



WORK STUDY REPORT
ON
REVIEW OF TYPIST STAFF
WORKING IN DIFFERENT DEPARTMENT
IN NRHQ OFFICE, BARODA HOUSE
2018-19

WORK STUDY TEAM

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NO.16-CP/20/WS/2018-19

CENTRAL PLANNING CELL
NORTHERN RAILWAY
BARODA HOUSE

EXECUTIVE SUMMARY

This study was allotted to the Central Planning Cell, HQ Office, on the directives of SDGM/NR to identify redundant/unproductive/wasteful activities and suggest ways and means to improve the manpower productivity and economy.

STAFF POSITION

The sanctioned and on roll strength of Typist staff working in different departments of NRHq office, Baroda House is as under: -

S.No.	Category	S/S	O/R	Variation
1	OS Typist	22	19	03
2	Chief Typist	46	22	24
Total		68	41	27

Number of posts identified as surplus

Group 'C' = 27 Posts

Group 'D' = Nil Posts

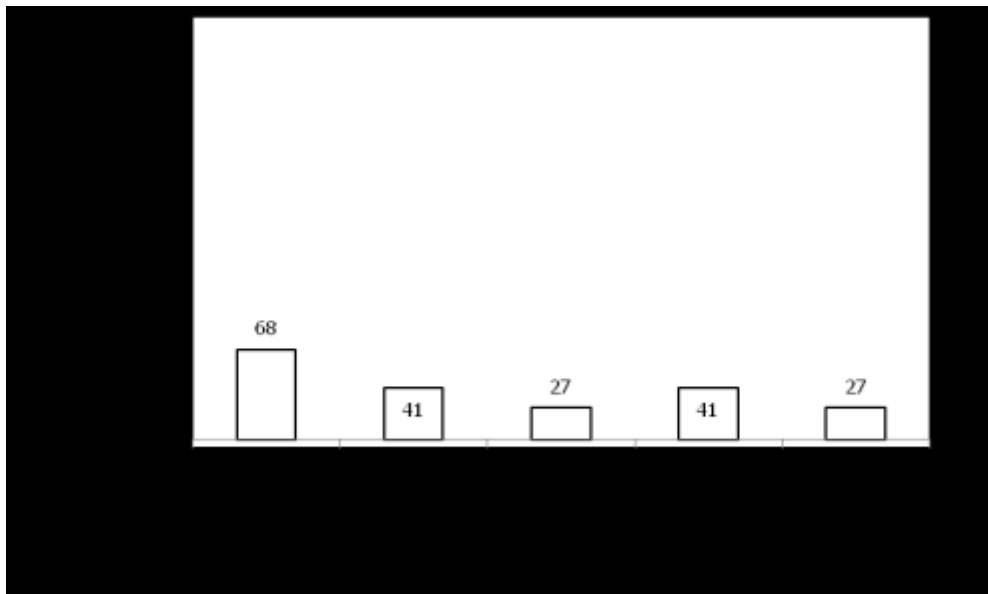
Total = 27 Posts

FINANCIAL IMPLICATIONS

Anticipated recurring saving = Rs. 243.29 Lacs per annum

Capital Saving = Nil

Total recurring saving = Rs. 243.29 Lacs per annum.



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SYNOPSIS

Indian Railways is the one of the largest system in the world under a single management with a network spread all over the country. With humble beginning in 1853, the railways have served the nation as the principle mode of transport. Railway is the cheapest mode of transport in the country. Its two fold objectives are to transport passengers and freight traffic from one place to another place. Indian railways play a vital role not only to compete with road transport but also globally with other railways of the world.

The adoptions of technological up gradations have become inevitable and at the same time, it is very challenging due to financial constraints. The efforts of modernization can also be seen in Personnel Branch also. Since the establishment charges of employees have escalated considerably, the manpower review exercises are undertaken from time to time to achieve zero growth in manpower expenditure. The matter being discussed at various levels in details and it was told no recruitment has been made against these posts in the last years. The Typist cadre has least work as Railway is being taken multi skilled staff for typing by computers to achieve economy and improve manpower productivity.

Keeping in view of above, SDGM/NR has assigned the work study on "Review of Typist staff working in different departments in N.Rly Hq office, Baroda House," to identify redundant and unproductive activities vis-à-vis existing workload. The typing work on type writer by typists has become outdated. Now a days, the typing work has been replaced by computers which are being carried out by the ministerial/clerical staff themselves and the typist cadre has been declared as diminishing cadre by the Railway Board.

The work study team conducted a review and identified 27 posts as surplus and recommended for surrender. The implementation of the recommendations contained in the report will yield recurring saving to the tune of Rs. 263.80 lacs per annum, if implemented in toto.

