

आभार ACKNOWLEDGEMENT

The Central Planning Organization takes this opportunity to express hearty thanks to officers and staff of Accounts department of Railnilayam and Lekha Bhavan for their valuable guidance and co-operation in extending their support by giving necessary information/statistical data.

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विधि METHODOLOGY

The Work Study team has applied the following techniques for completion of the Work Study.

1. Collection of the details of work Load.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Assessment of manpower requirement for the existing work Load by applying yardstick and practical observation of it.

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रूपरेखा **SYNOPSIS**

- **विषय/SUBJECT:** Review of Staff Strength of Peons/ Office Assistants of Accounts Branch of Railnilayam and Lekha Bhavan/ Secunderabad.
- **प्राधिकार/AUTHORITY:** Annual Programme of Work studies for year 2019-20.
- **अध्ययन सं/ STUDY No:** G.276/2/WSSCR- 17/2019-20
- **गतिविधिकाक्षेत्र/AREA OF ACTIVITY:** Railnilayam and Lekha Bhavan/ Secunderabad.
- As per the annual programme of Work Studies 2019-20, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Accounts Branch of Railnilayam and Lekha Bhavan/ Secunderabad ".
- In order to have first hand information the Work-study team visited all the sections of Accounts department at Railnilayam and Lekhabhavan.
- Work Study team assessed the requirement of Peons/Office Assistants on the following basis
 - 1) As per Railway Board Ltr No.E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
 - I. GMs, HODs, Divisional supdts – One Jamadar /Naik and one peon.
 - II. Officers - One peon each
 - III. Sections - The basic yardstick should be one peon for every 20 clerks.
 - 2) Recommended to surrender non-core & non-safety posts lying vacant.
- **List of Officers of Accounts department at Railnilayam & Lekhabhavan:**

S No	Designation	Occupied/vacant	Remarks
HAG			
1.	PFA	Occupied	3 rd Floor Railnilayam
2.	PFA/Con	Vacant	Being operated in SAG as PFA/Con(Railnilayam)
SAG			
1.	FA&CAO/Con	Occupied	Operated against vacant HAG post of PFA/Con (Lekhabhavan)
2.	FA&CAO/C-I	Occupied	Lekhabhavan
3.	FA&CAO/T	Occupied	Lekhabhavan
4.	FA&CAO/G	Occupied	3 rd Floor Railnilayam
5.	FA&CAO/S&W	Occupied	Lekhabhavan
6.	FA&CAO/F&B	Occupied	Railnilayam
NF SAG/JAG			
1.	Dy.CAO/S&W	Occupied	Lekhabhavan

2.	Dy.CAO/G	Occupied	3 rd Floor Railnilayam
3.	Dy.FA&CAO/C-I	Occupied	Lekhabhavan
4.	Dy. FA&CAO/C-II	Vacant	Lekhabhavan
5.	Dy. FA&CAO/C-III	Vacant	Lekhabhavan
6.	Dy.CAO/T	Vacant	Lekhabhavan
7.	Dy. FA&CAO/F&B	vacant	Railnilayam
8.	Sr. EDPM	Vacant	Lekhabhavan
9.	Sr. System manager	Vacant	Lekhabhavan
Senior Scale			
1.	Sr.AFA/Finance	Occupied	Lekhabhavan
2.	Sr.AFA/T	Occupied	Lekhabhavan
3.	Sr.AFA/ESTT	Occupied	2 nd floor Railnilayam
4.	Sr.AFA/Gen	Occupied	3 rd Floor Railnilayam
5.	Sr.AFA/SF	Occupied	2 nd floor Railnilayam
6.	Sr.AFA/C-I/SC	Occupied	Lekhabhavan
7.	Sr.AFA/M&P	Occupied	Lekhabhavan
8.	Sr.AFA/C-II/SC	Occupied	Lekhabhavan
9.	Sr.AFA/C-III/SC	Vacant	Lekhabhavan
10.	Sr.AFA/Accounting Reforms	Occupied	Lekhabhavan
11.	Chief Cashier	Occupied	Pay office
12.	Sr. Programmer	Occupied	Lekhabhavan
Jr.Scale/Asst. Scale			
1.	AFA/Stores Bills	Occupied	Railnilayam 6 th floor
2.	AFA/Purchases	Occupied	Railnilayam 6 th floor
3.	AFA/STN Inspection	Occupied	Railnilayam 6 th floor
4.	AFA/Books	Occupied	2 nd floor Railnilayam
5.	AFA/Chg	Occupied	Lekhabhavan
6.	AFA/Exp	Occupied	3 rd Floor Railnilayam
7.	Secy.to PFA	Vacant	3 rd Floor Railnilayam
8.	AFA/Effy.Audit & Gl	Vacant	3 rd Floor Railnilayam
9.	AFA/PF & Pension	Vacant	2 nd floor Railnilayam
10.	AFA/Goods	Vacant	Railnilayam 6 th floor
11.	AFA/CN/SC	Vacant	Lekhabhavan
12.	PS Gr.I to PFA	Occupied	3 rd Floor Railnilayam
13.	Asst.EDPM/ITC/SC	Vacant	Lekhabhavan
14.	Asst. Ch. cashier (Adhoc)	Ocuupied	Pay office

