



**WORK STUDY TO REVIEW THE STAFF  
STRENGTH AT FA&CAO/T/MAS  
(GOODS/O/ MAS & COACHING/O/ TPJ)**

**SOUTHERN RAILWAY**

**PLANNING BRANCH**

**No. G.275/WSSR-681819/2020-21**

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STRENGTH AT FA&CAO/T/MAS  
(GOODS/O/MAS & COACHING/O/TPJ)**

**STUDIED BY**

**WORK STUDY TEAM  
OF  
PLANNING BRANCH**

**MARCH 2021**

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**ACKNOWLEDGEMENT**

Work Study Team of Planning Branch is thankful to FA&CAO/T/MAS, Dy.CAO/T/MAS, other team of Officers and staff of Traffic Accounts Office/ (Goods & Coaching) MAS & TPJ for their valuable guidance and co-operation in conducting and completing the study in time.

(ii)

**AUTHORITY**

Annual Programme of work studies for the year 2018-2019 approved by SDGM/MAS.

(iii)

**TERMS OF REFERENCE**

Work Study to review the Ministerial & Group 'D' staff strength at the offices of FA&CAO/Traffic/MAS (Goods & Coaching) including Inspector of Station Accounts (TIAs)

(iv)

**METHODOLOGY**

The following methodology has been adopted while conducting the study:

- 1) Collection and compilation of data
- 2) Field observation and interaction with coordinating officers and other staff.
- 3) Review of Manpower to take note of Technological inputs and changed work environmental factors.
- 4) Introduction of multi-skilling activities in accounts department.
- 5) Requirement of staff are arrived on need base and on direct observation by comparing the present level of work load.

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(iv)

**SUMMARY OF RECOMMENDATIONS****RECOMMENDATION No.1**

**57 posts** in various grades (i.e. 13 Sr.SO (A), 36 AA, 3 JAA & 5 AC (**Total – 57**) in Ministerial Cadre at Traffic (Goods) office/MAS are sanctioned excess to the requirement may be surrendered and credited to the Bank of surplus posts.

**RECOMMENDATION No.2**

**2** posts of Sr. Record Sorters, **2** Posts of J.Peon, **2** posts of peon and **1** post of B.Peon (**Total – 7**) are sanctioned excess to the requirement may be surrendered and credited to the Bank of surplus Posts

**RECOMMENDATION No.3**

**86** posts of Accounts clerks in various grades (i.e. **8** Sr.SO (A), **65**(AA, JAA & AC) and **13** group 'D' staff (**Total – 86**) at Traffic (Coaching) office/TPJ are sanctioned excess to the requirement may be surrendered and credited to the Bank of Surplus Posts.

**RECOMMENDATION No.4**

**18 Sr.TIA** posts (Grade pay Rs.4800) at Traffic Accounts office are sanctioned excess to the requirement may be surrendered and credited to the Bank of Surplus Posts.

**SUMMARY OF POSTS TO BE SURRENDERED**

<b>Recommendation No.</b>	<b>Office</b>	<b>No.of Posts</b>
1 & 2	Sr.AFA/T/MAS	64
3	Sr.AFA/T/TPJ	86
4	Station Inspection/MAS	18
<b>Total</b>		<b>168</b>

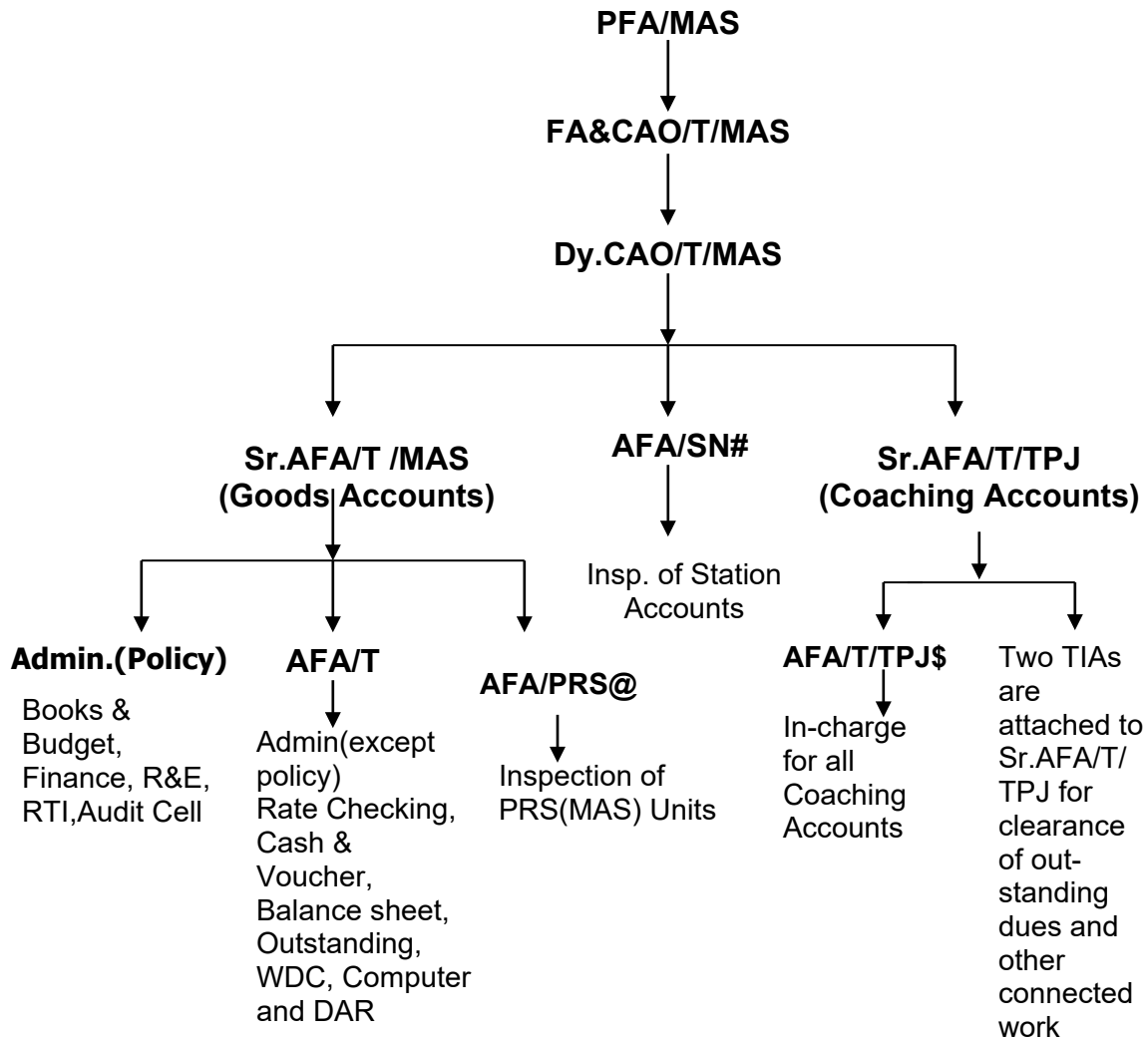


**CHAPTER – I****1.0 INTRODUCTION**

- 1.1 **Indian Railways** is one of the largest and busiest rail networks in the world carrying a large number of people daily by connecting more than 23 million passengers covering about 8,000 stations in 12,000 passenger and 7,000 freight trains. Similarly IR is the growth engine and pivot of national economy that transports essential materials for the survival of the primary industries ranging from Coal, Iron ores, cement, raw materials, food grains, fertilizers, minerals and containers.
- 1.2 **Traffic Accounts** is one of the largest parts of Accounts Department. The earnings of Railways accrued mainly from the transportation of goods and passengers and that are realized through the stations where the transaction originates and are brought to Accounts for verification. The activities include collection of vouchers, internal checks and recovery of shortage/refund of excess claim/adjustment of government transactions, collection of statements and compilation of station earnings.
- 1.3 **Traffic Accounts (Coaching)** office of Southern Railway functions under the administrative control of FA&CAO/T/MAS. It is situated at Chennai (Moore Market Complex) and at Tiruchchirappalli (TPJ). Sr. Assistant Financial Advisor/Traffic/TPJ is responsible for the correct accountal, verification and remittance of Passenger earnings of Southern Railway. The activities of TPJ Office includes, collection of vouchers, conducting internal checks, recovery of shortage/refund of excess claim/adjustment of government transactions, collection of statements and compilation of data in the required standard financial format and other programmed works assigned by FA&CAO/T/MAS from time to time
- 1.4 **Traffic Accounts (Goods)** office of Southern Railway functions under the administrative control of FA & CAO which is located at Chennai (Moore Market Complex). Sr. Assistant Financial Advisor/Traffic/MAS is responsible for the correct accountal, verification and remittance of Goods earnings of Southern Railway.

- 1.5 The traffic (Goods) office deals with the internal check of all the returns received from the stations in respect of Goods Traffic such as goods invoice, goods B/S, MPA, handling bills etc., The results of internal check are communicated to the station concerned through issue of balance sheet advice as well as error sheets. If any major irregularities noticed, the same will be communicated to the executive concerned for necessary action.
- 1.6 **Traffic Inspection section:** The initial books, records, vouchers etc. maintained at the stations are being inspected by the TIA's as well as Accounts Assistants for major PRS/UTS locations. They have to ensure that the same are maintained correctly and promptly dispose of the Inspection reports received from the Inspectorial staff of the Accounts department.
- 1.7 **Duties of Traffic Accounts Office:-**
- (1) To check the service to whom it has rendered.
  - (2) To check whether the amount is correctly received & promptly accounted.
  - (3) If more than one railway renders the service whether the amount is properly distributed among them unless specified.
  - (4) In addition to that, Dy.CAO/T provides a financial advice with regard to quoting of special rate for station-to-station traffic, fixing handling & catering contracts, payment of claims for compensation against goods lost or damaged. The Traffic Accounts Office also raising carriage bills for transport of defence and paramilitary personnel & materials of Defence Department, carriage of Postal bags of Postal Department and realize the Railway dues from them either thro' cheque or by book transfers.
- 1.8 **Responsibility of Traffic Accounts**
- Ensuring the earnings for the service rendered.
  - Receiving, accounting and remitting the earnings correctly.
  - Distribution of earnings to other Railways if traffic crossed home line.
  - Application of rates and fares prescribed with Maxima and Minima fixed.
  - Processing vouchers and returns to compile accounts of traffic earnings.
  - Feeding data and reports for the efficient financial management.
  - Apportionment of earnings with Rlys.

**1.9 The organizational chart of Accounts Department is given below:**



#The post is kept vacant and the duties are being looked by Sr.AFA/T/MAS

@ The post is kept vacant and the duties are being looked by AFA/T/MAS.

\$ The post is kept vacant and the duties are being looked by Sr.AFA/T/TPJ

1.10. After bifurcation of the Southern Railway as Southern Railway and South Western Railway the workload of Traffic Accounts has come down drastically. Apart from that, due to up gradation of Technology over past two decades and introduction of multi-skilling activities, there is a need to conduct work study to review the Ministerial and Group 'D' staff strength in Traffic Accounts Office.



**2.0 PRESENT SCENARIO**

2.1 **The Traffic Accounts (Goods)** Office consist of Nine Sections, which audit various documents pertaining to goods earnings submitted by various stations over Southern Railway as well as other Railways (Foreign Railways).

2.2 The various sections functioning under FA&CAO/T(Goods)/MAS are :

- i) Administration and D & AR
- ii) Books & Budget
- iii) Goods Balance Sheet & Goods Outstanding
- iv) Cash & Voucher
- v) Finance & Audit Cell
- vi) Station Inspection, Courier& Sorting, Receipt & Despatch
- vii) Wharfage & Demurrage, Refunds, Sidings and Abstract
- viii) Rate Checking-I, GST, RTI & Computer
- ix) Rate Checking- II, HOM, DMR-T and R & E

2.3 At present (including TIA's) 149 staff (139 Group'C' and 10 Group'D' staff) are working against the sanctioned strength of 263 (243 Group 'C' and 20 Group'D') staff. The net vacancies at this office are 114. **(Refer Annexure-I).**

**ADMINISTRATIVE AND D & AR SECTION**

This section deals with the service matters of clerical/supervisory staff of Accounts Section and administrative works such as Cadre,D & AR, Courier and sorting, Receipt and Dispatch, Pension and Settlement work through ARPAN, Department examination, Railway Quarters, Pay & Allowances for TIAs, TA bills, PF withdrawals, Non-establishment matters, Indent and related works, all kind of passes, bill, leave and other miscellaneous works. The Records sorters, Peons, Office Typist are also attached with this section.

The staff distribution at this section is as follows:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	: 1
AA	: 10
<b>Total</b>	<b>: 11</b>

## 2.4 **BOOK & BUDGET SECTION:**

### **BOOK:**

This section compiles the actual earnings of Southern Railway, through various procedures like Journal vouchers, cash book, station and accounts office balance sheet. Every month, the pending unrealized earnings are compiled under traffic suspense and the same is advised to Railway Board. Apart from this, various other statements pertaining to earnings for the periods of monthly, quarterly, half yearly and yearly are compiled and sent to various departments and Railway Board.

### **BUDGET:**

The main activities of this section are preparation Monthly PCDO statement for local and Foreign, scrutinizing SN-2 statements, advising apportionment of earnings for other railways, preparation of Accounts assessment, estimation and maintaining of freedom fighter pass issue particulars.

The number of staff deployed at this section is as follows:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	: 1
AA	: 6
<b>Total</b>	<b>: 7</b>

## 2.5 **GOODS BALANCE SHEET & OUT STANDING SECTION:**

### **BALANCE SHEET:**

This section audits the "Balance Sheets" of the stations called "Personal Accounts" of the stations wherein all the transactions taken place are recorded in the prescribed form. This section is functioning with close co-ordination of all the other sections in FA&CAO/T(Goods) Office.

The major checks carried out in the station balance sheet are mainly consist of checking of figures of various traffic earnings into the corresponding figures in the relevant returns in which the entries of transactions have been initially documented.

The sorting section collects the goods balance sheet of each division through commercial couriers between 22<sup>nd</sup> and the last date of the following month to which the transaction relates are handed over to the Balance sheet section for verification of signatures of the station master or the goods supervisor as well to check all the returns with the particulars shown in the balance sheet. It is mandatory that the stations have to send the balance sheet even if there is a NIL transaction taken place at the stations.

**The normal checking's carried out this section is as follows:**

The station opening balance is compared with the closing balance shown in the balance sheet of the previous month. If there is any variation/difference, it will be taken up for investigation and proper adjustments are made after the investigation.

- i) The checked closing balance sheet of the previous month contain figures of 'Station closing balance' and the 'out standings'. These two sets of figures are added by this section and are brought forward and posted in the balance sheet for the current month on the debit side in the column provided for the purpose under the heading 'To be filled in by Accounts Office'.
- ii) In addition to this, reconciliation of figures audited by the respective sections with the balance sheet section is posted in the balance sheet. If any difference found less than the amount shown in the station balance sheet it will be marked in red ink denoting debit balance and if any 'more' is found in balance sheet it will be marked in blue ink denoting credit balance.

The difference books maintained at this section in respect of debits are:

- a) Local outward paid difference book
- b) Foreign outward paid difference book
- c) WDC difference book
- d) Siding charges difference book

The various statement generated by this section have been computerized.

### **OUT STANDING:**

The main activities of this section are to audit the outstanding debits from the "Balance Sheets" (category wise and station wise).

After auditing, the stations/division concerned is advised for early realization of the outstanding dues from the parties.

**Two types of debits are raised in the accounts section such as,**

- (i) Admitted debits and
- (ii) Disputed debits.

In addition to the above, this section deals correspondence with other Divisions/Railways, maintenance of register, preparation of statements, etc. This section works in close co-ordination with WDC and Balance Sheet Sections.

The number of staff deployed at this section is as follows:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	1
Sr.AA	1
AA	11
<b>Total</b>	<b>13</b>

## **2.6 CASH AND VOUCHER SECTION**

This section is physically verifying the cash remittance note with computer generated statements. The Cash and voucher are entered in the register and maintaining for this purpose. The vouchers received from Chief Cash Office along with check sheets and pay order statements are verified in this section.

The number of staff deployed at this section is as follows:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	1
Sr.AA	1
AA	6
<b>Total</b>	<b>8</b>

## 2.7 FINANCE & AUDIT CELL:

### FINANCE:

The main activities involved in this section are vetting proposals for station-to-station rates, Rajdhani/Shatabdi fares, lump-sum concessions, withdrawal of station collections, revision of siding charges for shunting operation in various sidings including military sidings and depots. FOIS, vetting of indents, JPO, extending capacity of goods sheds, tender related works, proposals for remittance of station collections and cash chest movements, review/re-classification of parcel services (Premier/standard) for mail/express trains, review and revision of tariff rate for advertisements for standard media, etc.

