



**No. G.275/WSSR – 042021 / 2020-21**

WORK STUDY TO REVIEW THE  
STAFF STRENGTH AT  
CASH & PAY OFFICE  
HQ & MAS DIVISION

SOUTHERN RAILWAY

PLANNING BRANCH

G.275/WSSR- 042021/2020-21

**WORK STUDY TO REVIEW THE  
STAFF STRENGTH AT  
CASH & PAY OFFICE – HQ & MAS DIVN**

STUDIED BY

WORK STUDY TEAM  
OF  
PLANNING BRANCH

OCTOBER 2020

(i)  
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**(i)**  
**ACKNOWLEDGEMENT**

The work study team conveys its sincere thanks to PFA, Dy. FA&CAO/HQ, Sr.DFM/MAS,ADFM, Asst. Chief Cashier, (co-ordinating Officer) Chief OS/G (Co-ordinating Supervisor) and other supervisory staff and staff of Cash & Pay Office/HQ who have rendered their valuable guidance and co-ordination in completion of the Work study.

**(ii)**  
**AUTHORITY**

Annual Programme of work studies for the year 2020-21.

**(iii)**  
**TERMS OF REFERENCE**

Work study to review the Staff strength at Cash & Pay Office/HQrs & MAS Divn.

**(iv)**  
**METHODOLOGY**

The work study team has applied the following techniques in conducting the work study.

- (1) Collection of Data.
- (2) Discussion and interaction with Co-ordinating Officer, Co-ordinating Supervisor and all section supervisors and staff.
- (3) Direct observation of the working system.
- (4) Critically analyse the man power requirement by Technological changes, increasing of cashless transaction etc. and on need base.

(v)

**Summary of Recommendations in HQ****Recommendation: 1**

Sr. DC (cash)	in GP Rs.4600/-,	One post
Inspector cashier	in GP Rs.4200,	two posts
Sr .Cashier	in GP Rs.4200,	one post
Head Shroff	in GP Rs 4200	four posts and
Sr Shroff	in GP Rs 2400	One post

are found excess to the requirement may be surrendered and credited to the vacancy bank.  
**(Total 9 posts)**

**Recommendation No.: 2**

Four post of OS in GP Rs 4200 and One Sr. Clerk in GP Rs.2800 are found excess to the requirement may be surrendered and credited to the vacancy bank

**(Total- 5 posts)****Recommendation No.: 3**

Three posts of OAA in GP Rs 1800 are found excess to the requirement may be surrendered and credited to the vacancy bank

**(Total – 3 posts)****Recommendation No.: 4**

Two posts of Cash Van Driver in GP Rs.2800 and one post of Cash Van Driver in GP Rs.2400 are found excess to the requirement and the same may be surrendered and credited to Vacancy Bank.

**(Total – 3 posts)****(Grand total-20 posts)****IN MAS DIVN: (Revised)****Recommendation 1:**

Four Post of Sr Cashier-II in GP 4200 is found in excess of the requirement may be surrendered and credited to the vacancy bank.

**( Total – 4 posts)****Recommendation 2:**

One post of Sr Clerk in GP RS 2800 is found in excess of the requirement may be surrendered and credited to the vacancy bank.

**(Total – 1 post)****Recommendation 3:**

Four Posts of OAA in GP Rs 1800 is found in excess of the requirement may be surrendered and credited to the vacancy bank.

**(Total – 4 posts)****(Grand total- 9 posts)**

**SUGGESTION:**

As per the RBA No 78/2016 dated 18.10.2016 states that, the Accounts Officer should segregate the payments into four categories viz (a) NEFT, (b) ECS/NECS, (c) Third party cheque and (d) Cash. The bills for NEFT/ECS/NECS and third party cheque shall be dealt by Accounts Officer under Disbursement Cell of Books section by nominating a set of persons to deal the above said things. Only those bills where the payment in cash is required to be made should be sent to office.

However, the system is not yet implemented and Accounts officer may take necessary steps to implement the RBA No 78/2016. Already the cash office staff working in Accounts department may be utilized for this purpose in books section.

\* \* \* \* \*

**CHAPTER – I****1.0 INTRODUCTION**

- 1.1** Indian Railway is the largest transportation organization in Asia. Being a business organization for every business, receipts, accountal and disbursements of cash is on the most important activity.
- 1.2** Chennai Division is the largest division in Southern Railway with eight sections namely MAS-JTJ, MAS-MSB, AJJ-RU, MAS-GDR, MS-VM, CGL-AJJ, MRTS and VLK-ANNG (Temporarily closed for traffic).
- 1.3** The cash office takes care about the receipts of Railway Revenues from traffic and other miscellaneous earnings and remitting to the nominated Bank. The Pay office takes care about the disbursement of salary and other payments to the staff, office / units and other outside agencies through cheque or other banking mode.
- 1.4** Cash and Pay department is witnessing the scene of transition in mode of receipt / disbursement and accountal of cash in transit / station earnings from direct cash / cheque method to ECs and further to mode of NEFT / RTGS, IFSC, seldom disagree in consequent reduction of human efforts. The Bank/ECs payments, e-tendering, NEFT /RTGS, IFSC, implementation of accountal through FOIS / COIS/ PRIME/AFRES, IPAS etc. have made the compilation, processing of data, retrieval, transmission and generation of statements, etc. became hassle free for administration.
- 1.5** In view of the threshold of changing socio-economic, an analysis is necessitated to made to review the existing system of cash in transit through Travelling Cash Chests to cash office and to reassess the staff requirement suitable for present situation with projection for future need as directed by Railway Board. This work study is conducted under this new atmosphere where the role of the pay office itself has been redefined.

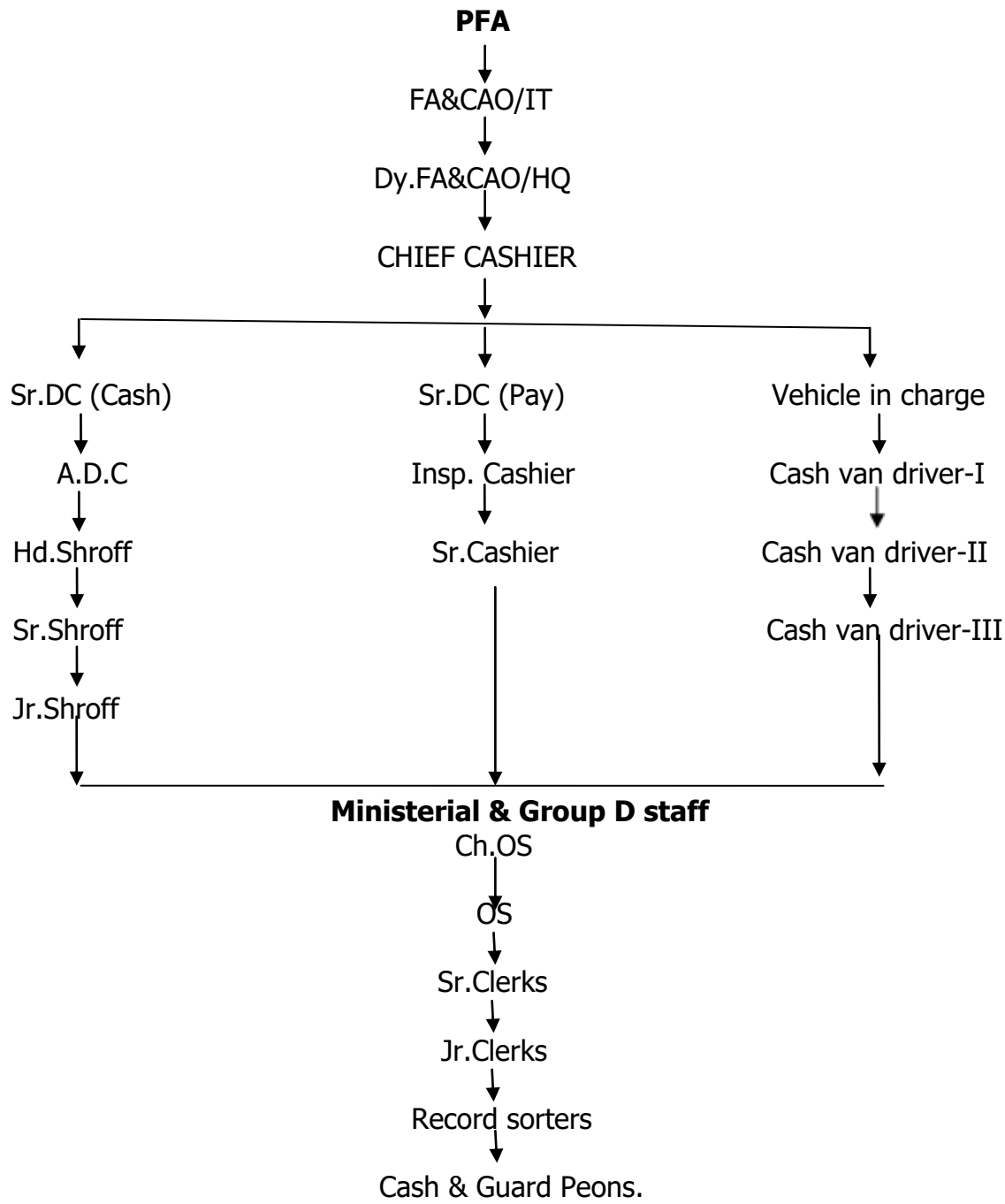
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**CHAPTER-II**