- **List of officers of Accounts department before and after re-structuring of the cadre is as follows:**

Grade	No.of posts before restructuring	No.of posts after restructuring
Over Zone		
HAG	1	2
SAG	7	7
JAG	18	18

Sr.Scale	20	20
Jr.Scale	33	33
	79	80
Railnilayam & Lekhabhavan		
HAG	1	2
SAG	6	6
JAG	9	9
Sr.Scale	12	12
Jr.Scale	14	14
	42	43

• **Sections of Accounts department at Railnilayam:**

S No	Section	On roll Staff
II FLOOR		
1	Books	28
2	Establishment Gazetted	14
3	Establishment Suspence	3
4	Establishment Bills & Policy	13
5	I.A Cell	1
6	Stores Finance	11
7	PF	6
8	Pension	16
	Sub Total	92
III FLOOR		
1	Admin. Policy	16
2	Expenditure	18
3	Admin. Bills	12
4	Audit & RB Inspection	1
5	General Inspection	3
6	Efficiency	7
7	R&D	7
8	FE	3
9	FX	12
10	DP	2
11	Budget	16
12	AR & GST Cell	12
13	Computer Cell	3
	Sub Total	112
	Grand Total	204

• **Sections of Accounts department at Lekhabhavan:**

S No	Section	On roll Staff
Stores Accounts		
1.	Admin/Effy./Audit/Inspec	10
2.	Books & Budget	4
3.	WMS	2

4.	RSP	2
5.	M&P	1
6.	PL	6
7.	RBC	2
8.	Account Current	6
9.	Purchase	4
10.	Stores Bills	13
11.	ISAs/ASVs	16
	Sub Total	66
EDPM		
1.	Senior Engineer	9
	Sub Total	9
Construction Accounts		
1.	SSO(A)	23
2.	Sr.ISA	2
3.	PS/Sr.Steno	3
4.	Ch.Typist	1
5.	ASV	2
6.	Account Assistants	12
7.	JAA	2
8.	Accounts Clerk	1
	Sub Total	46
Traffic Accounts		
1.	AA	109
2.	JAA	4
3.	SSO	16
4.	Sr.TIA	48
	Sub Total	177
	Grand Total	298

• **Summary of Staff position of Railnilayam and Lekhabhavan:**

S No	Area	On roll Staff
1	Railnilayam	204
2	Lekhabhavan	298
	Total	502

• **Requirement of Peons/Office Assistants:**

I. For Officers:

S No	Grade	No.Of officers	Requirement of peons
1	HAG	2	4 (2x2)
2	SAG	6	6
3	NF SAG/JAG	9	9
4	Sr.Scale	12	12
5	Asst.scale	14	14
	Total	41	45
	Total requirement of peons for officers		45

II. For Staff:

S No	Section	On roll Staff	Requirement
RAILNILAYAM II FLOOR			
1	Books	28	1
2	Establishment Gazetted	14	1
3	Establishment Suspense	3	1
4	Establishment Bills & Policy	13	
5	I.A Cell	1	
6	Stores Finance	11	
7	PF	6	1
8	Pension	16	
	Sub Total	92	4
RAILNILAYAM III FLOOR			
1	Admin. Policy	16	1
2	Expenditure	18	1
3	Admin. Bills	12	1
4	Audit & RB Inspection	1	
5	General Inspection	3	
6	Efficiency	7	
7	R&D	7	1
8	FE	3	
9	FX	12	
10	DP	2	1
11	Budget	16	
12	AR & GST Cell	12	1
13	Computer Cell	3	
	Sub Total	112	6
	Grand Total Railnilayam	204	10
LEKHABHAVAN STORES ACCOUNTS			
1	Admin/Effy./Audit/Inspec	10	1
2	Books & Budget	4	
3	WMS	2	
4	RSP	2	
5	M&P	1	
6	PL	6	1
7	RBC	2	
8	Account Current	6	
9	Purchase	4	
10	Stores Bills	13	1
11	ISAs/ASVs	16	
	Sub Total	66	3
LEKHABHAVAN EDPM			
1.	Senior Engineer	9	2
	Sub Total	9	2(2 shifts)

