



WORK STUDY REPORT  
ON  
REVIEW OF TYPIST STAFF  
WORKING IN DIFFERENT DEPARTMENTS  
IN NRHQ OFFICE, BARODA HOUSE  
2020-21

WORK STUDY TEAM

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NO.16-CP/24/WS/2020-21

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	Superintendent Typist	22	15	07
2	Chief Typist	22	-	22
Total		44	15	29

Number of posts identified as surplus

Group 'C' = 29 Posts

Group 'D' = NIL Posts

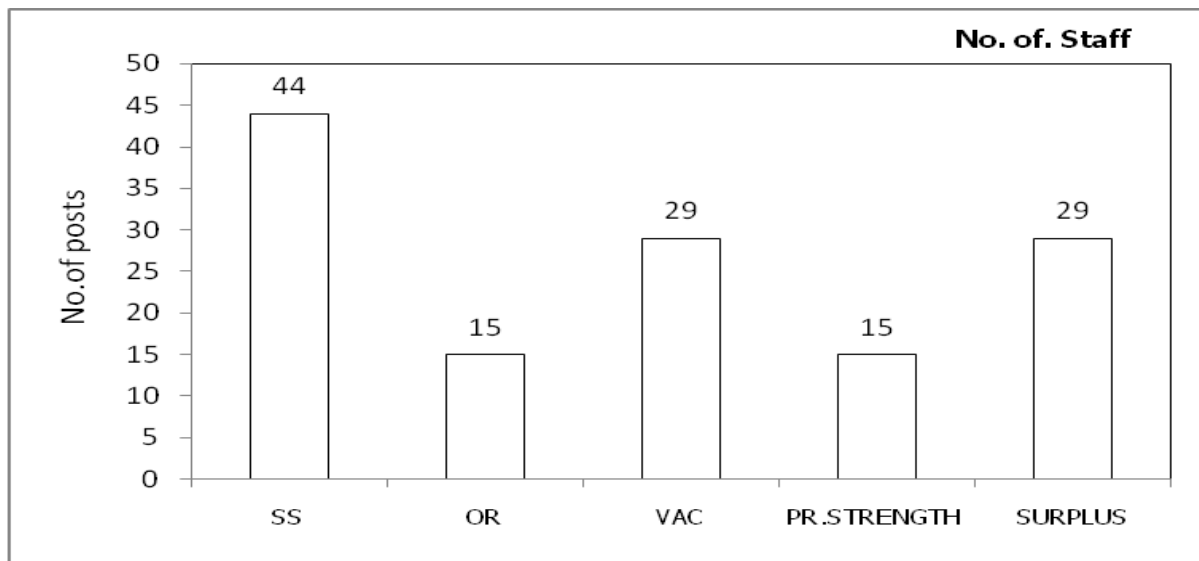
Total = 29 Posts

### FINANCIAL IMPLICATIONS

Anticipated recurring saving = Rs. 176.88 Lacs per annum

Capital Saving = Nil

Total recurring saving = Rs. 176.88 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 since long. 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's 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 and introduction of e-office working in the offices 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 29 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. 176.88 lacs per annum, if implemented in toto.

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### SUMMARY OF RECOMMENDATIONS

Rec. No.	Recommendations	Refer para no.	Accepting/ implementing authority
1	It is proposed that 07 posts of OS typist and 22 posts of Chief typist staff(total=29) are identified as surplus and recommended for surrender and details are under: OS Typist9300-34800-4200 =07 posts Chief Typist Gr. 9300-34800-4200 =22 posts. Total =29 posts	2.4.1	CPO/G, Dy. CPO/NRHQ.

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### **ACKNOWLEDGEMENT**

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

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## 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.

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2.0.1.A.1 BRIEF DESCRIPTION OF TYPIST 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. Before the computerisation in the offices in the Railways, all the typing work of offices was done on the type writers by the Typist staff. The typist staff was the exclusive category of staff to type of type writers. But as the computerization of offices in the Railways, the work of typing starting shifting from type writers to the computers and the workload of Typist staff started to decrease. Now a days, the typing work has been completely replaced by computers and introduction of e-office in the offices which are being carried out by the ministerial/clerical staff themselves

2.2.0 STAFF POSITION

2.2.1 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	General Branch	04	01	03
2	Mechanical	04	01	03
3	Construction	07	02	05
4	Operating	04	01	03
5	Commercial	04	02	02
6	Signal Telecom	03	01	02
7	Electrical	04	01	03
8	Personnel	04	02	02
9	Civil	06	02	04
10	Store	04	02	02
Total		44	15	29

The above table reveals that on roll strength of Typist staff is 15 against the sanctioned strength of 44 and 29 posts are lying vacant.