**2.0 PRESENT SCENARIO**

**2.1** PFA being the head of Accounts, Cash & Pay Organisation Administrative Control and Executive Control is being exercised by Dy FA&CAO/HQs. The Sr.Divisional Cashier (cash) is over all Supervisory official for cash office / Revenue side, Sr.Divisional cashier (pay) is over all supervisory official for pay scale and the Ch.OS is the overall supervisory official for Ministerial staff for accountal of cash & pay office.

**2.2 Organisation set up of Cash & Pay office / HQ.**





**2.3 S.A.V.E.Statement of HQ cash office:**

Sl No	Category	GP	SAN	ACT	VAC
<b>Sr Supervisory</b>					
1	SrDivl Cashier(pay)	4600	2	1	1
2	SrDivl Cashier(cash)	4600	2	1	1
<b>Supervisory</b>					
3	AsstDivl Cashier	4200	1	0	1
4	Insp of Cashiers	4200	4	1	3
<b>Non-Supervisory</b>					
5	Sr Cashier-II	4200	4	3	1
<b>Supervisory-Ministerial</b>					
6	Chief OS	4600	6	4	2
7	OS	4200	7	6	1
<b>Non Supervisory-Ministerial</b>					
8	Sr Clerk	2800	4	0	4
9	Jr Clerk	1900	3	0	3
<b>Revenue Side</b>					
10	Head Shroff	4200	5	1	4
11	SrShroff	2400	1	0	1
12	JrShroff	1900	0	0	0
<b>Vehicle Management</b>					
13	Vehicle In charge	4200	1	1	0
14	C V Driver Gr-I	2800	4	2	2
15	C V Driver Gr-II	2400	1	0	1
16	C V Driver Gr-III ↓	1900	1	1	0
<b>Erstwhile Gr-D</b>					
17	Sr Record Sorter	1800	5	2	3
18	Jr Record Sorter	1800	4	0	4
19	Jamedar C&G Peon	1800	7	5	2
20	Cash & Guard Peon	1800	0	4	-4
<b>Grand Total</b>			<b>62</b>	<b>32</b>	<b>30</b>

The Sanction, Actual, Vacancy & Excess statement of Cash & Pay Office/Hqrs. is placed as **Annexure I.**

## 2.4 Working Hours:

09.45 to 13.00 hours

13.00 to 13.30 lunch hour

13.30 to 17.15 hour

Thus Cash & Pay office works in 42 hours in a week from Monday to Saturday of six days pattern. Sunday is holiday.

## 2.5 Daily Routine Activities of cash/Revenue side:

- Receipt & Accountal of stations earnings & miscellaneous earnings.
- The station earnings (cash & CRNs) are received through TCCs.
- The miscellaneous earnings through MRC (cash & cheques, etc) at cash office/Hq from medical exam fee, tender cost, EB charges, SD,EMD, auction sale amount, telephone bills, HBA refunds, postal orders, loss of pass, ID card and Railway hospital/PER.
- Tallying with guard's way bill duly checking of seals intact.
- The operation/opening of TCCs are being attended by Head cash witness, Sr DC/cash, Head shroff, one ministerial staff, 4 Group-D staff along with RPF security personnel.
- After tallying the number of sealed cash bags pulled out from the TCCs, the same are brought to cash office.
- Further due to implementation of door step banking in MAS division sealed cash bags from these locations are also being handed over by IDBI at HQ cash office.
- All these cash bags accumulated for the day is taken into account daily.
- Sealed cash bags are distributed to the shroffs for shroffing
- The shroffs will check the seal and open the individual cash bags one by one, sectionwise in front of the traffic cash witness, who certifies the station receipts of the particular cash remittance note on the station acknowledgement foil.
- The acknowledged CRNs along with the enclosures other than cash like cheque, DD, traffic vouchers, society pay orders, station direct remittance challans, electronic railway receipts (E-RR) etc are being handedover to the earnings accountal section.

- Witness for the entire receipt of the cash remittance note, then verify the traffic vouchers, direct remittance challans, cheques, etc and tally them with the CRN amount, then the CRN will be accounted in the AFRES cash module for the day's account. After tallying the number of CRNs for the particular cash section the clerks will provide the amount of cash taken into account for the cash section to HCW who in turn tally the same amount with the shroffs dairy physical cash receipt amount.
- Apart from cash, the following schedules/reports are generated daily by the ministerial staff
  1. The individual check sheet for the cash section.
  2. Check sheet summary of all (1-6) cash section.
  3. Cheque schedule.
  4. Cheque remittance challan.
  5. Cheque transits register.
  6. Direct remittance challan schedule.
  7. Kutcha cheques transit register.
  8. Society pay order schedule.
  9. Cash in transit.
  10. Cash challan
  11. Voucher statement.
  12. MRC cheque schedule.
  13. MRC cheque transits register.
  14. MRC cash book.
  15. Cash remittance challan
  16. Revenue cash book.
- On receipt of realized challans the same is taken in to account in the respective train register maintained for traffic receipts and miscellaneous receipts.
- In regard to the miscellaneous receipts in triplicate is being prepared and taken into account in the MRC cash book.

- Regular correspondence being done with the bank for early realization of cheques remitted into the bank.
- **NOTE: However, there are no TCCs in MAS division after the introduction of door step banking. But, the TCCs are operated in other divisions.**

## **2.6 Daily routine Activities of Pay Side:**

- Receiving of CO 7 from Accounts/HQ.
- Verifying of CO 7 and cheques.
- Arranging and assigning of PMR number as per the order of CO 7.
- Sorting out of bills to the cashiers as per section/pay unit i.e., Hq, RRB, RCT, RPM, RRT, CW/PER, RH/PER, LW/PER, EWS/AJJ and Stores.
- Cashiers will entry the bill in their receipt book.
- Supervisors concerned Sr DC (pay)/IC will pass the bill.
- The cashier (HD CC) will go the RBI for encashment of cheques and remittance if any from cashier side.
- Disbursement of cash to the concerned cashiers as per the bill amount drawn by them.
- Concerned cashiers will proceed on line for payments for concerned pay unit whenever necessary or available at headquarters.
- Return to headquarters.
- Cheque vouchers to clerks.
- Sr DC/IC will pass cheque vouchers along with cheque.
- Despatch of cheques to the addressing along with the cheque advice slip (R-4), handing over of departmental cheque.
- Clearance of paid vouchers by cashiers and clerks handing over to voucher distribution clerk.
- Return of paid vouchers to Accounts after verification of those vouchers by Accounts clerk at cash office from paid voucher section.
- Receipt of acquittance certificate from accounts. Book section for every month, i.e., duly certifying the payments and paid amount tallying both for the total bill amount sent to cash office for the month.