LEKHABHAVAN CONSTRUCTION ACCOUNTS			
1	SSO(A)	23	1
2	Sr.ISA	2	1
3	PS/Sr.Steno	3	
4	Ch.Typist	1	
5	ASV	2	
6	Account Assistants	12	
7	JAA	2	
8	Accounts Clerk	1	
	Sub Total	46	2
LEKHABHAVAN TRAFFIC ACCOUNTS			
1	AA	109	5
2	JAA	4	1
3	SSO	16	
4	Sr.TIA	48	2
	Sub Total	177	8
	Grand Total Lekhabhavan	298	15
	Grand Total	502	25

- **Requirement of Peons/Office Assistants for staff as per yardsticks:**

	Yardsticks	The basic yardstick should be one peon for every 20 clerks
1	Total Staff	502
2	Requirement of peons as per yardsticks	$502/20 = 25.1$ say 25

- **Summary of requirement of Peons/Office Assistants for Accounts Department at Railnilayam and Lekhabhavan:**

S No	Category	Requirement of Peons/Office Assistants
1	Officers	45
2	Staff	25
	Total	70

- **Peons/Office Assistants excess to the requirement:**

S No	San	Act	Vac	Requirement	Excess
1	92	69	23	70	22

- In view of the above the following recommendation is made.

सिफारिश Recommendation:

It is recommended to surrender 22 vacant posts of Peons/Office Assistants from the accounts department which are excess to the requirement.

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1.0 प्रस्तावना INTRODUCTION:

1.1 रेलों की भूमिका/RAILWAY'S ROLE: Indian Railways holds the status of being a premier transport service provider to the Nation. It is entrusted with the responsibility of carrying the bulk of freight and passenger traffic across the length and breadth of the country, serving national interests with a social centric objective in spite of the demanding task of remaining financially viable. The organization has been successful in lending impetus to the Nation's economic and industrial progress on the strength of the sustained approach towards technology up-gradation of infrastructure

1.2 Continuous updating and designing of job description, reduction in number of categories for job enrichment through multi-skilling /qualification and responsibilities are the need of the day. Review of the work methods and sequences regularly, so as to create group for execution of job whenever new technologies are introduced.

1.3 संचालनव्यय में वृद्धि INCREASING OPERATING EXPENSES: The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure.

1.4 रिपोर्ट की परिकल्पना / GENESIS OF THE REPORT: Keeping the above objects in mind the Central Planning Organization under the control of SDGM conducted Work study on "Review of Staff Strength of Peons/ Office Assistants of Accounts Branch of Railnilayam and Lekha Bhavan/ Secunderabad".

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2.0 वर्तमान संगठनात्मक ढाँचा/ EXISTING SCENARIO:

संगठन/ORGANISATION: For the administrative convenience, the Accounts branch is being divided into several wings like Construction, Traffic, Stores, EDPM e.t.c. and staff are accommodated in Railnilayam and Lekhabhavan. The post of peon/Office Assistants is an entry level position and the lien is being maintained at HQ/Railnilayam. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.

2.1 SAVE Position of Office Assistants of PFA/O/SC as on 30.09.2019:

S No	Unit	San	Act	Vac
1.	General Accounts	70	30	17
2.	Traffic Accounts		12	
3.	Stores Accounts		8	
4.	ITC/SC		3	
5.	Cash & Pay	14	9	5
6.	Const. Accounts	8	7	1
	Total	92	69	23

