



# Review of Staff Working in Railway School, Kalyan

WSCR / PERS / HQ / 04 / 19-20

Work Study Team	
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# SYNOPSIS OF THE STUDY

Study Number	: - WSCR/PERS/HQ/04/19-20
Name of Study	: - Review of staff Working at Railway School Kalyan at Mumbai Division.
Approved by	: - AGM
Department	: - Personnel
Division	: - Mumbai
Date of Commencement	: - 16.07.2019
Date of Completion	: - 06.08.2019
Date of Submission	: - 16.10.2019
No. of Recommendations	: - 02
Sanctioned Strength (Teaching & Personnel and Others)	: - 44
No. of vacancies	: - 10
No. of men studied	: - 41
No. of posts identified surplus	: - 02
Financial Implication (Tentative)	Rs 10,61,760 only

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## **ACKNOWLEDGEMENT**

The work-study team takes this opportunity to express hearty thanks to Shri Jackob Thomas, Principal and Smt. Prachi Umang Dubey, O. S. for the valuable guidance provided by them for successful completion of study.

The Work Study team also likes to thanks all the teachers and other personnel staff of the Railway School Kalyan for the guidance rendered to the work study team for completion of the study. The work-study team is also thankful to other staff working in school for various purposes whose rendered guidance to the team for conducting the Work Study timely.

## **AUTHORITY AND TERM OF REFERENCE**

The work-study of “Review of staff working at Railway School Kalyan in Mumbai Division” has been included in work-study Program 2019-20 with No. G.250/WSCR/PERS/HQ/04/19-20.

The term of reference for the given work-study is “Rationalise Manpower in Railway School Kalyan in accordance to student strength of Railway Wards in BB div.”

## **BASE FOR STUDY**

- To notify the ratio between Railway and Non-Railway students in Railway Schools.
- This Work Study report intends to identify the performance based requirement teaching staff in railway schools as per class strength of students in present scenario.

## **METHODOLOGY**

- 1 Rightsizing of existing school staff (Teaching and Personnel) in view of class strength of students.

## RECOMMENDATIONS & SUGGESTION

### RECOMMENDATIONS –

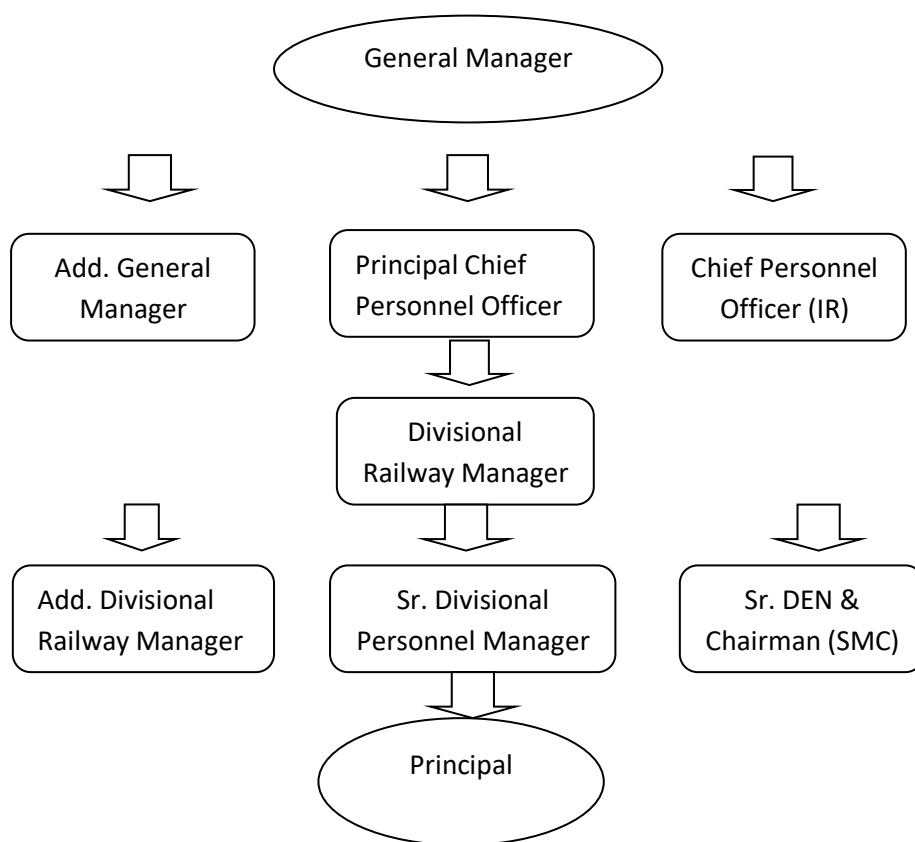
- **One post of Jr. Clerk** is identified surplus may be surrender.
- **One post of Safaiwala** is found surplus may be surrendered.