- The cash witness certification on the station acknowledgement foil also to be verified with that of traffic accounts foil prepared by the station staff and difference if any noticed the same will be returned to the nominated cash witness for certification and return for accountal.

## **2.7. Duties & Responsibilities of Cash & Pay office / HQ.**

### **2.7.1 Duties of Sr. Divisional Cashier / Cash:**

As he is the complete in charge of Cash Office, following duties play a vital position for the day-to-day activities in Cash Office.

- Arrangement for the receipt, examination, count, account, custody and lodgement of the station collections and all money rendered in Cash to the credit of Railways.
- Examination of the loaded travelling cash chests secured in strong room and witnessing the opening of TCCs by Traffic Cash Witness in the presence of Head Cash Witness and ensuring the recorded cash bags with the entries in the accompanying way bills.
- Joint examination with Head Cash Witness for complete removal and accountal of contents in cash bag/TCCs with due reconciliation of total number of cash bags with the total number of empty cash bags collected from respective Counting Section.
- General supervision of Shroffs work, verification of cash remittance notes entries in the register showing the continuity of the date of collections.
- Checking of out agency cash remittance notes, challan, revenue cash book, comparison of check sheet posting with memos of Shroff.
- Shouldering responsibility to secure strong room, the entire collection of the day by locking and sealing after tallying with the Revenue Cash book and to handover to the in charge of Cash Office. Armed guard over night at the time of closing the office.
- Custodian of the key of the Cash Office, strong room and also joint custodian of the original keys of all Travelling Cash Chests with Head Cash Witness in addition to securing the duplicate keys of TCCs jointly with Head Cash Witness in a box/pocket, sealed by both of them and to hand over the same to Chief Cashier for safe custody.

- Taking in charge of sealed strong room on all working days in the morning from the Armed security and handing over to Head Shroff the previous days collections for tender to the Bank.
- General supervision over the consolidation of the currency notes discrepancies; receipt of excess/shortage, forged currency mutilated and soiled currency, etc.
- Checking of transit register, check sheet summary of Shroff, Firm credit notes, cheques, etc., ensuring of Firms credit notes and cheques as payable to the credit of Southern Railway and sign the same individually for General Manager.
- Receipt of Summary Check Sheets/Statement of receipts and payments/receipt challans from Banks from DC/C/TPJ for incorporation in Revenue Cash Book for the entire Zone daily.
- Attending any other work allotted to him by Chief Cashier, Dy.CAO/C&P as the case may be.

### **2.7.2 Divisional Cashier (Pay) Duties:**

- In charge of Pay Office,
- Maintenance of Accounts of Receipts and Payments of money according to the values and regulations.
- The maintenance of Pay Section Cash Book showing the daily position of funds and payments made by him to the Cashiers duly authorized Pay sheets, bills etc.
- Cash book will be closed daily at the end of the day for cash on hand, balance amount and signed by him as evidence of its correctness.
- Receive C.O.7s and Pay sheets, Bills etc and Cheques, check the Postings of C.O.7s Vouchers and cheque amount in the Cash Book as also the amounts advanced to Cashiers on duly authorised vouchers.
- He will arrange and extant orders for payments, bills
- Provide funds to Cashiers for payment as per the bill duly getting acquaintance from Cashiers.

## **2.8 Duties and responsibilities of Head Shroff:**

- Allotment of duties to Shroffs daily as per procedure.
- Responsibility to seal the collection received through cash bags/boxes and for remittance into the Banks on the next day.
- Taking action for non receipt of collections, TCCs and discrepancies in the dates of earnings, cut notes, monitoring proper account and sending them back to respective stations.
- Ensuring the proper condition of cash bags recorded in the cash bag register before taking over of them.
- Certification of the correctness in number of cash bags taken out from the TCCs on that day as tallied with the Head Cash Witnesses record and correct distribution to Shroff's with acknowledgement.
- Acknowledging foils of the cash remittance notes and ensuring that amount is correctly written both in records and figures and amount agrees with that of check sheet and acknowledgement foil bearing date stamp initiated by Cash Witness.
- Preparation of the summary of the entire amount of earnings received from the Shroffs and submission to DC/C for further check with summary of the check sheet.
- Recording the sealed, locked condition of TCCs in a register and taking action for receipt of chest with broken seal/unlocked condition duly recording the same jointly with Head Cash Witness and taking action according to the procedure.
- Receipt of Cash from all Shroffs with acknowledgement in their diary duly ensuring the number of cash bags issued to each Shroff have been shroffed and included in their diary duly tallied with the actual amount shown in the register.
- Ensuring the dispatch of empty bags opened in a day along with acknowledgement to station.
- Opening of cash bags station by station by the Head Shroff in the presence of Head Cash Witness, emptying the contents on the allotted table.

- On opening a cash bag, the Shroff should first take out the cash remittance note and handover it without unfolding to the Cash Witness and proceed to count the cash.
- The Shroff should call out the total amount of cash of each description and the Cash Witness should verify the entries in the remittance note.
- Banking duly for the entire cash of the day in depositing the cash and obtaining acknowledgement for the amount, rubber stamped, signed and dated obtained on the Bank pay in slip.
- Any other work assigned by Chief Cashier/Dy.CAO/C&P as the case may be.

## **2.9 Duties and responsibilities of Senior Shroff/Junior Shroff:**

- Performance of Shroffing duty in Shroffing Section while TCCs are being dealt.
- Assistance to Head Shroff.
- Collection of broken pieces of currency notes and coins by nominated Sr.Shroff from other Shroffs and handing over the same to Head Shroff.
- To ensure the proper condition of equipment locks, keys knives etc., to facilitate work.

## **2.10 Duties and Responsibilities of Head Cash Witness/Cash Witness:**

- To witness all operation connected with the remittances made by the stations through Travelling Cash Chests from the moment the loaded TCCs are started opening and made over to Head Shroff till the cash has been accounted out of them.
- To handover the cash remittance notes to Ministerial Section for check sheet posting.
- To assist in the work of counting the cash only when there is any discrepancy
- To sign the counter foils of CRN.
- To ensure the correct accountal of station earnings.



**2.11 Duties and responsibilities of Record Sorter/Cash & Guard Peons:**

- To render assistance while shorting of cash bags.
- Collection of empty cash bags and sorting them according to section.
- Stitching of CRN section wise and stamping them with date stamp.
- Separating acknowledgement foils from the CRNs and putting the same in the respective leather cash bags.
- Taking cash books and other records to the Traffic Accounts Office for checking.
- Any other duty assigned by Chief Cashier/Other officials of Cash Office.

**2.12 Duties and responsibilities of Ministerial staff of Cash & Pay Office:**

- General correspondence of Cash & Pay office
- Monitoring continuity of station earnings and allied activities.
- Maintenance of attendance and Leave Registers
- Dealing with imprest cash
- Maintaining T&P account
- Allocation of daily duty roster for Pay and Revenue accountal section Ministerial staff.
- Attending internal checks of check sheet postings of 1-6 pay sections.
- Check sheet postings 1 – 6 pay sections.
- Attending stores & vehicle correspondence
- Miscellaneous Receipts of cheques and Misc. receipts of cash Book.
- Maintaining in ward & outward tapals of pay and cash side.
- Attending TCC witnessing & ministerial staff.
- Revenue Cash Book and allied activities.
- Sending of periodical statements (Monthly & Quarterly) to Railway Board, Court cases, DAR correspondence.
- Maintaining HQ cheque & PER cheque Registers.
- Preparing monthly narrative Reports.
- Maintaining of Pay Master Register (PMR) and Cash Book of HQ & PER A/c.
- Maintaining of voucher distribution Register.
- Generation of Cash Challan, Cash in Transit
- Tallying / reconciliation with total earnings.

