

दक्षिण पूर्व मध्य रेलवे  
SOUTH EAST CENTRAL RAILWAY

कार्यालय  
वरिष्ठ उपमहाप्रबंधक, बिलासपुर



Office of the  
Sr. Dy. General Manager, Bilaspur.  
Tel.No. 64006(Rly), 07752-414229

पत्र सं. No. WS/Rly. Sch.-SDL/BSP/ 515

दिनांक Dated: 30.06.2021

The Divisional Railway Manager,  
S.E.C. Railway,  
Bilaspur.

Sub: Work Study on "Review of existing cadre strength vis-a-vis workload  
of Railway School/Shahdol of Personnel Department in Bilaspur Division".

Ref.: This office letter No. WS/ Rly. Sch.-SDL/BSP, dated 18.03.2021.

The work study of Railway School/Shahdol (RMHS/SDL) of Personnel Department in Bilaspur Division has been conducted to review the existing cadre strength vis-a-vis workload in view of student strength (declining strength of Railway wards in Railway Schools), norms/yardstick, need based requirement of Teaching and Non-Teaching staff, outsourcing/eliminating of non-core activities and cost benefit analysis. Draft work study report vide this office letter dated 18.03.2021 was sent to DRM/BSP & PCPO for offering remarks. Further, a reminder addressed to Sr. DPO/BSP vide this office letter dated 17.05.2021 & 22.06.2021 was also sent to furnish the remarks. But no remarks have been received so far. Hence, the draft study report is finalised.

The work study report contains recommendation for surrender of 10 vacant posts [HM-01, TGT-06, PST-03] out of total sanctioned of 20 posts in First Phase and remaining 10 live posts after closure of school in 2<sup>nd</sup> phase.

Therefore in view of above, it is requested that suitable instructions may be given to concerned officers for implementation of the work Study report and copy of surrender memorandum may be sent to this office so that progress of implementation of work study can be advised to Railway Board accordingly.

This has the approval of SDGM.

  
(S. N. Pattnaik) 30/6/2021

Asst. Work Study Officer  
For SR. DY. GENERAL MANAGER

Encl: 1 work study report.

Copy along with one copy of work study report is forwarded to:-

- 1) The Executive Director, E&R (ME), Railway Board for kind information.
- 2) Secretary/SECR for kind information of GM.
- 3) PCPO/SECR/BSP for kind information and necessary action please.
- 4) Sr. DPO/BSP for information and necessary action please.



# **SOUTH EAST CENTRAL RAILWAY**

## **WORK STUDY CELL**

*A*

*Work study report on*

**Review of existing Cadre Strength vis-a-vis Workload of  
Railway School, Shahdol of Personnel Deptt.  
in Bilaspur Division**

**OVER S.E.C. RAILWAY**



**WORK STUDY CELL  
S. E C. RAILWAY  
BILASPUR**

**STUDY NO.  
SECR/04/2021-22**

# **SOUTH EAST CENTRAL RAILWAY**

A

Work study report on

ON

**Review of Existing Cadre Strength vis-a-vis Workload of  
Railway School/Shahdol of Personnel Deptt.  
in Bilaspur Division**

**OVER S.E.C. RAILWAY**

**GUIDED BY**

SRI AJAY SINGH

**SR.DY. GENERAL MANAGER**

**LED BY**

SRI S. N. PATTNAIK

**ASST. WORK STUDY OFFICER**

**CONDUCTED BY**

SRI VIKAS KUMAR SINHA

**CH. WORK STUDY INSPECTOR**

SRI SUNIL KUMAR MISHRA

**WORK STUDY INSPECTOR**

**WORK STUDY CELL  
S. E. C. RAILWAY, BILASPUR**

**STUDY No.  
SECR/04/2021-22**

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## **SUMMARY OF RECOMMENDATION & SUGGESTION**