2.2 List of Officers of Accounts department at Railnilayam & Lekhabhavan:

S No	Designation	Occupied/vacant	Remarks
HAG			
1.	PFA	Occupied	3 rd Floor Railnilayam
2.	PFA/Con	Vacant	Being operated in SAG as PFA/Con(Railnilayam)
SAG			
1.	FA&CAO/Con	Occupied	Operated against vacant HAG post of PFA/Con (Lekhabhavan)
2.	FA&CAO/C-I	Occupied	Lekhabhavan
3.	FA&CAO/T	Occupied	Lekhabhavan
4.	FA&CAO/G	Occupied	3 rd Floor Railnilayam
5.	FA&CAO/S&W	Occupied	Lekhabhavan
6.	FA&CAO/F&B	Occupied	Railnilayam
NF SAG/JAG			
1.	Dy.CAO/S&W	Occupied	Lekhabhavan
2.	Dy.CAO/G	Occupied	3 rd Floor Railnilayam
3.	Dy.FA&CAO/C-I	Occupied	Lekhabhavan
4.	Dy. FA&CAO/C-II	Vacant	Lekhabhavan
5.	Dy. FA&CAO/C-III	Vacant	Lekhabhavan
6.	Dy.CAO/T	Vacant	Lekhabhavan
7.	Dy. FA&CAO/F&B	vacant	Railnilayam
8.	Sr. EDPM	Vacant	Lekhabhavan
9.	Sr. System manager	Vacant	Lekhabhavan

Senior Scale			
1.	Sr.AFA/Finance	Occupied	Lekhabhavan
2.	Sr.AFA/T	Occupied	Lekhabhavan
3.	Sr.AFA/ESTT	Occupied	2 nd floor Railnilayam
4.	Sr.AFA/Gen	Occupied	3 rd Floor Railnilayam
5.	Sr.AFA/SF	Occupied	2 nd floor Railnilayam
6.	Sr.AFA/C-I/SC	Occupied	Lekhabhavan
7.	Sr.AFA/M&P	Occupied	Lekhabhavan
8.	Sr.AFA/C-II/SC	Occupied	Lekhabhavan
9.	Sr.AFA/C-III/SC	Vacant	Lekhabhavan
10.	Sr.AFA/Accounting Reforms	Occupied	Lekhabhavan
11.	Chief Cashier	Occupied	Pay office
12.	Sr. Programmer	Occupied	Lekhabhavan
Jr.Scale/Asst. Scale			
1.	AFA/Stores Bills	Occupied	Railnilayam 6 th floor
2.	AFA/Purchases	Occupied	Railnilayam 6 th floor
3.	AFA/STN Inspection	Occupied	Railnilayam 6 th floor
4.	AFA/Books	Occupied	2 nd floor Railnilayam
5.	AFA/Chg	Occupied	Lekhabhavan
6.	AFA/Exp	Occupied	3 rd Floor Railnilayam
7.	Secy.to PFA	Vacant	3 rd Floor Railnilayam
8.	AFA/Effy.Audit & Gl	Vacant	3 rd Floor Railnilayam
9.	AFA/PF & Pension	Vacant	2 nd floor Railnilayam
10.	AFA/Goods	Vacant	Railnilayam 6 th floor
11.	AFA/CN/SC	Vacant	Lekhabhavan
12.	PS Gr.I to PFA	Occupied	3 rd Floor Railnilayam
13.	Asst.EDPM/ITC/SC	Vacant	Lekhabhavan
14.	Asst. Ch. cashier (Adhoc)	Ocuupied	Pay office

2.3 Sections of Accounts department at Railnilayam:

S No	Section	On roll Staff
II FLOOR		
1	Books	28
2	Establishment Gazetted	14
3	Establishment Suspence	3
4	Establishment Bills & Policy	13
5	I.A Cell	1
6	Stores Finance	11
7	PF	6
8	Pension	16
	Sub Total	92
III FLOOR		
1	Admin. Policy	16
2	Expenditure	18

3	Admin. Bills	12
4	Audit & RB Inspection	1
5	General Inspection	3
6	Efficiency	7
7	R&D	7
8	FE	3
9	FX	12
10	DP	2
11	Budget	16
12	AR & GST Cell	12
13	Computer Cell	3
	Sub Total	112
	Grand Total	204

2.4 Sections of Accounts department at Lekhabhavan:

S No	Section	On roll Staff
Stores Accounts		
1.	Admin/Effy./Audit/Inspec	10
2.	Books & Budget	4
3.	WMS	2
4.	RSP	2
5.	M&P	1
6.	PL	6
7.	RBC	2
8.	Account Current	6
9.	Purchase	4
10.	Stores Bills	13
11.	ISAs/ASVs	16
	Sub Total	66
EDPM		
1.	Senior Engineer	9
	Sub Total	9
Construction Accounts		
1.	SSO(A)	23
2.	Sr.ISA	2
3.	PS/Sr.Steno	3
4.	Ch.Typist	1
5.	ASV	2
6.	Account Assistants	12
7.	JAA	2
8.	Accounts Clerk	1
	Sub Total	46
Traffic Accounts		
1.	AA	109
2.	JAA	4
3.	SSO	16

