



Work Study Report On
Review of Staff Strength Of
Typist Cadre working
in
HeadQuarter Office -Churchgate

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Study No.G.463/WR/WS-15/2020-21

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Led by:
Rakesh Kumar
Dy. Secy.(PG)-CCG

Guided by:
Shri S. Sharma
SWSO-CCG

Study Conducted by:
Shri Sheenu Panicker
(CWSI-CCG)
Assisted By :
Shri R.S.Warang
(CWSI-CCG)
Shri Ashish Dube
(CWSI-CCG)

of

Central Planning Organization

Headquarter Office

Churchgate

Mumbai – 20

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Executive Summary

Sr. No. of Study	:	15
Case No.	:	G.463/WR/WS- 15 /2020-21
Subject	:	Review of Staff Strength of Typist cadre at HQ Office-CCG
Units	:	Head Quarter Office-CCG
Division	:	HQ-CCG
Authority	:	AGM/CCG
Terms of Reference	:	Assessment of need based actual manpower
Total No. of Recommendations	:	02
Summary of Recommendations	:	Placed on Page No 6
Projected Manpower	:	

Phase -1

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
OS-Typist (GP-4600)	13	11	02	11	02	02	0
Chief-Typist (GP-4200)	38	09	29	09	29	29	0
Total	51	20	31	20	31	31	0

Phase -2

Category	Existing Cadre	Man on roll	Vacancy	Proposed Cadre	Proposed for surrender	Vacant post	Live post
OS-Typist (GP-4600)	11	11	0	0	11	0	11
Chief-Typist (GP-4200)	09	09	0	0	09	0	09
Total	20	20	0	0	20	0	20

Financial Implication - **Phase I** -Total recurring Savings of **Rs. 200.25 Lakhs** (approx.) per annum.

Phase II - Total recurring Savings of **Rs. 129.19 Lakhs** (approx.) per annum.

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Terms Of Reference

As per Additional General Manager's directives, Secy/PG has instructed to conduct a work study to review the staff strength of Typists working in Headquarter Office-CCG. Accordingly, a study has been conducted with a view to assess the requirement of man power at Headquarter Office-CCG.

Acknowledgement

The Work Study Team acknowledges with gratitude all the Officers, Chief OS and Staff of Churchgate Head Quarter Office who have extended their co-operation during conducting and finalizing the study.

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Methodology

- Collection : of data required for conducting the study.
- Scrutiny : of data collected, deployment of existing staff
Strength, quantum of work load arising.
- Discussion : with concerned Officers and Staff.
Suggestions and guidelines offered by
concerned supervisory staff.
- Calculation : of Man-hours available.
- Assessment : of Manpower requirement on the basis of
calculations made of Man-hours available
& workload.
- Identification : of surplus posts available.
- Finalization : of Work Study Report with recommendations
for implementations.

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SUMMARY OF RECOMMENDATIONS**Recommendation****Refer Para : 4.1****Recommendation No.1**

The work study team recommends for surrender of current 31 vacant posts of Typists at CCG/HQ Office.

Recommendation No. 2**Refer Para : 4.2**

The remaining 20 Live posts maybe surrendered subsequently on top priority basis by redeploying them in Cadres wherever required for efficient use of manpower.

On implementation of the above recommendations a Total Recurring Savings of Rs.329.44 Lakhs per annum can be achieved.

Chapter - I

Introduction

India is a developing country and to improve the economy of the country, it needs a well-managed transport system. Indian Railways plays a major role in this aspect; as such it is the Life Line of the nation.

The Railway administration has to make the best use of its resources including manpower keeping them at the optimum level to attain the financial viability.

RATIONALE FOR CONDUCTING THIS STUDY

- Man power is the most costly and precious resource over Indian Railways 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).
- Upgradation / introduction of automation / Innovations.
- Outsourcing of non-core activity.
- Availability of better process/ technology.
- Reducing/ removing redundancy in work.

Chapter II

Critical Analysis of Work Load and Man Power Assessment

The duties of a typist are to type the letters on type writer as advised by Officers and Superintendents. Nowadays Type Writers are obsolete and are replaced by computers and printers. The Ministerial Staff and officers are equipped with computers and printers to perform their day to day work. Thus, the job of Typists has become redundant and it's classified as a diminishing cadre.

With the advent of E-Office in HQ Office –CCG all the correspondence work is being carried out by individual staff on their own E-Office IDs. The typist cadre staff are being utilised in various other miscellaneous works.