### SUGGESTION:

01. In each section student's strength as per CBSE BY LAWS, should not be crossed **40 students**.
02. If there is vacant seat in any section maximum **10%** non Railway wards of the total student strength may be admitted approved by the headquarter.
03. It is seen that classes of Jr. KG and Sr.KG which is not the part of Railway school and is being run by SFC and PTA committee inducts around 248 wards every year. In which only **53%** wards of Railway employee which are being admitted in Ist standard,. Thus surpassing the Board's instruction of 10% induction of ward of Non-Railway employee and also infringe the CBSE guideline of **40** student per class.  
This will hamper the quality of imparting education and will also demand for increase of section in future. Therefore it is suggested that non railway wards may be restricted from standard I st.
04. Only max. **40 students** should be admitted in each section so that quality of education might be are being maintained.
05. No need to open extra section for the class 9 th and 10 th as only **67 and 72** railway wards are studying in these classes respectively. Rest 50 and 50 are non railway wards.
06. **654** Non railway wards are studying in current year 2019-20 and this strength may be reduced in phase manner in upcoming years by restricting the entry of non railway employee ward at the entry level which is Jr.KG and Sr.KG.

## Chapter - 1

### INTRODUCTION



**Central Railway School Kalyan**, a Senior Secondary School in [Kalyan, Maharashtra, India](#), was established in 1918 as a [primary school](#) by the [G.I.P. Railways](#). The school is having [Junior College](#) as well. The school as well as college is affiliated to [CBSE, New Delhi](#). The first batch of students went to S.S.C. Board of Maharashtra State in 1975. The Arts Faculty was added in 1997 and Science Stream in year 2005. The school was declared **Best School in Central Railway** for year 2005. The school won **State First Prize** and **National First Prize for Excellence in Computer Literacy** in year 2005 from Late Honourable Former [President](#) of [India](#) [Dr. APJ Abdul Kalam](#)

The Central Railway School in Kalyan completed glorious 100 years. The school environment friendly with three acre campus filled with more than 60% area of well maintained greenery in the heart of Kalyan city.

School prepares student for AISSE (All India Secondary School Examination) and AISSCE (All India Senior Secondary Certificate Examination)

1. Primary School Section -----I to V
2. Secondary School Section -----VI to X
3. Senior Secondary School Section (Comm. & Science)-----XI to XII

## Academic Sections

The school has pre-primary, Primary, High School & Higher Secondary Section. KG is divided into junior and Senior sections. Classes 1-10 have two sections each. Senior Secondary has Arts, Science and Commerce Streams with one section each.

## Affiliation & Faculty

Classes 1-12 follow the N.C.R.T. Syllabus with affiliation of CBSE New Delhi and Junior College is also affiliated to CBSE, New Delhi. Junior College has Arts, Commerce and Science Faculties. Staff recruitment is centralised through the Railway Recruitment Machinery controlled by CPO, Central Railway. Proper qualified Faculty recruitment is done as per CBSE norms. The school is equipped with highly competent and qualified staff.

## SCHOOL FINANCE COMMITTEE

The School Finance Committee (SFC) is constituted as per the guidelines issued by DRM. SFC is headed by the Principal and representation from Primary, Secondary, Sr. Secondary Teachers and student representatives. School Bank Accounts are operated by the joint signatures of Principal and two Teachers. SFC meets every month and monthly accounts are verified and confirmed. Accounts passed in the SFC are further submitted for SMC's approval and audited internally prior to statutory external audit. The fee structure of the school is recommended through PTA, approved by SMC and finally approved by DRM. Audited annual accounts are presented in the Annual General Meeting of parents and printed in School Magazine every year. Audit Reports are accessible online.

Expenditure and income Account for the year ended 31<sup>st</sup> march 2018 ...16, 067,618 Rs  
Balance sheet as on 31 march 2018.....20, 539,270 Rs  
Receipt and payment account for the year ended 31 March 2018.....17, 244,315 Rs

## House System

School follows House System for the smooth and efficient conduct of co curricular activities, sports and games. The entire school is divided into four house named as Blue House, Green House, Red House and Yellow House. Each House is lead by a House Master and assisted by House captains and Prefects.

