

**WORK STUDY TO REVIEW THE**  
**STAFF STRENGTH AT**  
**RMHSS / PER –**  
**CHENNAI DIVISION**

**SOUTHERN RAILWAY**

**PLANNING BRANCH**

**G.275/WSSR-541920/2019-20**

**WORK STUDY TO REVIEW THE**  
**STAFF STRENGTH AT**  
**RMHSS/ PER –**  
**CHENNAI DIVISION**

**STUDIED BY**

**WORK STUDY TEAM**  
**OF**  
**PLANNING BRANCH**

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**(i)**  
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**(i)**  
**ACKNOWLEDGEMENT**

The work study team acknowledges the valuable guidance and co-operation rendered by Principal/RMHSS/PER (coordinating Officer), Sri Venkatachalam Teacher Gr-I/PER as coordinating supervisor and the staff of the unit for their co-operation in completing this study.

**(ii)**  
**TERMS OF REFERENCE**

Annual programme of work studies approved for the year 2019-20.

**(iii)**  
**METHODOLOGY**

The following methodology has been adopted while conducting the study.

1. Collection, compilation and analysis of statistical data.
2. Field Observation of the present working system.
3. Discussion with Officers and Field Officials.
4. Application of Yard stick & 'need basis' concept wherever necessary in assessing the manpower requirement for the existing work load.

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(iv)

**SUMMARY OF RECOMMENDATIONS****Recommendation No 1:**

One post of Teacher Gr-I in GP 4800/- , Four Posts of Teacher Gr II GP 4600/-  
One post of lab assistant GP Rs 2400/- and One post of Peon in GP Rs 1800/-  
are found excess to the requirement and all lying vacant, may be surrendered  
and credited to the vacancy bank.

**(Total = 7 posts)**

**1.0 INTRODUCTION**

Education in India is provided by both public and private sector which falls under the control of both Central and State governments. Under Indian constitution education is a fundamental right. In the year 2009, India enacted an Act in the parliament which describes the importance of free education between 6 and 14 years of age and the Act came into force from 1st of April 2010, named as RTE Act 2009 (Right of Children to Free and Compulsory Education Act). The Act provides that no child shall be held back, expelled or required to pass a Board examination until the completion of elementary education. There is also a provision for special training of school drop-outs to bring them up to par with the students of the same age.

**1.1 Today education system in India is categorized as follows:**

Pre primary      - 3 to 5 years of age (Pre, Lower and Upper Kindergarten)  
Primary            - 6 to 11 years (1<sup>st</sup> to 5<sup>th</sup> STD)  
Upper Primary    - VI to VIII  
Secondary        - IX to X  
Higher secondary - XI to XII  
Under graduate  
Post graduate

In India, education is compulsory until the age of 14. High school is a grade of education up to X and higher secondary school or Junior college will be up to class XII. The schools are affiliated to either National boards like CBSE, ICSE or various state boards.

**1.2 Many Government Departments like Railways, Defence, Production units and Public Sector Units also run a sizeable number of educational institutions without any assistance from Central / State Governments. Indian Railways run nearly 200 schools. They impart education not only to the wards of the employees but also to the wards of people around the area.**

The policy regarding Railway schools as given in the Indian Railway Establishment Manual, Part II, and Chapter XXII is given below.

## **Chapter-XXII**

### **Staff Welfare**

#### **Section A**

#### **Schooling faculties and educational assistance for the children of Railway servants**

**2201. Policy regarding Railway Schools .-** Education being the concern of State Governments, the policy of the Railway Ministry is not to enter the field except to the limited extent indicated below:

(a) Provision of facilities in railway colonies to the extent that the State Governments or other educational organizations are not willing to provide them. Elementary education and, where no high schools are available in the neighborhood, education up to the High school should be deemed as an inescapable responsibility in railway colonies, if the only alternative is to let the children of railway workers are without any educational facilities.

(b) Where railway servants are posted in out of the way places, some provision should be made for getting their children educated in High Schools and colleges.