<b>S#</b>	<b>Description</b>	<b>Para ref.</b>
Based on critical observations and analysis, Work study Team have derived following Recommendations and Suggestions:		
<b>RECOMMENDATIONS:</b>		
1.	In view of less strength of Railway wards in Railway Mixed High School/SDL (i.e. 13% Railway wards of Total students), availability of 10 non-Railway schools within 04 KM, considering non-core activity and in order to savings in manpower cost, it is recommended to close down the Railway School/SDL after completion of academic session 2022-23. The admission in class IX may be closed from 2021-22 and so also no fresh admission in any class from academic session 2021-22. In this regard, the provision laid down in MC-18 and other extant rules may be followed.	<b>3.7.1</b>
2.	It is recommended that all 20 Sanctioned posts of Railway School/SDL (15-Teaching + 05-Non-Teaching) should be surrendered in phase wise manner. The existing 10 vacant posts should be surrendered in Phase-I and the remaining 10 live posts may be surrendered in Phase-II after closing down the Railway School/SDL.	<b>3.7.2</b>
3.	It is recommended that after closing down the School the On-roll Staff (04-Teaching + 06-Non Teaching) may be redeployed at Rly. Schools/BSP as per requirement and extant Rules.	<b>3.7.3</b>
<b>SUGGESTIONS :-</b>		
1.	The existing utilization of Contract Teachers on contract basis for Primary, High section & computer class may be continued till closure of school, if required.	<b>3.7.4</b>
2.	The money value of surrendered posts can be utilized for creation of safety & essential posts as per need.	<b>3.7.5</b>
3.	After closing down the Railway schools at Shahdol, School buildings may be released and handed over to Engineering department for further effective utilization and the infrastructures such as Computers, Devices and Educational equipments may also be utilized at other units where the requirement of these assets is high.	<b>3.7.6</b>



## **CHAPTER-I**

### **INTRODUCTION**

#### **1.0 History/Background:**

During the British Rule, the British empire started colonizing throughout the Countries and they brought resources and technology to comfort themselves-thereby seeding a big Industrial Revolution. To move the harvested and manufactured Goods from one place to another, Railway transportation brought bigger changes simultaneously, the Colonists came forward to provide education for members and staff working in the Railway and thus started mushrooming of railway Schools wherever Railway Lines were laid, Stations were opened and Railway factories and Workshops were established.

The educational facilities thus provided and later extended to Anglo- Indian and when the number of educated Indians began to increase in Railway services, the Railway began to provide such facilities for the children of Indian employees at place where adequate arrangements did not exist.

#### **1.1 Present Scenario:**

In present circumstances, the operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses all out efforts have to be made to contain it. In order to exercise control over expenditure, Railway Board identified certain categories and chosen a few selected areas and are monitoring the manpower available in those non-core activities over the Indian Railways.

The patronage of the Railway School at various places over the Zonal Railway has been reduced drastically due to the increasing tendency on the part of parents to admit their Wards in private schools.

The reimbursement of school fee had been increased substantially during VII Pay Commission to Rs.2250/- P.M. per children. This has made the considerable percentage of parents to decide and to admit their children in Private/Public Schools.

Moreover, in the Railway Schools, the percentage of wards of Railway Employees is bare minimum. Thus maintaining the Railway Schools for the sake/welfare of railway employees are not praiseworthy on economical aspects.

Keeping the above objective in view, Work Study Team have taken up “Work-study on Railway School, Shahdol over Bilaspur Division with a view to right size the man power and to review the existing Cadre strength vis-à-vis workload along with requirement of Teaching and Non-Teaching staff in view of student strength, norms, improve efficiency by implementing the multi skilling/MTS concept and outsourcing/eliminating of non-core activities.

#### **1.2 Terms of reference & Rationality for conducting the Study :**

- 1) Railway Board's L. No. E(MPP)2016/1/59 dated 10.01.2017 regarding “Effecting savings in manpower costs”, wherein it has been stated that more non-core activities which are not directly related with train operations and safety can be outsourced.
- 2) Man power is most costly and precious resource over Indian Railway and right sizing is the need of the hour.
- 3) Focusing attention on core activities by reducing/eliminating the non-core activities.
- 4) Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator).
- 5) Up gradation/introduction of automation/Innovations.
- 6) Out sourcing of non-core activities.
- 7) Reducing/improving redundancy in work..