### AUDIT CELL

The main activities involved in this section are:

- i) Correspondence with executive and audit in connection with disposal of special letters.
- ii) Test check of Section work and Balance sheet section.
- iii) Vetting & recovery of instance of Audit (monthly & yearly).
- iv) Preparation of Manpower Planning (MPR) statement
- v) Check of Audit Inspection Report (AIR) recorded from other Zonal Railway and follow-up.
- vi) Receipt and registration of incoming letters and general works.

The number of staff deployed at this section is as follows:

Designation	Staff on roll
AA	06
<b>Total</b>	<b>06</b>

## 2.8 STATION INSPECTION, COURIER & SORTING, RECEIPT & DESPATCH SECTION:

- a) **Courier Wing:** This Section receives the accounts foil invoices of all the stations both local and foreign (paid and to pay) from the couriers of various divisions. Missing invoice numbers are recorded and handed over to the same couriers for submission during their next visit.

The above invoices are entered in the respective registers maintained for each Division and bundled division-wise. Then, these bundles are handed over to the Rate checking section under acknowledgement for further process.

Every month the accounts foil invoices are received from all the stations in 3 stages. The cutoff date for receipt of invoices is 3<sup>rd</sup> of every month.

- b) **Sorting Wing:** This Section receives various types of returns from all divisions through couriers such as:
- i) Balance Sheets
  - ii) WDC
  - iii) RMC
  - iv) CMPA
  - v) Outstanding
  - vi) Siding Statement
  - vii) Error sheet
  - viii) Special debit/credit
  - ix) Sundries statement, etc.,

Entries are being made in the registers maintained for each division and handed over to the concerned sections under acknowledgement. This section submits the arrears report for late submission of returns by the stations in every month and half yearly to R&E section.

The receipt of statements/returns for all the stations is in 3 stages of every month i.e., 2<sup>nd</sup>, 12<sup>th</sup> and 28/29<sup>th</sup> in a programmed manner as detailed below:

<b>10 days period</b>	<b>Date of Collection</b>	<b>Date of H/O to the Section</b>
1 <sup>st</sup>	12 <sup>th</sup>	13 <sup>th</sup>
2 <sup>nd</sup>	22 <sup>nd</sup>	23 <sup>rd</sup>
3 <sup>rd</sup>	27 <sup>th</sup> or 28 <sup>th</sup>	28 <sup>th</sup> or 29 <sup>th</sup>

The number of staff deployed at this section is as follows:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	1
AA	5
JAA	1
<b>Total</b>	<b>7</b>

## **2.9 WHARFAGE & DEMURRAGE, REFUNDS, SIDINGS & ABSTRACT SECTION:**

### **WHARFAGE & DEMURRAGE, REFUNDS, SIDINGS:**

The main activities involved in this section are to Audit the returns of Wharfage, Demurrage charges collected by the stations over Southern Railway. This section is co-ordinate with Balance Sheet section and outstanding section.

In addition to the above, this section making correspondence, maintaining registers, preparation statements received in WDC section are verified with station balance sheets.

The major verifications involved are:

- i) Verification on accuracy of charges collected by the station
- ii) Tallying accounts in each returns to ensure correctness.
- iii) Verification of refund of Wharfage & demurrage charges
- iv) Auditing the pay orders which are received for refund of wharfage & demurrage.
- v) Auditing refunds and remission orders submitted by CCM for waiver.
- vi) After auditing the returns, error sheets are prepared and issued to the concerned stations.

In addition to that, staffs are deputed to go on line to various divisions to collect data in case of non-receipt of returns/discrepancies noticed.

### **ABSTRACT:**

This section verifies Machine prepared Abstract (MPA) and Converted Machine Prepared Abstract (CMPA) and co-ordinates with Rate Checking Section. Now, these activities are being reduced almost to zero.

The number of staff deployed at this section is as under:

<b>Designation</b>	<b>Staff on roll</b>
Sr.SO	1
AA	7
<b>Total</b>	<b>8</b>

## **2.10 Rate Checking I & II, GST, RTI, Computer, HOM, Deposit Miscellaneous Receipt (DMR-T) and R & E sections:**

This section receives and audit all types of accounts foil of goods invoices both local and foreign (paid & to pay) from Courier and Sorting section. .

Some of the checks carried out on these invoices by this section are detailed below:

- i) Check on paid & to pay, RRs for continuity of series.
- ii) Check on the classification and description of goods given in the invoices.
- iii) Check on actual and chargeable weight entered.
- iv) Check on routing of Traffic and calculation of charges recoverable.
- v) The rate on which the freight is calculated.
- vi) Check on concession rates charged on empties returned to the original booking as given in the invoices.
- vii) A complete check including check on calculations of other charges are carried out on all invoices irrespective of their value including supplementary/surcharges.
- viii) Over charges or under charges if any are also audited and entered in the invoices.
- ix) Siding charges, quick transit service charges shown in the invoices are audited.
- x) Fodder invoices which are under special rates are also audited.

The cutoff date for submission of invoices after check and coding the statistical branch is 8<sup>th</sup> of the following month for foreign outward traffic and 5<sup>th</sup> of every month for local outward traffic.



### 2.11 STAFF WORKING OTHER THAN FA&CAO/T (Goods) OFFICE/MAS

The following staff are working in other places but borne on the strength of FA&CAO/T/Office/MAS.

Designation	No.of staff	Place of working
AA	1	General Accounts/HQrs.,
AA	1	Railway Board
<b>Total</b>	<b>2</b>	-

### 2.12 STAFF DUE FOR RETIREMENT FROM 01.08.2018 TO 31.12.2020

#### AT Sr.AFA/T/MAS (GOODS)

Sl. No.	Name of the staff Shri/Smt.	Designation	Date of Retirement
1.	K.V.Krishnamoorthy	AA	31.08.2018
2.	Padma Sureswaran	Sr.AA	30.09.2018
3.	C.Illangovan	AA	30.11.2018
4.	K.S.Viji	AA	28.02.2019
5.	P.Madhura Lalasa	JAA	31.05.2019
6.	T.Suresh	AA	31.05.2019
7.	K.Loganathan	AA	31.05.2019
8.	R.JayaLakshmi	AA	30.06.2019
9.	M.Vijaisai	AA	31.12.2019
10.	Banumathy Ashok	Sr.SO(A)	31.12.2019
11.	S.Mohan Kumar	AA	31.12.2019
12.	K.R.Anthony Mary Das	AA	31.12.2019
13.	S.Joshuva Anthony Raj	AA	29.02.2020
14.	Jainabibi	AA	31.03.2020
15.	Raji Naresh	AA	30.04.2020
16.	S.Thangam	AA	30.04.2020

17.	S.Kannan	AA	30.04.2020
18.	Sivaramakrishnan	AA	30.04.2020
19.	R.Saraboji	AA	30.04.2020
20.	Parvathi Arunachalam	AA	31.05.2020
21.	V.Usha	AA	31.04.2020
22.	T.K.Sampath	Sr.SO(A)	31.05.2020
23.	A.L.Anthony Lawrence	AA	31.05.2020
24.	S.T.Thiagarajan	AA	30.06.2020
25.	S.Thirumala Rao	AA	30.06.2020
26.	M.Ravikumar	AA	31.07.2020
27.	S J M Vijaya Rani(VR)	AA	31.07.2018
28.	Malliganagarajan	AA	31.10.2020
29.	J.Jagadeesan	AA	30.11.2020
30.	S.Chandran	AA	31.12.2020

**2.13 Some of the Statistical data pertaining to Traffic Accounts Office (Goods)/MAS are furnished below.**

Total **No.of RR's** received for the last three years:

<b>Year</b>	<b>No.of RR's</b>
2015 – 16	16996
2016 – 17	17742
2017 – 18	16171
Total	50909
<b>Avg. per year</b>	<b>16970</b>

Total **No.of RTIA cases** received for the last three years:

<b>Year</b>	<b>No.of RTIA cases</b>
2015 – 16	161
2016 – 17	205
2017 – 18	140
Total	506
<b>Avg. per year</b>	<b>168</b>

Total **No.of Balance Sheets & Outstanding statements** received and checked for the last three years:

<b>Year</b>	<b>No.of BS received</b>
2015 – 16	2400
2016 – 17	2400
2017 – 18	2400
Total	7200
<b>Avg. per year</b>	<b>2400</b>

(MAS - 1800, MDU - 936, PGT – 1152, TPJ -1260, TVC – 1152 & SA – 900  
**Total = 7200**)

Total No.of **Vouchers and Accounts foils** received & checked, for the last three years (2015-16, 2016-17 & 2017 -18)

<b>Description</b>	<b>No.of Accounts foils received</b>	<b>No.of Accounts foils Checked</b>
Wharfage & Demurrage returns	4740	1680
Siding Charges returns	1526	509
Remission orders	7533	2511
Wharfage & Demurrage refund pay orders	597	199
Overcharge refund pay orders	495	165

Total No. of **Goods Sheds and Sidings** available in Southern Railway:

<b>Divisions</b>	<b>No.of Goods Sheds</b>	<b>No. of Sidings</b>
MAS	26	29
MDU	16	5
TPJ	31	12
TVC	21	15
PGT	26	12
SA	21	15
<b>Total</b>	<b>141</b>	<b>88</b>

## **2.14 Activities out sourced :**

- Station stalls such as private and Government.
- Parking area both two wheeler and four wheelers
- Advertisement Board displayed at railway premises
- Cleaning of platforms, coaches and washing of bedrolls
- AC waiting Halls
- ATVMs and POS
- Leasing of SLR's(Seating cum luggage rake)
- VPU (Vehicle parcel units)

## **2.15 MODERN TECHNOLOGIES INTRODUCED FOR THE LAST 10 YEARS**

- ❖ Innovation to the fore: Rail Road Goods Train was introduced; the cargo containers can be brought by road from go-down and directly coupled with the railway bogies at the railway terminal without having to unload them.
- ❖ Road railer runs as a semi trailer on road and as a wagon on rail, road railer is a bi-modal transportation unit which was tested for the first time in India in Chennai division of southern railway.
- ❖ This is in a bid to divert cargo traffic from road to rail and to offer seamless door to door goods transportation.
- ❖ KPCL :- Kirloskar Pneumatic Company Limited in association with railways, conducted a dry run between MLPM to JTJ (142 Kms one way). This message was conveyed by Shri.T.P.Singh, Sr.DOM/MAS/S.Rly.
- ❖ Though, FOIS was introduced during 2008, further full-fledged up gradation was carried out only during last 5 years
- ❖ E-demand registration was introduced for placing indent of wagon through online.
- ❖ FNR :- to track where about of the consignment through SMS 11 digit FNR number was made available to customer
- ❖ In -motion weigh bridge system was introduced.
- ❖ LED :- Lamps are provided at the stations and free Wifi facilities are also provided at the stations
- ❖ Double stack container service was introduced

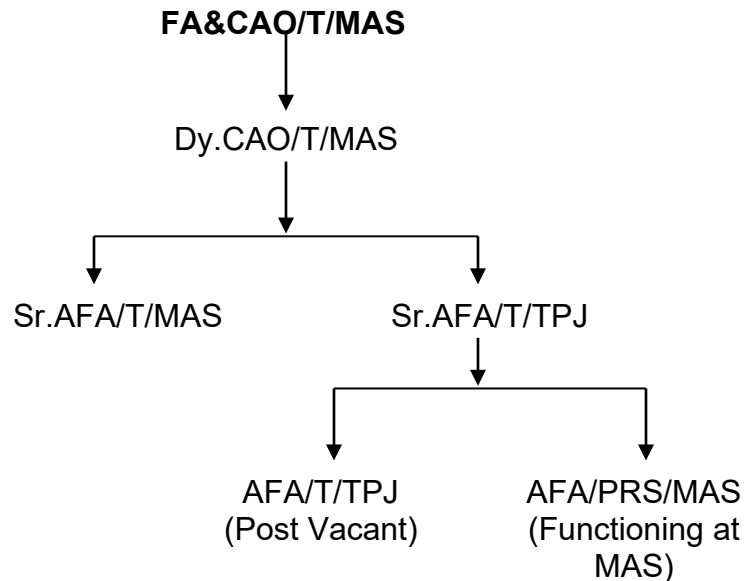
- ❖ DCMU :- Direct Current Multiple Unit – battery charge train run up to 8 hours was introduced.
- ❖ New three phase motor run EMU was introduced, which will run at the speed of 105 kms/hour.
- ❖ In software AFRES and PRIME module was introduced for working system, now it was replaced by IPAS. All the Refund Pay Orders, Salary, PF and other bills related to Traffic Accounts are passed through IPAS.
- ❖ POS :- Point of Sale Machine was placed in reservation offices for early booking of ticket.
- ❖ Paper less system was introduced therefore now a day there is no reservation charts were pasted in the train.

**2.16 SANCTION, ACTUAL, VACANT AND EXCESS STATEMENT AT TRAFFIC ACCOUNTS (GOODS) IS AS UNDER**

Sl.No.	Designation	Sanction	Actual	vacancy	Excess
<b>Group – C</b>					
1	Sr.TIA	88	59	29	-
2	Sr.SO (A)	26	8	18	-
3	Sr.AA	0	2	0	2
4	AA	104	68	36	--
5	JAA	19	2	17	-
6	AC	6	0	6	-
<b>Total</b>		<b>243</b>	<b>139</b>	<b>106</b>	<b>2</b>
<b>Group – D</b>					
1.	Sr.RS	6	1	5	-
2.	J.Peon	6	4	2	-
3.	Peon	5	3	2	-
4.	B.Peon	3	2	1	-
<b>Total</b>		<b>20</b>	<b>10</b>	<b>10</b>	<b>-</b>
<b>G.Total</b>		<b>263</b>	<b>149</b>	<b>116</b>	<b>2</b>

**PART – B****2.17 THE TRAFFIC ACCOUNTS OFFICE (COACHING):**

The administrative setup of Traffic Accounts Office (Coaching) at TPJ is as under:



**2.18** The office of the Sr.AFA/Traffic at TPJ caters to the total need of Passenger traffic only and sections are formatted to ensure that the entire passenger earnings are properly scrutinized, accounted and realized in the accounts of Indian Railways.

**2.19** There are two Cash Offices working for the collection of cash & vouchers. The Chennai Revenue Cash Office accounts for the receipt of cash and vouchers of MAS, PGT and TVC Divisions. The TPJ Revenue Cash Office ensures the receipt of Cash & vouchers of TPJ, MDU& part of SA divisions. Documents relating to Goods & Coaching earnings are sent to Sr.AFA/T/MAS and Sr.AFA/T/TPJ for internal check respectively.

**2.20** The Sr.AFA/T/TPJ is the head of the Traffic Accounts Office at TPJ and is assisted by one AFA/T/TPJ (Now the post is kept under vacant). Though AFA/PRS is looking after the activities of Passenger earnings as concurrent auditing, the staffs are under the scale check of Sr.AFA/ T/ TPJ but salary is drawn from different Accounts offices and adjustment made for the same.