SUMMARY OF RECOMMENDATIONS

Rec. No.	Recommendations	Refer para no.	Accepting/ implementing authority
1	It is proposed that 27 posts of typist staff are identified as surplus and recommended for surrender and details are under. OS Typist Gr. 9300-34800-4600 =03 posts. Chief Typist Gr. 9300-34800-4200 =24 posts. Total =27 posts	2.4.1	CPO/A, Dy. CPO/NRHQ.

ACKNOWLEDGEMENT

The work study team is highly thankful to Smt. Renu Yadav, Dy. CPO/HQ and Sh.Nardev,APO/HQ and other functionaries for providing relevant data/information to the team during the conduct of the study.

1.0.0 INTRODUCTION

1.1.0 The Personnel Branch is responsible for timely recruitment, promotions, postings, payment of salary and retirement benefits. Before the computerization of the offices, all the correspondence and other related works was typed on the typewriters by the typists. At that time typists staff was the backbone of the office. It can be said that the modernization of offices due to introduction of computers has drastically reduced the work of typist staff.

1.2.0 After adoption of modern techniques and technological up gradations in Personnel Branch, the work of typing on typewriters has become outdated and all the typing work is being carried out by ministerial staff. Similarly the requirement of typist staff has been replaced by the multi skilled. The Railway Board has already declared the typist staff as diminishing cadre and no fresh recruitment has been made in the yester years.

1.3.0 Consequently, SDGM/NR has assigned a work study to Central Planning Cell, HQ Office with a view to eliminate wasteful expenditure and to ensure optimum utilization of manpower and assets

1.4.0 TERMS OF REFERENCE:

The following terms of reference have been adopted to conduct the study:-

1. To review staff strength vis-à-vis existing workload.
2. To identify redundant/unproductive activities with a view to eliminate wasteful expenditure.
3. To suggest ways and means to improve the efficiency and productivity of the system.

1.5.0 METHODOLOGY ADOPTED

The following work study techniques were adopted to conduct the study:-

1. Data collection and its critical analysis
2. Sample check, personal spot observations, activity sampling, analytical estimation and application of yardstick in vogue, if any.
- 3 Held discussions at various levels.

- 2.0.1.A.1 BRIEF DESCRIPTION OF MINISTERIAL STAFF OF 'P' BRANCH, STAFF POSITION, CRITICAL ANALYSIS, REQUIREMENT OF STAFF & RECOMMENDATIONS
- 2.1.0 BRIEF DESCRIPTION
Northern Railway is an important zonal railway of Indian Railways. Before formation of new zones, it was the largest zonal railway with eight divisions. At present Northern Railway have five divisions.
- 2.2.0 GENERAL FUNCTIONS AND MAJOR ACTIVITIES OF 'P'BRANCH.
- 2.2.1 All concerned matters of establishment (ACME) of all the employees of HQ office and other divisional offices are dealt by ministerial staff of 'P' Branch. The main functions/major activities of the ministerial staff of 'P' Branch are mentioned below:-
- 2.2.2. RECRUITMENT
Assessing vacancies, placing indents to Railway Recruitment Board, accepting panel, offer of posts to candidates, formalities regarding character certificates, police enquiry, training posting etc.
- 2.2.3 SCREENING OF CASUAL LABOUR
Bio data regarding list showing working days, DOB, qualifications, certificates, nomination of screening committees, SC/ST quota panel and regularization of service.
- 2.2.4 Maintenance of cadre position and seniority list prepared for each category and grade, confirmation, up gradation, restructuring of cadre, issue of retirement list every year.
- 2.2.5 Maintenance of SC/ST/OBC roster for selection/promotion for various categories.
- 2.2.6 PROMOTION
Arranging selection/non selection post, trade tests, written test, suitability test, limited departmental competitive examination, assessment of vacancies, nomination of selection Board, fixing dates, issue of panel, confirmation, list of eligible candidates, pre-coaching of SC/ST candidates, notifying written test, training, posting, calling for option etc.
- 2.2.7 TRANSFER
Periodical, routine, on promotion, mutual/ own request, inter divisional and inter zonal transfers.
- 2.2.8 SETTLEMENT
Settlement of posts retirement benefits like pension, leave encashment, CGIS, family pension, revision of pension, commutation, compensation, settlement cases, calculation of qualifying services, obtaining post retirement record, voluntary retirement cases etc.

2.3.0 STAFF POSITION

2.3.1 Department wise sanction and on roll strength of typist staff is placed as Annexure No.II in this report and the same is tabulated as under:-

S.No.	Department	S/S	O/R	Variation
1	Administration	06	04	02
2	Mechanical	06	04	02
3	Operating	06	01	05
4	Commercial	09	06	03
5	Signal Telecom	05	03	02
6	Electrical	04	04	-
7	Medical	06	06	-
8	Personnel	15	09	06
9	Civil	07	02	05
10	Store	04	02	02
Total		68	41	27

The above table reveals that the sanctioned and on roll strength of Typist staff is 68 and 41 respectively with 27 vacant posts.