- Receipt of CRNs from shroffing Section with enclosures like DCH, cheque, DD, FCN, Kutch Cheque, Kutcha FCN, Spo, E-RR, Traffic vouchers like Military and Police warrants, conveyance warrants for check sheet postings and accountal and data entry.
- Receipt and accountal of tender deposits, employees remittance.
- Generation of Traffic check sheet summary.
- Transmission of Traffic vouchers, check sheets summary, station foil of CRN to traffic Accounts and DCH Challan Schedule, Debit/Credit Challan, MRC Traffic/Miscellaneous Statements, Cash Book copy and Challan to Book Section.
- Any duty assigned by Supervisors and Officers

### 2.13 Duties of Cash Van Drivers:

- To drive the vehicles for Carriage of loaded and unloaded travelling Cash Chests which carries cash and vouchers/CRNs for accountal in Cash Office.
- For encashment of cheques for payment from RBI.
- Attending Staff Car duties for Officers movements.
- Any other duties assigned by officers.

#### **STAFF CAR**

1.	AMBASSADAR	-	TN -01-W-2579
2.	AMBASSADAR	-	TN -04-J-0221
3.	TAVERA	-	TN -45-AH-2629
4.	INNOVA	-	TN -04-AH-6700

### 2.14 DEPARTMENTAL VEHICLE:

SL. No	Vehicle No	Year of Procurement	Make	Total No of years in service	Cost of Procurement (Rs)	Vehicle attached to
1	TN-04- J-0221	17.02.2001	Ambassador	19	4,32,315	Sr EDPM
2	TN-01- W-2579	16.06.2003	Ambassador	17	4,02,969	Dy FA&CAO/ Budget

3	TN-45-AH-2629	29.12.2006	Chevrolet	14	4,96,560	Dy FA&CAO/Hqs
4	TN-04-AH-6700	25.07.2011	Innova	9	9,21,094	PFA. Presently utilized by FA & CAO / CN

## 2.15 HIRING OF VEHICLES:

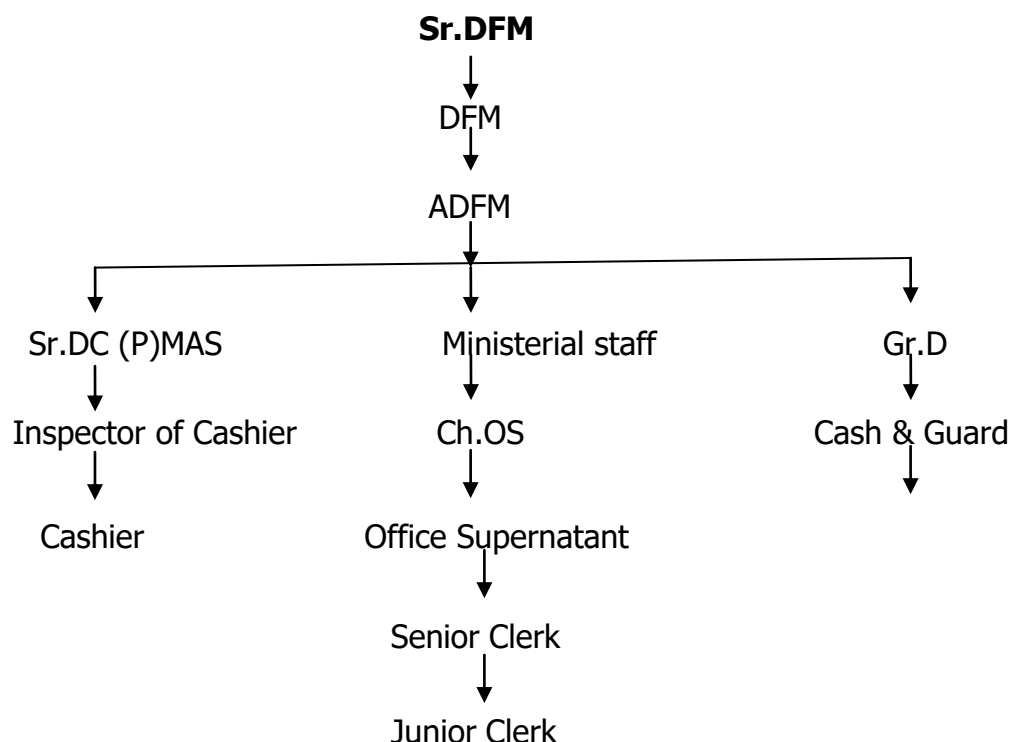
SI NO	Contractor Name & Address	Vehicle attached to	Contract for Total No of years	Total cost of the contract (Rs)	Service initiated on	No of months completed
1	M/s Blue star Tours & Travels, Chennai-8	Dy CAO/G	2 years	11,79,363	21.11.18	22
2	M/s Blue star Tours & Travels, Chennai-8	FA&CAO/IT	2 years	9,20,400	12.05.20	3

## 2.16 MAS DIVISION:

### 2.16.1 The staff strength of Sr DC(P) office at MAS division:

SI No	Category	GP	SAN	ACT	VAC
1	Sr DC (Pay)	4600	2	1	1
2	Inspector of Cashiers	4200	1	1	0
3	Sr Cashier Gr-II	4200	7	6	1
4	Chief OS	4600	0	0	0
5	OS	4200	2	2	0
6	Sr Clerk	2800	1	0	1
7	Jr Clerk	1900	0	0	0
8	Office Asst-Group-D	1800	6	2	4
			19	12	7

## 2.17 Organization set up of Cash & Pay office/MAS Division



## 2.18 OS/Pay Office Chennai Division:

1. Receiving of CO7 from Accounts.
2. Verifying CO7 and Cheques and generation of PMR number in IPAS.
3. Arranging and assigning of PMR number as per the order of CO7 and 4500 bills are received every month.
4. Sorting Out of bills to the cashier as per the section for arranging payment by cashier.
5. Despatch of cheques to the addressing along with cheques advice slips (R-4) and handing over of departmental cheques.
6. Arranging paid vouchers called by higher official then and there for verification and test check.
7. Receipts of acquaintances certificate from Accounts (Books section) for every month i.e duly certifying the payments and paid Amount tallying both for the total bill amount sent to cash office for the month and submission of narrating report every month.

8. PMR Register (i.e) pay side cashbook is being done in the AFRES system after tally in the day's accounts the PMR cashbook is generated daily and put up for the Accounts Officer's Signature.
9. Arranging DD for All departments as per requirement.
10. Liability register, return cheque register, dispatch register and handingover cheques to other departments and narrating report file.

## **2.8 Duty of IOC/MAS Division:**

1. In charge of Pay office.
2. Correspondence regarding of IPOs from Post office.
3. The strong /cash safes are handed over to security personnel (RPF) daily through handing over register and taking over daily on the commencement of the day work.
4. Maintenance of Accounts of receipts and payment of money according to the values and regulations.
5. Cashbook will be closed daily at the end of the day for cash on hand balance Amount and signed by him as evidence it correctness.
6. Maintenance cheques challan transits registers.
7. Preparing of narrating report every month revenue cashbook closing and put up to accounts office for next day to signature.
8. Any other work is allotted by Sr.DFM/MAS.