4.	Sr.TIA	48
	Sub Total	177
	Grand Total	298

2.5 Summary of Staff position of Railnilayam and Lekhabhavan:

S No	Area	On roll Staff
1	Railnilayam	204
2	Lekhabhavan	298
	Total	502

2.6 Duties of Peons/Office Assistants:

- Attending the bell of the officers
- Ensuring that sitting arrangements in the officer's room is hygienic and clean before the commencement of office hours.
- Ensuring that visitors lounge / places kept clean and in order before the commencement of office hours.
- Bringing and serving water, beverages and lunch to the officers and also to the visitors if so desired by the officers.
- Carrying files and Dak e.t.c to the officer / official concerned in the office as well as in the officers / Official's residence.
- Going on tour with the officers or otherwise as directed.
- Distribution of Dak in different offices.
- Operating and maintaining photo copier machine.
- Preparing sets as directed.
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furniture e.t.c.
- Any other work assigned.

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CHAPTER -3**3.0 आलोचनात्मक विश्लेषण /CRITICAL EXAMINATION:**

- 3.1** The post of peon/Office Assistants is an entry level position and the lien is being maintained at HQ/Railnilayam. They have to open offices before office timings and lock offices after the office hours or staff leaving the offices. They have to obey the instructions given by the officers and staff.
- 3.2** As per the annual programme of Work Studies 2019-20, the Central Planning cell of South Central Railway has taken up Work-study on the "Review of Staff Strength of Peons/ Office Assistants of Accounts Branch of Railnilayam and Lekha Bhavan/ Secunderabad".
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- 1) As per Railway Board Ltr No.E(NG)67P02/175 dated 04.12.1967, following are the yardsticks for Peons category in Indian Railways (Excluding Bungalow Peon):
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 - 2) Recommended to surrender non-core & non-safety posts lying vacant.

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5.	Dy. FA&CAO/C-III	Vacant	Lekhabhavan

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7.	Sr.AFA/M&P	Occupied	Lekhabhavan
8.	Sr.AFA/C-II/SC	Occupied	Lekhabhavan
9.	Sr.AFA/C-III/SC	Vacant	Lekhabhavan
10.	Sr.AFA/Accounting Reforms	Occupied	Lekhabhavan
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12.	Sr. Programmer	Occupied	Lekhabhavan
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4.	AFA/Books	Occupied	2 nd floor Railnilayam
5.	AFA/Chg	Occupied	Lekhabhavan
6.	AFA/Exp	Occupied	3 rd Floor Railnilayam
7.	Secy.to PFA	Vacant	3 rd Floor Railnilayam
8.	AFA/Effy.Audit & Gl	Vacant	3 rd Floor Railnilayam
9.	AFA/PF & Pension	Vacant	2 nd floor Railnilayam
10.	AFA/Goods	Vacant	Railnilayam 6 th floor
11.	AFA/CN/SC	Vacant	Lekhabhavan
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Railnilayam & Lekhabhavan		
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3.7 Sections of Accounts department at Railnilayam:

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3	Establishment Suspence	3
4	Establishment Bills & Policy	13
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6	Stores Finance	11
7	PF	6
8	Pension	16
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III FLOOR		
1	Admin. Policy	16
2	Expenditure	18
3	Admin. Bills	12
4	Audit & RB Inspection	1
5	General Inspection	3
6	Efficiency	7
7	R&D	7
8	FE	3
9	FX	12
10	DP	2
11	Budget	16
12	AR & GST Cell	12
13	Computer Cell	3
	Sub Total	112
	Grand Total	204

3.8 Sections of Accounts department at Lekhabhavan:

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Stores Accounts		
1.	Admin/Effy./Audit/Inspec	10
2.	Books & Budget	4
3.	WMS	2
4.	RSP	2
5.	M&P	1
6.	PL	6

7.	RBC	2
8.	Account Current	6
9.	Purchase	4
10.	Stores Bills	13
11.	ISAs/ASVs	16
	Sub Total	66
EDPM		
1.	Senior Engineer	9
	Sub Total	9
Construction Accounts		
1.	SSO(A)	23
2.	Sr.ISA	2
3.	PS/Sr.Steno	3
4.	Ch.Typist	1
5.	ASV	2
6.	Account Assistants	12
7.	JAA	2
8.	Accounts Clerk	1
	Sub Total	46
Traffic Accounts		
1.	AA	109
2.	JAA	4
3.	SSO	16
4.	Sr.TIA	48
	Sub Total	177
	Grand Total	298