#### **1.4 Railway School, Shahdol :**

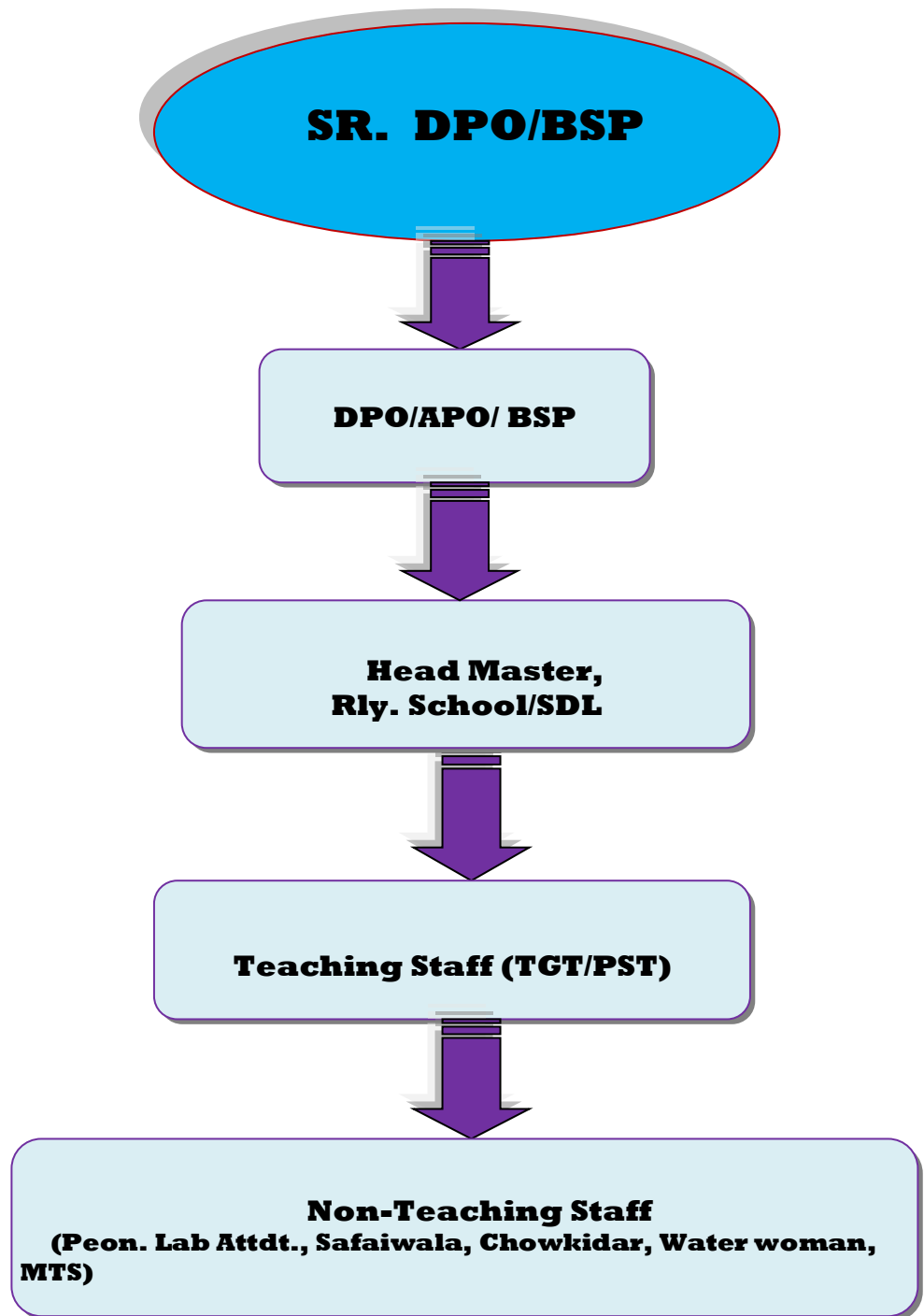
South East Central Railway Mixed High School located in Shahdol, Madhya Pradesh is a Co-Educational Secondary School institution affiliated to the Central Board of Secondary Education (CBSE).

##### **Basic details of Railway Mixed High School/Shahdol :**

<b>S#</b>	<b>Items/Descriptions</b>	<b>Details</b>
1	School Name	South East Central Railway Mixed High School, Shahdol
2	Classes	I to X
3	Student strength (for Year 2020-21)	<b>311</b> (Rly. Wards-41 + Non-Rly. Wards-270)
4	Teaching Staff strength	<b>13</b> (Permanent Teacher-4 + Contract Teacher-9)
5	Non-Teaching Staff strength	<b>6</b>
6	School Timing	8:00 -14:10 hrs.
7	Address	Railway Colony , Shahdol
8	Principal	Ms SHYAMA TIKNOO
9	School's Website	www.secrmhsshahdol.in
10	Landmark Near School	Railway Football Ground
11	Affiliation Validity	2015 TO 2023
12	Name of the Trust/Society/Orgn.	South East Central Railway, Divn.& HQ, BSP
13	Society Registration Number	NA
14	NOC Issuing Authority	District Education Officer
15	School Code	54016
16	Affiliation Code/No.	1080016
17	School' Email ID	rhssdl@gmail.com
18	School's Fax Number	07652-2231682
19	Year of Establishment	1908
20	Affiliation Status	Provisional
21	Registration Date	24/10/2016
22	Registration Validity	Permanent Registration
23	NOC Issuing Date	26/10/2016

**1.5 Organizational Set up:**

Organizational set up of Railway School, Shahdol of Education Department/BSP Div. is as under:



**1.6 Methodology:**

The following methodology has been adopted for conducting the study:

- (i) Collection of relevant data,
- (ii) Examination of records,
- (iii) observations regarding working of staff,
- (iv) Critical Analysis,
- (v) Eliminating/outsourcing of non-core activity,
- (vi) Applied norms.



