

NORTHEAST FRONTIER RAILWAY



**WORK STUDY REPORT ON
ADEQUACY OF STAFF STRENGTH OF ACCOUNTS STAFF OF
RNY DIVISION UNDER DFM/IC/RNY**

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STUDY NO. WSNF/71/19-20

CASE NO. Z/375/10/19-71

CENTRAL PLANNING ORGANISATION

N. F. RAILWAY/MALIGAON

GUWAHATI - 781011.

EXECUTIVE SUMMARY

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

STUDY NO:WSNF/71/19-20

CASE NO: Z/375/10/19-71

AUTHORITY:SDGM of N.F.Railway.

CONCERN DIV: RNY **DEPARTMENT:** Accounts

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

NO. OF RECOMMENDATION: One

As discussed in critical analysis in para-3 of Chapter- III, **out of 34 Vacant posts, a total 14 Nos. posts** are identified as surplus which are i) JAA = 04 nos, ii) A/C1 = 05nos, iii) Jr R/Sorter = 01 no, iv) Khalasi = 01 No, v) Peon = 01 No. & vi) JDR Peon = 02 nos. Hence these 14 nos. posts may be surrendered and the BOS may be corrected accordingly **at DFM/IC/RNY**

PROJECTED MAN POWER SAVINGS: 14Nos.

PROJECTED FINANCIAL SAVING: Rs.45.98Lakh per annum.

MONTH AND YEAR OF CIRCULATION: September, 2019

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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. 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 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 RNY 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 Shri Raben Das DFM/IC/RNY, Shri Dharmeswar Boro, ADFM/I/RNY, Shri Babulal Basumatary ADFM/II/RNY & Sri Arindam Chakraborty, Sr. SO/RNY for their kind guidance and co-operation for conducting this study.

CHAPTER-II

2.0SUMMARY OF WORK LOAD

The Cadre position of Accounts department is appended below:

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PFSection:

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 of staff.

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/-	
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
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				01

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Pension Section:

Brief description & Nature of works carried out: All F/S dues of retired(including VR & Death 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/-	
2.	Sr.SO	PB-2	4800/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	02
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				03

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NPS Section :

Brief description & Nature of works carried out: Collection of Form S1 for onward submission to NSDL for generation of PRAN and uploading of subscription of staff & Govt. contribution to NSDL.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
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				01

Sr.SO Pension looks after PF & NPS Section also.

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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/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01

7.	JAA	PB-I	2800/-	01
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				03

- **Budget Section :**

Brief description & Nature of works carried out: Maintenance of Budget, Review, Compilation and submission of RE, FME & BE to HQ Budget.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
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				01

Sr.SO /Books also looks after Budget Section also.

- **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/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
7.	JAA	PB-I	2800/-	
8.	AC	PB-I	1900/-	01
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	01
11.	B.Peon	PB-I	1800/-	
Total				04

- **Inspection Section :**

Brief description & Nature of works carried out: Carry out inspection as per approved programme & deal with Audit objections issued by Audit Department.

SN	CATEGORY	SCALE	G/PAY	ON ROLL
1.	Sr.TIA	PB-2	4800/-	
2.	Sr.SO	PB-2	4800/-	
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
7.	JAA	PB-I	2800/-	01
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				02

Sr.SO /Admn also looks after Inspection Section also.

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EGA Section:

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Gazetted Officers of Division & maintenance of 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/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	01
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				02

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ENGA Section:

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Non Gazetted Staffs.

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/-	

3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	04
7.	JAA	PB-I	2800/-	02
8.	AC	PB-I	1900/-	
9.	RS-II	PB-I	1900/-	
10.	Peon	PB-I	1800/-	
11.	B.Peon	PB-I	1800/-	
Total				06

Sr.SO /EGA also looks after ENGA Section .

● **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (both Revenue & Capital), vetting of LOA, DraftCA , Final CA, Variations, Revised Estimates, Misc. Proposals Commercial 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/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	04
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				05

● **XP 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.

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/-	01
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	

5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	05
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				06

● **Efficiency Section:**

Brief description & Nature of works carried out: Compilation of monthly, half yearly, yearly calendar of return & submission to HQ & Division administrative.

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/-	
3.	Sr.CA	PB-2	4800/-	
4.	PS-II	PB-2	4600/-	
5.	Sr.Steno	PB-2	4200/-	
6.	AA	PB-2	4200/-	
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				Nil

Sr.SO /XP & AA/Budget looks after Efficiency Section .