**2.21** The entire office of Sr.AFA/T/TPJ is divided into 11 sections for administrative and accountal convenience and a Senior Section Officer/Section Officer are in-charge for the sections. The various sections and distribution of staff (actual) among them are as follows:

Sl. No	Name of the section	Sr.SO /SO	AA/JAA /AC	Others OS(T) Sr.RS/RS	J.Peon /Peon	Total
1.	Credit Note	2	12	2	0	16
2.	Coaching BS	1	8	0	0	9
3.	Crew	0	16	0	0	16
4.	Stock&Classification	1	2	0	0	3
5.	Pass. PRS & UTS	2	18	6	0	26
6.	Sorting & LP General	0	1	2	0	3
7.	Miscellaneous	1	4	0	0	5
8.	Parcels I & II	1	13	1	0	15
9.	Administration	2	5	0	8	15
10.	Computer	1	0	0	0	1
11.	R & E	1	3	0	0	4
<b>Total</b>		<b>12</b>	<b>82</b>	<b>11</b>	<b>8</b>	<b>113</b>

## **2.22 CREDIT NOTE SECTION**

Total No.of Staff working at this section are:

Supervisors(Sr.SO/SO)	Others(AA/JAA/AC)	Record Sorters	Total
2	12*	2	16

\* (**9**-Data feeding staff, **1**-RNP, **1**-RMC, HOR, **1**Postal haulage & civil refund General)

### **Present Work Load**

- 26700 Billable Warrants
- 4800 Warrants Non-Billable
- Total Amount Billed: Above Rs.7.5 Cr/month
- Billing of military warrants against the Ministry of Defence and billing of Civil/Police warrants against the various Para military units
- Around 31500 Vouchers are received from various cash offices along with daily check sheet.
- The details of Warrants exchanged over PRS counters are downloaded from PRS/UTS terminal on daily basis. This serves as source file for voucher feeding.
- The received vouchers are punched into computer and tallied with the check sheet amount thereby ensuring all the vouchers are received and entered.
- All the vouchers fed are getting sorted according to Billable and Non Billable. Billable vouchers are sent to the unit concerned. Non billable vouchers like Paid TRO, petty cash vouchers, train halt, WDRF and other vouchers are handed over to respective sections for internal check.
- Preparation of carriage bills and sending advice of TA 440 to RBI for realization.
- Part – A figure furnished by Balance Sheet Section is reconciled with the billed figure of this section through coaching AOB.
- The billed coaching carriage bills figure is getting reconciled with the realized Cheque/NEFT amount through PAO/Coaching suspense.
- Billing of Postal Haulage charges for regular accommodation, extra accommodation and daily weighment against postal department
- Billing of newspaper parcels against the newspaper firms concerned
- Billing of HOR vouchers against the ministries concerned and billing of RMC vouchers against the Railway departments concerned.
- Refund voucher statements received from claims office/TPJ are scrutinized and refund arranged as credit to Defence Ministry and Pay order to others. The number of refunds passed a month is 250-Military and 100- Civil which accounts for 350 pay orders a month.



## 2.23 COACHING BALANCE SHEET SECTION

Total No.of Staff working at this section are:

<b>Supervisors (Sr.SO/SO)</b>	<b>Others (AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
1	8	-	9

### **Present Work Load**

- A total No.of Balance sheets received from all the divisions of Southern Railway per month are 829.
- Total Originating Earnings: Appx ` .400 Cr/ month
- Internal check of Coaching Balance sheet
- Compilation of Traffic Book
- Generation of Coaching and Goods Cash and Voucher Register for TPJ, SA and MDU divisions
- Review of Coaching Outstanding in coordination with outstanding cell
- Monitoring of traffic suspense figures and periodical review of the same
- Submission of Abstract X – class wise and allocation wise
- Submission of various periodical statements and reports.
- Compilation of figures for Accounts current and Cash in transit statements
- Generation of balance advice of all stations – 5<sup>th</sup> of the following month.
- Compilation of Traffic Book ( Part-A, B, C, D ) – category wise earnings with respect to Passenger, other Coaching and Sundries, Deposits/Misc, Service tax etc; various analysis regarding earnings, outstanding, etc.
- Uploading of various earnings statements, EA copies, Balance Advices in Rail-net web page, transfer of PRS data downloaded from data warehouse and data received from CRIS/MAS.
- Other general works include preparation of August Review statements, Half Yearly Arrear Statements, Appropriation Accounts ( Annexure B & C), Branch Line, New Line Statements etc;

## 2.24 CREW SECTION:

Total No.of Staff working at this section are:

<b>Supervisors(Sr.SO/SO)</b>	<b>Others(AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
-	16	-	16

### **Present Work Load**

- No of TTEs: 2474 Manned by 15 staff
- No.of Accounts foils received per month 2,64,825 .
- Avg. TTE Earnings per month is Rs.7.1 Crs.
- No of TCs: 632 Manned by 1 staff
- No of Foils: 15,253
- Avg. TC Earnings per month is Rs.46 Lakhs
- Receiving the TTE returns from the concerned depots every month and posting the same in the Inward Register and compilation of TTE earnings and Non-receipt position.
- Sending Passenger and other than Passenger earnings to CCM office every month.
- Bifurcating TTE/TC earnings according to the classes to appraise balance sheet section.
- EMU cost analysis to GMST section for TC earnings.
- Checking of Money receipts enclosed along with the EFT foils to check whether there are Late/short remittances and taking up the matter with commercial authorities.
- Internal check is exercised on any one date as prescribed by the Accounts officer.
- Rising of Error Sheets for undercharges detected against the staff responsible.
- Write-Back Register is maintained to afford Credit as and when Error Sheets are withdrawn.
- Certification of Settlement cases of TTE's as and when received for the recovery of dues and pending amount.
- Traffic Refund Orders received from the Commercial authorities are duly certified.
- Finally periodical weeding out of old records are done as and when it becomes due.

## 2.25 STOCK & CLASSIFICATION SECTION

Total No.of Staff working at this section are:

<b>Supervisors (Sr.SO/SO)</b>	<b>Others (AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
1	2	-	3

### **Present Work Load:**

- Every month 50 Indents are placed which involves 250 pair points & 17 Halt stations.
- No of vouchers received are 500,
- No.of Out Agencies are 3 & No. of bills passed in a month are 3.
- No. of classifications (local, season, fgn) are 250.
- Verification of scheduled and Emergency indents.
- Maintaining ticket stock master through regular ARDs-
- Obsolete printed card tickets.
- Punching data from closing number formats submitted by stations.
- Internal checking of Train Halt commission vouchers.
- Passing of Out Agency bills.

## 2.26 PASSENGER SECTIONS ( I & II) PRS & UTS

Total No.of Staff working at this section are:

<b>Supervisors (Sr.SO/SO)</b>	<b>Others (AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
2	18	6	26

### **Present Work Load:**

Divisions	Stations & No. Of Tkts		Total No. of stations
	UTS – Tkts	PRS –Tkts	
MDU	107   3691	62   20860	169
PGT	51   1250	20   4452	71
SA	73   657	25   7633	98
MAS	61   1250	9   2091	70
TPJ	101   2318	36   11413	137
TVC	54   1672	27   7284	81
TOTAL	447   10838	179   53733	626

### **Un-reserved Ticketing System (UTS)**

- Receipt of ROPD returns and concession voucher from sorting section.
- Maintenance of calendar of returns & certification of the return amount with balance sheet amount
- Internal check of the above returns viz. DTC, NI ticket pair, Cancelled ticket pair, Special cancelled tkt pair with relevant statements and M9 & M17 statements for Auditable dates.
- Internal check comprises check of break in continuity, mis-match higher and lower if any, non-accountal, non-receipt of NI, Cancelled or SPL cancelled tickets. In such cases stations will be addressed for submission of the same.
- Serious irregularities if any are brought to the notice of Sr.DCMs concerned.
- Error advices will be issued every month for non-accountal, non-receipt of returns, disallowance of concession vouchers, balance sheet difference if any.
- Concession voucher of passenger and season tickets will also be subjected to internal check as per extant orders.
- Maintenance of continuity register, discrepancy register, filing of M9 statements for balance sheet certification.
- Correspondence with stations wherever necessary.

### **Passenger Reservation System (PRS)**

- Receipt and arranging of returns
- Checking of NI, Cancelled & Spl. cancelled tickets with statements on auditable dates which roughly covers 60 % of returns
- Checking of continuity of ticket numbers using M-17 statements and posting of continuity register
- Certification of Balance Sheet amounts with returns using M-9 statements
- Checking of concessions
- Auditing of manual ABR amounts and comparison with B/S figures
- Auditing of BPTs (manual) and comparison of amounts with B/S figures
- Raising of Error advices

- Correspondence with stations for non-receipt of tickets and returns
- Allocation of man-days to PRS/UTS internal checking staff spread over various locations
- Analysis of irregularities / system issues reported by field staff
- Correspondence with commercial branch on policy matters
- Consolidation of MPR, Class-wise figures of MBPT/MABR, check of diaries/copies of EAs of field staff

## **2.27 SORTING SECTION & LP GENERAL**

Total No.of Staff working at this section are:

<b>Supervisors(Sr.SO/SO)</b>	<b>Others(AA/JAA/AC)</b>	<b>RecordSorters</b>	<b>Total</b>
1 (Sorting & Crew Section in-charge)	3	-	4

### **Present Work Load:**

- Receipt of returns, classifications, closing number formats, balance Sheets etc from all the stations numbering around 650
- On receipt of returns based on T- memo by commercial couriers, the details are posted on the main register
- The figures non-receipt position is compiled division wise and advised to HQ
- Auditing of retiring room returns - 76 stations and Correspondence with Sr.DCM for non submission of returns 200 vouchers of ABR/PUTR/STBS

### **PRS & UTS**

- Receipt and arranging of returns
- Checking of NI, Cancelled & Spl cancelled tickets with statements on auditable dates which roughly covers 60 % of returns
- Checking of continuity of ticket numbers using M-17 statements and posting of continuity register
- Certification of Balance Sheet amounts with returns using M-9 statements

- Checking of concessions
- Auditing of manual ABR amounts and comparison with B/S figures
- Auditing of BPTs (manual) and comparison of amounts with B/S figures
- Raising of Error advices
- Correspondence with stations for non-receipt of tickets and returns
- Allocation of man-days to PRS/UTS internal checking staff spread over various locations
- Analysis of irregularities / system issues reported by field staff
- Correspondence with commercial branch on policy matters
- Consolidation of MPR, Class-wise figures of MBPT/MABR, check of diaries/copies of EAs of field staff

#### **Passenger General:**

- Consolidation of BPT summary and ABR.
- Maintenance of STBS- vouchers adjustments to AOB and refund of security deposit, JYBS, YTSK, PUTR.
- Retiring room returns- internal check for 80 stations, raising of EA and the receipt of apportioned share from EDPM/MAS every 3 months Zonal wise Railway apportionment.
- Pilgrim tax, Terminal tax and related work.
- Allocation of head of account for all vouchers including RTC, Wallet received from credit notes section.
- Assisting in all scheduled work regarding sorting section.
- Submission of Half yearly Debit – Credit statement.

#### **2.28 MISCELLANEOUS SECTION:**

Total No.of Staff working at this section are:

<b>Supervisors (Sr.SO/SO)</b>	<b>Others (AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
1	4	-	5

**Present Work Load:**

- Classification of Sundry returns as Traffic/Non Traffic and data entry made for grouping the same under various heads.
- Passing of refund pay orders through IPAS data entry – posting of CO6 and CO7 entries in the register
- Data entry of MCRs received from Revenue cash office TPJ on daily basis and to group the same Unit wise for onward TCs.
- Preparation of TA440 for claiming the Inter Government Adjustments with RBI and to monitor its realization for the vouchers billed for postal haulage, IPSR PRS centres, Military billing etc;
- Data entry of Petty cash vouchers, CVD and WDRF for each check sheet date and sorting of the vouchers date wise.
- Preparation of AOB with adjustments received, preparation of debit summary for adjustment in the Traffic Book Part-C.
- Transfer Transaction for both Inter and Intra Railways through e-Recon by receiving inputs from various sections and data entry and all other activities are being made in the e-Recon module.
- As this unit has no separate login ID and the accounts is merged along with Central Books Monthly List is being Prepared separately and reconciled with divisions as there is no facility to generate from e-Recon module for this unit alone.
- Maintenance of Miscellaneous coaching Deposits suspense A/Cs and preparation of Section wise Dr. Cr. Statements.
- Preparation of Debt Head report by collecting and reconciling various reports from sections for certification by Audit.
- Preparation of IPAS JV before closing of JV date.

**2.29 PARCELS SECTION (FOREIGN))**

Total No.of Staff working at this section are:

<b>Supervisors(Sr.SO/SO)</b>	<b>Others(AA/JAA/AC)</b>	<b>Record Sorters</b>	<b>Total</b>
1	13*	1	15

\* No. of staff deputed for auditing of FPWB's are **4**, for LPWB **-6**, for leasing **-1**, for 4 TVC stations **-1** and for LT & HCD- **1(Total- 13)**

**Present Work Load:**

Around 27,000 foreign parcel way bills are from 100 stations are received and the same have been checked at this section as per the value of way bills and details are given below:

Value below Rs.100	Any 1 date in a month	As detailed by Sr.AFA/T/TPJ Auditable Foils: 11300
100 to Rs.150	Any 2 dates in a month	
Above Rs.150	Any 15 dates in a month	

- Posting of return amount in calendar of returns and certification of the same with balance sheet amount
- Check of continuity of parcel way bills issued during a month and comparing the same with the supply particulars received from commercial authorities.
- Auditing of way bills falling on auditable dates- to verify the correctness of the freight
- Raising of Error Advice for undercharges noticed
- Linking of Guard's foil – 10% and linking of credit notes as received from CN sec
- Certification of OA bills and Correspondence for non-receipt of returns and lease agreements
- Check of lease earnings statements with comparison of agreements, certification of amount with Balance sheet and internal check of lease transactions
- Issuance of no due certificates for completed and terminated with 60 days notice.
- Passing of pay orders in respect of refund of security deposits of completed contracts and EMD amount of unsuccessful renderers.
- Maintenance of suspense registers for lease deposits and reconciliation of amount with Misc section
- Clearing of unclaimed deposits by transferring the amount to earnings head
- Maintenance of index register for parcel lease contracts VPH, SLR and AGC.
- Maintenance of FDR / BG registers and related correspondences



**LUGGAGE & HCD RETURNS:**

- Volume: No Of Stations: 200
- Dealt by One Staff
- Posting of calendar of Return, Auditing of Luggage transactions, certification of Balance sheet amount, watching continuity and related correspondence-
- Raising of debits and Compilation of Audit requisition

**PARCEL SECTION (LOCAL)**

No. of Local Way Bill received are 75000

Value below Rs.100	Any 1 date in a month	1 date	As detailed by Sr.AFA/T/TPJ AUDITABLE FOILS: 43000
100 to Rs.150	Any 2 dates in a month	2 dates	
Above Rs.150	Any 15 dates in a month	15 dates	

- Posting of return amount in calendar of returns and certification of the same with B/S amount
- Check of continuity of parcel way bills issued during a month and comparing the same with the supply particulars received from commercial authorities.
- Auditing of way bills falling on auditable dates- to verify the correctness of the freight collected.
- Raising of EAs for undercharges noticed
- Linking of guard's foil – 10% and linking of credit notes as received from CN section
- Certification of OA bills-Correspondence for non-receipt of returns and lease agreements
- Check of lease earnings statements with comparison of agreements, certification of amount with Balance Sheet
- Internal check of lease transactions
- Issuance of no due certificates in case of completed and terminated with 60 days notice.
- Passing of pay orders in respect of refund of security deposits of completed contracts and EMD amount of unsuccessful tenders.

- Maintenance of suspense register for lease deposits and reconciliation of amount with misc section
- Clearing of unclaimed deposits by transferring the amount to earnings head – done periodically
- Maintenance of index register for parcel lease contracts VPH, SLR and AGC.
- Data feeding of agreement copies.
- Maintenance of FDR / BG registers and related correspondences
- Auditing of wharf age and Left luggage returns.

### **2.30 ADMINISTRATION SECTION:**

Total No.of Staff working at this section are:

<b>Supervisors(Sr.SO/SO)</b>	<b>Others(AA/JAA/AC)</b>	<b>Record Sorters/Cl.IV</b>	<b>Total</b>
2	5	8	15

#### **Present Work Load:**

- Preparation of salary and supplementary bills like TA bills, PF bills, education assistance bills etc;
- Preparation of LPC for outward employees –Transferred/Retired.
- Preparation of book of sanction. Budget compilation of civil grants.
- Assessment of income tax and advance tax and issue of form 16A & B statements, preparation of monthly vacancy statement.
- Maintenance of office Imprest account
- Preparation of bills for encashment of leave salary, maintenance of Roster registers.
- OLIC related works
- Processing of ex-India leave
- Promotion, fixation of pay, confirmation and transfers – ordering of promotion of staff and fixation of pay and other related works and re- fixation of pay in favour of retired staff in re-fixation cases, court cases. Correspondence with headquarters regarding staff matters. Processing of compassionate grounds appointment.

- Inter section transfer of accounts office staff (preparation of list of staff, put up a note, discuss with concerned officers and issue orders)
- Preparation of seniority list of staff, issuing NOC, Employment certificate.
- Dealing with various advances like, HBA, computer advance etc;
- Issue of medical ID cards to staff.
- Maintenance of service registers, leave accounts of staff- regularization of sick leave, Issue of privilege, duty & RC passes.
- Compilation of budget for accounts office requirements and advising of cash out go requirements to DFM office.
- Pension and other post retirement issues.
- Court cases and D & AR proceedings
- Maintenance of stationeries - computer & others.
- Disposal of stores (DS8) and related workload in respect of old furniture, Maintenance of office furniture.
- Disposal of obsolete returns.
- Maintenance of stamp imprest and receipt and despatch of letters.