Staff Position of Typist at Head Quarter Office –CCG

Sr.No	Category	Scale/Grade Pay	Cadre	Men on roll	Vacancy
1	OS-Typist	9300-34800(4600)	13	11	02
2	Chief Typist	9300-34800(4200)	38	09	29

Details of OS-Typist and Chief Typist working in HQ Office (Dept. wise)

1.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. Mahesh Potkule	OS-Typist	9300-4800(4600)	Commercial	2027

Shri.Mahesh Potkule- OS/Typist is working in Commercial Typing Cell. Deals correspondences in E-Office File. Guides General section Staff of commercial department in E-Office Application. Any Typing Work assigned by Officers and Supervisors in day to day working.

2.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. Ujwala Sawardekar	OS-Typist	9300-4800(4600)	Commercial	2030

Smt.Ujwala Sawardekar – OS/Typist is working in Claims Section of Commercial Department. She carries out correspondence work like written statement to Parties, Letters to Advocate/Party regarding Claims cases. She also deals with RTI and affidavit of Motorman/Guard/Loco Pilot/ station suptd, typing work in Hindi and Inspection Reports. Any Typing Work assigned by Officers and Supervisors in day to day working.

3.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. K.G.Dalvi	OS- Typist	9300-34800(4600)	Commercial	2025

Shri. K.G.Dalvi – OS/Typist is working in Claims Section of Commercial Department. He carries out correspondence work like written statement to Parties Letters to Advocate/Party regarding Claims cases. He also deals with RTI and affidavit of Motorman/Guard/Loco Pilot/ station suptd. Typing work in Hindi and Inspection Reports and other typing works assigned by Officers and supervisors in day to day working.

4.

Name	Designation	Grade	Dept/Section	Year of Retirement
Ms. Bharti Desai	OS- Typist	9300-34800(4600)	Commercial	2023

Ms. Bharti Desai – OS/Typist is working in General Section of Commercial Department. She looks after E-Office scanning work of Files. Any Typing Work assigned by Officers and Supervisors in day to day working. She is being utilised in EQ Cell in case of shortage of staff.

5.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. D.M.Kadam	Chief Typist	9300-34800(4200)	Commercial	June-2021

Shri D.M.Kadam – Chief/Typist is working in General Section of Commercial Department. He looks after Hindi Typing work of General Section, TC Section, Rates Section and PM Section. Scanning work given by PM section and any other Typing Work assigned by Officers and Supervisors in day to day working.

6.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. Hemraj Parate	OS-Typist	9300-34800(4600)	General	2023

Shri Hemraj Parate – OS/Typist is working in Central RTI cell. He looks after all the correspondence work of RTI Cell like receiving and dispatching letters, posting of all received letters in concerned E-Office file, distributing the RTI appeals to concerned inspectors and any other Typing Work assigned by Officers and Supervisors in day to day working.

7.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. Satyawel Keshwan	Chief Typist	9300-34800(4200)	General	2027

Shri Satyawel Keshwan – Chief/Typist is working in General Section under ADGM. He looks after the works pertaining to Civil defence and Territorial Army, Office Accommodation work, Annual GM Narrative work and any other Typing Work assigned by Officers and Supervisors in day to day working.

8.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. Swati Bandekar	OS-Typist	9300-34800(4600)	Esst.	2022

Smt. Swati Bandekar - OS/Typist is working in Establishment Section under Dy CPO(G). She looks after the works pertaining to DAR, Court Cases, Training & P/R/T of Officers, MCDO & PCDO statements and any other Typing Work assigned by Officers and Supervisors in day to day working.

9.

Name	Designation	Grade	Dept/Section	Year of Retirement
Ms. Sona Mane	Chief Typist	9300-34800(4200)	General	2026

Ms.Sona Mane- Chief/Typist is working in General Section now posted in Library. She looks after works pertaining to ZRUCC, Receiving and Distribution of Rly Board and other DAK, Hindi Work any other Typing Work assigned by Officers and Supervisors in day to day working.

10.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. Waman Bhandari	OS-Typist	9300-34800(4600)	Hindi	April-2021

Shri. Waman Bhandari – OS/Typist works in the Rajbhasha Department. He looks after Typing Work assigned by Officers and Supervisors in day to day working.

11.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt.Vidya Moodbiori	OS-Typist	9300-34800(4600)	Operating	2022

Smt.Vidya Moodbiori – OS/Typist works in the Operating Department. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

12.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri.Devendra Patel	Chief Typist	9300-34800(4200)	S &T	2028

Shri. Devendra Patel – Chief/Typist is working in Signal & telecommunication Department at CCG/HQ Office. . He looks after Typing Work assigned by Officers and Supervisors in day to day working.

13.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. E.J.Periera	Chief Typist	9300-34800(4200)	S &T	2024

Smt E.J.Periera – Chief/Typist is working in Signal & telecommunication Department at CCG/HQ Office. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

14.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. Madhura Jalgaonkar	Chief Typist	9300-34800(4200)	S &T	2028

Smt. Madhura Jalgaonkar – Chief/Typist is working in Signal & telecommunication Department at CCG/HQ Office. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

15.

