

WEST CENTRAL RAILWAY



WORK STUDY REPORT ON

“Review of Typists cadre of WRS Kota”

STUDY PERSONNELS

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CHAPTER-I

1. INTRODUCTION

- 1.1** Work Study on “A study of Typist cadre on WRS/Kota” has been taken as a ‘Crash Study’ for the year 2020-21
- 1.2** Typist cadre was a key part of a department and a number of man were engaged at WRS/Kota. This cadre is deployed to type the various kinds of official documents.

Before introduction of Computer, in day to day working of railway, such cadre was very important. They were required to type all kind of official documents such as letters, replies, estimates etc. It was a tedious job since it has no option of modification or correction. For each document which requires some alteration or addition, a fresh document required to type.

Although the typists are deployed at all over workshop working in various sections but cadre control of the typist cadre at WRS/Kota is under SPO/WRS/Kota.

At present, the utility of Typist cadre is very less due to introduction of computers. To work on computer is much easier than type writer. It has all kinds of facilities which are required to type a document such as preservation, addition/alteration, adding table form and so many useful facilities.

CHAPTER-II

2. Typist Cadre of WRS/Kota

2.1 Duties of a Typist:

Typists used to be deployed to type all kinds of official documents at some field sections of workshops, but after introduction of computers these works are done by dealing clerks themselves. Therefore, duties of typists have become NIL now.

2.2 Sanctioned Strength, Men on Roll and Vacancy position of Typist cadre of WRS/Kota is as under-

S.N	Cadre	P.B.	SS	MOR	VAC
1	Chief Office Suptd. (Typing)	4600	01	01	00
2	Chief Typist	4200	03	02	01
	Total		04	03	01

It may be seen from the above, 04 posts are sanctioned, 03 men are on roll and 01 post are lying vacant.

2.3 Critical Analysis:-

At present, the utility of Typist cadre is very less due to introduction of computers. To work on computer is easier than type writer. It has all kinds of facilities which are required to type a document such as preservation, addition/alteration, adding table form and so many other useful facilities.

Typist cadre is a sinking cadre, as it is based on the outdated technology. There is no scope of better prospects in such technology. All kind of work which used to pertain to typists cadre are performed by other computer trained staff. Therefore their utility has become NIL in present scenarios.

2.4 Recommendation:- With a view to achieve economy, all 04 posts of Typist cadre should be immediately surrendered.

CHAPTER -III

3. FINANCIAL IMPLICATION

- 3.1** On surrender of 04 posts of Typist of WRS/Kota in grade pay of Rs.4600/- and Rs.4200/-, financial implication will be as under-

Grade	4600/- (01 Posts)	4200/- (03 Posts)
Mean of grade	51750	40800
DA 17%	8798	6936
Per month	60548	47736
X12 Per Annum	726576	572832
	x1 = 726576	x3 = 1718496
Total	7,26,576	17,18,496

Say, Saving (Rs. 7,26,576 + Rs. 17,18,496) = 24,45,072/-

i.e. 24.45 Lakhs saving Per Annum.