## School Calendar

The School follow the calendar from June to May. School opens after the summer Vacation on the 25th of June.

## School Timing

8.40 - 9.20	9.20- 10.00	10.00- 10.40	10.40- 11.20	11.20- 11.50	11.50- 12.30	12.30- 13.10	13.10- 13.50	13.50- 14.30
I	II	III	IV	Recess	V	VI	VII	VIII

## Chapter – 02

### EXISTING SCENARIO

#### 2.1 Scale check of Central Railway School & Junior College Kalyan 2019-20

Sl	Post	Grade	S/S	MoR	Vacancy	Excess
1.	Post Graduate Teacher	9300-34800	09	06	03	--
2.	Trained Graduate Teacher	9300-34800	11	08	03	--
3.	Head Master(Primary)	9300-34800	01	01	--	--
4.	Assistant Teacher	9300-34800	15	14	01	--
5.	Office Superintendent (Personnel)	9300-34800	02	02	--	--
6.	Junior Clerk (Personnel)	5200-20200	01	--	01	--
7.	Lab Assistant	5200-20200	01	01	--	--
8.	*Safaiwala	5200-20200	02	01	--	01*
9.	Office Peon	5200-20200	02	01	01	--
10.	Lab Attendant	5200-20200	01	--	01	--
<b>Total</b>			<b>44</b>	<b>34</b>	<b>10</b>	<b>01*</b>

**NOTE :** - 03 PGT, 03 TGT, 01 PRT and one post of PRT Urdu is to be appointed as per Prime Ministers four point program for the welfare of minorities. Total 06 posts are as on contract based.

#### Remarks:-

- \*One post safaiwala temporary transferred from CMS Kalyan for period of six month.
- Two posts of Trained Graduate Teacher transferred from Kurdwadi School Vide CPO (IR) letter no. CR/P-HQ/H/458/17/KWV Dated 28.06.2019
- One post Trained Graduate Teacher arrived along with post CPO (IR) letter no. CR/P-HQ/H/458/17/KWV dated 21.05.2019

#### 2.2 Student Strength of the School (Pre Primary Section)

sl.	class	Total students	Rly Wards	Non Rly Wards	% of Rly Wards
1	Jr.KG(A+B)	116	60	56	51%
2	Sr. KG (A+B)	132	73	59	55%
	Total	248	133	115	53 %



Pre Primary Section has four sections i.e Jr. KG (A+B) and Sr. KG( A+B) with student strength 116 and 133 respectively. Teaching Staffs are managed by School Finance Committee (SFC) and Parent Teachers Association (PTA). In this section 47% non railways students are admitted. In Jr. KG there are 60 railway wards and in Sr. KG, 73 Railway wards are in present scenario for the year 2019-20.

In this year for the class I, total students are 141, among them 57 Railway wards carry forwarded from Sr. KG and 22 railway wards got admitted directly. Rest 62 Non Railway wards from Sr. KG to Class I.

For the next year 2020-21 from Sr. KG 133 students will be available for admission for 1<sup>st</sup> Standard which would be  $133/2=66.5$  students in each section that is far more to CBSE norms.

### 2.3 Primary and Secondary Section

l.	class	Total students	Rly Wards	Non Rly Wards	% of Rly Wards
1	I-A	70	36	34	51.4
2	I-B	71	40	31	56.3
3	II-A	60	37	23	61.7
4	II-B	59	33	26	55.9
5	III-A	59	34	25	57.6
6	III-B	59	32	27	54.2
7	IV-A	61	35	26	57.4
8	IV-B	62	32	30	51.6
9	V-A	70	46	24	65.7
10	V-B	68	35	33	51.5
<b>TOTAL</b>		<b>639</b>	<b>360</b>	<b>279</b>	<b>56.3</b>
11	VI-A	61	32	29	52.5
12	VI-B	60	35	25	58.3
13	VII-A	61	36	25	59.0
14	VII-B	61	35	26	57.4
15	VIII-A	63	39	24	61.9
16	VIII-B	63	34	29	54.0
17	IX-A	58	36	22	62.1
18	IX-B	59	31	28	52.5
19	X-A	60	38	22	63.3
20	X-B	62	34	28	54.8
<b>TOTAL</b>		<b>608</b>	<b>350</b>	<b>258</b>	<b>57.6</b>
21	XI-COMM	63	23	40	36.5
22	XI-SCIENCE	63	25	38	39.7
23	XII-COMM	46	27	19	58.7
24	XII- SCIENCE	50	30	20	60.0
<b>Grand total (2019-20)</b>		<b>1469</b>	<b>815</b>	<b>654</b>	<b>55.5 %</b>

<b>Grand Total (2018-19)</b>	<b>1385</b>	<b>782</b>	<b>603</b>	<b>53.2 %</b>
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Thus, from above it is seen that wards of non-railway employees are 45.5 %.Whereas as per letter no. P/CR/Hq/Wel/450/KYN dated 06.06.2019 only 10% of the total strength may be admitted.

