

**REVIEW  
OF  
STAFF STRENGTH OF TYPIST  
OF  
PERSONNEL DEPARTMENT  
WORKING  
AT  
SONPUR DIVISION  
(ECR/EFF./WSR/SEE/18-19/17)**

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## **EXECUTIVE SUMMARY**

<b>Study No.</b>	<b>(ECR/Effi/WSR/SEE/18-19/17)</b>
<b>Subject</b>	<b>REVIEW OF STAFF STRENGTH OF TYPIST OF PERSONNEL DEPARTMENT OF SONPUR DIVISION .</b>
<b>Area</b>	<b>SONPUR DIVISION</b>
<b>Division</b>	<b>SEE</b>
<b>Department</b>	<b>PERSONNEL.</b>
<b>Terms of Reference</b>	<b>Assessment of Man Power requirement</b>
<b>Total No. of Recommendations</b>	<b>01</b>
<b>No. of posts recommended for surrender</b>	<b>02</b>
<b>Financial Implication</b>	19.33 lacs
<b>Month of Circulation</b>	<b>September, 2018</b>

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## **TERMS OF REFERENCE**

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

- a) To Typist staff vis-à-vis workload of Personnel Department of Sonpur Division with a view to identify the surplus manpower in different section.

- b) To assess the effective utilization of Typist staff working in Personnel Department of Sonpur Division.
- c) To suggest ways and means to improve working of Typist staff of Personnel Department of Sonpur Division.

### **METHODOLOGY ADOPTED**

The following techniques have been applied to conduct the study:-

- i) Data collection and its critical analysis to arrive on factual status of present working.
- ii) Hold discussions at various levels with a view to produce fruitful results.
- iii) Reassessment of manpower requirement by applying on need base..

### **SYNOPSIS**

1. In Railways, the process of absorption of modernization has been started and still in progress in every sphere of the system. These technological up gradations have shown the considerable

improvement in the efficiency and manpower productivity in Railways.

2. Keeping in view, all these constraints, the Work Study Cell was assigned to conduct work study of Typist staff of Personnel department at DRM office Sonpur and Personnel department of Sonpur with a view to assess the staff requirement as per existing workload.
3. Ministerial/Personnel staff of Personnel Department of Sonpur Division also plays a vital role in Indian Railways and leads in performance of any zonal Railway. At present, 06 typist are on roll against sanctioned strength 08, to deal with establishment and personnel matters of personnel department of Sonpur division.

## **CHAPTER-I**

### **INTRODUCTION**

Benchmarking is a continuous process of comparing different units and identifying which one is the best in the business and then learning

how this excellence was achieved and the setting out to improve the efficiency of those units, which were behind. If this concept is implemented it will result large reduction in the cost and make significant contribution in improving the efficiency of various divisions of the Railways.

The personnel matters of the staff in divisions are being dealt by the Divisional Personnel Branch headed by one Sr.DPO, one DPO and Assisted by 02 Assistant Personnel Officer. With the improvement of information technology and rationalization of working pattern due to introduction of computers as well as change in working hours have created enough scope of improving efficiency of staff.

Thus can be achieved by optimum utilization of computer in the field of letter drafting and typing and record keeping etc.

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## **CHAPTER- II**

### **Present scenario:**

BOS=08 MOR=06 Vacancy=02

1.1 The Personnel Branch of Sonpur Division is divided into the following sections with the job entrusted to:-

Sl.No.	Section
01	ET-I
02	ET-II
03	E/E&Med.
04	Pay Bill/RG
05	Pay Bill/Trasnportation
06	E.L.Section
07	Pay Bill C&W
08	Pay Bill E&M
09	ERS
10	S&T Cadre
11	Law Cell
12	Confidential
13	Settlement
14	Pass Section
15	Welfare Section
16	MPP Section
17	Recruitment
18	Despatch
19	Gazetted
20	E.O Section
21	Quarter Section

## 1.2 Duties of Typist staff:-

Main duties of Typist staff are as follows:- (Main duty of typist staff

Typist work is main duty of Typist and some additional work to be done such as follow:-

- i) Law matter
- ii) RTI matter
- iii) Land looser
- iv) Court case matter
- v) Drafting work of PNM meeting, PREM meeting
- vi) Urgent work to be done which given by concerning authority.
- vii) Maintenance of Service Records
- viii) Preparation of Salary Bills
- ix) Maintaining personnel files

## **CHAPTER -III**

### **2.0.0 CRITICAL ANALYSIS, REQUIREMENT OF STAFF VIS-À-VIS WORK LOAD AND RECOMMENDATIONS:**



2.1.0 Personnel department Sonpur Division is working under the control of Sr.DPO Sonpur. To arrive at a factual conclusion on requirement of Typist staff for Personnel Department at DRM office Sonpur and Muzaffarpur. The work study team collected the workload of all activities. On spot observations and discussions at various levels by work study team found that need base is best option for calculation of man power required.