### **2.31 COMPUTER SECTION**

No of staff working – I Sr.SO ( attached to Misc. sec)

#### **Present work load:**

- Developing Software as and when required by the Administration.
- Debugging the existing available Software as and when required by the Users.
- Trouble shooting of the existing software as and when any problem occurs.
- Processing proposals, generation of N.S. Indents and affording technical suitability for the procurement/replacements of Hardware and other T&P items required for Computer Section as well as for the entire Office.
- Processing proposals & finalising the Maintenance Contract to Server, PCs, Printers, Line Printers and other hardware items and Peripherals.
- Maintenance of proper Networking environment and any trouble occurs.
- Installation of new networking environment.

- Preparation of N.S. Indents for regular consumable items required for the day to day activity of the Computer Section.
- Cleaning and Periodical maintenance of the all the Hardware items. (eg., Server, PCs, Printers, UPSs).
- Proper Opening and Closing of the Computer Section.
- Replacement of Ribbon Cartridges to Line, Dot, and Laser Printers as and when required.
- Taking periodical back-up of all the data from Server & Other important PCs through portable hard-disk and other media.
- Trouble shooting of hardware items as and when any trouble occurs.

### **2.32 R&E SECTION**

Total No. staff working are **1** Sr.SO and **3** staff. They are distributed as one staff for each section as **1** for R&E, **1** for Spl.Trains, and another 1 for NRH&IPSR.

#### **Present work load:**

- Sending 18 Part-I reports and 50 Part-II reports.
- From the current financial year theme based audit has been introduced and so far 6 reports have been received.
- Dealing with audit inspection reports PART I, PART-II, Special letters, TA Notes Part I & II , Efficiency reports.
- Periodic statements to Audit (Monthly, Quarterly, Half yearly & Annually)
- Distribution of Paras to sections and obtaining replies for Audit Paras.
- Chasing of replies from Sr. DCMs and putting up the reply to audit and arranging the closure; Dealing with Audit rejoinders
- Officer's inspection reports : about 8 per month
- ICV depot supply particulars (monthly from all divisions -to be advised to sections)
- Dealing with Freedom fighters complimentary Passes.
- MPR, Appreciation Report, MPR extract, PCDO, Half Yearly arrear report etc...
- Periodic statements to Head quarters office.
- Downloading of ARNs, Board letters, Commercial circulars, etc; and distribution to sections

### **SPECIAL TRAINS**

- Receipt of case files from Divisional commercial departments both relating to PUBLIC & PARAMILITARY, film shooting & IRCTC cases.
- Receipt of Deposits from Stations (UTS foils) through Misc. Sec.
- Finalization of case files. .
- Certification of refundable amount and Passing of refund pay orders
- Watching the continuity of Accounts foils
- Certification of Special Train Amount in the B/S
- Correspondence with commercial dept. including undercharge cases and proving the balance with AOB suspense. Half yearly arrear report.

### **CENTRALISED APPORTIONMENT SYSTEM (CAS):**

- Obtaining of PRS, UTS monthly data from CONSOLE, CRIS respectively forwarding the same to RITES for carrying out apportionment.
- Downloading of data – results published by M/S.CRIS separately for PRS, UTS.
- Processing of BPT data- forwarding the same to M/S.CRIS - downloading the results
- Adjustment of outward net results to individual railways based on the statement forwarded by M/S.CRIS.
- Watching of inward amount through the help of ALL INDIA MATRIX with respect to each railway/ for both PRS & UTS.
- Downloading of new train schedule and advising the ARD for updating of rain master.
- Advising of approx figures (both outgo and inward) on the first of every month duly taking all the foreseeable factors into account.

### **Post PRS & Non-Rail Head (NRH)**

#### **Present work load :**

- Checking of 24 NRH/PRS and 21 INDIA POST PRS Centres
- Internal check of ROPD returns certification with B/S for NRH centers.
- Raising of TA 440 bills for IPSR transactions to claim the Railway dues from postal department through RBI.
- Correspondence with the centers for non sending of ROPD returns & missing tickets.

**CHECK AND PASSING OF E-TDR REFUND PAYORDERS:**

Pay orders received from TVC, MDU & TPJ divisions for

- System tickets/TDR cases are verified to see the mentioned amount is correct.
- Passing of Pay orders through NEFT mode to the claimants, if the claim is in order.
- Approximately 15 to 20 cases are received per month. (The increase or decrease of pay orders are subject to cancellation of trains due to extra ordinary circumstances and natural calamities etc.)

**2.33 PARTICULARS OF CONSOLIDATED STATISTICS :**

- 829 BALANCE SHEETSE, 24 NRH STATIONS , 21 IPSR CENTRES
- 176 HALT STATIONS
- 265000 TTE FOILS
- 15000 TC FOILS
- 35000 BILLABLE AND NON BILLABLE WARRANTS
- 65000 ROPD – PRS/UTS TICKETS
- 102000 PARCEL WAY BILLS

**2.34 DETAILS OF STAFF DUE FOR RETIREMENT BEFORE JUNE 2019****AT Sr.AFA/O/TPJ**

<b>MONTH</b>	<b>NO.OF STAFF RETIRING</b>
09/2018	2
10/2018	0
11/2018	2
12/2018	3
01/2019	0
02/2019	1
03/2019	1
04/2019	3
05/2019	3
06/2019	1
<b>TOTAL</b>	<b>16</b>

**2.35 Sanction, Actual, Vacant and Excess statement at Traffic Accounts  
(Coaching) is as under:**

Sl.No.	Designation	Sanction	Actual			Vacancy
			Sr.AFA/T/ TPJ	PRS	Total	
1	Sr.SO (A)	31	12	1	13	18
2	Sr.AA	1	1	0	1	0
3	AA	152	73	27	100	52
4	JAA	29	2	0	2	27
5	AC	19	4	0	4	15
6	OS Typist	1	1	0	1	0
7.	Ch.Typist	1	0	0	0	1
8.	Sr.Steno	1	0	0	0	1
9.	Jr,Translator	1	0	0	0	1
10.	Sr.RS	17	10	0	10	7
<b>Total</b>		<b>253</b>	<b>103</b>	<b>28</b>	<b>131</b>	<b>122</b>
<b>GROUP – D</b>						
1.	Jr.RS	12	2	0	2	10
2.	J.Peon	8	5	0	5	3
3.	Peon	5	3	0	3	2
<b>Total</b>		<b>25</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>15</b>
<b>G.Total</b>		<b>278</b>	<b>113</b>	<b>28</b>	<b>141</b>	<b>137</b>

### **PART - III**

#### **2.36 PASSENGER RESERVATION SYSTEM (PRS)**

In PRS main menu, there are 2 broad classification of statements 'Daily' and 'Monthly'. While the daily transaction menus are used for day to day checking of ROPD tickets, the monthly statements are mainly used to certify the Balance sheet amount and to prepare some managerial statements. There is also a menu 'Periodical' which is mainly used by commercial and statistics departments. Under Daily transactions there are 72 sub-menus available.

#### **2.37 Daily summary of transactions (Cash & Passenger Info)**

The main checking involves the comparing of the last 4 digit of the stock No. printed on the top right of the ticket with that of the closing No. generated by the computer. This normally would match, if there is no discrepancy. If any printing error occurs and the check digits do not match the same has to be investigated with the available records and the blank stationeries submitted.

The ECRC would remit the money at the end of the shift as printed on the ticket. The DTC is generated at the end of the shift for each operator. Apart from the total cash, refund amount, Net amount, voucher details, the passenger details and the ticket details like number of cancelled tickets, NI tickets, Journey Cum Reservation ticket, No. of summary tickets etc. are also furnished. It is an important document reflecting all the aspects of transaction to be verified at Accounts Office.

#### **2.38 Checks carried out at PRS/UTS tickets:**

##### **Daily and other checks carried at PRS statements/tickets are :**

- Daily statement of modified/special cancelled and student ticket
- Daily statement of NI tickets
- Daily continuity statement
- Daily summary of Blank Paper Ticket
- Daily summary of concession vouchers: (with supporting voucher)
- Statement of difference of fare:-
- Statement of difference of fare
- Quantum of EAs in case of non-accountal of PRS tickets



- Statement of RTC bookings
- Check of Manual BPTs
- Check of manual ABR transaction
- Monthly return
- Certification of Balance sheet

### **Monthly checks (PRS)**

1. Monthly continuity statement
2. Monthly M.ABR & M.BPT summary and class-wise summary.
3. Credit card transaction summary.
4. Balance Sheet certification with outstanding list.
5. Posting the details of Manual BPT and continuity Nos. in register.
6. E.A. preparation and serving to station (E.A. duly signed by TIA).

### **Daily checks - (UTS)**

1. Cancelled Tickets
2. Non-issue tickets
3. Special cancelled ticket
4. Concessions.
5. Manual ABR
6. Manual BPT
7. System BPT
8. Daily cash information and M-9 statements
9. RTC coupons

### **Monthly checks - (UTS)**

1. Monthly M.ABR & M.BPT summary and class-wise summary.
3. Monthly continuity statement
4. Balance Sheet certification and outstanding list verification.
5. Error Advice preparation and serving to concern station

### Automatic Ticket Vending Machine (ATVM)

1. Continuity Nos. and NI statement.
2. Manual refunds of cancelled tickets.
3. Monthly cash information M-9.

During the internal check of various returns, if any irregularities are found, the detailed check of ancillary records (DTC / hard copy) are carried out and Error advice is prepared. If any serious irregularities are found, the same is reported to Sr.AFA/T/TPJ along with supporting documents.

### Reports to be submitted to Sr.AFA/T/TPJ

1. Monthly progress Report (MPR) for each work.
2. Class-wise summary of M.ABR & M.BPT.
3. Working diaries
4. Advance Tour programme copy.
5. M.BPT's and E.A. copies are sent with class wise summary.
6. T.A. journals
7. Leave letters
8. Special reports (if necessary).

### 2.39 Distribution and their location of Accounts Assistants at MAS area:

STAFF DETAILS, LOCATIONS AND THEIR HEADQUARTERS					
SL NO	NAME OF STAFF s/Shri /Smt.	HQRS	INTERNAL CHECKING LOCATIONS	MAN-DAYS	HQrs. per month.
INTERNAL CHECK STAFF					
1	K. MOHANAMBAL, AA	MAS	PRS/MAS	10	
			UTS/MS	05	
			PRS/TBM	03	
			UTS/TLM,MN & Office	02	
TOTAL				20	200
2	N. RAMAKRISHNAN, AA	MAS	PRS/ICF @ Office	06	
			PRS/MTMY	05	
			UTS/TBM	03	
			UTS/PER,PEW,BBQ,VJM,KOTR @ office	05	
			PRS/CHCT @ Office	01	
TOTAL				20	220

STAFF DETAILS, LOCATIONS AND THEIR HEADQUARTERS					
	HQRS	INTERNAL CHECKING LOCATIONS	PRS/MAS YTSK @ office	10	
			PRS/MS	05	
			UTS/MBM	03	
			UTS/MPK @ Office	02	
TOTAL				20	197
4	R. SARABOJI, AA	MAS	UTS/MAS	10	
			UTS/TBMS,CMP @ Office	03	
			PRS/MBM	03	
			UTS/MS	02	
			PRS/MS	02	
TOTAL				20	195
5	KALA CHANDRA SEKARAN, AA	MAS	PRS/MAS @ Office	10	
			UTS/MS	05	
			PRS/MBM	02	
			PRS/GDY@ MBM	01	
			PRS/CMBT @ office	01	
			UTS/PZA @ office	01	
TOTAL				20	199
6	K.R. ANTONY MARY DASS, AA	MAS	UTS/MAS	10	
			PRS/UTS MTVT @ office	02	
			UTS/ABU, PV @office	02	
			UTS/MTMY,MKAK,MLHS	03	
			PRS/MLTN	01	
			PRS/TYMR	02	
TOTAL				20	196

7	T. MARUTHAMUTHU, AA	MAS	PRS/PER, PEW @ office	05	
			UTS/MSB	03	
			PRS/MSB	02	
			PRS/MBM	03	
			UTS/GDY,NBK,MSC,TN P,WST.KOK,PRS/UTS PON @office	07	
TOTAL				20	224
8	J. JAGADEESAN, AA	MAS	UTS/MPKT, MCPT, MCPK, MTCN	04	
			PRS/UTS MLMR	02	
			Pre Check of pay orders (IRCTC and System)	14	
TOTAL				20	190
9	D. RAMALINGAM, AA	KPD	PRS/UTS JTJ	03	
			PRS/UTS AB	03	
			PRS/UTS AJJ	06	
			TOTAL	20	200
10	SATHYANARAYANA RAO, AA	MAS	UTS/MAS	10	
			PRS/MSB, YTSK	05	
			PRS/TBM	02	
			UTS,AIP, MJR, APB, KVP @ office	03	
			TOTAL	20	195
11	G.RAMANATHAN	MAS	UTS/PRS AVD @ office	05	
			UTS/TI @ office	02	
			UTS/TO,MAF, KBT, SVR, VEU, PAB	06	
			PAB, PTMS, PRES, PVM, MASS, ENR, KAVM @ office	07	
				TOTAL	20

12	K.LOGANATHAN	MAS	PRS/MASB @ Office	04	
			PRS/UTS TRL @ office	04	
			PRS/UTS GPD, WCN@ Office	02	
			Post check of Pay order refunds	10	
			<b>TOTAL</b>	<b>20</b>	<b>198</b>
13	S.CHANDRAN	MAS	PRS/UTS STM @ Office	05	
			PRS/MPOR, MBPM @ office	03	
			Receipt and distribution of Station Returns and other work assigned by Sr.SO(A)/PRS	12	
			<b>TOTAL</b>	<b>20</b>	<b>199</b>
14	ANTHONY LAWRENCE	MAS	PRS/MASA @ office	07	
			PRS/MS, YTSK	05	
			PRS/UTS VLK @ office	02	
			PRS/UTS CGL @ office	04	
			PRS/UTS TRT	02	
			Total	<b>20</b>	<b>198</b>
15	SURESH SANTHANAM	MAS	Pre check of pay orders (IRCTC and System)	17	
			UTS/SP, MKK, PCW @ office	03	
			<b>TOTAL</b>	<b>20</b>	<b>190</b>

**Distribution and their location of Accounts Assistants at TPJ area:**

STAFF DETAILS, LOCATIONS AND THEIR HEADQUARTERS					
SL NO	NAME OF STAFF	HQRS	INTERNAL CHECKING LOCATIONS	MAN DAYS	HQrs., per month.
INTERNAL CHECK STAFF					
1	SHRI. NATARAJAN AA	TPJ	PRS/UTS/MDU PRS/MDUT	12	
			PRSUTS/TJ	08	
TOTAL				20	200
Distribution and their location of Accounts Assistants at SA area					
2	P.DORAIRAJ, AA	CBE	PRS/CBE	09	
			UTS/SA	06	
			PRS/ED	05	
TOTAL				20	200
3	JAYA KUMAR MENON, AA	CBE	UTS/CBE	09	
			PRS/TUP	04	
			PRS/SA	05	
			PRS,UTS/MTP	02	
TOTAL				20	200
4	P. THIAGARAJAN, AA	CBE	PRS/CBF	05	
			PRS/CBE	03	
			PRS,UTS/ED	07	
			UTS/TUP	04	
			YTKS/ED	01	
TOTAL				20	200

**Distribution and their location of Accounts Assistants at PGT area:**

INTERNAL CHECK STAFF					
5	ELIZABETH TITTY JOHN, AA	PGT	PRS/UTS/PGT	07	
			PRS/PGTN	03	
			PRS, UTS/OTP	04	
			PRSUTS/TIR	04	
TOTAL				20	200
6	RANJIT, AA	CLT	PRS/CAN	05	
			UTS/PRS/MAQ & MAJ	04	
			PRS,UTS/PMES	01	
			PRS,UTS/BDJ	04	
			PRS/WYND	01	
			UTS/CLT	05	
TOTAL				20	200

7	SASI, AA	CLT	UTS/CLT	05	
			PRS/MLPU	01	
			PRS/UTS/KZE	04	
			PRS,UTS/MAQ & MAJ	05	
			UTS/CAN	05	
TOTAL				20	200
8	BEENA, AA	CLT	PRS/CLT	07	
			PRS/PCTS	01	
			PRS,UTS/TLY	06	
			PRS,UTS/PAY	03	
			PRS,UTS/KTU	03	
TOTAL				20	200

**Distribution and their location of Accounts Assistants at TVC area:**

STAFF DETAILS, LOCATIONS AND THEIR HEADQUARTERS					
SL NO	NAME OF STAFF	HQRS	INTERNAL CHECKING LOCATIONS	MAN DAYS	HQrs., per month.
INTERNAL CHECK STAFF					
9	R.THIRAVIAM, AA	TEN	PRS/UTS/TEN UTS/TVC	07 08	
			PRS, UTS/CAPE PRSUTS/NCJ & NNGK	05	
TOTAL				20	200
10	SANJAYKUMAR NAMBOOTHIRI, AA	TVC	PRS/TVC /TVCP	08	
			UTS/PRS/QLN	05	
			PRS/PNMT	01	
			PRS,UTS/KYJ	03	
			PRS,UTS/CGNRWYND	03	
TOTAL				20	200
11	ANNE VARGESE, AA	AWY	UTS,PRS/AWY	10	
			UTS/TCR	08	
			PRS/UTS/GVU	02	
TOTAL				20	200
12	BABY THOMAS, AA	ERN	PRS,UTS/ERN	08	
			PRS,UTS/KTYM	06	
			PRS,UTS/CGY	03	
			PRS,UTS/TRVL	03	
TOTAL				20	200

**PART – IV****TRAFFIC ACCOUNTS/SN SECTION/MAS:**

In the Traffic accounts office, internal checks are being carried out on the returns, statements and vouchers submitted by the field units. Each transaction should follow procedure viz;

- 2) For every transaction there should be a voucher
- 3) The voucher should be entered in to the preliminary book
- 4) Return must be prepared based on the preliminary book and should be submitted to the Traffic accounts office.

