

**NORTHEAST FRONTIER RAILWAY**



**WORK STUDY REPORT ON  
REVIEW OF STAFF STRENGTH OF ACCOUNTS STAFF OF DBWS  
UNDER WAO/DBWS**

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**STUDY NO. WSNF/24/21-22**

**CASE NO. Z/375/10/24/21-22**

**CENTRAL PLANNING ORGANISATION**

**N. F. RAILWAY/MALIGAON**

**GUWAHATI - 781011.**

## **EXECUTIVE SUMMARY**

**SUBJECT:** Review of Staff Strength of Accounts staff of DBWS under WAO/DBWS,

**STUDY NO:** WSNF/24/2021-22

**CASE NO:** Z/375/10/24/21-22,

**AUTHORITY:** SDGM of N.F.Railway.

**CONCERN DIV:** DBWS

**DEPARTMENT:** Accounts

**TERMS OF REFERENCE:** To assess the requirements of Staff Strength of Accounts department of DBWS.

**NO. OF RECOMMENDATION:** One

As discussed in critical analysis in para-3 of Chapter- III, in addition to on roll strength of 13 posts of various categories, **additional 12 Posts are required for smooth functioning of sectional work under WAO/DBWS.**

Taking into consideration of above, a total on roll strength 13 + additional 12 posts = 25 posts are adequate for present/future expansion of work load. Hence, out of 24 Vacant posts remaining 12 **Vacant posts**, are identified as surplus which are i) AA -06 Nos, ii) A/C1-02 Nos & iii) Office Asst. = 04Nos. may easily be surrendered and the BOS may be corrected accordingly.

**PROJECTED MAN POWER SAVINGS:** 12 Nos.

**PROJECTED FINANCIAL SAVING:** Rs. 94.95 Lakh per annum.

**MONTH AND YEAR OF CIRCULATION:** MAY, 2021,

## **I N D E X**

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## **CHAPTER - I**

### **1.0 INTRODUCTION:**

For long years, the works of the department was manual checking of Divisonal receipts of various kinds and keeping the accountable manually. The work was gigantic and the work force was gigantic too.

In the recent past, there came a lot of change in office workings due to advent of computers, different software programming for error generation and development of data base for computerization of different workings of the accounts sections to operate through all the terminals provided in the Indian railways. This resulted in reduction of manual work load, accuracy in report generation & saved lot of time which was required earlier for internal audit and reconciliation.

At present, outsourcing of non-safety works has become the practice in most of the departments of Indian Railways. Its footprints are also very much visible in the accounts department. The works of repetitive nature and which are required to be entered in the system only, without risking the accountable process, also have been outsourced in the department.

In view of adaption of the improved procedures in working system over the past few years, the Board have directed all the zonal Railways to review the work load vis a vis staff available in the accounts Department to safeguard realistic norm of staffing by adjudging the need and work load of the department.

Accordingly, the Work study cell of the N.F. Railway has undertaken the study under the guidance of SDGM to accomplish the task given by the Board. While undertaking the study, the study team keeps in view that there should not be any inadequacy in staff strength for disposal of various works in the department and also, there should not be any wastage of manpower due to inadequacy of works in the sections.

### **1.1 RATIONALE FOR CONDUCTING THIS STUDY:**

- Man power is the most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- Focusing attention on core activities by reducing/elimination of non- core activities.
- Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- Up-gradation/introduction of automation/innovations
- Outsourcing of noncore activity.
- Availability of better process/technology.
- Reducing/removing redundancy in work.

### **1.2 AUTHORITY:**

SDGM of N.F.Railway.

### **1.3 TERMS OF REFERENCE:**

Adequacy of Staff Strength of Accounts department of DBWS.

### **1.4 METHODOLOGY:**

1. Collection of Data.
2. Discussion with officers and staff.

3. Assessment of workload of different section.
4. Need based assessment of staff requirement

**1.5 ACKNOWLEDGEMENT:** Work study team is grateful to Shri B. K. Pegu , WAO/DBWS, Shri Surinderpal Singh, Sr.SO/ACC/DBWS for their kind guidance and co-operation for conducting this study.