From the present student strength it is observed that there is 141 students are admitted in 1<sup>st</sup> standard, in two sections. Whereas as per CBSE norms, the strength of each section should not be more than 40. As well as some students were admitted in intermediate classes which resulted in increasing of total numbers student as compare to 2018-19.

Railway School Kalyan having 1469 students among them 815 students are belong to railway and rest 654 students are from non railway, pursuing their education in this institution. Most of the classes are having more than 60 students which are much higher than CBSE norms 40 students per class. These all pupils are studying in I to XII standard, by dividing each class into two sections. Therefore 24 sections are being managed by 28+06(contract) teaching staffs i. e.  $34/24 = 1.4$  Teachers per class which is nearly CBSE norms 1.5 teachers per class. Whereas the sanction strength of the teaching staff is 36.

In class 9 th there are 117 students among them 67 students are railway wards which is good enough for two sections. To make the strength 40/section 13 Non Railway wards may be admitted and for this strength two sections are sufficient.

In class 10 th there are 122 students among them 72 students are railway wards which is good enough for two sections. To make the strength 40/section 08 Non Railway wards may be admitted and for this strength two sections are sufficient.

Therefore no need of opening one more section in each class 9 th and 10 th.

For personnel work like as Pay sheet, Leave, Pass/PTO for these Teaching Staffs, two posts of Office Superintendents and one post of Jr. Clerk are sanctioned.

One post of lab assistant is posted for maintaining Lab requirements.

## **2.4 Work load of personnel staff:-**

1. Pay sheet: (Regular And Contract employees)
2. Maintain Service Register of all employees.
3. Stores: Dead Stock Maintenance (Byculla Press & Currey Road Stores) numbers of items, etc.
4. Administrative Work: All admin's procedures i. e. Form distribution, prepare list, fee collection for all standards from Jr. KG to XII.
5. Pass & PTO regular and retired employees
6. Students: -
  - a. Regular fee Collection (Cash & Cheque) dispatching to banks and record of it.
  - b. Bonafide, Leaving Certificates
  - c. Mark sheet, Migration, passing Certificates distribution and record keeping
  - d. Registration of new students in general registration and record maintenance.
7. CBSE -
  - a. All correspondence related to school (students and staffs)
  - b. Co-ordinating external examinations NEET and board X and XII.
  - c. Money received from CBSE to conduct their exams and proper utilisation of funds.

8. Official correspondence with Head Quarter DPO office.
9. Co ordinations of various programmes and dignitaries' visit to school.
10. Any work allotted by time to time.

Railway School Kalyan having sanctioned strength of Two OS and One Jr. Clerk for dealing of overall 41 staffs presently. Whereas the average Bench Marking of personnel staff for the organisation having below 18000 employees is 11 per thousand. But these personnel staffs are performing some other works related to the students i. e. elaborated above in para 2.4. So the workload of these Personnel staff is justified. In addition to this one post of Jr. Clerk is posted which is vacant for years.

Two posts of Safaiwala are deputed here for maintaining cleanliness and housekeeping of this entire premise whereas most of these housekeeping activities are being performed by the labours deployed by PTA committee and finance by School Management Committee.

## Chapter...03

### CRITICAL ANALYSIS

Railway School Kalyan having 1469 students among them 815 students are wards of railway employee and rest 654 students are wards of non-railway employee which is 45.5%. The details is as under

	TOTAL	STUDENT RAILWAY	STUDENT NON/RLY	% OF NONRLY STUDENT
<b>(2019-20)</b>	<b>1469</b>	<b>815</b>	<b>654</b>	<b>45.5 %</b>

These all students are studying from I to XII standard, each class is divided into two sections. Therefore 24 sections are being managed by 28+06 (contract) teaching staffs i. e.  $34/24 = 1.4$  Teachers per class which is close to CBSE norms 1.5 teachers per class (CBSE/AFF/CIRCULR/2010). Also students-teachers ratio should not exceed 30:1.