SUMMARIZED BOS VS ON ROLL

SN	CATEGORY	SCALE	G/PAY	B O S	ON ROLL	VACANCY
1.	Sr.SO	9300-34800	4800/-	08	06	02
2.	AA	9300-34800	4200/-	22	22	0
3.	JAA	5200-20200	2800/-	14	04	10
4	AC	5200-20200	1900/-	16	01	15
5	Peon	5200-20200	1800/-	02	0	02

6	E-Peon	5200-20200	1800/-	01	0	01
7	C/Steno	9300-34800	4200/-	01	0	01
8	JR. R/ SORTER	5200-20200	1800/-	01	0	01
9	JDR PEON	5200-20200	1800/-	02	0	02
10	Khalasi	5200-20200	1800/-	01	01	0
TOTAL				0	0	0

CHAPTER-III

3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

- The activities and workload involved in Accounts RNY 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 :

- PFSection:**

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 of staff.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-		0
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-		0
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				01	02

- Pension Section:**

Brief description & Nature of works carried out: All F/S dues of retired (including VR & Death 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	Proposed
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					Strength
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	02	02
6.	JAA	PB-I	2800/-		01
7.	AC	PB-I	1900/-		0
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				03	04

- NPS Section :**

Brief description & Nature of works carried out: Collection of Form S1 for onward submission to NSDL for generation of PRAN and uploading of subscription of staff & Govt. contribution to NSDL.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-		0
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-		01
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				01	03

Sr.SO Pension looks after PF & NPS Section also.

- **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	Proposed Strength
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-	01	01
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				03	04

- **Budget Section :**

Brief description & Nature of works carried out: 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	Proposed Strength
1.	Sr.SO	PB-2	4800/-		01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-		01
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				01	04

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

- Inspection Section :**

Brief description & Nature of works carried out: Carry out inspection as per approved programme & deal with Audit objections issued by Audit Department.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-		01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-	01	01
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				02	04

- EGA Section:**

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Gazetted Officers of Division & maintenance of service record including leave account of officers.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	01	01
6.	JAA	PB-I	2800/-		0
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0

10.	B.Peon	PB-I	1800/-		0
Total				02	03

● **ENGA Section:**

Brief description & Nature of works carried out: Deals with passing of Establishment bills of Non Gazetted Staffs.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-		0
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	04	04
6.	JAA	PB-I	2800/-	02	02
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				06	07

● **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (both Revenue & Capital), vetting of LOA, DraftCA , Final CA, Variations, Revised Estimates, Misc. Proposals Commercial 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	Proposed Strength
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	04	04
6.	JAA	PB-I	2800/-		01
7.	AC	PB-I	1900/-		01
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				05	07

● **XPSection:**

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.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.SO	PB-2	4800/-	01	01
2.	Sr.CA	PB-2	4800/-		0
3.	PS-II	PB-2	4600/-		0
4.	Sr.Steno	PB-2	4200/-		0
5.	AA	PB-2	4200/-	05	05
6.	JAA	PB-I	2800/-		0
7.	AC	PB-I	1900/-		0
8.	RS-II	PB-I	1900/-		0
9.	Peon	PB-I	1800/-		0
10.	B.Peon	PB-I	1800/-		0
Total				06	06

• **Efficiency Section:**

Brief description & Nature of works carried out: Compilation of monthly, half yearly, yearly calendar of return & submission to HQ & Division administrative.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	Proposed Strength
1.	Sr.TIA	PB-2	4800/-	0	0
2.	Sr.SO	PB-2	4800/-	0	0
3.	Sr.CA	PB-2	4800/-	0	0
4.	PS-II	PB-2	4600/-	0	0
5.	Sr.Steno	PB-2	4200/-	0	0
6.	AA	PB-2	4200/-	0	0
7.	JAA	PB-I	2800/-	0	01
8.	AC	PB-I	1900/-	0	01
9.	RS-II	PB-I	1900/-	0	0
10.	Peon	PB-I	1800/-	0	0
11.	B.Peon	PB-I	1800/-	0	0
Total				Nil	02

• **Recommendation by Work study team :**

• **Junior Accounts Assistant:**

These categories are engaged to **work** in Department of **Finance** and **Accounts**. He will assist Accounts Assistant and look after 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 JAA is 14 and on roll is 04 keeping 10 posts vacant. This is a promotional category, the present incumbency of this category is 04 & AC-01 i.e. 05, Therefore the strength of JAA will be [04(on roll) + 01] = 05, still persists a vacancy

of 09 Nos. The work study team only recommends 04 posts to surrender out of 10 vacant posts.