There are 9 Railway schools in Southern Railway, at PER, AJJ, JTJ, VM, GOC, MDU, ED, PTJ and PGT (All English Mediums).

The study pertains to the Railway Higher Secondary school located at Perambur.

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**CHAPTER – II****2.0 PRESENT SCENARIO**

2.1 The RMHS School/PER was started in the year 1891 with English as the media of instruction.

2.2 As on 01.04.2019, the school has completed 129th year of existence.

2.3 The media of instruction as on date is as follows.

- For Standards I to XII → English Medium Only

2.4 At present CBSE Syllabus is being taught for STD I to X.  
XI & XII higher secondary system of education

2.5 Workload:

The strength of students for the period 2014-15 to 2018-19 is given below.

Year	Boys	Girls	Total	Wards of		% of wards of Rly Emp in the total strength
				Rly Emp	Non Rly Emp	
2016-17	421	304	725	323	409	44.55
2017-18	337	212	549	254	295	46.26
2018-19	277	176	453	210	243	46.35
2019-20	285	210	495	277	218	55.95

2.6 Work Force: This workload is being handled by the teaching and non teaching staff. There are total of 35 teachers are available

2.7 The working days and hours:

The minimum number of working days as prescribed by the CBSE is given below.

- Working days → 220 / Academic Year

A working calendar is published for every financial year by the Education department of the Kerala state government, stipulating the working days, vacation, holidays etc.



2.8 The working hours of the school on all the working days is given below.

From	To		
09:00 Hrs		→	I Bell
9:05	9:15		Assembly
09:15 Hrs	10:00 Hrs	→	I Period
10:00 Hrs	10:40 Hrs	→	II Period
<b>10:40 Hrs</b>	<b>10:50 Hrs</b>	→	<b>Interval</b>
10:50 Hrs	11:30 Hrs	→	III Period
11:30 Hrs	12:10 Hrs	→	IV Period
<b>12:10 Hrs</b>	<b>12:50 Hrs</b>	→	<b>Lunch Break</b>
12:50 Hrs	13:30 Hrs	→	V Period
13:30 Hrs	14:10 Hrs	→	VI Period
<b>14:10 Hrs</b>	<b>14:15 Hrs</b>	→	<b>Interval</b>
14:15 Hrs	14:55 Hrs	→	VII Period
14:55 Hrs	15:35 Hrs	→	VIII Period
15:35 Hrs	16:15 Hrs		IX Period ( HSS)

The teaching and the support staff (Lab Asst, Librarian and the Peons) work on all working days.

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**CHAPTER – III****3.0 CRITICAL ANALYSIS****3.1 TRENDS:**

3.1.1 Workload: There is a decreasing in the workload handled viz Students taught.

Sl. No	Year	No of Students
1	2015-16	725
2	2016-17	549
3	2017-18	453
4	2019-20	495

3.1.2 Workload – Distribution of wards of Railway employees and wards of other than Railway Employees to the total strength of students:

Sl. No	Year	Railway	Non-Railway
1	2016-17	323	409
2	2017-18	254	295
3	2018-19	210	243
4	2019-20	277	218

3.1.3 Workforce – teaching staff:

No of Teaching staff as on 15/01/20 – 35 staff.

No of Non-Teaching staff as on 15/01/20 –6 staff

### 3.2 Staff Deployment:

**3.2.1 Number of periods to be handled per week:**

[illegible]

Sl. No	Name of the Teacher (Shri/Smt)	Standard														TOTAL
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	P T	L B	
31	C Anjana devi	2	2	6	10	6										26
32	N Banu Rekha	21	6													27
33	Usha Thiagarajan							12	6	7						25
34	S. Karpegam	1	1	7	12	6										27
35	R.S. Surya Prakash	6			6	6	2	7	6							33
TOTAL																79 1

### **3.2.2 General work load of teachers at RMHSS/PER:**

The number of periods/work allotted to the teachers is in the range of 22-27 periods/week. In terms of hours, the average class hours will be about 4-6 periods/day. Some extra duties like preparing the students for cultural activities and paper evaluation is also the part of the teaching faculty as these are part and parcel of the teaching job.