2.3.2 CRITICAL ANALYSIS

Certain categories of different departments in which Typist staff also exist, has been declared redundant by the Railway Board and as per directives issued by GM/NR Letter no. 807-E/surrender of posts/, MPP*2017 dt/ 08/02/2017. These categories are reducing slightly and there is no fresh intake. The work of type writer has been out dated and replaced by computer.

2.4.0 PROPOSED REQUIREMENT OF STAFF

2.4.1 The typing work on type writer by typists has become outdated. Now a days, the typing work has been replaced by computers which are being carried out by the ministerial/clerical staff themselves and the typist cadre has been declared as diminishing cadre. Thus the proposed requirement as per current scenario for utilization in other establishment work of departments is as under:-

S.No.	Department	S/S	Proposed strength	Identified surrender
1	Administration	06	04	02
2	Mechanical	06	04	02
3	Operating	06	01	05
4	Commercial	09	06	03
5	Signal&Telecom	05	03	02
6	Electrical	04	04	-

7	Medical	06	06	-
8	Personnel	15	09	06
9	Civil	07	02	05
10	Store	04	02	02
Total		68	41	27

During the course of study it was observed that the on roll 41 strength of typists are being utilized in the other ministerial work under the 'P' Branch as per their suitability and capability. The team opines that the 27 vacant posts of typists which are lying vacant are identified as surplus and recommended for surrender.

RECOMMENDATION NO.1

It is proposed that 27 posts of typist staff are identified as surplus and recommended for surrender.

OS Typist Gr. 9300-34800-4600	=03 posts.
Chief Typist Gr. 9300-34800-4200	=24 posts.
Total	=27 posts

3.0.0 FINANCIAL IMPLICATIONS

3.0.1 Sanctioned strength: The total annual expenditure on Typist staff working in different divisions in Baroda House is as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	S/ strength	Monthly expenditure	Total annual expenditure
1	OS Typist	9300-34800- 4600	100206	22	2204532.00	26454384.00
2	Chief Typist	9300-34800- 4200	79073	46	3637358.00	43648296.00
Total				68		70102680.00

The above table reveals that total annual expenditure being incurred on 68 sanctioned posts of Typist staff comes to ■■■70102680.00

3.0.2 Proposed strength: The annual expenditure on the proposed strength of Typist staff is as under:-

S N	Category	Pay Scale + Grade Pay	Monthly value per posts	Proposed strength	Monthly expenditure	Total annual expenditure
1	Chief Typist	9300-34800- 4600	100206	19	1903914.00	22846968.00
2	Chief Typist	9300-34800- 4200	79073	22	1739606.00	20875272.00
Total				41		43722240.00

The above table reveals that total annual expenditure on Typist staff will be reduced to ■■■43722240.00 instead of ■■■70102680.00 and net annual saving will be ■■■26380440.00

3.0.3 Anticipated recurring savings

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts Rs.	Anticipated annual recurring saving Rs.
1	OS Typist	9300-34800-4600	1	03	100206.00	3607416.00
2	Chief Typist	9300-34800-4200	1	24	79073.00	22773024.00
Total				27		26380440.00

No. of posts identified as surplus: -

Group 'C' = 27 posts

Group 'D' = Nil posts

Total = 27 posts

Anticipated recurring saving = Rs. 263.80 lacs per annum

Capital saving = Nil

Total saving = Rs 263.80 lacs per annum

WORK STUDY REPORT DETAILED CHART

Department : - Personnel

Name of study : - Review of typist staff working in deferent departments in NRHq Office, Baroda House.

Activity Centre :- NRHQ Baroda House.

S N	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Representative workload
1	Personnel Branch, NRHQ, Baroda house.	Before the computerization of offices, all the typing work was carried out by the typist on typewriters. Now-a-days the railways recruiting the multiskilled staff who operates computers for the typing work.	S/S= 68 O/R=41 Vac =27	Proposed requirement = 41 Posts Identified as surplus=27 posts	The work load has reduced drastically by the computerization of the offices.

LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Letter No. 16-CP/ 20/18-19 dt. 14/06/2018 to conduct the work study.	I
2	Department wise sanctioned and on roll strength of Typist staff.	II

Annexure No.II

Department wise sanction and on roll strength of typist staff

S.No.	Department	S/S	O/R	Variation
1	Administration	06	04	02
2	Mechanical	06	04	02
3	Operating	06	01	05
4	Commercial	09	06	03
5	Signal Telecom	05	03	02
6	Electrical	04	04	-
7	Medical	06	06	-
8	Personnel	15	09	06
9	Civil	07	02	05
10	Store	04	02	02
Total		68	41	27