Further, it is worth to mention that by surrendering 04 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	Jr.Accounts Assistant	5200-20200/-	2800/-	14	04	10	10	04
		Total		14	04	10	10	04

- **Work load of Accounts Clerk:**

This category is employed to assist the Sr SO/AA/ JAA for maintaining office day to day working. They are engaged for working on Clearing Bills, Analysing **Railway** Budget, Processing of Purchase order and Verifying Stocks etc. They also ensure that there are no financial irregularities in the transactions of the **Railway**.

The Present sanctioned strength of AC is 16 and on roll is 01 keeping 15 posts vacant. This is a promotional category, the present incumbency of this category is 01 & from other lower category a maximum 07 personnel can be promoted to this category. Hence, a total 08 personnel can be promoted to AC, and then also a vacancy of 07 posts of AC persists.

The work study team only recommends 05 posts to surrender out of 15 vacant posts

Further, it is worth to mention that by surrendering 05 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 Clerk	5200-20200/-	1900/-	16	01	15	11	05
		Total		16	01	15	11	05

- **Work Load of Peon:**

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

Against the sanctioned strength of 02 Nos of Peon posts, the office is running with only one peon at Admin Section. 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 **01 Novacant post of Peon is surplus & may be recommended for surrender.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Peon	5200-20,200/-	1800/-	02	01	01	01	01
		Total		02	01	01	01	01

- **Work Load of Khalasi:**

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

Against the sanctioned strength of 01 No of Khalasi posts, presently it is vacant. 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 work study team recommends to surrender the vacant post of khalasi.

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

• **Work load of Jr. 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	Sanc tion	On Roll	Vaca ncy	Proposed BOS	Proposed Surrender
1	Jr. R/Sorter	5200-20,200/-	1800/-	01	Nil	01	Nil	01
		Total		01	Nil	01	Nil	01

As being declared diminishing category, the study team opined that **01 Post of Jr. Record sorter** category which are lying vacant may be recommended for surrender.

• **JDR Peon Work Load:**

This category is entrusted 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 lying 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.**

The work study team recommends to surrender vacant 02 posts of Jdr Peon

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/-	02	Nil	02	Nil	02
		Total		02	Nil	02	Nil	02

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/RNY is furnished below:**

SN	CATE GORY	SCALE	G/ PAY	Level	SANC TION	ON ROLL	Vacancy	Proposed BOS	Proposed surplus
1	JAA	5200-20200	2800/ -	L-4	14	04	10	10	04
2	A/CL	5200-20200	1900/ -	L-2	16	01	15	11	05
3	JR. R/ SORTER	5200-20200	1800/ -	L-1	01	Nil	01	Nil	01
4	Khalasi	5200-20200	1800/ -	L-1	01	Nil	01	Nil	01
5	Peon	5200-20200	1800/ -	L-1	02	01	01	01	01
6	JDR PEON	5200-20200	1800/ -	L-1	02	Nil	02	Nil	02
TOTAL					36	06	30	22	14

Total Proposed for surrender identified as 14 Nos.

CHAPTER-V

5.0 RECOMMENDATION:

As discussed in critical analysis in para-3 of Chapter- III, **out of 34 Vacant posts, a total 14 Nos. posts** are identified as surplus which are i) JAA = 04 nos, ii) A/Cl = 05nos, iii) Jr R/Sorter = 01 no, iv) Khalasi = 01 No, v) Peon = 01 No. & vi) JDR Peon = 02 nos. Hence these 14 nos. posts may be surrendered and the BOS may be corrected accordingly **at DFM/IC/RNY**

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	Expenditur e per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	5200-20200	2800	JAA	04	35624/- X 4 = 142496/-	17,09,952/-
2	5200-20200	1900	A/Clerk	05	26178/-X 5	15,70,680/-

					= 130890/-	
3	5200-20200	1800	JR. R/ SORTER	01	21960/-	2,63,520/-
4	5200-20200	1800	Khalai	01	21960/-	2,63,520/-
5	5200-20200	1800	Peon	01	21960/-	2,63,520/-
6	5200-20200	1800	Jdr Peon	02	21960/- X 2 = 43920/-	5,27,040/-
Total				16		45,98,232/-

Total surplus = 14 posts

Projected Recurring Saving / annum = **Rs 45.98 lakhs.**

CHAPTER – VII

7.0 READY RECKONER

SCALE (In Rs)	G/Pay	Pay As per VII CPC	DA (12 %)	SDA (10 %)	Total Salary PM
5200-20200	2800	29200	3504	2920	35624/-
5200-20200	1900	19900	2388	1990	26178/-
5200-20200	1800	18000	2160	1800	21960/-