### **3.2.3 Duties of Physical Training Instructor:**

1. To monitor over all discipline by dealing with late comers, ensuring proper uniform etc.
2. To organize the school activities like morning assembly, mass drill and other functions in the school.
3. As per the time table PET will have to handle 22-27 periods per week on an average from Std I to Std X.
4. Monitoring school during the lunch break, giving coaching for sports and games before and after the school hours and also to help the school administration etc., going to DEO office for procurement of free books etc.
5. PET will help the children to participate in the various events conducted at Zonal, District and State level and also events conducted by various clubs. The certificate obtained in District level will help the students in further studies and job opportunities in sports Quota.
6. In case of any minor injuries of students, PET will help for the First Aid and the medical aid.

### **3.2.4 General duties of Ministerial and Group-D staff**

**Peon** – Ringing the school bell (period wise), Xerox and other activities as instructed by Head master.

### 3.2.5 Other particulars:

1. Staff of work charged posts – Nil
2. Over time allowance claimed – Nil
3. Deputation to other units – Nil
4. Average number of days TA claimed/month – Nil
5. This school has got permission from CPO/MAS to change to CBSE syllabus vide letter No .P(W)535/XIV/RS/P/Vol.III dated. 26.06.2014.
6. Water purifier fitted in buildings.
7. Free Scheme and Concessions:-
  - Free Book Scheme from State Govt.
  - Free Bus Pass for the students using bus service

### 3.2.6 Achievements and other co-curricular activities

The school is achieving 100% pass in 10<sup>th</sup> std. & XII th consecutively for the past 5 years. Right to Education Act 2009 - Norms:

Sl no	Item	Norms and Standards	
1	For I to V Std	Number of teachers	
		Admitted Children	Number of teachers
		Up to 60	1
		Between 61 and 90	3
		Between 91 and 120	4
		Between 121 and 200	5
		Above 150 children	5 + 1 Head Teacher
		Above 200 children	Pupil-Teacher ratio (Excluding head teacher) shall not exceed 40.
	For VI to VIII Std	(1) Atleast one teacher per class so that there shall be one teacher each for	
		(i) Science and Maths	
		(ii) Social Studies	
		(iii) Languages	
		(2) Atleast one teacher for every 35 children.	
		(3) Where admission of children is above 100	
		(i) A full time head teacher	
		(ii) Part time instructors for	
		(a) Art Education	
		(b) Health and Physical Education	
		(c) Work Education	
2	Minimum number of working days in an academic year	(i) I std to V std	220 working days
		(ii) Vi to VIII	

3	Minimum number of working hours per week for the teacher	45 teaching including preparation hours.
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### 3.2.7 The Teacher requirement as per the norms:

Sl. No.	Standard	No. of students	RTE Norm	Requirement
1	II – V	127	Admitted children between one hundred and twenty to two hundred – 5 teachers	5 teachers
2	VI – VIII	163	At least one teacher for class for children admitted below 100 There are five sections in VI,VII,VIII std	5 teachers
3	IX-X	94	1:30 As per Secondary school Curriculum 2017-18	4 teacher
4	XI-XII	110	1:30 Central Board of secondary education Bye-laws	4 teacher
Total				18 teachers

No. of periods for the 18 teachers in a week = 18 x 8 x 5  
= 720 periods

**As per the norms, the maximum number of working hours per week for a teacher is 45 (including preparation hours).** In practice 45 periods per Teacher per week will not fit for the present situation, because lot of special care to be taken to the Primary kids also extra/special classes are regularly being conducted for X , XII students .

The facts are considered and the work study team identified that a teacher can attend maximum of 6 periods in a day for teaching and the remaining 2 periods to be utilized for preparation and correction activities.

However the No of periods taken in a week at RMHSS/PER is 791 as per data

Based on 6 periods in a day, a teacher can handle 30 periods of classes in a week.

