	39648/-
5200-20200	1800	18000	2160	20160/-
