

**REVIEW
OF
STAFF STRENGTH
OF
SHROFF OF ACCOUNT DEPARTMENT
WORKING
AT
SAMASTIPUR DIVISION
(ECR/Effi/WSR/SPJ/19-20/26)**

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EXECUTIVE SUMMARY

Study No.	(ECR/Effi/WSR/SPJ/19-20/26)
Subject	REVIEW OF STAFF STRENGTH OF SHROFF OF ACCOUNT DEPARTMENT WORKING AT SAMASTIPUR DIVISION .
Area	SAMASTIPUR
Division	SPJ
Department	ENGINEERING .
Terms of Reference	Assessment of Man Power requirement
Total No. of Recommendations	01
No. of posts recommended for surrender	03
Financial Implication	Lakh
Month of Circulation	March 2020

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TERMS OF REFERENCE

The study has been conducted under the following terms of references:

- a) To review staff strength vis-à-vis workload of Account Department of Samastipur Division with a view to identify the surplus manpower in different section.
- b) To assess the effective utilization of Shroff working in Account Department of Samastipur Division.
- c) To suggest ways and means to improve working of Shroff in Account Department of Samastipur Division .

METHODOLOGY ADOPTED

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

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Reassessment of manpower requirement by applying on need base.
- iii) Discussion with Sr.DFM/SPJ
- iv) Discussion with ADFM/SPJ.
- v) Discussion with Shroff of SPJ Division.

SYNOPSIS

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of system. These technological up gradations have shown considerable improvement in the efficiency and manpower productivity in Railways.
2. Keeping in view, all these constraints, the Work Study Cell was assigned to conduct work study of staff strength of Shroff of Account Department of Samastipur Division with a view to assess the staff requirement as per the existing workload .
3. Shroff of Account Department also plays a vital role in Indian Railways and leads in performance of any Zonal Railway. At present 06 men are working against Sanction Strength 09 in Account Department of Samastipur Division
Letter no. SPJ/Admn/Sr.DFM/Vigilence/2019 dt. 14.11.2019

CHAPTER –I

1.0 Introduction :-

Finance Department play a vital role in upkeep of revenue records and control over expenditure in Indian Railway stations are located at far flung areas: where cash keeping is not safe and proper. Hence from the older days a there is a effective system to keep the money earned and remitted by stations at a nominated central place. In nominated trains cash safe is provided with Guard where SM's of the sectional stations remit there daily earning in a cash bag along with CR note in triplicate.

It makes a check and stop misuse upon the daily earned money of station. When the cash safe reaches its central place, it is unloading from Guard van at the platform and sent to the Cash office generally located at a fixed H/Q. ASM/Cash received the cash safe from Guard of the cash train.

The cash bag is taken out from the cash safe at cash office and the cash is counted and ledger is maintained.

1.1 Cash office SPJ is under control of Sr. DFM/SPJ and he is assisted by ADFM, Divisional Cashier and Other staff.

1.2 SPJ cash office collect the cash bags from the stations of SEE and SPJ Division.

Here cash bag is opened counted and verified the cash remitted by station from CR note.

1.3 Work study team take in hand the work study regarding work load of shroff of SPJ cash office on need base.

- 1.4 Methodologies
- (1) Discussion with Sr. DFM/SPJ
 - (2) Discussion with DFM and ADFM/SPJ
 - (3) Discussion with Divisional Cashier/SPJ
 - (4) Compilation of Data.

CHAPTER – II

Present scenario:

BOS – 12 MOR – 12 Vacancy – 00

- 2.1 SPJ cash office is situated at SPJ station near the pay office. In the cash office cash bag is open, cash counted and verified with the CR note of the station. After that cash is deposited to bank by Sr. Shroff.
- 2.2 SPJ Cash office dealt with the cash bag of SEE and SPJ both division. There is no cash office in SEE Division.
- 2.3 Jurisdiction area:- Whole SPJ and SEE division.
- 2.4 There are 117 stations in SPJ Division and 59 station in SEE division. Cash bag of the both division is sent to SPJ cash office by the nominated cash train.
- 2.5 At present 4 HD. Shroff, 2 Sr. Shroff and 6 Shroff are working in the SPJ cash office. Average one shorff open 48 cash bas with 90 CR note per day. Average cash counted in the cash office \$26 lakh per day by one shroff. Cash witness also working with shroff as witness Honorarium is also being paid to Shroff.
- 2.6 Working hours of this office is weekly 6 days from 10.00 AM to 17.00 PM

Chapter – III

3.0 Critical analysis :-

BOS = 12, MOR = 12, Vacancy = 00

3.1 Work study team verified the work load and staff position of the cash office SPJ and justification made as per need base.

3.2 Hd. Shroff :- Following work is done by Hd. Shroff

- 1) Station Duty (For safe open)
- 2) Cash final receiving
- 3) Recounting of note value of Rs500 & Rs 1000
- 4) Cash book entries accountal

2 Hd. Shroff is sufficient for this work.

3.4 Sr. Shroff:- Following work is done by Sr. Shroff

- 1) Station Duty (Safe open)
- 2) Bank Duty (for deposit of csh)
- 3) Demand draft, Cheque deposite into bank through Challan.

2 Sr. Shroff is sufficient for this work.

3.5 Shroff:- Work of shroff – To open the cash bag, count the cash and verified with the CR note of the station in presence of 2witness.

At least 4 men are required as Shroff.

3.6 Summary of Staff requirement of Shroff in cash office SPJ :-

Sl. No.	Category	Sanction	Man	Requirement	Remark
1	Hd Shroff	06	04	02	02 vacant post of Hd. Shroff may be surrendered. 02post of Hd. Shroff are transferred to Shroff.
2	Sr. Shroff	04	02	02	02 vacant post may be surrendered.
3	Shroff	02	06	04	Hence 02 excess men may be redeployed.
	Total 12	12	08		

Hence 4 post surrendered and 4men are redeployed.

Chapter IV

4.0 Recommendation :-

1. Work study team has recommended 4 posts (2 vacant post of Hd. Shroff and 2 vacant post of Sr. Shroff) for surrender.
2. Work study team has recommended 4 men (2 men of Hd. Shroff and 2 men of Shroff) may be redeployed.

4.1 Suggestion :- Sr. DRM may scrutinize the feasibility of induction of maximum number of stations where cash may be deposited directly in Banks, easing out the work load of Divisional cash office.