## **CHAPTER-II**

### **2.0 SUMMARY OF WORK LOAD**

The Cadre position of Accounts department is appended below:

- **PF Section:**

Brief description & Nature of works carried out: Passing of PF Bills (including F/S) and reconciliation of monthly and yearly closing with adjustment of transferred in and out of PF staff. Preparation of MPR, half yearly progress report, Debt head report, staff benefit fund maintenance, preparation & acceptance of outward & inward TC, creation of JV etc.

The Cadre position of Accounts department under :

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

- **Pension Section:**

Brief description & Nature of works carried out: Monthly pension cases of retired staff & issue of PPOs, all F/S dues of NR & ONR cases and revision of pension of Pre-2016. Settlement of grievances of PG portal cases, Half yearly deposit suspense, preparation of monthly progress report, HYAR report.

The Cadre position of Accounts department is appended below:

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

- **Books Section:**

Brief description & Nature of works carried out: Cheque issue of salary bills, Expenditure bills, Contractual bills, etc. Maintenance of different registers, issue & acceptance of TCs and accountal of all expenditures and vouchers into Book of Account. Closing and submission of Monthly Account Current, compilation of GB. Preparation of Cheques, Release of BG bond, earnest money, performance guarantee money, remittance into bank, unpaid wages, maintenance of record of paid vouchers, half yearly suspense report, Debt head report.

The Cadre position of Accounts department is appended below:

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

- **Admin Section:**

Brief description & Nature of works carried out: Deals with all administrative works related to this office. All matters in regards to issue of passes and pto of staff, post retirement pass of Retired staffs and widow complimentary pass, after receiving of application of passes/PTOs checking of all details shortest route and admissible break journeys etc. then debit in individual pass account in register & issued . Issue of I Card and medical card etc., maintenance of all confidential files of WAO/DBWS.

The Cadre position of Accounts department is appended below:

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

- **ENGA Section:**

Brief description & Nature of works carried out: Non Gazetted Claims, Salary, TA Etc. Deals with passing of Establishment bills of Non-gazetted staff's LPC vetting, Leave vetting, MACP vetting, MPR, RTI etc.

The Cadre position of Accounts department is appended below:

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

- **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (Revenue & Capital), vetting of LOA, Draft/ Final CA, Variations, Revised Estimates, Misc. Proposals Comml matters (earnings) etc. Rolling stock programme in RSP portal, Vetting of non stock requisition and P.O. Proposal/Estimate on quotation basis. Works programme (Pink Book & LAW Book) in IRPSM portal, M&P programme in M&P web portal.

The Cadre position of Accounts department is appended below:

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

- **Expenditure (XP) Section:**

Brief description & Nature of works carried out: Passing of all claims and bills pertains to contractors, suppliers, electric consumption bills, telephone bills, misc. Pay Orders, Store bills ,Fuel, TC adjustment Etc. Administrative, EGA, Gazetted Officers (salary, Claims)

The Cadre position of Accounts department is appended below:

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

- NPS Section:**

Brief description & Nature of works carried out: Collection of S-1 forms for onward submission to NSDL for generation of PRAN and uploading of subscription & Govt contribution to NSDL.

The Cadre position of Accounts department is appended below:

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

- Efficiency Section:**

Brief description & Nature of works carried out: Preparation of MPR, compilation of all monthly, half-yearly, Quarterly, Yearly calendars of returns and submission to HQ & divisional administration.

The Cadre position of Accounts department is appended below:

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



- **DSA Section:**

Brief description & Nature of works carried out: Passing of surplus bills, DT register, other matters related to stores. Preparation of transfer certificate & JE, Receipt note, issue note, sell issue note, receipt of all vouchers, half yearly review, JE/TC reconciliation.

The Cadre position of Accounts department is appended below:

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

- **Inspection Section:**

Brief description & Nature of works carried out: Normally 4 to 5 inspections conducted by AAs. At present no staff is deployed for this section.