## **2.9 Duty of Cashier /MAS Division:**

1. Receipts & Accounted of MISC earnings
2. The MISC earning through MRC (cash &cheque) at Cash office, Medical exam fees, Tender cost, EB charges, SD, EMD, loss of pass, RCP, ID card, Postal Order Telephone bills, HBA refunds.
3. Preparing of Cheque schedule and cheque challon remittance.
4. Cash and cheque are deposited in bank in next day. Day to day collection at RBI/SBI.
5. Encashment of Sr.DC cheques and arranging payments to concerned department as per requirement.

6. Collecting DD from bank arranging payment to various departments.
7. On receipt of realized challans the seam is taken into account in the respective transit register maintained for MISC receipts.
8. In regard to the MISC receipts general receipts in triplicate is being prepared and taken accounts in the MRC cashbook.
9. Arranging PLI cheques to post office and postal order.

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**CHAPTER - III****3.0 CRITICAL ANALYSIS**

- 3.1** In order to maintain the financial viability of the Indian Railway Organisation, it is to be ensured that its existing resources especially its man power is to be utilized at optimum level. Since the man power is the largest and most important component of the expenditure of Indian Railways, the right sizing of man power is the best way to reduce unit cost which is an effective way to increase efficiency, safety as well as the economy of Indian Railways.
- 3.2** Rightsizing of man power in Indian Railways is a continuous and comprehensive evaluation and it is being done by Planning Branch by the process of comparing the man power with the actual/existing working load and resources with future projection for the functioning of Cash & Pay Office / Hqrs & MAS division. Keeping this objective in view the work study assesses the man power requirement vis-à-vis the existing work load of Cash & Pay office / HQ & MAS staff (Group C & D) is critically analysed in the following paragraphs.

**3.3 MRC & Counter Earnings FOR THE YEAR 2017:**

Month	MRC				Counter Earnings	
	Cash	Count	Cheque Amount. Rs	Count	CRN	Earnings (IN Rs)
JAN	201658	123	237597817	131	2267	1545329541
FEB	277247	164	102250112	168	1962	1509145544
MAR	457116	143	418722681	171	2728	2225282803
APR	1187722	201	25242148	106	1877	1335148081
MAY	681293	152	23085128	143	2238	1441928366
JUNE	615302	160	17943842	148	2187	1519607539
JULY	539749	144	10328925	113	1860	1275159443
AUG	329131	178	83628604	122	1982	1576233836
SEP	577284	185	10026138	86	1882	1095945403
OCT	406430	151	23080299	111	1990	1239817036
NOV	463664	141	21034455	128	2632	1549901824
DEC	247543	155	24541253	73	3265	1792865394
<b>TOTAL</b>	<b>5984139</b>	<b>1897</b>	<b>997481402</b>	<b>1500</b>	<b>26870</b>	<b>18106364810</b>

**3.4 MRC & Counter Earnings FOR THE YEAR 2018:**

Month	MRC				Counter Earnings	
	Cash	Count	Cheque Amount. Rs	Count	CRN	Earnings (IN Rs)
JAN	277260	92	121659822	97	3278	1665900786
FEB	632614	195	22268743	83	3531	1958938994
MAR	649120	131	246885777	117	4491	2522244142
APR	313365	131	215619531	114	3328	1641063955
MAY	754975	126	25679681	128	3679	1952721522
JUNE	746076	220	12971185	98	3451	2236859943
JULY	493637	266	147240089	99	3870	1453409927
AUG	513816	141	9429103	88	3916	2673254903
SEP	275810	137	17332023	123	3651	2068404354
OCT	665907	267	58380918	90	3823	1896014095
NOV	320997	443	73746359	112	4029	2169259530
DEC	609054	188	314982200	82	3910	1983650201
<b>TOTAL</b>	<b>6252631</b>	<b>2337</b>	<b>1266195431</b>	<b>1231</b>	<b>44957</b>	<b>24221722352</b>

**3.5 MRC & Counter Earnings FOR THE YEAR 2019:**

Month	MRC				Counter Earnings	
	Cash	Count	Cheque Amount. Rs	Count	CRN	Earnings (IN Rs)
JAN	1584768	180	18038842	303	3949	2139225387
FEB	2765472	114	133341605	128	3603	2299533896
MAR	560939	141	295416223	171	4664	2424328506
APR	832095	163	23954368	160	3695	1591908896
MAY	231941	218	98628425	130	3963	2042580325
JUNE	843543	107	18987897	202	3617	1697228258
JULY	811413	253	37214958	337	4704	2202832278
AUG	959670	635	26140186	241	5711	1832436764
SEP	383198	129	22684698	192	6964	1649172037
OCT	430198	161	247760140	202	6555	2038258789
NOV	439763	173	32364022	191	7242	1717565505
DEC	337346	126	87378826	160	8093	1897534226
<b>TOTAL</b>	<b>10180346</b>	<b>2400</b>	<b>1041910190</b>	<b>2417</b>	<b>62760</b>	<b>23532604867</b>



### 3.6 Cumulative Total of MRC & Station Earnings From 2017-2019:

Year	MRC				Counter Earnings	
	Cash	Count	Cheque Amount. Rs	Count	CRN	Earnings (IN Rs)
2017	5984139	1897	997481402	1500	26870	18106364810
2018	6252631	2337	1266195431	1231	44957	24221722352
2019	10180346	2400	1041910190	2417	62760	23532604867
<b>Total</b>	<b>2,24,17,116</b>	<b>6634</b>	<b>330,55,87,023</b>	<b>5148</b>	<b>134587</b>	<b>6586,06,92,029</b>
Average/ Year	74,72,372	2211	110,18,62,341	1716	44862	219,55,64,010
Average / Month	6,22,698	184	9,18,21,862	143	3739	182,94,63,668
Average/ Day	20,757	6	30,60,729	12	125	6,09,82,122

### 3.7 Man power requirement of cashiers for Pay & Cash side-HQs:

There are 7 staffs are on Roll: 1 Sr. DC (Pay), 1 Sr DC(Cash), 1 inspector of cashier, 3 Sr. Cashiers and one Head Shroff in Pay office / HQ as against the sanction of 19.

Moreover, 3 cashiers, 4 OAA and one driver are deputed to work in Accounts section.

At present the pay office is functioning for the disbursement of miscellaneous payments only to HQ, RRB, RCT, RPM, CW, LW/PER and EWS, Stores etc. and bills of contractor / outside agencies and accountals thereof.

The work load of pay office/HQ was reduced tremendously at present. Comparing to the previous years the Misc. payments made by the HQrs. cashiers are brought down to the barest minimum. The Average monthly MRC are around Rs 6.23 lakhs only.

The work load of the Cash office is drastically reduced, due to implementation of door Step Banking. M/s.IDBI Bank has already in operation from 30.04.2016 for collection and remittance of station earnings of all the 180 stations /Locations over MAS Division. The output of the Cash Office is discussed in the Para 3.2 to 3.5.

At present only one Head shroff is available and doing all the work related to shroff and it is enough to manage day to day activities.

One Sr. DC (Cash) – overall in charge and another one Sr. DC (Cash) is long absent for more than three years and the ADC was also retired on 31.05.2016 and the post was also lying vacant..

In connection with the drastic reduction of work load of cash office by the implementation of door step banking the cash office will become “cashless office” in near future.

In view of the major reduction of work load in Cash & Pay office and to meet out the present work load the cashier’s requirement may be revised as under:

To supervise these three cashiers and inspector of cashier and Head shroff two supervisors Sr. DC (Pay) is adequate and the one Sr.DC (cash) and two Inspector cashier are found excess.