The Traffic Accounts/SN Section/MAS has to carry out two fold system of verification of accounts viz. Indoor and Outdoor to ensure the correct accountal of transactions at the stations/goods shed/ sidings etc.

Traffic Accounts Department under the supervision of Financial Adviser and Chief Accounts Officer(FA&CAO)/Traffic of Zonal Railway. Traffic Accounts office checks the returns from the station internally to ensure correct accountal of railway revenue accrued at each station. Besides, FA&CAO/Traffic possesses **a group of Travelling Inspector of Accounts** visiting the stations to ensure correctness of the initial records on the basis of which the station have submitted the monthly returns to Traffic Accounts which have already been checked, to ensure no omission of accounting of Railway Revenues to Railway Books.

The Unit at Chennai looks after Southern Railway's accountal & remittance of Goods Earnings headed by Sr.AFA/T/MAS and the passenger earnings are accounted by Sr.AFA/T/TPJ. Further, there are TIAs working under the control of AFA/SN directly and under the supervision of Dy.CAO/Traffic/MAS and they conduct station inspections for correctness of passenger, goods earnings and sundry earnings.

Travelling Inspector of Accounts on behalf of the Traffic Accounts office carries out the spot verification of individual transactions, proper accountal, preparation



of different returns and correct remittance of cash to recognized cash office. The concurrent checks at PRS centers are being done by Account Assistant staff of Sr.AFA/T/TPJ.

Based on the present system of working, a work study has been conducted to assess the manpower requirement for the Traffic accounts organization in particular the strength of TIAs and AA of PRS centers over southern Railway

### **TIA's role in accountal of Traffic earnings:-**

The earnings of Railways are chiefly derived from the transport of passengers and merchandise traffic, and are realized through the agency of Stations. The main headings under which these earnings are classified are 'COACHING', 'GOODS' and 'SUNDRIES'. To ensure that the income on account of the services performed by the Railways is properly and correctly accounted for and remitted by Stations, on the basis of returns and documents submitted by stations internal checks and test checks are exercised in the Accounts Office, at certain intervals. These checks cannot by themselves eliminate the possibility of frauds, defalcations and malpractices resulting in leakage of Railway revenues, unless supplemented by regular, vigilant and effective outdoor checks at stations over the initial records and documents which are not made available to the Accounts Office at the time of internal checks.

### **Duties of Travelling Inspector of (station) Accounts(TIA's):**

1. To carry out a critical scrutiny of the Station records and to see that all the transactions have been correctly accounted for in the prescribed manner.
2. To exercise necessary vigilance in the course of inspection so that no misdemeanor adopted by the station staff to deprive Railway of its legitimate revenues escapes his attention.
3. To study the procedure of working of Sidings, Good sheds, yards and Stations and to suggest ways and means to remedy the defects if any in matters affecting the financial interest of the Railways.
4. To properly guide and instruct the station staff in the matter of maintenance of accounts and preparation of returns for timely submission to Accounts office.

5. To examine initial records of the Stations on specific issues / matters and report the results to the Traffic Accounts Office when called for.
6. To conduct investigations/enquiries independently or in collaboration with the Staff and Officers of other departments, (both Railways and Others) as and when directed/warranted.
7. To perform such other special duties as may be entrusted to him/her in the light of his expertise in the subject.
8. To witness placement trials and auctions at Parcels/ Goods sheds.
9. To give evidence before Department Enquiry Committee and in the Courts of Law, when called upon by the Presiding officers, on the facts that must have been detected by him / her / his colleagues in the course of check of station accounts / investigations.

#### **Responsibilities of TIA:-**

TIAs are acting as bridge between the Traffic Accounts Organization and the various revenue earning units scattered all over the Zonal Railway. They are also often recognized for their significant role in arresting leakage of railway revenue unearthing various types of frauds, detecting misappropriation, embezzlements and system failures besides helping Traffic Accounts office in a responsible manner in compilation of account and managerial information accurately. TIAs ensure early clearance of station outstanding and prompt monitoring of withdrawal from station earnings, responsible in clearing station outstanding. All the non-issued, cancelled and special cancelled ticket during the months should be made available to TIAs at nominated place at the station/Location by the CBS/SM in-charge for necessary checks with daily statement of cancelled/NI tickets.

#### **Object of TIA check:-**

- i. Ensuring submission of various returns, statements and documents including Balance sheets to Traffic Accounts Office in time.
- ii. Checking Original books, records and documents maintained at the stations.

- iii. Reporting undercharges & irregularities to Commercial & Accounts authorities.
- iv. Surprise weighment of consignments and train checking.  
Keeping liaison with traffic accounts office for managerial requirements

**TIA's on Roll with their Headquarters and work jurisdiction.**

**Scale Check:-**

Sanctioned Strength – 88

Actual Strength – 59

Vacancies – 29

**Schedule of Inspections prescribed:-**

- "A" Class Stations are required to be inspected once in every 4 months, viz., Period ending 31<sup>st</sup> July, 30<sup>th</sup> November & 31<sup>st</sup> March.
- "B" Class stations are required to be inspected once in six months, viz., Half year ending 30<sup>th</sup> September & 31<sup>st</sup> March.
- Train Halts are to be inspected along with the Depot stations concerned.
- "C" Class stations, viz. CBOs, Out Agencies, NRH, Postal PRS centers are to be inspected every alternate month.

**Duty Timings:**

From the very nature of the duties, it is impossible to lay down any regular office hours for the TIAs but they are expected to do a fair day's work at stations covering a minimum of 7 hours and complete their inspection within the normal time allowed for each station.

**3.0 CRITICAL ANALYSIS:**

- 3.1 After formation of South Western Railway on 01.04.2003, two divisions namely Mysore and Bangalore have curved out from southern Railway. The activities relating to the above two Divisions and 57 Goods Sheds have been curtailed completely from Southern Railway Accounting system. In addition, after introduction of AFRES, RBS, FOIS, TMS, computerization of bill passing, preparation of statistical statements through computers, the workload of the Balance sheet, over charge sheet, rate checking, Error Advice, Cash & Voucher, Courier & sorting sections have come down drastically.

Indian Railway Traffic Accounts are now well framed with development of Computer programs and well defined application packages like AFRES with a paradigm shift in system of working. The integration of various functions resulted in the elimination of redundancies and in turn reduced the time taken particularly in the areas of preparation of balance sheets, Reconciliation etc.

**3.2 IMPACT OF USE OF MODERN TECHNOLOGIES:**

Impact of Computerization through modern Accounting software's like FOIS, AFRES, eRECON, CAS, IPAS, AIMS, etc., computerization in PRS & UTS networking systems, in recent leasing of Parcel spaces of Trains, JTBS, India Post PRS, Parcel Management System(PMS), Container traffic with improved mode of receipt of traffic earnings like E-RR, & E-Payments and E-Balance Sheet, Computer generated Error advices etc. introduction of new policies, schemes and systems, huge changes in the rules, procedures, working strategies, and it's accountal, rapid change in working environment like automation and generation of all statements are some of the changes after introduction of Modern Technologies.

### 3.3 **The following are Mechanized/Simplified Work process of Traffic Accounts:**

- a. Now-a-days more than 50% of the PRS Booking is done by IRCTC and there is no account check for it.
- b. Total PRS earnings of A & B class stations are 2 times of overall total number of PRS stations.
- c. The mobile booking through IRCTC also reduces the activities of PRS Centres.
- d. The timings for Balance sheet certification/station vary from 10 to 12.5 mts among the staff. Uniform continuity check time is around 15 mts.
- e. Now almost all the reservation activities and the returns are computerized.
- f. The UTS returns are computer generated and there is no serious lapses reported by Concurrent checking Accounts Assistant staff.
- g. The senior citizen concessions are permitted in internet and in NRH/IPRS centers also.
- h. Physically Handicapped persons are brought under unique identification that helps in their concession.
- i. All the traffic booked 'To pay' during a month is accounted promptly in the month's account in which the traffic is received and delivered.
- j. Simplification/Mechanization of accountal has helped swift accounting vis-à-vis statistical reporting to management for proactive decision-making.
- k. Continuity and accountal of invoices are checked on computer and missing invoices are listed out in a statement to enable the Accounts to ensure receipt of all invoices and accountal thereof.
- l. The system of 'MPAs' has given rise to increase in Station Outstanding, due to issuance of memo invoices by a station in absence of original MPA and requiring special credit for its clearance from the original station where the traffic was booked.
- m. At many places, retiring room booking is now extended to PRS Centers.
- n. Parking contracts are for longer periods.
- o. Unclaimed goods are very meager after the introduction of FOIS, COIS etc.
- p. STD/PCO activities are gradually reducing due to increase the use of mobiles, tablets etc by public.

- q.** Advertisements are now given on wholesale basis to single contractor who will sell it to individual advertisers.
- r.** Consequent to the introduction of PRS, ARTS, SPTM, UTS and other automatic ticketing system, the number of Printed Card Tickets issued has considerably reduced.
- s.** This has also restricted the usage of BPT/ EFT in coaching side. Conversion of Booking Offices with printed card tickets to UTS and other advanced systems has brought a relative reduction in workload.
- t.** Consequent on the introduction of UTS at stations, there has been considerable reduction in preparation of vouchers through BPTs, printed tickets. Hence, there is a considerable reduction in preparation of vouchers and maintenance of records.
- u.** Consequent on the Railway Board's order that parcel loading at station where the stoppage of the train for less than five minutes be dispensed with, has brought out considerable reduction in the parcel loading at wayside stations. The leasing of SLR to outside agency for direct loading has also brought further reduction in workload.
- v.** Due to increase in the PRS activities over Southern Railway and introduction of UTS, ARTS, SPTM and other automatic ticketing systems with advanced software technology, the workload of AA/PRS has been reduced considerably. The major PRS locations have the concurrent auditing staff and they are periodically verifying all the vouchers and statement along with Sr.TIA/TIAs and thus, the tickets & vouchers, etc., are not being sent to Sr.AFA/T/TPJ. This has reduced the ministerial staff work load at Coaching Accounts Office/TPJ.
- w.** At EDPM Centre, software has developed "to generate 7A, 7B & 7C reports from FOIS and TMS system" is proliferated at all loading points of Indian Railways, soft copy of requisite information for generating these reports can be taken from system by Sr.EDPM centres. It will reduce their coding work and the data can readily be used for generating requisite reports.

**x.** Centralized Apportionment system (CAS) developed by RITES on-line basis.

- Timely generation of reports like 6A, 7C helps the management to take further steps for improving earnings.
- Quick disposal of inter-railway disputes & issues thro' on line.
- As far as the Goods Traffic booked through FOIS, the apportionment of originating earnings between the Railways is now being done by M/s.RITES, based on Rates Branch System

(**RBS**) distances (shortest booked or charged route) Rates Branch System helps the Indian Railways to find the shortest distance between the stations for coaching and goods traffic.

**y. Internal check mechanism in TAO:-**

80% of the concessions, vouchers sent along with PRS & UTS returns are not subjected for internal audit, this has shown that only 20% of the vouchers and concessions are audited at Accounts Section.

### 3.4 **MAJOR CHANGES IN FREIGHT TRAFFIC:**

- Total elimination of smalls, wagon load traffic and the No. of RRs.
- Reduction in number of classes in goods items and rates thereof
- Negligible portion of To Pay Traffic, Abolition of MG freight Traffic, Transshipments etc.,
- Introduction of FOIS centers at all main Goods Booking points.
- Improved communication facilities for online, real time information, forecast, planning and direction from top to bottom.
- Interplay & involvement of CONCOR, RITES, SRITC/EDPM Center, IRCTC, PPP etc.,
- Enhancement in CC, speed of goods trains; standardization for weight has helped to reduce accounting works Vis a Vis volume of traffic.
- Reduction in unclaimed / unconnected goods / pilferages and loss.

### **Important changes in coaching traffic:**

- Introduction of UTS & IUTS, SPTM
- ATVM operated by Retired employees
- Non-Rly. head PRS centers operated by Postal/Staff of other establishments
- E-Booking by IRCTC and Railways
- Simplification of refund rules
- Reduction in classes of parcel traffic
- Outsourcing of cloak rooms (In certain stations)
- Computer generated MPA, Indent and Returns
- Improved communication facilities on online, auto phone, CUG
- Interplay of IRCTC, COIS etc.,
- Reservation through phone
- Standardization of procedures
- VPH/VPU/SLR leasing
- Curving off SWR related activities
- Transactions through RTGS, NEFT, Credit / Debit Card etc.
- Reduction in issue of printed tickets
- Experience gained in outsourcing activities like tenders, contracts etc.
- Preparation of E –Balance Sheet.
- Generation of Computerized Error Advice
- Go-India Smart Card Scheme, it is stated that a multi-purpose card will enable passengers to pay for tickets. It is intended to reduce the transaction time at the booking counters as there will not be a cash handling during issue of tickets. Go-India Smart Card can be used at nominated UTS/PRS counters at stations and in the existing Automatic Ticket Vending Machines (ATVM) for issuing tickets.
- Now-a-days there is an increase in internet reservations thro' YTKS too.
- The counter clerks are so convenient that they could reconcile collected cash against issued tickets with within 10minutes of Closing.
- Bills recoverable Module in AFRES comprises Siding Master(interest and maintenance Charges of siding), Building Master, Plot Master, License Fees, Way Leave, Demands recoverable and Sundry Earnings, Linking of Money Receipts from Electrical Department etc. are dealt in AFRES.



### 3.5 **IMPROVEMENT IN SIDING ACTIVITIES:**

- Sidings with full & Circuit Rake handling facility are more.
- Sidings covered under “**E-payment**” and Independent booking point
- Sidings handling only I/W traffic, O/W traffic and both
- Details of number of FCI sidings, coal, POL, fertilizer, Cement traffic sidings etc
- Siding agreements and yard maps are easily accessible
- The data uploaded in the Rail net is absolutely safe and secured.
- The apportionment format generated in the computer is similar to that of format, worked out by M/S RITES. So that, correctness of share given by M/S.RITES at the end of the following months can be easily reconciled.
- Siding section is uploading all section work & Siding data.
- At sidings Payments have been implemented 100% through electronic means.

### 3.6 **EXTENSION OF IT AND ITS TOOL PROPERTIES:**

“Over the years, Railways have been expanding the ambit of IT and IT tools priorities including interface by providing real-time information on freight bookings, reservations & ticketing for passenger trains on various devices including “app on mobile phones using internet to track earning” position, to maneuver odds of synchronizing traffic earnings data. IR using IT to facilitate Computerized applications in day to day work, to collect information from the lowest levels and to disseminate it to the managerial levels for quick & effective decision making”; in the area of passenger ticketing, reservation, a wider interface of freight/container/parcel earnings, Station earnings in reducing Traffic accounts functions.

The conventional system of working in the Accounts Office all the statements in these sections were prepared in sheets copying from ledgers maintained for various purposes. Consequent on introduction of computer systems, Internet transaction system like AFRES and other software have revolutionized the activities of accounts office.

The speed and accuracy has helped to reduce human efforts and mistakes. The Bank/ECS, e-payment system, e-tendering, EFT/RTGS/NEFT etc. have made the compilation, transmission & processing of data much hassle free, speedier and automated.