## 2.2.2 CRITICAL ANALYSIS

Certain categories of different departments in which Typist staff also included, 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 typing has been out dated and replaced by computer and introduction of e-office working which is being carried out by the ministerial staff.

## 2.3.0 PROPOSED REQUIREMENT OF STAFF

2.3.1 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. The typist staff is engaged in the other activities except the typist work. Thus keeping the above facts in view, the team has proposed the requirement of typist staff for other establishment works is as under:-

S. No.	Department	S/S	Proposed strength	Identified surplus
1	General Branch	04	01	03
2	Mechanical	04	01	03
3	Construction	07	02	05
4	Operating	04	01	03
5	Commercial	04	02	02
6	Signal Telecom	03	01	02
7	Electrical	04	01	03
8	Personnel	04	02	02
9	Civil	06	02	04
10	Store	04	02	02
Total		44	15	29

During the course of study it was observed that the 15 on roll 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 29 vacant posts of OS typist/Chief typist which are lying vacant are identified as surplus and recommended for surrender.

### RECOMMENDATION NO.1

It is proposed that 07 posts of OS typist and 22 posts of Chief Typist staff (total=29) are identified as surplus and recommended for surrender as under:

OS Typist Gr. 9300-34800-4600	=07posts
Chief Typist Gr. 9300-34800-4200	=22 posts.
Total	=29 posts

### 3.0.0 FINANCIAL IMPLICATIONS

3.0.1 Sanctioned strength: The total annual expenditure on Typist staff working in different departments 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	60548	22	1332056.00	15984672.00
2	Chief Typist	9300-34800- 4200	47736	22	1050192.00	12602304.00
Total				44		28586976.00

The above table reveals that total annual expenditure being incurred on 44 sanctioned posts of Typist staff comes to ₹ 28586976.00

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	OS Typist	9300- 34800- 4600	60548	15	908220.00	10898640.00
Total				15		10898640.00

The above table reveals that total annual expenditure on Typist staff will be reduced to ₹ 10898640.00 instead of ₹ 28586976.00 and net annual saving will be ₹ 17688336.00

### 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	07	60548	5086032.00
2	Chief Typist	9300-34800-4200	1	22	47736	12602304.00
Total				29		17688336.00

No. of posts identified as surplus: -

Group 'C' = 29 posts

Group 'D' = Nil posts

Total = 29 posts

Anticipated recurring saving = Rs. 176.88 lacs per annum

Capital saving = Nil

Total saving = Rs 176.88 lacs per annum

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## 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 are recruiting the multi skilled staff who operates computers for the typing work.	S/S= 44 O/R=15 Vac =29	S/S= 44 Proposed requirement = 15 Posts Identified as surplus=29 posts	The work load has reduced drastically by the computerization/e- office working in the offices.

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LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Department wise sanctioned and on roll strength of Typist staff.	I
2	Letter No. 16-CP/ 24/20-21 dt. 01/01/2021 to conduct the work study.	II

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Annexure No.I

Department wise sanction and on roll strength of typist staff

S. No.	Department	S/S	O/R	Variation
1	General Branch	04	01	03
2	Mechanical	04	01	03
3	Construction	07	02	05
4	Operating	04	01	03
5	Commercial	04	02	02
6	Signal Telecom	03	01	02
7	Electrical	04	01	03
8	Personnel	04	02	02
9	Civil	06	02	04
10	Store	04	02	02
Total		44	15	29

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### **Salient features of the work study**

**Name of the Work study:** Review of Typist staff working in different Departments of NRHQ, Baroda House, New Delhi.

#### **No. 16-CP/24/WS/20-21**

- (A) (i) The study is confined to provide the actual requirement of Typist staff in view of the present scenario. The typing work on type writers by typists has become outdated. Now a days, the typing work has been replaced by computers/introduction of e-office which are being carried out by the ministerial/clerical staff themselves.
- (ii) The Typist staff which falls in the non safety category and has also 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.

(B) Staff proposed and identified surplus:-

i	Total sanctioned strength	44
ii	On roll strength	22
Iii	Vacancy	29
iv	Proposed strength	15
v	No. of post identified as surplus	29
Vii	Net recurring saving	176.68 lacs