**SUMMARIZED BOS VS ON ROLL UNDER WAO/DBWS**

SN	CATEGORY	SCALE	G/PAY	SANCTION	ON ROLL	VACANCY
1.	Sr.SO	PB-2	4800/-	07	04	03
2.	AA	PB-2	4200/-	16	04	12
4.	JAA	PB-I	2800/-	02	0	02
5.	AC	PB-I	1900/-	04	02	02
6.	Office Asst	PB-I	1900/-	06	02	04
7.	SE (IT)	PB-2	4600/-	01	01	0
8.	JE (IT)	PB-2	4200/-	01	0	01
Total				37	13	24

### CHAPTER-III

#### 3.0 CRITICAL ANALYSIS OF EXISTING WORKLOAD AND STAFF REQUIREMENTS:

The activities and workload involved in Accounts KIR has already discussed in Chapter-II. As there is no specific yardstick for Accounts department, manpower analysis is done on the basis of workload various section. The study team observed that requirement of staff against nature of works done by the following sections is scrutinized and appended below:

- **PF Section:**

Brief description & Nature of works carried out: Passing of PF Bills (including F/S) and reconciliation of monthly and yearly closing with adjustment of transferred in and out of PF staff. Preparation of MPR, half yearly progress report, Debt head report, staff benefit fund maintenance, preparation & acceptance of outward & inward TC, creation of JV etc.

The Cadre position of Accounts department under :

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1	Sr.SO	PB-2	4800/-	0	1
2.	AA	PB-2	4200/-	0	1
3.	AC	PB-I	1900/-	1	1
Total				1	03

- **Pension Section:**

Brief description & Nature of works carried out: Monthly pension cases of retired staff & issue of PPOs, all F/S dues of NR & ONR cases and revision of pension of Pre-2016. Settlement of grievances of PG portal cases, Half yearly deposit suspense, preparation of monthly progress report, HYAR report.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1	Sr.SO	PB-2	4800/-	0	1
2.	AA	PB-2	4200/-	1	1+1=2
Total				1	03

- **Books Section:**

Brief description & Nature of works carried out: Cheque issue of salary bills, Expenditure bills, Contractual bills, etc. Maintenance of different registers, issue & acceptance of TCs and accountal of all expenditures and vouchers into Book of Account. Closing and submission of Monthly Account Current, compilation of GB. Preparation of Cheques, Release of BG bond, earnest money, performance guarantee money, remittance into bank, unpaid wages, maintenance of record of paid vouchers, half yearly suspense report, Debt head report.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1	Sr.SO	PB-2	4800/-	1	1
2	AA	PB-2	4200/-	0	1
3.	JAA	PB-I	2800/-	0	1
Total				01	03

- **Admin Section:**

Brief description & Nature of works carried out: Deals with all administrative works related to this office. All matters in regards to issue of passes and pto of staff, post retirement pass of Retired staffs and widow complimentary pass, after receiving of application of passes/PTOs checking of all details shortest route and admissible break journeys etc. then debit in individual pass account in register & issued . Issue of I Card and medical card etc., maintenance of all confidential files of WAO/DBWS.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	SE/IT	PB-2	4600/-	1	1
2.	AA	PB-2	4200/-	1	1
3.	JAA	PB-I	2800/-	0	1
4.	Office Asst	PB-I	1800/-	2	2
Total				04	05

- **ENGA Section:**

Brief description & Nature of works carried out: Non Gazetted Claims, Salary, TA Etc. Deals with passing of Establishment bills of Non-gazetted staff's LPC vetting, Leave vetting, MACP vetting, MPR, RTI etc.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	1	1
2.	AA	PB-2	4200/-	0	1
3.	AC	PB-I	1900/-	1	1
Total				2	03

- **Finance Section:**

Brief description & Nature of works carried out: All proposals of works related to certification of detailed estimates (Revenue & Capital), vetting of LOA, Draft/ Final CA, Variations, Revised Estimates, Misc. Proposals Comml matters (earnings) etc. Rolling stock programme in RSP portal, Vetting of non stock requisition and P.O. Proposal/Estimate on quotation basis. Works programme (Pink Book & LAW Book) in IRPSM portal, M&P programme in M&P web portal.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	1	1