- 3.7 **FREIGHT OPERATION INFORMATION SYSTEM (FOIS)** is helping Railways in getting on line real time information about trains and reduce the time spent on collecting and collating information". Computerization of certain aspect of work has resulted in savings in manpower and improved efficiency. The most important role of TIA"s, which is critical for the efficient working of Traffic Accounts office, is that of acting as an honest interlocutor between station and the Traffic Accounts office. However, with computerization of traffic accounts working has become increasingly easier & reduced TIA"s.

With a view to improvement in working procedures, introduction of IT technologies in accounts side, computerization of certain activities, reduction in collection and compilation of information's & statements a review has been made by the work study branch and the requirement of Ministerial staff for Accounts office (Both Goods & Coaching), TIA's and PRS staff for conducting concurrent audit are as follows:

(A) **TRAFFIC ACCOUNTS OFFICE (GOODS):**

**BOOKS & BUDGET**

This section is one of the important section functioning in the Accounts Branch. This section prepares the estimation of August Review, Integrated Budget and Revised Estimates projection for the current year and Budget Estimation for the following year. In addition to that, budget proportion of earnings for Board's Target, Revised Target, Parliamentary Question regarding earning budget Internal Target. At Book section, Monitoring E-Recon for inward and outward, sundry, Acceptance/Rejection of TC's inter & Intra Railway, Apportionment of Earnings, MCDO, MPR etc.,

The present deployment of staff is in-sufficient to manage the present workload. Hence, one more Accounts Assistant is allowed for this section.

**Requirement of staff for Books & Budget Section:**

Sl.No.	Designation	No.of Staff
1.	Sr.SO(A)	1
2.	Accounts Assistant	6
3.	Accounts Clerk	1
<b>Total</b>		<b>7</b>

**3.8 FINANCE & AUDIT CELL:**

At present the SLR space at important trains are being leased to the private parties for which this section is looking after the activity of tender notice, re-classification of commodities, occurred vetting for tender documents for PRS/ARTS tickets. In addition to that, this section deals, write of proposals at GM/PHOD level, Termination of contracts (VPH), Door step banking proposals concurrence, Dealing of Audit paras, Special letters etc., in view of the above, one more JAA is allowed to cope up the present work load.

**Requirement of staff for Books & Budget Section:**

Sl.No.	Designation	No.of Staff
2.	Accounts Assistant	6
3.	Jr.Accounts Assistant	1
<b>Total</b>		<b>7</b>

**3.9 ADMINISTRATIVE & D & AR SECTION**

This section deals with the service matters of clerical/supervisory staff of Accounts Section and administrative works such as Cadre,D & AR, Courier and sorting, Receipt and Dispatch, Pension and Settlement work through ARPAN, Department examination, Railway Quarters, Pay & Allowances for TIAs, TA bills, PF withdrawals, Non-establishment matters, Indent and related works, all kind of passes, bill, leave and other miscellaneous works. The Records sorters, Peons, Office Typist are also attached with this section. To deal the above matters, the requirement of staff for this section has been arrived as follows:

**Requirement of staff for Administration & D & AR section:**

<b>Sl.No.</b>	<b>Designation</b>	<b>No.of Staff</b>
1.	Sr.SO (A)	2
2.	Accounts Assistant	10
3.	Jr.Accounts Assistant	4
<b>Total</b>		<b>16</b>

**3.10 STATION INSPECTION SECTION (SN), COURIER & SORTING, RECEIPT & DESPATCH SECTION:**

This section is functioning under the direct control of Dy.CAO/T/MAS. The staff deputed for this section work under the supervision of senior TIA's. At present 59 TIA's are doing station inspection and the Audit Report submitted by the TIA's are forwarded to various headquarters/Divisional Officers for taking appropriate action.

**3.11 COURIER AND SORTING SECTION**

The main activities of this section are to receive the invoices, Balance sheets from all Divisions of Southern Railway and distribute the same to concerned sections. To do this work, special skill of manpower is not required. This section work can be managed with Group'D' staff, but to take responsibilities, the requirement of Group'C' staff have been arrived as under:

**Requirement of staff for Station Inspection, Courier & Sorting, Receipt & Despatch sections:**

<b>Sl.No.</b>	<b>Designation</b>	<b>No.of Staff</b>
1.	Sr.SO (A)	1
2.	Accounts Assistant	5
3.	Jr.Accounts Assistant	1
<b>Total</b>		<b>7</b>

### 3.12 **Goods Balance Sheet & Goods Outstanding Section:**

Audit of outstanding in the Balance Sheet is an important document, the balance sheet does not tally, if the outstanding list is not properly tallied. If the outstanding is more, it shows adverse image of our Railway at Board level. Watching the clearance of outstanding of the stations, steps to realize the outstanding amount during the current financial year itself is a continuous process. Because of bifurcation, 57 goods shed had gone from Southern Railway to SWR, the receipt and auditing of balance sheet and allied activities have drastically come down. Out of 195 goods sheds in Southern Railway 25% of Goods sheds are sending 'NIL' statement as Balance sheet enclosures. This has reduced the workload in balance sheet section to audit the correctness with balance sheet. Based on the present workload, the staff requirement at this section has been arrived as under:

### 3.13 **Requirement of staff for Goods Balance Sheet & Goods Outstanding section:**

<b>Sl.No.</b>	<b>Designation</b>	<b>No.of Staff</b>
1.	Sr.SO (A)	1
2.	Sr.AA	1
3.	Accounts Assistant	11
4.	Jr.Accounts Assistant	3
<b>Total</b>		<b>16</b>

### 3.14 **WHARFAGE & DEMURRAGE, REFUNDS, SIDINGS & ABSTRACT SECTION:**

This section deals with auditing of WDSCS statement sent by the Goods Sheds, if any short amount noticed, issuing Error Advice to Book Section to recover the short amount from the particular Goods Shed/Station. In addition to that, it deals all proposals requiring finance concurrence, freight refunds, proposals comprises of file construction, Internal check of RRS, Working out the actuals & should be collected and then the difference payable to the party etc., Based on the present workload, the requirement of staff for this section has been worked out as under:

### **Requirement of staff for WHARFAGE & DEMURRAGE, REFUNDS, SIDINGS & ABSTRACT SECTION**

<b>Sl.No.</b>	<b>Designation</b>	<b>No.of Staff</b>
1.	Sr.SO (A)	1
2.	Accounts Assistant	7
4.	Jr.Accounts Assistant	3
<b>Total</b>		<b>11</b>

### **3.15 RATE CHECKING- I, GST, RTI & Computer SECTION**

This section is auditing all the invoices, regarding the continuity, classification, description of goods, actual & chargeable weight and route, etc. This section also deals with RTI cases received through dispatch section, Rail net, replying to the applicants after getting reply from the concerned authorities. Based on the present workload the staff requirement at this section has been arrived as follows.

### **REQUIREMENT OF STAFF FOR RATE CHECKING, GST, RTI & COMPUTER SECTION**

<b>Sl.No.</b>	<b>Designation</b>	<b>No.of Staff</b>
1.	Sr.SO (A)	3
2.	Accounts Assistant	7
4.	Jr.Accounts Assistant	2
<b>Total</b>		<b>12</b>

### **Rate Checking –II, HOM, and DMR –T, R & E Section:**

This section deals with Receiving and Registering of O/W RR of local and foreign, Auditing of RR's regarding distances T/L and W/L condition, weight, class, rate, charges on Terminal, Punitive charges, Dynamic pricing, Development surcharges etc., Apart from that, it deals and collecting undercharges, vetting proposal of distance of new lines and sidings which are to be opened, verification of RR and its calculation of other section proposal, verification of correctness of credit advice, Payment through NEFT, Arrear report, Field Inspection report etc., To do the work, the requirement of staff for this section has been arrived as follows:

**Requirement of staff for Rate Checking –II, HOM, DMR –T, R & E Section:**

Sl.No.	Designation	No.of Staff
1.	Sr.SO (A)	1
2.	Accounts Assistant	8
4.	Jr.Accounts Assistant	2
<b>Total</b>		<b>11</b>

**3.16 CASH & VOUCHER SECTION**

The main activities involved in this section are physical verification of CR and Vrs received from cash office and reconciling the same with check sheet summary. After checking, the same is being sent to Sr.AFA/T/TPJ for further disposal. Based on the present workload, the requirement of staff for this section has been arrived as under:

**Requirement of staff for CASH & VOUCHER SECTION:**

Sl.No.	Designation	No.of Staff
1.	Sr.SO (A)	1
2.	Sr.AA	1
3.	Accounts Assistant	6
<b>Total</b>		<b>8</b>

**3.17 STAFF WORKING OTHER THAN Sr.AFA/T(G)/ OFFICE**

At present 1 Accounts Assistant is working in General Administration/HQrs. and the other Accounts Assistant is working at Railway Board. Their duties are being monitored by Dy.CAO/T/MAS. Hence, they are allowed to continue where they are working.

**As per the work study the requirement of staff for various sections are as follows:**

Sl. No	Section	Existing staff strength	Req. of staff based on Work Study
1.	Books & Budget	7	8
2.	Finance & Audit Cell	6	7
3.	Admin & D & AR	11	16

4.	Station Inspection, Courier & Sorting, Receipt & Dispatch	7	7
5.	Goods B/S & Goods O/S	13	16
6.	W & C, Refunds, Siding, Abstract	8	11
7.	RC –I, GST, RTI & Computer	9	12
8.	RC – II, HOM, DMR-T, R & E	9	11
9.	Cash & Voucher	8	8
10.	GA/Admn	1	1
11.	Railway Board	1	1
<b>Total</b>		<b>80</b>	<b>98</b>

### 3.18 Section wise distribution of Ministerial staff:

Sl. No.	Section	Sr.SO	Sr.AA	AA	JAA	AC	Total
1.	Books & Budget	1	-	6	-	1	8
2.	Finance & Audit Cell	-	-	6	1	-	7
3.	Admin & D & AR	2	-	10	4	-	16
4.	Stn. Inspection, Courier & Sorting, Receipt & Dispatch	1	-	5	1	-	7
5.	Goods B/S & Goods O/S	1	1	11	3	-	16
6.	W & C, Refunds, Siding, Abstract	1	-	7	3	-	11
7.	RC –I, GST, RTI & Computer	3	-	7	2	-	12
8.	RC – II, HOM, DMR-T, R & E	1	-	8	2	-	11
9.	Cash & Voucher	1	1	6	-	-	8
10.	GA/Admn	-	-	1	-	-	1
11.	Railway Board	-	-	1	-	-	1
<b>Total</b>		<b>11</b>	<b>2</b>	<b>68</b>	<b>16</b>	<b>1</b>	<b>98</b>



### 3.19 SANCTION VS REQUIREMENT (INCLUDING SUPERVISORS)

Sl.NO.	Designation	Sanction	Actual	Requirement	Surplus
1.	Sr.SO(A)	26	10	13	13
2.	Sr.AA				
3.	AA	104	68	68	36
4.	JAA	19	2	16	3
5.	AC	6	0	1	5
<b>Total</b>		<b>155</b>	<b>80</b>	<b>98</b>	<b>57</b>

\* 2 Sr.AA's posts are not sanctioned but they are allowed and adjusted with the existing sanctioned strength of Sr.SO (A).

### 3.20 Summary of requirement of Ministerial Staff for Traffic Accounts (Goods)/MAS

<u>Category</u>	<u>Sanction</u>	<u>Actual</u>	<u>Requirement</u>	<u>Surplus/ Excess</u>
Ministerial staff (Excluding Sr. TIA's)	155	80	98	57

#### RECOMMENDATION No.1

**57 posts** in various grades (i.e. 13 Sr.SO (A), 36 AA, 3 JAA & 5 AC (**Total – 57**) in Ministerial Cadre at Traffic (Goods) office/MAS are sanctioned excess to the requirement may be surrendered and credited to the Bank of Surplus Posts.

### 3.21 PRESENT DEPLOYMENT OF GROUP 'D' STAFF (SR.RS, J.PEON, PEON & BANGALOW PEON) :

A total number of 20 staff on the above categories are sanctioned at Traffic (Goods)/O/MAS. At present only 10 staff are working and their distribution is as follows:

Sl.No.	Working at	Sr.RS	J.Peon	Peon	B.Peon	Office	Total
1.	FA & CAO/T	-	1	-	1	1	3
2.	Dy.CAO/T	-	-	1	-	-	1

3.	Sr.AFA/T	-	-	1	-	-	1
4.	AFA/T	-	-	1	-	-	1
5.	Administration	1	-		-	-	1
6.	Opening Duty & Morning Despatch	-	1	-	-	-	1
7.	General Duty	-	1	-	-	-	1
8.	Closing Duty & Evening Despatch	-	1	-	-	-	1
<b>TOTAL</b>		<b>1</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>10</b>

The present distribution of Group 'D' staff is sufficient to cope up with the present work load. However, the Coordinating supervisor has requested to allow 3 more Sr.RS additionally for doing the binding work and for other allied duties. His request has been considered and 3 more Sr.RS has been allowed in addition to the above existing staff.

### 3.22 Requirement of Group 'D' staff:

Sl.No.	Designation	Sanction	Actual	Requirement	Surplus
1.	Sr.RS	6	1	4	2
2.	J.Peon	6	4	4	2
3.	Peon	5	3	3	2
4.	B.Peon	3	2	2	1
<b>Total</b>		<b>20</b>	<b>10</b>	<b>13</b>	<b>7</b>

<u>Category</u>	<u>Sanction</u>	<u>Actual</u>	<u>Requirement</u>	<u>Surplus/Excess</u>
Sr. Record Sorter/J.Peon/ Peon/B.Peon	20	10	13	07

### RECOMMENDATION No.2

2 posts of Sr. Record Sorters, 2 Posts of J.Peon, 2 posts of peon and 1 post of B.Peon **(Total – 7)** are sanctioned excess to the requirement may be surrendered and credited to the Bank of surplus Posts

**NOTE:**

At the time of data collection, a discussion was held with Sr.AFA/T/MAS and AFA/T/MAS and they were expressed to increase the requirement of staff based on the present work load in the sections. They have further added that, due to acute shortage of man power in all the sections as well as existence of vacancies some of the activities could not be carried out and requested to review the staff strength. As per the demand raised by the coordinating officers/supervisors, the requirement of staff in each section is allowed liberally.