Name	Designation	Grade	Dept/Section	Year of Retirement
Ms. Neha Chavan	OS-Typist	9300-34800(4600)	Publicity	July 2021

Ms. Neha Chavan – OS/Typist is working in Public Relations Department at CCG/HQ. She carries out Typing work of release orders of Tenders & Display Advertisements ,cross checking ,IPAS registration of Bills ,Typing Press Releases in English & Hindi. Translation & typing in Marathi, Proof reading of Marathi Display Advertisements, Social Media messages. She has to do typing work of statements, routine notes, misc letters, rejoinders, articles , RTI replies, CPGRAM replies,etc. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

16.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. Chhaya Patil	OS- Typist	9300-34800(4600)	Esst.	2029

Ms. Chhaya Patil – OS-Typist is working in Establishment Section at CCG/HQ. She is carrying out works pertaining to DAK of Personnel Department. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

17.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. S.R.Chavan	Chief/Typist	9300-34800(4200)	E(R & T)	2030

Shri.S R Chavan- Chief/Typist is working in E(R&T) department at CCG/HQ. He carries out work of Typing work of E(R&T) section, receiving and dispatching of DAK, collection of Dossiers from RRB-ADI/BPL/BCT and any other work assigned by Officers and Supervisors in day to day working.

18.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shri. R.V.Vasave	OS- Typist	9300-34800(4600)	Electrical	2022

Shri.R.V.Vasave –OS/Typist is working in Electrical Department at CCG/HQ. He looks after Typing Work assigned by Officers and Supervisors in day to day working.

19.

Name	Designation	Grade	Dept/Section	Year of Retirement
Smt. Jayanti Wakade	Chief Typist	9300-34800(4200)	Stores	2026

Smt. Jayanti Wakade –Chief/Typist is working in Stores Department. She looks after the work of Checklist of Speed Post and Regd.A.D. She looks after Typing Work assigned by Officers and Supervisors in day to day working.

20.

Name	Designation	Grade	Dept/Section	Year of Retirement
Shr.Vijay Khadilkar	Chief Typist	9300-34800(4200)	Safety	2028

Shri. Vijay Khadilkar –Chief/Typist is working in Safety Section .He looks after all Typing work related to Safety Department for safety meetings, Inspection notes, RTI, Rajbasha report etc. He also looks after the Muster Roll, Cash Imprest work, T & P Work, TA Bills of Officers etc and other typing work assigned by Officers and Supervisors in day to day working.

Critical Analysis :

Looking into the current situation, it is being observed that this cadre has become redundant and the Typist staff are being utilised for miscellaneous work in the sections. With the advent of E-Office and provision of computers and printers in all the sections for Officers and staff, there is NO need based requirement for the Typist Cadre. 08 Typist Staff out of the 20 posts on roll are going to get retired in the next 02 years. As it is a diminishing cadre and no vacancies are going to be filled in the future, the current vacancy of 31 posts maybe surrendered immediately.

The remaining 20 Live posts maybe surrendered subsequently on top priority basis by redeploying them in cadres wherever required for efficient use of manpower.

CHAPTER – III**FINANCIAL IMPLICATION****TYPIST cadre at Head Quarter Office/CCG**

- 4.1** After carefully scrutinizing the work of Typist, the work study team recommended for surrender of current 31 vacant posts of Typists at CCG/HQ Office.
- 4.2** The remaining Live Posts of 20 staff maybe subsequently surrendered after looking into the possibilities of absorbing them in Clerical/Ministerial cadre wherever needed.
- 4.3** On implication of the study report and surrendering the **31 posts** i.e. 02 OS-Typist and 29 Chief Typist in **Phase I** and **20 posts** i.e. 11 OS-Typist and 09 Chief Typist in **Phase 2**, annual recurring saving will be achieved as tabulated below :-

Phase I:

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
OS-Typist	02	Rs. 6,45,968	Rs. 12,91,936/-
Chief -Typist	29	Rs. 6,45,968	Rs. 1,87,33,072/-
Total	31		Rs.2,00,25,008

Phase II:

Category	No. of Surplus posts	Average cost per Employee	Annual saving in Rs.
OS-Typist	11	Rs. 6,45,968	Rs. 71,05,648/-
Chief-Typist	09	Rs. 6,45,968	Rs. 58,13,712/-
Total	20		Rs.1,29,19,360/-

- 4.4** On implementation of the recommendations brought out in the work study report, annual recurring saving, per annum can be achieved as follows:-

Phase I - Annual recurring saving of **Rs. 200.25 Lakhs** per annum can be achieved.

Phase II - Annual recurring saving of **Rs. 129.19 Lakhs** per annum can be achieved.

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