Hence, the requirement of cashiers	=	3
Supervisor for the cashiers Sr. DC (pay)	=	2
Supervisor for the cashiers Sr. DC (cash)	=	1
Additional Div Cashier	=	1
Inspector of cashiers	=	2
Head Shroff	=	1
Total requirement of cashier staff	=	10

### 3.8 Sanction vs. Requirement:

Designation	Sanction	Actual	Requirement	Surplus
Sr. DC(Pay)	2	1	2	0
Sr DC(cash)	2	1	1	1
ADC	1	0	1	0
Inspector of cashiers	4	1	2	2
Sr. Cashier	4	3	3	1
Head Shroff	5	1	1	4
Sr Shroff	1	0	0	1
Total	19	7	10	9

**Recommendation: 1**

One post of Sr. DC(cash)	in GP Rs.4600/-,
Two posts of Inspector cashier	in GP Rs.4200,
One post of Sr .Cashier	in GP Rs.4200,
Four posts of Head Shroff	in GP Rs 4200 and
One post of Sr Shroff	in GP Rs 2400

are found excess to the requirement may be surrendered and credited to the vacancy bank.

**(Total 9 posts)**

**3.9 Ministerial staff requirement-HQs:**

- The ministerial staffs are utilized for both cash and pay office clerical and accounts nature of duties. During the commencement the work study team addressed a letter to Co-ordinating Officer Dy FA&CAO/HQ vide letter NO. G.275/WSSR-042021/2020-21 of 29.07.2020 and asked to furnish necessary data for Individual activities performed by each Ministerial staff with approximate time taken for each activity.
- But due to COVID-19, the distribution of work load data was not provided as required.
- During the course of study the work study team observed the working of clerical staff in revenue accounts, payment accounts and in general branch. The work study team discussed with Ch.OS/Genl. Ch.OS of section concerned and the individual dealers of activities concerned.
- The duties and responsibilities performing by the ministerial staff were discussed already in the earlier paragraphs of 2.12 of this work study report.
- The ministerial sections activities commences on receipt of certified cash remittance notes along with enclosures of cash, cheque, DCH, Kutcha cheque, society pay orders, e-payment RR, Traffic vouchers, Military warrants, Police warrants, conveyance vouchers etc. from shroffing section after shroffing of cash bags.

Data entry operation begins with the manual documents of CRN / vouchers as per the pay sections, Data entries like posting of data, preparation of check sheet summary generation of challan, tallying/ reconciliation with the total earnings received in shroffing section are being handed over to traffic accounts.

- The other instruments like MRC/TFC & misc. statement, cash Book copy, DCH challons/schedule, check sheet summary are sent to Book section. In pay side from receiving of CO.7, assigning / arranging PMR No. Maintaining HQ cheque and PER cheque register preparing monthly narrative reports and maintaining of voucher distribution register and receipt acquittance certification from accounts Book section for every month.
- The work load of Ministerial staff is receipts of station and MRC earnings, receipt and accountal of payment details of cash & pay office is discussed in earlier chapter and the CRN details are given 3.2 to 3.5.
- To account the above referred earnings and payments there are 10 clerical staff are working at present as against the sanction of 20. The details of present distribution and allotment of work load to perform in cash & pay sections are detailed below ( including the work of OAA).

### 3.10 CASH & PAY CLERKICAL STAFF ROSTER:

Smt Thulasimani Anandaraj Ch OS/Cash & Pay (Section in charge)

SI No	Name & Designation Sri/Smt	Duty Assigned
1	K UDAYAKUMAR Ch OS	DRC, Check sheet
2	A MANIVANNAN Ch OS	Hq & PER, CN,RE & MTP,PMR CASH BOOK, VDC
3	CHITRA MAHADEVAN OS	Rough summary, Check sheet
4	R SEAR OS	Dispatch & Paid voucher SC-I& SC-II
5	P ARUNA OS	Ack, CSS/VR, Turn duty check sheet

6	A JONATHAN OS	Rev Cash Book, CC, CIT Check sheet
7	V SATHYA OS	Earnings, Check sheet
8	Y M FAROOK Sr CLERK	MRC cash & cheques, IPO Check sheet
9	R DEVENDRAAN Sr RS	Assisting VDC
10	V BALASUBRAMANIAN OAA	Assisting SC-I & SC-II cheques CN, MTP& RE ( Paid Voucher)
11	C EKAMBARAM	Assisting MAS,PER paid voucher
12	JOHN ROSARIO OAA	

- When comparing to previous years work load the present work load is very less. To account the present work load, the above allotment / distribution work for each ministerial staff is found reasonable.

➤ **Hence the requirement of Ministerial staff is revised as under:**

1.	Ch. OS/G Overall in charge	-	1
2.	Ch .OS/Earnings	-	2
3.	Ch. OS/Revenue	-	2
4.	Ch. OS/Cash & Pay	-	1
5.	For Revenue side accountal	-	3
6.	For pay side accountal	-	3
7.	For General section	-	3

Total requirement of Ministerial staff - 15 staff

### 3.11 Sanction vs. Requirement:

Designation	Sanction	Actual	Requirement	Surplus
Ch. OS	6	4	6	0
OS	7	6	3	4
Sr. Clerk	4	0	3	1
Jr. Clerk	3	0	3	0
Total	20	10	15	5

#### Recommendation No.: 2

Four post of OS in GP Rs 4200 and One Sr. Clerk in GP Rs.2800 are found excess to the requirement may be surrendered and credited to the vacancy bank.

**(Total - 5 posts)**

### 3.12 Requirement of Group D staff-HQs:

Now, there is no name separately as jamedar peons, record sorter etc., and they are commonly called OAA.

There are 11 Group D staff are there in actual as against sanctioned strength of 16. But out of 11 actual 4 are deputed to work in Accounts department and the balance seven are working in cash office to look all the work in all the sections including the work in Revenue, pay and general section. On observing the work load of the OAA, the work study team allowed 13 (including 4 OAA working in Accounts department) leaving a surplus of 3 OAA which may be credited to the vacancy bank.

### 3.13 Sanction vs. Requirement:

	Sanction	Actual	Requirement	Surplus
OAA	16	11	13	3

#### Recommendation No.: 3

Three posts of OAA in GP Rs 1800 are found excess to the requirement may be surrendered and credited to the vacancy bank

**(Total - 3 posts)**

### 3.14 Requirement of Cash Van Drivers:

The following staff cars are maintained at Cash & Pay Office / HQ.

- |    |                 |   |                 |
|----|-----------------|---|-----------------|
| 1. | Ambassador      | – | TN 01 W.2579    |
| 2. | Ambassador      | - | TN04-J.0221     |
| 3. | Tavera Chvrolet | - | TN 45-AH – 2629 |
| 4. | Innova          | - | TN-4-AH – 6700  |

To manage the four office cars at Cash & Pay office there are four cash van drivers are working as against the sanction of seven. One car Innova TN-04- AH-6700 is presently utilized by FA&CAO/CN/MS.

Hence, the requirement of Cash Van Drivers may be raised as under.

1. For Officers car - 4 drivers

This will lead to surplus of 3 which may be surrendered and credited to vacancy bank.