2.	AA	PB-2	4200/-	0	1
Total				1	2

- **Expenditure (XP) Section:**

Brief description & Nature of works carried out: Passing of all claims and bills pertains to contractors, suppliers, electric consumption bills, telephone bills, misc. Pay Orders, Store bills ,Fuel, TC adjustment Etc. Administrative, EGA, Gazetted Officers (salary, Claims)

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	1	01
Total				1	01

- **NPS Section:**

Brief description & Nature of works carried out: Collection of S-1 forms for onward submission to NSDL for generation of PRAN and uploading of subscription & Govt contribution to NSDL.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	AA	PB-2	4200/-	0	01
Total				0	01

- **Efficiency Section:**

Brief description & Nature of works carried out: Preparation of MPR, compilation of all monthly, half-yearly, Quarterly, Yearly calendars of returns and submission to HQ & divisional administration.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	AA	PB-2	4200/-	1	01
Total				01	01

- **DSA Section:**

Brief description & Nature of works carried out: Passing of surplus bills, DT register, and other matters related to stores. Preparation of transfer certificate & JE, Receipt note, issue note, sell issue note, receipt of all vouchers, half yearly review, JE/TC reconciliation.

The Cadre position of Accounts department is appended below:

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	AA	PB-2	4200/-	1	1
Total				1	1

- **Inspection Section:**

Brief description & Nature of works carried out: Normally 4 to 5 inspections conducted by AAs. At present no staff is deployed for this section.

SN	CATEGORY	SCALE	G/PAY	ON ROLL	PROPOSED STRENGTH
1.	Sr.SO	PB-2	4800/-	0	1
2.	JE( IT)	PB-2	4200/-	0	1
Total				0	2

**Recommendation by Work study team :**

- **Accounts Assistant:**

These categories are engaged to **work** in Department of **Finance** and **Accounts**. He will be in charge of Clearing Bills, Analysing **Railway** Budget, Processing of Purchase order and Verifying Stocks etc. Ensuring there are no financial irregularities in the transactions of the **Railway**. They also assists the Sr. SO regarding accounts related work.

The Present sanctioned strength of AA is 16 and on roll are 04 keeping 12 posts vacant. This is a promotional category. The work study team only after critical evaluation of work load suggests another 06 Nos. of AA posts are required for PF section, Pension section, Books section, ENGA section, Finance section & NPS section with 01 No. of AA each for present scenario of work load. With this the BOS of AA will be 10.

Further, it is worth to mention that by surrendering 06 posts, the promotional avenue will not at all be affected.

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Accounts Assistant	9300-34800/-	4200/-	16	04	12	10	06
		Total		16	04	12	10	06

- **Work load of Accounts Clerk:**

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

The Present sanctioned strength of AC is 04 and on roll are 02 keeping 02 posts vacant. The vacant 02 posts can easily be surrendered with a view that the workload is substantially reduced due to induction of E-office & computerisation.

The promotional avenue will not be hampered for the lower category which may be operated against higher vacancy (JAA), if necessary.

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Accounts Clerk	5200-20200/-	1900/-	04	02	02	02	02
		Total		04	02	02	02	02

- **Work Load of Office Assistant:**

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

Against the sanctioned strength of 06 Nos of Office Asst. posts, the office is running with 02 Nos. at Admin Section. This category is a diminishing category vide GM/P/MLG's Letter no. E/59/III 4(C) Pt. V-B, Dtd. 16<sup>th</sup> Oct. 2000. As being a diminishing category there is very less possibility to fill up these vacant posts & the work load is also substantially reduced due to Computerisation & E-office works. Hence, 04 Nos. vacant posts of Office Asst. may be recommended for surrender.