**3.23 Summary of requirement of ministerial and Group 'D' staff for Traffic (Goods)/Office/MAS**

<b>Category</b>	<b>Sanction</b>	<b>Actuals</b>	<b>Requirement</b>	<b>Surplus</b>
Group 'C' Ministerial Staff	155	80	98	57
Group 'D' staff	20	10	13	7
<b>Total</b>	<b>175</b>	<b>90</b>	<b>111</b>	<b>64</b>

**(B) TRAFFIC ACCOUNTS (COCHING)/TPJ:**

**i. Credit Note Section:**

This section deals with billing of an average of 26,700 warrants in a year and about 4,800 non-billable warrants. The average total billed amount per year is Rs.7.5 corers. Apart from that, 31,500 vouchers are received from various cash offices along with daily check sheet have been checked at this section. This section billed for various other charges like Coaching carriage, Postal Haulage, newspaper, parcels against the newspaper firms, billing of HOR vouchers against the ministers concerned, RMC vouchers against Railway Department etc. To discharge these duties, 2 supervisors, 12 other group 'C' and 2 sorters are Working. On direct observation by the work study team, it is found that, the No. of staff working at this section is not commensurate with present work load. Hence, one more supervisor and 3 other group 'C' staff are allowed along with the existing staff working at this section. The total requirement of ministerial staff for this section is as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
3	15	2	20

**ii) Balance sheet section:**

A total No. of Balance sheet received at this section from 6 divisions is 829. All the balance sheet received at this section has to be carried with internal check for compilation of traffic book. Compilation of category wise earnings with respect to passenger, other coaching and sundries, uploading of various earning statements, EA copies, Balance Advices in Rail-net web page, transfer of PRS data download from data warehouse and data received from CRIS/MAS. At present 1 supervisor and 8 staff are working at this section. Due to increase the work load at this section 1 more supervisor and 2 other group 'C' staff are allowed for smooth functioning. The total requirement of ministerial staff for this section is as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	10	0	12

**iii) CREW Section:**

In this section 2474 TTEs returns are manned by 15 staff and 632 TCs returns are manned by 1 staff. The average no.of accounts foils received from TTEs at this section per month are 2,64,825 and from TCs 15,253. This section carried out the internal checking of the accounts foils received from the TTEs and TCs. If any short accountal and other irregularities noticed at the time of checking, EA is being raised against the staff and dispatch the same through concerned Sr.DCMs. To do to this work, 16 staff are working. Since, it is important section for which it is recommended to post 2 supervisors one each to look after TTEs and other one for TCs returns. To carry out through check, 2 more staff are additionally recommended to man this section. The total requirement of ministerial staff for this section is as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	18	0	20

**iv) Passenger I & II section:**

This section deals every month with the UTS & PRS ticket returns received from 447 UTS stations and 179 PRS locations. 10,838 UTS tickets and 53,733 PRS tickets internal check are being carried out. This section maintained and certified the returns amount with balance sheet amount. Apart from that, internal checks are carried for DTC, NI tickets pair, mis-match higher and lower value if any, non-accountal, non-receipt of NI, cancelled or spl.cancelled tickets. Error advices will be issued every month for non-accountal, non-receipt of returns, disallowance of concession vouchers, balance sheet different if any. To do this work a total number of 2 supervisors, 18 group 'C' and 6 sorters are working. Since, it is important section and more vigilant to be paid at the time of checking of NI, Spl.Cancellation tickets etc., The present strength is insufficient to manage the present work load. In view of the above, 6 more group 'C' staff are allowed and the requirement of ministerial and other staff for this section is as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	24	6	32

**v) Stock & Classification section :**

In this section, 50 indents are placed in month involving with 250 pair of points for 176 halts. A total number of 250 classifications (Both local & Foreign) are checked and verified. Apart from that, this section maintaining ticket stock master through ARDs, obsoleting of printed tickets and verification of scheduled and emergent indents are done by this section. This section has been managed with 1 supervisor and 2 other staffs. Since, the manual indent of printed card tickets in almost all the stations have been discontinued and the work study team of the opinion that the present staff strength at this section is sufficient to do the present work load. . The total requirement of ministerial and other staff for this section is as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
1	2	-	3

**vi) Sorting & LP general section:**

A total number of 650 returns, classifications, closing number formats, balance sheet are received at this section for internal checking purpose. If any non-receipt the same has to be advised to the HQrs., and divisions. Checking of NI, Cancelled & Spl. cancelled tickets with statements are covered 60% of the auditable returns. Apart from that, this section has to certify the balance sheet, checking concessions, auditing manual ABR, BPT, rising of EAs, correspondence with stations etc. To carry out this work load 1 group 'C' and 3 sorters are working. To manage the present level of work load the total requirement of ministerial and other staff for this section is worked out as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	2	4	8

**vii) Parcels (Local & Foreign) section:**

At this section in a month, a total number 27,000 foreign way bills, 75,000 local way bills are received. The continuity numbers of way bill issued during the month and comparing the same with the supply particulars received from the commercial authorities. This way bills are audited for the correctness of freight collected, raising of EAs, linking of guard foils, certification of OA bills, check of lease earnings, and issuance of no due certificates in case of completed and terminated within 60 day notice, passing pay orders, maintenance of suspense register for lease deposits and reconsiliation of amount with misc. section, clearing of unclaimed deposits etc., are being carried out at this section. At present 1 supervisor, 13 group 'C' and 1 sorter (Total – 15) staff are working at this section. To carry out detailed audit in PWBs, leasing etc., 1 more supervisor and 2 group 'C' and 1 sorter are allowed in addition to the existing staff. . To manage the present level of work load, the total requirement of ministerial and other staff for this section is worked out as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	17	2	21

**viii) Miscellaneous Section:**

The major activities involved in this section are, classification of sundry returns, passing of refund pay orders, data entry of MCR, preparation of TA 440 for claiming the Inter Government Adjustments with RBI and to monitor its realization, data entry of petty cash vouchers, preparation of AOB with adjustments received, transfer transaction of both Inter and Intra Railways through e-Recon by receiving in puts from various sections, preparation of IPAS JV before closing JV date etc., To do these activities, 1 supervisor and 4 other staff are working. To consider the present work load, the requirement of staff for this section has been arrived as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
1	6	1	8

**ix) Computer Section:**

In this section all the computer related works, developing software, Debugging the existing available software, trouble shooting, processing proposals, generation of N.S indents and affording technical suitability for procurement/replacement of hardware and other T&P items, processing proposals & finalizing the maintenance contract to server, PCs, Printers, Line printers and other hardware items and peripherals, installation of new networking environment, proper opening and closing of computer section, replacement of ribbon cartridges to line, dot and laser printers etc., are being carried out at this section. Due to introduction of more and more information technologies, installation of more computers and take up responsibilities for these valuable assets, 2 more supervisors and 1 group 'C' staff and to assist them 1 peon are allowed. The requirement of staff for this section has been arrived as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Peon</b>	<b>Total</b>
3	1	1	5

**x) R & E section:**

This section deals with audit inspection reports part I & II, Special letters, TA notes Part I & II, efficiency reports, periodic audit statements, chasing of replies from the Sr,DCMs to put up a reply to audit and arranging the closures, officers inspection reports, ICV depot supply particulars, dealing with freedom fighters complimentary passes, MPR, Appreciation report, dealing with the divisions for the proposal of received for running of special trains and further certifications, internal check of ROPD returns, check and passing of E-TDR refund pay orders etc., are being done. At present 1 supervisor and 3 other staff are working at this section. Now a day's more special trains are being run and to deal the audit paras, the requirement of man power for this section has been arrived as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters</b>	<b>Total</b>
2	5	1	8

**xi) Administration section:**

In this section all the staff matters like, preparation of salary and supplementary bills, TA bills, PF bills, education assistance bills etc., preparation of LPC, preparation of book of sanction, budget compilation of civil grants, OLIC related works, processing of ex-India leave, promotion, fixation of pay, confirmation and transfers, inter section transfers, preparation of seniority list, dealing with various advances, pension and other post retirement issues, court and D & AR proceedings, maintenance of stationeries for computer and others, disposal of stores, obsolete returns, maintenance of stamp imprest and receipt and dispatch of letters are being carried out at this section. To do the work load, 2 supervisors and 5 group staff are working. In addition to that, 8 group 'D' staff are also attached with this section. To deal the above work load the requirement of man power is arrived as follows:

<b>Supervisors</b>	<b>Group 'C' staff</b>	<b>Sorters/peon</b>	<b>Total</b>
3	8	12	23



**xii) Requirement of Clerical staff:**

At present 1 OS typist, 1 Chief typist, 1 Sr.Steno and 1 Jr.Translator (Total – 4) Clerical staff are sanctioned for Sr.AFA/T(Coching)/O/TPJ. Of the 4 staffs only 1 OS typist is working and the three posts are kept as vacant. The work study team has allowed all the sanctioned post of clerical staff and Sr.AFA/T/TPJ may decide the continuation of these posts.

**As per the work study the requirement of staff (Both Group 'C' & 'D') for various sections are as follows:**

<b>Sl. No</b>	<b>Name of the Section</b>	<b>Existing staff strength</b>	<b>Requirement of staff based on Work Study</b>
1.	Credit Note	16	20
2.	Balance sheet	9	12
3.	CREW	16	20
4.	Passenger I & II	26	32
5.	Stock & Classification	3	3
6.	Sorting & LP General	3	8
7.	Miscellaneous	5	8
8	Parcels	15	21
9.	Computer	1	5
10.	R & E	4	8
11.	Administration	14	23
12.	Clerical staff	1	4
<b>Total</b>		<b>113</b>	<b>164</b>

**As per Work Study, Section wise distribution of Accounts/Otherstaff for Sr.AFA/T/O/TPJ**

Sl. No.	Section	Sr.SO (A)	Sr.AA	AA/JAA/AC/	Sorter/Peon/ Clerical	Total
1.	Credit Note	3	-	15	2	20
2.	Balance sheet	2	-	10	0	12
3.	CREW	2	-	18	0	20
4.	Passenger I & II	2	-	24	6	32
5.	Stock & Classification	1	-	2	0	3
6.	Sorting & LP General	2	-	2	4	8
7.	Miscellaneous	1	-	6	1	8
8.	Parcels	2	-	17	2	21
9.	Computer	3	-	1	1	5
10.	R & E	2	-	5	1	8
11.	Administration	2	1	8	12	23
12	Clerical staff	0	-	0	4	4
<b>Total</b>		<b>22</b>	<b>1</b>	<b>108</b>	<b>33</b>	<b>164</b>

**SANCTION VS REQUIREMENT (INCLUDING SUPERVISORS EXCLUDING PRS STAFF) OF MINISTRIAL STAFF FOR COACHING ACCOUNTS/TPJ**

NO.	Designation	Sanction	Actual	Requirement	Surplus
1.	Sr.SO(A)	30	12	22	8
2.	Sr.AA	1	1	1	0
3.	AA/JAA/AC	173	79	108	65
4.	Sr.RS/Jr.RS/J.Peon/Peon	42	20	29	13
5.	Clerical Staff	4	1	4	0
<b>Total</b>		<b>250</b>	<b>113</b>	<b>164</b>	<b>86</b>

### Summary of requirement of Staff for Traffic Accounts (Coaching)/TPJ

<u>Category</u>	<u>Sanction</u>	<u>Actual</u>	<u>Requirement</u>	<u>Surplus/ Excess</u>
Total	250	113	164	86

R

#### RECOMMENDATION No.3

**86** posts of Accounts clerks in various grades (i.e. **8** Sr.SO (A), **65**(AA, JAA & AC) and **13** group 'D' staff (**Total – 86**) at Traffic (Coaching) office/TPJ are sanctioned excess to the requirement may be surrendered and credited to the Bank of Surplus Posts.

#### NOTE:

While preparing draft report a discussion was held with the coordinating supervisor and appraises the requirement of staff for each section functioning at Sr.AFA/O/T/TPJ. He has consulted with the Sr.AFA/T/TPJ and agreed for the same.

#### (C) Requirement of Accounts Assistant meant for concurrent checking at PRS Centers:-

The Accounts Assistants have to carry out the checks on the Transactions of ROPD (Both PRS & UTS) Tickets, NI tickets, Special Cancellation Tickets, Manual ABRs etc.,. At present 1 supervisor (Sr.SO) and 27 Accounts Assistants are carry out this checking over southern railway.

The Sr.SO and 15 AAs are working to carry out the checking over MAS division and the other 12 AAs are working in other divisions under the direct control of Sr.AFA/T/TPJ. They have been distributed to various major PRS/UTS location and fixed the man days to carry out the checking in each location.

Since, they are working under the direct control of Dy.CAO/T/MAS and Sr.AFA/T/TPJ and their work is being monitored by the above two officers for which all the AAsat various divisions and the Sr.SO(A) working at FA & CAO/T/O/MAS are allowed.

Present deployment of Sr.SO and Accounts Assistants at various divisions to carry our concurrent audit is as follows:

Sl.No.	Name of the Division	Name of AA's working at the Division
1.	MAS	1 Sr.SO + 15 AA's
2.	SA	3 AA's
3.	PGT	4 AA's
4.	TPJ	1 AA
5.	TVC	4 AA's
<b>Total</b>		<b>1 + 27 AA's</b>

**SANCTION Vs REQUIREMENT OF PRS STAFF TO CARRY OUT CONCURRENT AUDIT:**

Designation	Sanction	Actual	Requirement	Surplus
Sr.SO	1	1	1	0
AA's	27	27	27	0
<b>Total</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>0</b>

**(D) Requirement of Sr.Travelling Inspector of Accounts (Sr.TIA):**

The major checks being undertaken by the Sr.TIAs during the periodical inspection of the accounts of stations, goods sheds, City/Town booking offices, out agencies, YTKS, NRH (PRS) center's, Post office PRS center's etc., along with the summary of the minimum time required for completion of each checks are detailed as follows (Detailed time taken for each activities is enclosed in **Annexure - III** )

Sl. No.	Checks exercised	Total mandays required in a financial year
1.	At the time of opening of Inspection for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	652
2.	Closing of check of money value books including verification of on hand stock for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	136

3.	Physical verification of stock of computer tickets for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	383
4.	Check of CR notes for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	299
5.	Linking used cash value books for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	544
6.	Check of ROPD – NI/CAN/Spl.Cancellation tkts for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	376
7.	Check of ROPD – DTC summary card tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	258
8.	Check of Manual ABR tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	26
9.	Check of M-17 tkts continuity tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	1368
10.	Inventroy of Saleable items viz.ETT/TAG tkts for Spl.Class, A 1, A & B stations.	253
11.	Inventory of Parcels, Luggage etc and proving with relevant records tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	535
12.	Check of outward PWB/LT/HCD/Goods RRs with cash book for detailed/open dates tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	1768
13.	Check of forwarding notes for parcels/goods tkts for Spl.Class, A 1, A-S, A-NS, & B stations.	177
14.	Check of collected way bills/PPS- Parcels/LT/Goods tkts for Spl.Class, A 1, A-S, A-NS, & B stations.	33
15.	Re-weighment of parcels/Luggage tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	131
16.	Check of storage charges tkts for Spl.Class, A 1,A-S & A-NS stations.	1862
17.	Check of Demurrage charges	117
18.	Linking of VR/Unloading/delivery book registers	263
19.	Other checks- Gate Pass, Sunday Stock etc.	33
20.	Check of Sundry Earnings (Advt. stalls, VPS etc.,) tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	874
21.	Review of Outstanding tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	870

22.	Check of transactions pertaining to detailed dates and linking them to Coaching summary& classification statement tkts for Spl.Class, A 1,A-S, A-NS, & B stations.	1098
23.	Check of transactions pertaining to detailed dates and linking them to goods cash book (one day per station)	438
24.	Check of siding charges(On OD/DD & One month)	134
25.	Check of Station BS & Preparation of TIAs Test B/S for Spl.Class, A 1,A-S, A-NS, B stations, GS & Sidings	1301
26.	Inspection of OA,TBO/YTKS/NRH/Postal PRS	342
27.	Check of CTTI office	180
<b>Total Man-days* required for regular periodical Inspection</b>		<b>14447</b>
<b>No. of Sr.TIAs required to carry out stn. inspections per financial year (14447÷265*)</b>		<b>54.53 (Say 55 Staff)</b>

\* **Calculation of man days for station inspections:**

No. of days in a year - 365

**Minus:**

- a) No. of Sundays in a year - 52
- b) No. of closed Holidays - 16
- c) No. of CL/RH - 10
- d) LAP/LHAP(Avg. leave availed) - 22

Total	- 100	- 100
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**\*No. of man days available for station inspection - 265**

**ADDITIONAL TIAs ALLOWED TO CARRYOUT FOLLOW UP ACTION:**

In addition to the station inspection TIAs, the following TIAs are allowed for initiating on the Inspection reports submitted by the TIAs, rates checking (which do not come under regular periodical inspection) and also for arranging relief for TIAs proceeding on leave.

<b>Sl.No.</b>	<b>Description of duties</b>	<b>No. of TIAs allowed</b>
1.	Review of inspection reports submitted by TIAs (one TIA for each division)	6
2.	TIA for conducting investigation of cases of frauds reported by TIAs in their periodical inspection	2
3.	TIAs for conducting rates checks at goods sheds/sidings	2
4.	Provision for TIAs availing leave	2
5.	TIAs deputed to the secretariat of PFA & FA & CAO/T and to the office of Sr.AFA/T/TPJ	3
6.	TIAs for periodical inspection	55
<b>Total requirement of TIAs</b>		<b>70</b>

#### **SANCTION Vs REQUIREMENT OF SR.TIAs**

<b>Sanction</b>	<b>Actuals</b>	<b>Requirement</b>	<b>Excess</b>
88	59	70	18

#### **RECOMMENDATION No.4**

**18 Sr.TIA** posts (Grade pay Rs.5400) at Traffic Accounts office are sanctioned excess to the requirement may be surrendered and credited to the Bank of Surplus Posts.

#### **SUMMARY OF STAFF REQUIRED FOR TRAFFIC ACCOUNTS OFFICE/MAS (BOTH FOR COACHING AND GOODS INCLUDING AA FOR PRS AND SR.TIAs)**

<b>Sl.No.</b>	<b>Office</b>	<b>Sanction</b>	<b>Actual</b>	<b>Requirement</b>	<b>Excess</b>
1.	Goods Accounts(Min)	155	80	98	57
2.	Goods Accounts(others)	20	10	13	07
3.	Coaching accounts	250	113	164	86
4.	Sr.SO/AA for PRS check	28	28	28	0
5.	Sr.TIAs	88	59	70	18
<b>Total</b>		<b>541</b>	<b>290</b>	<b>373</b>	<b>168</b>

**CHAPETER – IV****4.0 PLANNING BRANCH REMARKS ON COORDINATING OFFICERS REMARKS**

The draft work study report to review the staff strength at Traffic Offices of MAS & TPJ were handed over to the concerned coordinating officers on 20/23.11.2018 in person and to advice their remarks/comments within 15 days on the work study. No reply has been received within the stipulated time for which a reminder was sent vide this office letter No.G.275/WSSR-681819/ 2018-19 dated 17.12.2018. After a lapse of about 90 days the Coordinating Officer's views were received vide letter No.P.563/TA/MAS/Admn/Vol.II, dt. 18.02.2019 and the remarks of the Planning Branch are given below.