#### **Sanction vs. Requirement:**

Category	Sanction	Actual	Requirement	Surplus
Vehicle in charge	1	1	1	0
C V Driver Gr-I	4	2	2	2
C V Driver Gr-II	1	0	0	1
C V Driver Gr-III	1	1	1	0
Total	7	4	4	3

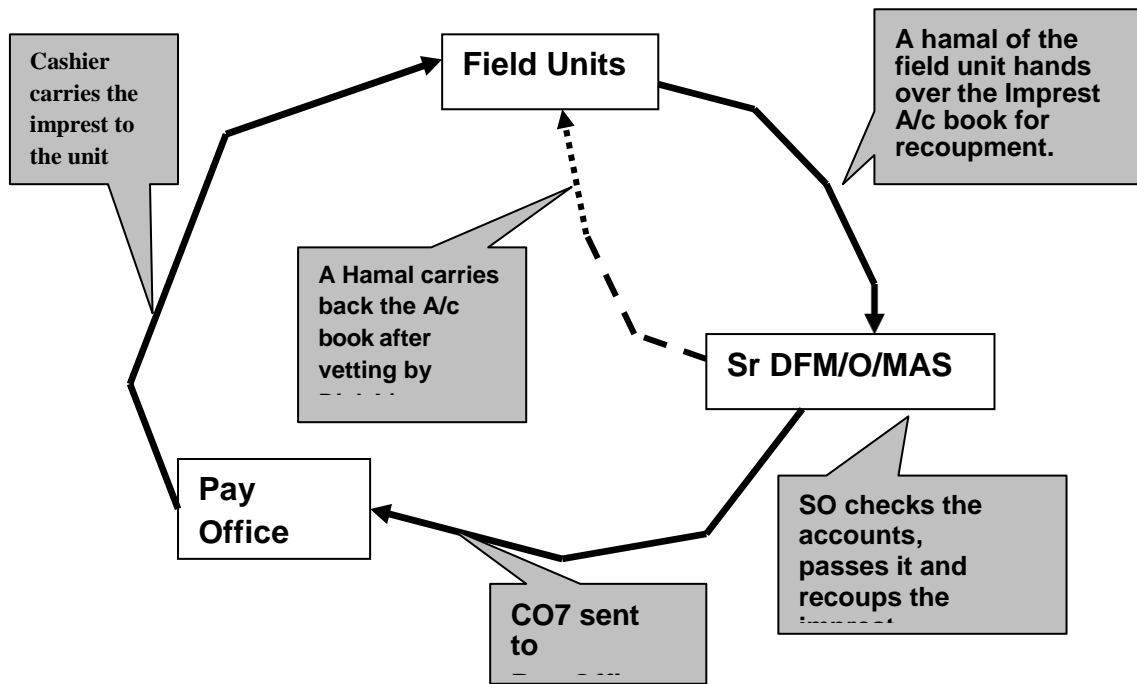
#### **Recommendation No: 4**

Two posts of Cash Van Driver in GP Rs.2800 and one post of Cash Van Driver in GP Rs.2400 are found excess to the requirement and the same may be surrendered and credited to Vacancy Bank. **(Total– 3 posts)**

### **3.15 MAN POWER REQUIREMENT AT CASH OFFICE IN MAS DIVISION:**

The nature of work transacted at the Pay office has come a long way since the days when it was the sole disbursing organ of the Divisional Railway Administration.

Before going into the analysis of the staff requirement for this activity, it would serve good to understand it's brass-tacks.



- It may be seen that a total of 8 staff (One Inspector of cashier, 6 Cashiers and 1 Sr DC/P) are working in the cash office as against the sanction of 10.
- In ministerial staff side 2 staffs are working as against sanction of 3.
- In Group-D side, 2 staffs are working as against sanction of 6.

**3.16** Details of earnings for the last three years (cash & cheque) received through MRC are given in the following tabular column.

SI No	Year	Amount (Cash & Cheque) in Rs	Total No of Receipts
1	2017-18	20,81,83,895	3683
2	2018-19	63,07,59,531	4010
3	2019-20	75,90,12,481	3812
Total		159,79,55,907	11505
Avg per year		53,26,51,969	3835
Avg per month		4,43,87,664	320
Avg per day		14,79,589	11



Out of the Sanctioned posts of 7 cashiers, one cashier Shri D. Mahimaraj superannuated on 30.09.2020.

The counter duty and remittance is manned by one cashier now. Out of the balance 5 cashiers, 4 cashiers are deputed to work in account section on rotation basis which indicates that the workload of cashiers is drastically reduced in the division.

The work study team again allows two more cashiers to meet the emergency needs of the division.

Hence, the total requirement of cashier is 3, and recommends to surrender 4 posts of cashiers and credited to vacancy bank.

Duties of OS, In charge of cash and cashiers are briefed in 2.18 to 2.20.

Based on this and as per the data provided by MAS division, the ideal composition of the Pay Office/MAS would be

Sr DC/Pay	- 2
IOC	-1
Cashiers	– 3 (including LR)
Group-D	4
Ministerial Staff	2
Total requirement	– 12.

#### **Sanction vs. Requirement:**

SI No	Designation	GP	Sanction	Actual	Requirement	Surplus
1	Sr DC (Pay)	4600	2	1	2	--
2	Inspector of Cashiers	4200	1	1	1	--
3	Sr Cashier Gr-II	4200	7	6	3	4
4	OS	4200	2	2	2	--
5	Sr Clerk	2800	1	0	0	1
6	Group-D peons & Record Sorter)	1800	6	2	4	2
<b>TOTAL</b>			<b>19</b>	<b>12</b>	<b>12</b>	<b>7</b>

**Recommendation 1:**

**Four Post** of Sr Cashier-II in GP 4200 is found in excess of the requirement may be surrendered and credited to the vacancy bank.

**Recommendation 2:**

**One post** each of Sr Clerk in GP RS 2800 is found in excess of the requirement may be surrendered and credited to the vacancy bank

**Recommendation 3:**

**Two Posts** of OAA in GP Rs 1800 is found in excess of the requirement may be surrendered and credited to the vacancy bank. **(Total 7 posts)**

\* \* \* \* \*

Revised Recommendation

**Sanction vs. Requirement:**

SI No	Designation	GP	Sanction	Actual	Requirement	Surplus
1	Sr DC (Pay)	4600	2	1	2	--
2	Inspector of Cashiers	4200	1	1	1	--
3	Sr Cashier Gr-II	4200	7	6	3	4
4	OS	4200	2	2	2	--
5	Sr Clerk	2800	1	0	0	1
6	Group-D peons & Record Sorter)	1800	6	2	2	4
<b>TOTAL</b>			<b>19</b>	<b>12</b>	<b>10</b>	<b>9</b>

**Recommendation 1:**

**Four Post** of Sr Cashier-II in GP 4200 is found in excess of the requirement may be surrendered and credited to the vacancy bank.

**Recommendation 2:**

**One post** each of Sr Clerk in GP RS 2800 is found in excess of the requirement may be surrendered and credited to the vacancy bank

**Recommendation 3:**

**Four Posts** of OAA in GP Rs 1800 is found in excess of the requirement may be surrendered and credited to the vacancy bank. **(Total 9 posts)**

**CHAPTER- IV****4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEW**

Remarks received from Sr DFM/MAS on 20/10/2020 :-

The proposed surrender of senior cashiers are reviewed. Out of 4 posts, 2 posts are live and 2 are vacant . We agree to surrender 2 vacant posts. The 2 live posts to be allowed to operate since the lock down period witnesses lot of coaching refunds which requires cash withdrawal from banks and handling.

Reply to Remarks of the co-ordinating officer :

Out of 7 cashiers as per sanction, 4 Cashiers are working in accounts section which indicates that the workload of the cashiers reduced considerably after introduction online services . Hence as recommended 3 posts of Sr Cashier Gr-II can be retained along with 1 post of IOC and 2 posts of Sr DC(Pay) to meet the present workload of MAS division , balance 4 cashiers posts may be surrendered and credited to vacancy bank .

Apart from this, there are 2 Group 'D' staff are available against the sanction of 6 posts and remaining 4 posts are Vacant at present . Hence the vacant 4 posts Group 'D' ( peons and record sorter ) are recommended for surrender and credited to vacancy bank.