As per letter no. P/CR/Hq/Wel/450/KYN dated 06.06.2019 only 10% of the total strength may be admitted. Accordingly only 81 wards of non-railway employees would have been admitted against 815 wards of railway employees whereas there are 654 wards of non-railway employees have been admitted which is 87.7 % against 10%.

As per CBSE norms Student Teachers ratio (30:1) for 815 wards of railway employees only 27 teachers are sufficient whereas sanction strength of teachers at Kalyan School is 34 but number of students are above 60 in each class in view of railway wards only, so it would not be possible to manage in one section. Therefore it is suggested that follow the prescribed limit of maximum 10 % for non Railway students for each class if only the strength of students in particular section is remains less than 40 per section. For two sections in each class there would be 24 sections and 36 teachers are justified.

For better education and to save Railway Revenue on teachers it is proposed to restrict the wards of Non-Railway to the extent of 10% only. It can be achieved gradually in phase manner.

In the academic session of 2019-20 , 141 admission was made in Ist standard. Out of which 57 wards of Railway employee were promoted from Sr. KG and 62 wards of Non Railway person were promoted from Sr. KG to Class I. Remaining 22 direct admission in Ist standard were done of the ward of Railway employee.

Thus it is seen that Sr KG is being used as a feeder for the admission of ward of Non-Railway person for Ist standard. The percentage intake for ward of non railway person is 43% which is more than 4 times of Board norms which states that not more than 10% intake of ward of non-railway person is to be given admission.

As per letter no. P/CR/HQ/Wel/458/KYN it is recommended that one extra section for each class 9<sup>th</sup> and 10<sup>th</sup> to be opened in year 2019-20. But Work Study Team Observed that

In class 9<sup>th</sup> there are 117 students among them 67 students are railway wards which is good enough for two sections. To make the strength 40/section 13 Non Railway wards may be admitted.

In class 10 th there are 122 students among them 72 students are railway wards which is good enough for two sections. To make the strength 40/section 08 Non Railway wards may be admitted.

Therefore no need of opening one more section in each class 9 th and 10 th.

Also in the context of workload of ministerial staff it is observed that Railway School Kalyan having sanctioned strength of Two OS and One Jr. Clerk for dealing total 41 staff.

As discussed the workload of ministerial staff in para 2.4 in chapter 3 above, the 01 vacant Jr. Clerk post is found surplus and needed to be surrendered.

All housekeeping related work is being carried out by the worker hired on and managed by PTA Committee. Therefore one post of safaiwala is justified for office housekeeping and another post which is vacant is found surplus.

## RECOMMENDATIONS & SUGGESTION

### RECOMMENDATIONS—

- **One post of Jr. Clerk** is identified surplus may be surrender.
- **One post of Safaiwala** is found surplus may be surrendered.

### SUGGESTION:

07. In each section student's strength as per CBSE BY LAWS, should not be crossed **40 students**.
08. If there is vacant seat in any section maximum **10%** non Railway wards of the total student strength may be admitted approved by the headquarter.
09. It is seen that classes of Jr. KG and Sr.KG which is not the part of Railway school and is being run by SFC and PTA committee inducts around 248 wards every year. In which only **53%** wards of Railway employee which are being admitted in Ist standard,. Thus surpassing the Board's instruction of 10% induction of ward of Non-Railway employee and also infringe the CBSE guideline of **40** student per class.  
This will hamper the quality of imparting education and will also demand for increase of section in future. Therefore it is suggested that non railway wards may be restricted from standard I st.
10. Only max. **40 students** should be admitted in each section so that quality of education might be maintained.
11. No need to open extra section for the class 9 th and 10 th as only **67 and 72** railway wards are studying in these classes respectively. Rest 50 and 50 are non railway wards.
12. **654** Non railway wards are studying in current year 2019-20 and this strength may be reduced in phase manner in upcoming years by restricting the entry of non railway employee ward at the entry level which is Jr.KG and Sr.KG.

#### Chapter...04

#### FINANCIAL IMPELICATION

Money Value (Tentative) of the Post to be surrendered as below:-

No. of post	designation	Pay scale	Mean pay	DA12%	monthly	yearly
01	Jr. Clerk	19900-63200	41550	4986	46536	5,58,432
01	Safaiwala	18000-56600	37450	4496	41944	5,03,328
Total			83100	9972	93072	10,61,760

Total saving of money Rs.10,61,760 (Ten Lacs, Sixty One Thousand, Seven Hundred, Sixty Rupees only) subject to actual surrender.

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