The BOS of this category is proposed as 02 and the study team opined that **04 Nos. vacant post of Office Asst. are surplus & may be recommended for surrender.**

Sl No	Group C Category	Pay Band	Grade Pay	Sanction	On Roll	Vacancy	Proposed BOS	Proposed Surrender
1	Office Asst.	5200-20,200/-	1800/-	06	02	04	02	04
		Total		06	02	04	02	04

#### **SUMMARIZED BOS VS ON ROLL WITH PROPOSED BOS/SURPLUS**

SN	CATEGORY	SCALE	G/PAY	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURPLUS
1.	Sr.SO	PB-2	4800/-	07	04	03	07	0
2.	AA	PB-2	4200/-	16	04	12	10	06
4.	JAA	PB-I	2800/-	02	0	02	02	0
5.	AC	PB-I	1900/-	04	02	02	02	02
6.	Office Asst	PB-I	1900/-	06	02	04	02	04
7.	SE (IT)	PB-2	4600/-	01	01	0	01	0
8.	JE (IT)	PB-2	4200/-	01	0	01	01	0
Total				37	13	24	25	12

#### **CHAPTER-IV**

**4.0 PROPOSED & SURPLUS STAFF:** As discussed in critical analysis in para-3 of Chapter-III, the proposed strength and proposed surplus staff of Accounts Assistant, Jr. Accounts Assistant, Sr. R/Sorter, Peon **at Sr.DFM/IC/KIR is furnished below:**

SN	CATEGORY	SCALE	G/PAY	SANCTION	ON ROLL	VACANCY	PROPOSED BOS	PROPOSED SURPLUS
1.	Sr.SO	PB-2	4800/-	07	04	03	07	0
2.	AA	PB-2	4200/-	16	04	12	10	06
4.	JAA	PB-I	2800/-	02	0	02	02	0
5.	AC	PB-I	1900/-	04	02	02	02	02
6.	Office Asst	PB-I	1900/-	06	02	04	02	04
7.	SE (IT)	PB-2	4600/-	01	01	0	01	0
8.	JE (IT)	PB-2	4200/-	01	0	01	01	0
Total				37	13	24	25	12

**Total Proposed for surrender identified as 12 Nos.**

## CHAPTER-V

### 5.0 RECOMMENDATION:

As discussed in critical analysis in para-3 of Chapter- III, in addition to on roll strength of 13 posts of various categories, **additional 12 Posts are required for smooth functioning of sectional work under WAO/DBWS.**

Taking into consideration of above, a total on roll strength 13 + additional 12 posts = 25 posts are adequate for present/future expansion of work load. Hence, out of 24 Vacant posts remaining 12 **Vacant posts**, are identified as surplus which are i) AA -06 Nos, ii) A/Cl-02 Nos & iii) Office Asst. = 04Nos. may easily be surrendered and the BOS may be corrected accordingly.

## CHAPTER-VI

### 6.0 EXPENDITURE / FINANCIAL SAVINGS PER ANNUM (AS PER VII CPC)

The expenditure involved in surplus posts per annum is as follows:-

SN	SCALE (In Rs)	G/PAY	Category	No. of Posts surplus	Expenditure per month as Salary in Rs	Total Expenditure incurred per annum due to staff salary in Rs
1	9300-34800	4200/-	AA	06	86463/- X 6 = 518778/-	62,25,336/-
2	5200-20200	1900/-	A/CL	02	48613/- X 02= 97226/-	11,66,712/-
3	5200-20200	1800/-	Office Asst.	04	43816/- X 4 = 175264/-	21,03,138
Total				12		94,95,216/-

Total surplus = 12 posts

Projected Recurring Saving / annum = **Rs 94.95 lakhs.**

## **CHAPTER – VII**

### **7.0 READY RECKONER:**

<b>SN</b>	<b>Level</b>	<b>First Pay</b>	<b>Last pay</b>	<b>Mean pay monthly</b>	<b>DA 17 %</b>	<b>Monthly in Rs.</b>	<b>Yearly in Rs.</b>
1	Level-1	18000	56900	37450	6366/-	43816/-	525792/-
2	Level-2	19900	63200	41550	7063/-	48613/-	583356/-
3	Level-3	21700	69100	45400	7718/-	53118/-	637416/-
4	Level-4	25500	81100	53300	9061/-	62361/-	748332/-
5	Level-5	29200	92300	60750	10327	71077/-	852924/-
6	Level-6	35400	112400	73900	12563/-	86463/-	1037556/-
7	Level-7	44900	142400	93650	15920/-	109570/-	1314840/-
8	Level-8	47600	151100	99350	16889/-	116239/-	1394868/-

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