**CHAPTER -V****5.0 FINANCIAL SAVINGS**

5.1 If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

Sl. No.	Category	Grade pay (Rs.)	No.of post	Mean Pay (Rs.)	Annual savings (Rs.)
<b>IN HEAD QUARTERS</b>					
1.	Sr.DC (Cash)	4600	1	109571	13,14,852
2.	Inspector Cashier	4200	2	86463	20,75,112
3.	Sr Cashier-II	4200	1	86463	10,37,556
4.	Hd.Shroff (Rev)	4200	4	86463	41,50,224
5.	Sr.Shroff	2400	1	62361	7,48,332
6.	Office Supdt	4200	4	86463	41,50,224
7.	Sr.clerk	2800	1	71078	8,52,936
8.	OAA	1800	3	43817	15,77,412
9.	Cash Van Driver-I	2800	2	71078	17,05,872
10.	Cash Van Driver-II	2400	1	62361	7,48,332
<b>TOTAL</b>			<b>20</b>		<b>1,83,60,852</b>
<b>IN MAS DIVISION</b>					
<b>1</b>	Sr Cashier-II	4200	4	86463	41,50,224
<b>2</b>	Sr. clerk	2800	1	71078	8,52,936
<b>3</b>	OAA	1800	4	43817	21,03,216
<b>TOTAL</b>			<b>9</b>		<b>71,06,376</b>

**Annexure – 1(a)****Abbreviation : -**

CRN	-	cash Remittance Note
DRC	-	Direct remittance cash
PMR	-	payment register Number
EP	-	Electronic payment
MRC	-	Miscellaneous receipt of cash
CQ	-	Cheque
TCC	-	Travelling cash Chest
NEFT	-	National Electronic Fund Transfer
EC	-	Electronic Clearnace
RTGS	-	Real Time Gross settlement
IFSC	-	Indian Finicial System code
PRIME	-	Pay roll & Independent modules
FOIS	-	Freight operations information system
AFRES	-	Advanced Financial & Railway Expenditure Management system
IPASS	-	Integrated payroll and accounting system
COIS	-	Coaching Operations information system
CO	-	Cash order
PMR	-	Pay master Register
FCN	-	Forwarding contract note
SPO	-	Senior personnel officer

## Station Earnings 2017

Row #	YEARMON	TOTALCR	EARNINGS
1	201701	2267	1545329541
2	201702	1962	1509145544.13
3	201703	2728	2225282802.52
4	201704	1877	1335148081.19
5	201705	2238	1441928366.02
6	201706	2187	1519607539.62
7	201707	1860	1275159442.84
8	201708	1982	1576233835.9
9	201709	1882	1095945403.04
10	201710	1990	1239817035.57
11	201711	2632	1549901824.7
12	201712	3265	1792865393.83

# Station Earnings 2018

Row #	YEARMON	TOTALCR	EARNINGS
1	201801	3278	1665900786.37
2	201802	3531	1958938994.13
3	201803	4491	2522244141.85
4	201804	3328	1641063955.18
5	201805	3679	1952721521.75
6	201806	3451	2236859942.93
7	201807	3870	1453409926.76
8	201808	3916	2673254903.21
9	201809	3651	2068404353.58
10	201810	3823	1896014095.33
11	201811	4029	2169259530.01
12	201812	3910	1983650200.82



Misc., Receipts - 2018

Row #	YEARMON	RCPTMODE	COUNT	EARNINGS
1	201801	CQ	97	121659822
2	201801	CS	92	277260
3	201802	CQ	83	22268743
4	201802	CS	195	632614
5	201803	CQ	117	246885776.61
6	201803	CS	131	649120
7	201804	CQ	114	215619531
8	201804	CS	131	313365
9	201805	CQ	128	25679681.01
10	201805	CS	126	754975
11	201806	CQ	98	12971184.49
12	201806	CS	220	746076
13	201807	CQ	99	147240089
14	201807	CS	266	493637
15	201808	CQ	88	9429102.6
16	201808	CS	141	513816
17	201809	CQ	123	17332022.89
18	201809	CS	137	275810
19	201810	CQ	90	58380918.45
20	201810	CS	267	665907
21	201811	CQ	112	73746358.96
22	201811	CS	443	320997
23	201812	CQ	82	314982199.82
24	201812	CS	188	609054



## Misc., Receipts - 2019

Row #	YEARMON	RCPTMODE	COUNT	EARNINGS
1	201901	CQ	303	18038842.48
2	201901	CS	180	1584768
3	201902	CQ	128	133341605.4
4	201902	CS	114	2765472
5	201903	CQ	171	295416223.3
6	201903	CS	141	560939
7	201904	CQ	160	23954368
8	201904	CS	163	832095
9	201905	CQ	130	98628425.33
10	201905	CS	218	231941
11	201906	CQ	202	18987897
12	201906	CS	107	843543
13	201907	CQ	337	37214958.23
14	201907	CS	253	811413
15	201908	CQ	241	26140186.13
16	201908	CS	635	959670
17	201909	CQ	192	22684698.48
18	201909	CS	129	383198
19	201910	CQ	202	247760140.38
20	201910	CS	161	430198
21	201911	CQ	191	32364021.91
22	201911	CS	173	439763
23	201912	CQ	160	87378825.81
24	201912	CS	126	337346

## Misc. Receipts - 2017

Row #	YEARMON	RCPTMODE	COUNT	EARNINGS
1	201701	CQ	131	237597817
2	201701	CS	123	201658
3	201702	CQ	168	102250112
4	201702	CS	164	277247
5	201703	CQ	171	418722681
6	201703	CS	143	457116
7	201704	CQ	106	25242148
8	201704	CS	201	11877722
9	201705	CQ	143	23085128
10	201705	CS	152	681293
11	201706	CQ	148	17943842
12	201706	CS	160	615302
13	201707	CQ	113	10328925
14	201707	CS	144	539749
15	201708	CQ	122	83628604
16	201708	CS	178	329131
17	201709	CQ	86	10026138
18	201709	CS	185	577284
19	201710	CQ	111	23080299
20	201710	CS	151	406430
21	201711	CQ	128	21034454.76
22	201711	CS	141	463664
23	201712	CQ	73	24541253.16
24	201712	CS	155	247543

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Done  
ADfm/MAJ  
for Sr.Dfm/MAJ

AD file M.A.S.  
for Sr. D. file



SOUTHERN RAILWAY :: CHENNAI DIVISION :: Sr.DC(P)/O/MAS  
MAIN STATEMENT OF VACANCY FOR THE MONTH OF JUNE-2020

MAIN STATEMENT OF VACANCY FOR THE MONTH OF JUNE-2020																			
Sl. No.	Category	Pay Grade	Pay Band	Sanctioned strength					Actuals (On Roll strength)					Vacancy			No. of OBC		
				Per.	Ty.	WC	SNP	Total	Per.	Ty.	WC	SNP	Total	Per.	Ty.	WC		SNP	Total
1	Sr.Divisional cashier (pay)	PB2	4600	2			0	2	1			0	1	1				1	
2	Inspector of cashiers	PB2	4200	1			0	1	1			0	1	0				0	
3	Senior Cashier Grade I	PB2	4200	7			0	7	6			0	6	1				1	
4	Chief office Superintendent	PB2	4600	0			0	0	0			0	0	0				0	
5	Office Superintendent	PB2	4200	2			0	2	2			0	2	0				0	
6	Senior Clerk	PB1	2800	1			0	1	1			0	1	0				0	
7	Junior clerk	PB1	1900	0			0	0	0			0	0	0				0	
8	Office Assistant	PB1	1800	6			0	6	2			0	2	4				4	
	TOTAL			19	0	0	0	19	13	0	0	0	13	6	0	0	0	6	0
	SUB-TOTAL-GROUP'C'			13	0	0	0	13	11	0	0	0	11	2	0	0	0	2	
	SUB-TOTAL-GROUP'D'			6	0	0	0	6	2	0	0	0	2	4	0	0	0	4	

Based on FA&CA) Lt. No. P563/HOA/11 AWS/C&B dt. 05.02.2021

Based on FA&CA) Lr.No.P563/HQA/11/WS/C&P dt.05.03.2014, P.524/HQA/C&P/UPG dt.05.03.2015 & P.531/HQA/C&P/Vol.X/Ministritial dt.01.08.2017