## **2.2.0 APPLYING BENCH MARKING NORMS:-**

Since manpower is the biggest component of the expenditure of Indian Railway, rightsizing of manpower to reduce unit costs is an effective way to increase efficiency of Indian Railway.

There is no specific yardstick for measuring the workload of Personnel Department of Sonpur Division. It is very difficult to assess the efficiency of Personnel department and quantum of work, an individual has to perform on a working day.

Benchmarking offers us a solution for reduction and redistribution of staff and can be very handy tool for rightsizing of Indian Railway.

Benchmarking is the continuous process of comparing different units; identifying those who are the best then learning how this excellence was achieved and then setting out to improve the efficiency of those who are behind.

Benchmarking is being implemented not only on Indian Railway, but also other than the Railways. Even for Technical staff, for those specific yard sticks are derived, also exercising bench marking, since the yard sticks which are framed in very olden days according to the then working pattern. Now, in this competitive world of computer era, those yard sticks are outdated and not possible to applying bench marking due to sanction strength of typist staff is very poor .

As per observation, day to day, the work of personnel department is computerized and lap top to be given to each officers as per railway board guideline. At present, 06 Typist staff are sufficient for smooth official work. Hence, 02 post of Typist is recommended for surrender on need base.

## **CHAPTER- IV**

### **RECOMMENDATION**

As there is no yardstick for calculation of staff. The work study team has made its assessment of staff on need base, it is observed that at present. There is no use of 02 posts of Typist. The work is going on without any hindrance.

Hence, 02 posts of Typist may be surrendered.

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## CHAPTER V

### **FINANCIAL SAVINGS:**

If recommendation of the work study report is implemented, the

annual recurring financial savings will be as under:

S. No.	Designation	Scale	Grade pay	No of post	Saving per Annum per staff	Annual financial savings (Rs.)
01	Typist	9300-34800	4200	02	966612	966612x2= 1933224.00
Total				02		1933224.00 (19.33)

## CHAPTER VI

**Summary :-**

After critically examining the work load of Typist staff working in Personnel department of Sonpur Division, work study team proposes as below:-

Sl. No.	Designation	BOS	Requirement	Proposed surrender
01	Typist	08	06	02
Total		08	06	02

### **Annexure –I**

Staff position of Personnel Department of Sonpur Division, as data given by DRM(P)/SEE on dt. 03.10.2018.

Sl NO .	Deptt.	Category	Scale	Grade pay	Sanction ed Strength	Men on Roll	Vac.
1	Persnl.	Typing Superintendent	9300-34800	4600	03	01	02
2		Chief Typist	9300-34800	4200	05	05	00
Total					08	06	02

**EAST CENTRAL RAILWAY**

**Office of the**

**General Manager (Vig.)**  
**Hajipur**  
**Dated:-16.10.18**

**No.: - ECR/Eff./WSR/SEE/18-19/17**

**Sr. DPO**  
**East Central Railway,**  
**Sonpur**

**Sub.:-** Work study report on adequacy of staff strength of Typist of Personnel Department of Sonpur Division.

In connection to the above, it is inform that a work study has been conducted by work study team on adequacy of staff strength of Typist of Personnel Department of Sonpur Division.

The work study team recommended for surrender of 02 vacant posts of Ch.Typist.

The report is being sent to your end for scrutiny, after scrutiny please send your reply within 10 days so that, the report may be finalized and intimated to Railway Board.

(A.Khalifa)  
Efficiency Officer  
For SDGM

Copy to: (i) PCPO/ HJP for kind information please.  
(ii) ADRM/SEE for kind information please.

For SDGM



**EAST CENTRAL RAILWAY  
WORK STUDY REPORT  
ON**

**To assess the utility of staff strength of Typist of  
Personnel Department of Sonpur Division.**

**EFFICIENCY CELL**

**EAST CENTRAL RAILWAY**

**HAJIPUR**

**Study No. ECR/Eff./WSR/SEE/18-19/17**