Total number of periods in a week = 791

Total number of teachers required = 31

791/25

a. Teachers ( Incl. language) = 31

b. Allowing 4 more for Reserve /Art/ work edu &

	Yoga/NCC & Scout and guides	=	4
c.	PT Instructor( one for primary, one for secondary school & one for higher secondary )	=	3
	<b>Total</b>	=	<b>38</b>

### Sanction Vs Requirement of Teachers

Sl. No	Category	Sanction (a)	Actual (b)	Requirement (c)	Surplus (a-c)
1	Teachers - Gr. I	11	8	10	<b>1</b>
2	Teacher Gr II	25	19	20	<b>5</b>
3	Teacher Gr IV	8	8	8	<b>0</b>
4	Librarian	1	0	1	<b>0</b>
5	Lab assistant	3	2	2	<b>1</b>
6	PB Clerk	1	1	1	<b>0</b>
7	Peon	3	3	2	<b>1</b>
<b>Total</b>		<b>52</b>	<b>41</b>	<b>44</b>	<b>8</b>

3.3 As seen from the tabular column above, the required staff strength of 38 teachers and 6 Non teaching staff would more than suffice to meet the current workload.

3.4 The student strength, as seen from para 3.1.1, follows a decreasing trend and there is no reason to assume that this would reverse in the ensuing years.

3.5 It may also be seen that there has been a drastic decrease in the number of wards of Railway employees, in In 2016-17, 323 out of 725, In 2017-18 254 out of 549, in 2018-19 210 out of 453 & 2019-20, 274 out of 495 .

3.6 This strength should also take care of the requirement for extra curricular activities planned viz NSS, Rovers and Rangers at Higher Secondary Level.

3.7 As such, the present strength of the teaching staff would suffice to handle the current and prospective workload and contingencies.

### 3.8 **Principal:**

The existing post of one Principal is sufficed to meet the affairs of the school. The existing Head Mistress post may be utilized where there is need since the nature of job is same for both (Principal and Head Mistress)

### 3.9 Librarian:

There is a library in the School with an inventory of over 4000 books. There is also a Reading Club in the School, formed in association with the English club, to encourage the reading habit amongst children.

A Librarian is needed to take care of the Library, to procure books and manage the funds earmarked. The Sanctioned strength of Librarian (1 No) may therefore continue.

### 3.10 Lab Assistants:

2 Lab assistants are sufficient to maintain the science laboratory (Physics, Chemistry and Biology labs) leaving surplus of one post vacant which may be credited to the vacancy bank.

### 3.11 Peons:

Two Peons are sufficient to meet the requirement leaving surplus of one post vacant which may be credited to the vacancy bank .

### 3.12 Summary of requirement:

Designation	Sanction (a )	Actual (b)	Requirement (c)	Surplus (a-c)
Teacher Gr I	11	8	10	1
Teacher Gr II	25	19	20	5
Teacher Gr IV	8	8	8	0
Librarian	1	1	1	0
Lab Asst	3	2	2	1
Peon	3	3	2	1
Clerk	1	1	1	0
Total	52	42	44	8

### **Sanction Vs Requirement**

Sanction	Requirement	Surplus
52	44	8

### **Recommendation No 1:**



One post of Teacher Gr-I in GP 4800/-, Five Posts of Teacher Gr II GP 4600/-, one post of lab assistant in GP 2400 and One post of Peon GP 1800 are found excess to the requirement and all lying vacant, may be surrendered and credited to the vacancy bank.

**(Total = 8 posts)**

#### **CHAPTER – IV**

#### **4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS :**

**CHAPTER– V****5.0 FINANCIAL SAVINGS**

- 5.1 If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

Sl. No.	Category	Grade pay (Rs.)	No.of post	Money value (Rs.)	Annual Financial savings (Rs.)
1.	Teacher Gr I	4800	1	116240	13,94,880
2.	Teacher Gr II	4600	5	102079	61,24,740
3.	Lab Assistant	2400	1	62361	7,48,332
4.	Peon	1800	1	43817	5,25,804
<b>TOTAL</b>			<b>8</b>		<b>87,93,756</b>