3.9 Summary of Staff position of Railnilayam and Lekhabhavan:

S No	Area	On roll Staff
1	Railnilayam	204
2	Lekhabhavan	298
	Total	502

3.10 Requirement of Peons/Office Assistants of Accounts department at Railnilayam and Lekhabhavan:

3.10.1 For Officers:

S No	Grade	No.Of officers	Requirement of peons
1	HAG	2	4 (2x2)
2	SAG	6	6
3	NF SAG/JAG	9	9
4	Sr.Scale	12	12
5	Asst.scale	14	14
	Total	43	45
	Total requirement of peons for officers		45

3.10.2 For Staff:

S No	Section	On roll Staff	Requirement
RAILNILAYAM II FLOOR			
1	Books	28	1
2	Establishment Gazetted	14	1
3	Establishment Suspence	3	1
4	Establishment Bills & Policy	13	
5	I.A Cell	1	
6	Stores Finance	11	
7	PF	6	1
8	Pension	16	
	Sub Total	92	4
RAILNILAYAM III FLOOR			
1	Admin. Policy	16	1
2	Expenditure	18	1
3	Admin. Bills	12	1
4	Audit & RB Inspection	1	
5	General Inspection	3	
6	Efficiency	7	
7	R&D	7	1
8	FE	3	
9	FX	12	
10	DP	2	1
11	Budget	16	
12	AR & GST Cell	12	1
13	Computer Cell	3	
	Sub Total	112	6
	Grand Total Railnilayam	204	10
LEKHABHAVAN STORES ACCOUNTS			
1	Admin/Effy./Audit/Inspec	10	1
2	Books & Budget	4	
3	WMS	2	
4	RSP	2	
5	M&P	1	
6	PL	6	1
7	RBC	2	
8	Account Current	6	
9	Purchase	4	
10	Stores Bills	13	1
11	ISAs/ASVs	16	
	Sub Total	66	3
LEKHABHAVAN EDPM			
1.	Senior Engineer	9	2
	Sub Total	9	2(2 shifts)
LEKHABHAVAN CONSTRUCTION ACCOUNTS			

1	SSO(A)	23	1
2	Sr.ISA	2	1
3	PS/Sr.Steno	3	
4	Ch.Typist	1	
5	ASV	2	
6	Account Assistants	12	
7	JAA	2	
8	Accounts Clerk	1	
	Sub Total	46	2
LEKHABHAVAN TRAFFIC ACCOUNTS			
1	AA	109	5
2	JAA	4	1
3	SSO	16	2
4	Sr.TIA	48	
	Sub Total	177	8
	Grand Total Lekhabhavan	298	15
	Grand Total	502	25

3.10.3 Requirement of Peons/Office Assistants for staff as per yardsticks:

	Yardsticks	The basic yardstick should be one peon for every 20 clerks
1	Total Staff	502
2	Requirement of peons as per yardsticks	$502/20 = 25.1$ say 25

3.11 Summary of requirement of Peons/Office Assistants for Accounts Department at Railnilayam and Lekhabhavan:

S No	Category	Requirement of Peons/Office Assistants
1	Officers	45
2	Staff	25
	Total	70

3.12 Peons/Office Assistants excess to the requirement:

S No	San	Act	Vac	Requirement	Excess
1	92	69	23	70	22

3.13 In view of the above the following recommendation is made.

सिफारिश Recommendation:

It is recommended to surrender 22 vacant posts of Peons/Office Assistants from the accounts department which are excess to the requirement.

** ** *

4.0 वित्तीय परिणाम FINANCIAL REPERCUSSIONS:

- 4.1** When the recommendations are accepted, the recurring savings on surrender of the under mentioned posts over Railnilayam and Lekhabhavan will be as follows:

Sl. No	Category	Scale		No. of posts	Mean Pay	Grade Pay	DA @ 17%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To						
1	Peon/Office Assistants	18000	56900	22	37450	1800	6366	963952	11567424
TOTAL				22					11567424

- On implementation of the recommendations, annual savings of Rs. 115.67 Lakhs will be accrued.

* * * * *

સિફારિશં RECOM MENDATION

Sl. No.	Description	Para No.
1	It is recommended to surrender 22 vacant posts from sanctions of Peons/Office Assistants from the accounts department which are excess to the requirement.	3.13

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