**1. Co-ordinating Officer's views :****A. Traffic Accounts Office/MAS**

The work study report has recommended surrender of the following posts:-

Designation	Sanction	Actual	Required	Surplus
Sr.SO(A)/Sr.AA	26	10	13	13
AA	104	68	68	36
JAA	19	2	16	3
AC	6	-	1	5
Sr.RS	6	1	4	2
J.Peon	6	4	4	2
Peon	5	3	3	2
B.Peon	3	2	2	1
Total	175	90	111	64

- **Sr.SO(A)/Sr.AA:** The category of Sr.SO(A) is supervisory and is maintained and controlled by Headquarters. Moreover, there is a proposal for cadre restructuring also. The surrender of these posts is therefore beyond the purview of Traffic Accounts Office.



- **AA/JAA/AC:** The combined cadre strength of this category is 129 and the actual as on date is only 70. The requirement of this cadre has been studied in detail. It is seen that 100% computerization has not been achieved in implementation of IPAS (for Traffic Earnings), FOIS, Wharfage, Demurrage, Siding charges, refunds, Account Current, RR checking, Weigh bridge section, POS reconciliation etc. The implementation of FIOS software is at various stages and lot more is required to be done such as generation of 7A statements and preparation of E- balance sheet and lot of co-ordination is required at various levels. The surrender of these posts is therefore beyond the purview of Traffic Accounts Office. Therefore, more numbers of clerical cadre staff are required for the same. Moreover, the category of JAA/AC is promotion/feeder cadre. In view of this the current sanctioned strength is required to meet the quantum of work.
- **Sr.RS/J.Peon/Peon/B.Peon :** There are four Record rooms available in this Office. As on date the only one RS available in this office is also at the verge of retirement. There is lot of records such as CR notes, Station balance sheets, accompanying reports etc. being received, sorted and dealt with at various sections of Traffic Accounts. These records are to be maintained properly. The J.Peon sanction is as per requirement only. The Peon/B.Peon are feeder cadre. A complete review of the recommendation has been made and this office is not in a position to surrender any post under this category.

**PLANNING BRANCH'S REMARKS:**

**Sr.SO(A)/Sr.AA :** There are 26 posts of Sr.SO(A)/Sr.AA are sanctioned for Traffic Accounts(Goods)/MAS. Actually 10 staff are working in various sections. After careful study, the requirement of Sr.SO(A)/Sr.AA at this office are 13 only. Hence, the work study team has recommended for surrendering the excess sanctioned posts. Now, the coordinating officer had informed that these posts are maintained and controlled by Headquarters and it is therefore beyond the purview of Traffic Accounts Office. In this regard it is informed that, in Traffic Accounts office, one HOD and one JA.Grade officer's are working and these authorities are competent to take decision to surrender

the posts. After surrender, the concerned authorities may be informed to the HQrs., to delete the sanctioned posts from the Book of sanction as these posts are sanctioned for Traffic Accounts (Goods)/MAS and the staff are physically working at this office. Hence, necessary steps may be taken to surrender the recommended 13 posts of Sr.SO(A)/Sr.AA.

**AA/JAA/AC** : The combined sanctioned strength of these categories is 129 and the actual staff working is only 70. The work study team has taken all the views of the coordinating officer mentioned in the remarks and allowed 85 staff against the 70 staff presently working.(i.e. 15 staff more than the present staff working). Due to modernization, Technology up-gradation the manual intervention in working area is drastically reduced. The requirement of these categories is worked out as 85 and identified to surrender 44 against the existing vacancy of 59. Moreover, by considering this cadre promotion/feeder, all the 68 live posts of AA and 14 posts of JAA against the 2 live posts (i.e 12 posts more than the present staff working) are allowed. Hence, the remarks of the coordinating officer has already considered and the 44 posts identified as excess in the sanctioned strength in these categories may be surrendered and credited to the bank of surplus posts.

**Sr.RS/J.Peon/Peon/B.Peon** : The staff working at various areas and distribution already mentioned clearly in the work study report at **para** No.3.21 at page No.62. The total staff sanctioned in these categories is 20 and actually 10 staff are working. As per the request of the coordinating supervisor, 3 more Sr.RS has been allowed in addition to one live post. Hence, the total requirement of Sr.RS is 4 against the sanctioned strength of 6. Hence, 2 posts of Sr.RS sanctioned excess to the requirement may be surrendered and credited to the bank of surplus post.

In the category of J.Peon/Peon/B.Peon, 9 staff is working against the sanctioned strength of 14. The work study team has allowed all the 9 live posts and the distribution of the staff has also clearly shown at para No.3.21 of the work study report. The excess sanction of 5 posts in these categories may be surrendered and credited to the bank of surplus post.

The Sanction, Actual, Requirement and surplus of clerical staff for Traffic Accounts Office/Goods/MAS is shown below:

Sl. No.	Designation	Sanction	Actual	Requirement	Surplus
1.	Sr.SO(A)	26	10	13	13
	Sr.AA				
2.	AA	104	68	68	36
3.	JAA	19	2	16	3
4.	AC	6	0	1	5
5.	Sr.RS	6	1	4	2
6.	J.Peon	6	4	4	2
7.	Peon	5	3	3	2
8.	B.Peon	3	2	2	1
<b>Total</b>		<b>175</b>	<b>90</b>	<b>111</b>	<b>64</b>

2. **Co-ordinating Officer`s views :**

**B. Senior Travelling Inspector of Accounts:**

The work study report has recommended surrender of the following posts:-

Designation	Sanction	Actual	Required	Surplus
Sr.TIA	88	59	29	29

The work of Sr.TIA is based on the inspection manual circulated by Zonal Railway/Railway Board and therefore the checks enumerated cannot be compromised and reduction of mandays required cannot be made. An analysis of the same is enclosed in the report. Any surrender of post is not possible.

**PLANNING BRANCH'S REMARKS:**

The requirement of Sr.TIAs to carryout inspection has been worked out by the work study team are 70 as not 29 as shown by the coordinating officer. The actual staff working is 59 against the sanctioned strength of 88 with the net vacancy of 29 posts. The work study team has allowed 70 staff which is 11 posts more than the present Sr.TIAs working after considering the actual mandays required to carry out each and every activities and the detailed work sheet has also enclosed as Annexure-III in the draft work study report. Based on the present load, the requirement of Sr.TIAs is only 70. Hence, the excess sanctioned 18 posts of Sr.TIAs may be surrendered and credited to the bank of surplus posts.

### 3. Co-ordinating Officer`s views :

#### C. Traffic Accounts Office/TPJ :

The work study report has recommended surrender of the following posts:-

Designation	Sanction	Actual	Required	Surplus
Sr.SO(A)	30+1	12+1	22+1	8
Sr.AA	1	1	1	-
AA/JAA/AC	173+27	79+27	108+27	65
Typist/Steno/Translator	4	-	4	-
Sr.RS/J.Peon/Peon	42	20	29	13
<b>Total</b>	<b>278</b>	<b>140</b>	<b>192</b>	<b>86</b>

- One post of Sr.SO(A) and 27 posts of AAs are operated for PRS concurrent Audit work at MAS and other stations in the Zone.
- **Sr.SO(A)/AA** : The category of Sr.SO(A) is supervisory and is maintained and controlled by Headquarters. Moreover, there is a proposal for cadre restructuring also. The surrender of these posts is therefore beyond the purview of traffic Accounts Office.
- **AA/JAA/AC** : The combined cadre strength of this category is 173 and the actual as on date is only 79. The requirement of this cadre has been studied in detail. It is seen that 100% computerization has not been achieved in implementation of IPAS (for Traffic Earnings), FOIS, POS reconciliation etc. Due to growth of passengers, NRH-PRS, PPRS, halt stations have increased. Issue of PRS/UTS tickets, Military and Civil warrants have increased. Therefore, more numbers of clerical cadre staff are required for the same. Moreover, the categories of JAA/AC are promotion/feeder cadre. In view of this, the current sanctioned strength is required to meet the quantum of work.
- Typist, Stenographer, Translator : One post of translator is agreed for surrender.
- **Sr.RS/J.Peon/Peon/B.Peon** : There is lot of statements and vouchers such as Civil and Military warrants, PRS/UTS tickets, CR notes, Station Balance sheets, accompanying reports etc. being received from about 800 stations, sorted and dealt with at various sections of Traffic Accounts. These records

are to be maintained properly. The J.Peon sanction is as per requirement only. The Peon/B.Peon are feeder cadre. A careful study has been made and this office is not in a position to surrender any post under this category.

**Planning Branch Remarks:**

**Sr.SO(A)/Sr.AA:** There are 31 posts of Sr.SO(A)/Sr.AA are sanctioned for Traffic Accounts(Coaching)/TPJ. Actually 13 staff are working in various sections. After careful study, the requirement of Sr.SO(A)/Sr.AA at this office are 23 only. (i.e 10 more posts in addition to the actual staff working). Accordingly, the work study team has recommended for surrender of excess 8 sanctioned posts. Now, the coordinating officer had informed that these posts are maintained and controlled by Headquarters and it is therefore beyond the purview of Traffic Accounts Office. In this regard it is informed that, in Traffic Accounts office one HOD and one JA.Grade officer's are working and these authorities are competent to take decision to surrender the posts. After surrender, the authorities may be informed to the HQrs., to delete the sanctioned posts from the Book of sanction as these posts are sanctioned for Traffic Accounts (Coaching)/TPJ and the staff are physically working at this office. Hence, necessary steps may be taken to surrender the recommended 8 posts of Sr.SO(A)/Sr.AA.

**AA/JAA/AC:** The combined sanctioned strength of these categories is 173 and the actual staff working is only 79. The work study team has taken all the views of the coordinating officer mentioned in the remarks and allowed 108 staff, which is 29 staff more than the present staff working. Due to modernization, Technology up-gradation the manual intervention in working area is drastically reduced. The requirements of these categories are worked out as 108 and identified 65 posts as excess to the requirement of sanctioned strength. Moreover, considering this cadre promotion/feeder all the live posts in AA and JAA category are allowed. Hence, the remarks of the coordinating officer has already taken into consideration and the 65 posts identified as excess to the sanctioned strength in these categories may be surrendered and credited to the bank of surplus posts.

**Sr.RS/J.Peon/Peon/B.Peon:** The sanctioned strength of these categories is 42 and the actual staff working is 20 only. The net vacancy in these categories is 22. Based on the present work load and after deep discussion with the concerned coordinating supervisors, the work study team has allowed 29 staff which is 9 posts more than the present staff working. The requirement of staff for these categories has been arrived after conducting of detailed study as well as discussion with the concerned coordinating supervisors. Hence, no further detailed study is required and the 13 net surplus posts in these categories may be surrendered and credited to the bank of surplus posts.

**Typist, Stenographer, Translator** : The work study team has already allowed all the sanctioned posts of clerical staff and Sr.AFA/T/TPJ has been allowed to take decision for the continuation of these posts. However, the coordinating officer has agreed to surrender one post of translator is agreed to. One post of Sr.SO(A) and 27 posts of AAs are allowed for conducting of PRS concurrent Audit at MAS and other stations in the zone and the existing system in this regard may be continued.

The Sanction, Actual, Requirement and surplus of clerical staff for Traffic Accounts Office/Coaching/TPJ is shown below:

Sl.No.	Designation	Sanction	Actual	Requirement	Surplus
1.	<b>Sr.SO (A)</b>	30	12	22	8
	Sr.AA	1	1	1	0
2.	AA/JAA/AC	173	79	108	65
3.	Sr.SO(A)/PRS	1	1	1	0
4.	AA	27	27	27	0
5.	Clerical staff	4	1	4	0
5.	Sr.RS J.Peon Peon B.Peon	42	20	29	13
<b>Total</b>		<b>278</b>	<b>141</b>	<b>192</b>	<b>86</b>

The Sanction, Actual, Requirement and surplus of clerical staff for Traffic Accounts

Office/MAS & TPJ is shown below:

<b>Sl.No.</b>	<b>Traffic Office</b>	<b>Sanction</b>	<b>Actual</b>	<b>Requirement</b>	<b>Surplus</b>
1.	Goods/MAS	175	90	111	64
2	Coaching/TPJ (Including PRS staff)	278	141	192	86
3.	Sr.TIA	88	59	70	18
<b>Total</b>		<b>541</b>	<b>290</b>	<b>373</b>	<b>168</b>

**CHAPTER – V****5.0 FINANCIAL SAVINGS**

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

Sl. No.	Category	Scale of Pay (Rs.)	No.of posts	Mean pay (Rs.)	Annual Savings (Rs)
1.	Sr.TIA	4800	18	108292	23391072
2.	Sr.SO (A)	4800	21		27289584
3.	AA	4200	101	80551	97627812
4.	JAA	2800	3	66218	2383848
5.	AC	1900	5	45290	2717400
6.	Sr. Record Sorter	1800	2	40821	979704
7.	J.Peon		18		8817336
8.	Peon				
TOTAL			168		163206756



**ANNEXURE – I****'SAVE' STATEMENT OF FA&CAO/T/MAS(GOODS)**

Sl. No.	Designation	Grade Pay (Rs.)	Sanction	Actual	Vacancy	Excess
<b>GROUP 'C'</b>						
1.	Sr.SO (A)	4800	26	8	18	0
3.	Sr.AA	4800	0	2	0	2
4.	AA	4200	104	68	36	0
5.	JAA	2800	19	2	17	0
6.	AC	1900	6	0	6	0
7.	Sr. Record Sorter	1900	6	1	5	0
<b>TOTAL</b>			<b>161</b>	<b>81</b>	<b>82</b>	<b>2</b>
<b>GROUP 'D'</b>						
8	J. Peon	1900	6	4	2	0
12.	Peon	1800	5	3	2	0
13.	B. Peon	1800	3	2	1	0
<b>TOTAL</b>			<b>14</b>	<b>9</b>	<b>5</b>	<b>0</b>
<b>GRAND TOTAL</b>			<b>175</b>	<b>90</b>	<b>87</b>	<b>2</b>

**SENIOR TRAVELLING INSPECTOR OF ACCOUNTS (SR.TIA)**

Designation	Grade Pay (Rs.)	Sanction	Actual	Vacancy	Excess
Sr.TIA	5400	88	59	29	0

**ANNEXURE-II****'SAVE' STATEMENT OF Sr.AFA/T/TPJ(COACHING)****(Including PRS staff)**

Sl. No.	Designation	Grade Pay (Rs.)	Sanction	Actual	Vacancy	Excess
<b>GROUP 'C'</b>						
1.	Sr.SO (A)	4800	31	13	18	0
3.	Sr.AA	4800	1	1	0	0
4.	AA	4200	152	100	52	0
5.	JAA	2800	29	2	27	0
6.	AC	1900	19	4	15	0
7.	OS Typist	4600	1	0	1	0
8.	Ch.Typist	4200	1	0	1	0
8.	Sr.Steno	4600	1	0	1	0
9.	Jr.Translator	4200	1	0	1	0
10.	Sr. Record Sorter	1900	17	10	7	0
<b>TOTAL</b>			<b>253</b>	<b>130</b>	<b>123</b>	<b>0</b>
<b>GROUP 'D'</b>						
11.	J.Record Sorter	1900	12	2	10	0
12.	J. Peon	1900	8	5	3	0
12.	Peon	1800	5	3	2	0
<b>TOTAL</b>			<b>25</b>	<b>10</b>	<b>15</b>	<b>0</b>
<b>GRAND TOTAL</b>			<b>278</b>	<b>140</b>	<b>138</b>	<b>0</b>



**WORK STUDY TO REVIEW THE STAFF  
STRENGTH AT FA&CAO/T/MAS  
(GOODS/O/ MAS & COACHING/O/ TPJ)**



**WORK STUDY TO REVIEW THE STAFF  
STRENGTH AT FA&CAO/T/MAS  
(GOODS/O/ MAS & COACHING/O/ TPJ)**



**WORK STUDY TO REVIEW THE STAFF  
STRENGTH AT FA&CAO/T/MAS  
(GOODS/O/ MAS & COACHING/O/ TPJ)**