



Western Railway Employees' Union

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J. R. Bhosale
General Secretary

No.CCG/A/cs/1/2024

Dated: 07-05-2024

To,
PFA-CCG
GM(E)-CCG

Sub: Change of working hours to 9.30 to 06.00 hrs for IT Centre, WR.

The earlier EDP Centre staff is redesignated and working at present in IT Centre-CCG. The IT Centre is located on the 1st floor of the Station building and is part of the Western Railway's HQ in Churchgate. Their main duty is to guide all the sections in IT related work. Their current duty hours is 09.00 to 05.00 pm, six days a week.

Keeping in view their nature of duties now data entry is directly done by users end on centralised applications. Mostly in the evenings after 05.00 pm no staff is available for providing/extending help to other departments. Prior intimation is to be given to EDP Centre in order to work/get the work done after 17.00 hrs.

You are requested to change their working hours from 09.30 to 06.00 pm, five days a week looking to the job requirement for other departments.

General Secretary