## **CHAPTER-II**

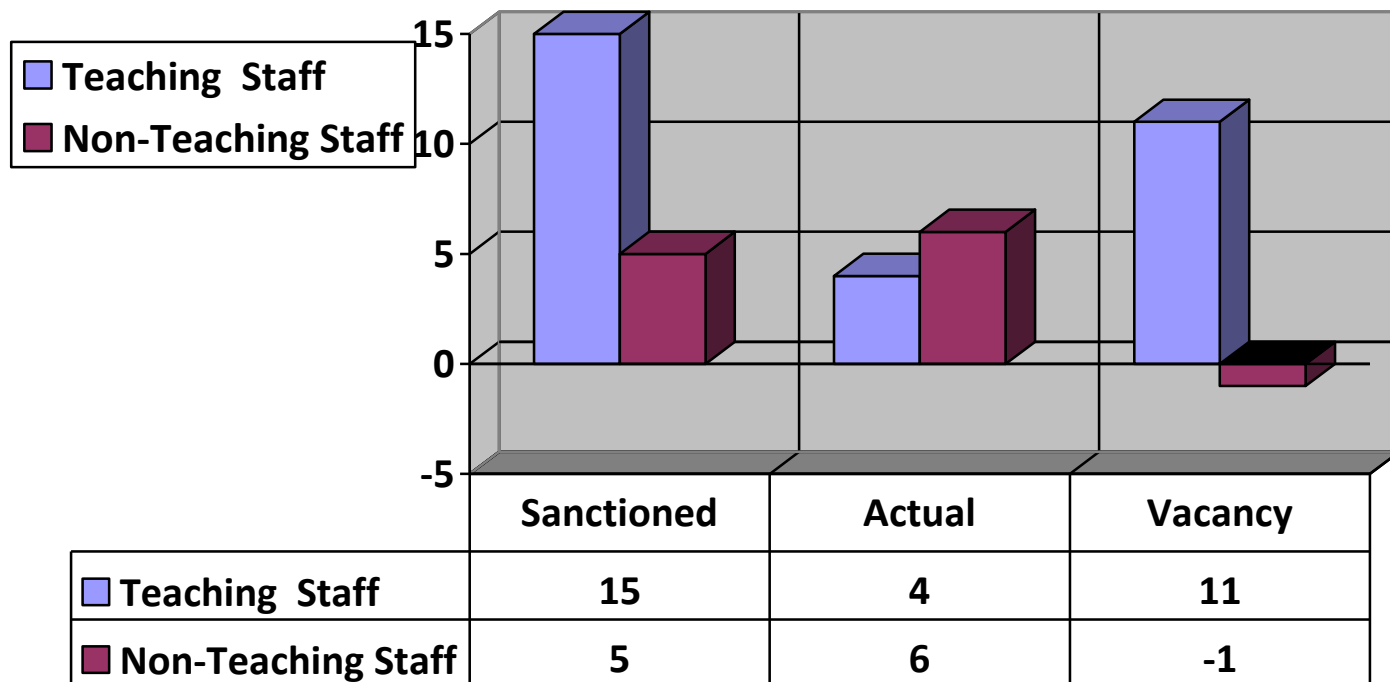
### **2.0 OBSERVATIONS :**

**2.1 Staff Position:** The cadre strength of Railway Mixed High School/shahdol in Bilaspur Division as furnished by Sr. DPO Office/Bilaspur and data collected is as under:-

#### **2.1.1 Cadre strength of Railway School, Shahdol :-**

S#	Name of School	Category	P.B.	GP/Level	Sanc.	Actual	Vac	
		Teaching Staff:						
1	RMHS/SDL	HM	44900-142400	4800/L-8	01	00	01	
2		HM	44900-142400	4600/L-7	01	01	00	
3		TGT	44900-142400	4600/L-7	07	01	06	
4		PST	35400-112400	4200/L-6	06	02	04	
		Sub-Total				15	04	11
		Non-Teaching Staff:						
5		Lab Attendant	18000-56900	1800/L-1	01	01	00	
6		Chowkidar	18000-56900	1800/L-1	01	01	00	
7		Waterman/Woman	18000-56900	1800/L-1	01	01	00	
8		House keeping	18000-56900	1800/L-1	01	01	00	
9		Genl. Asstt. (Peon)	18000-56900	1800/L-1	01	02	-01	
Sub-Total					05	06	-01	
Grand Total					20	10	10	
NOTE : - 09 Contract Teachers (i.e.05 TGT + 04 PST) are engaged for the year 2020-21 against the existing vacant posts.								

#### **2.1.2 Graphical representation of overall Cadre Strength of Railway School, Shahdol :-**



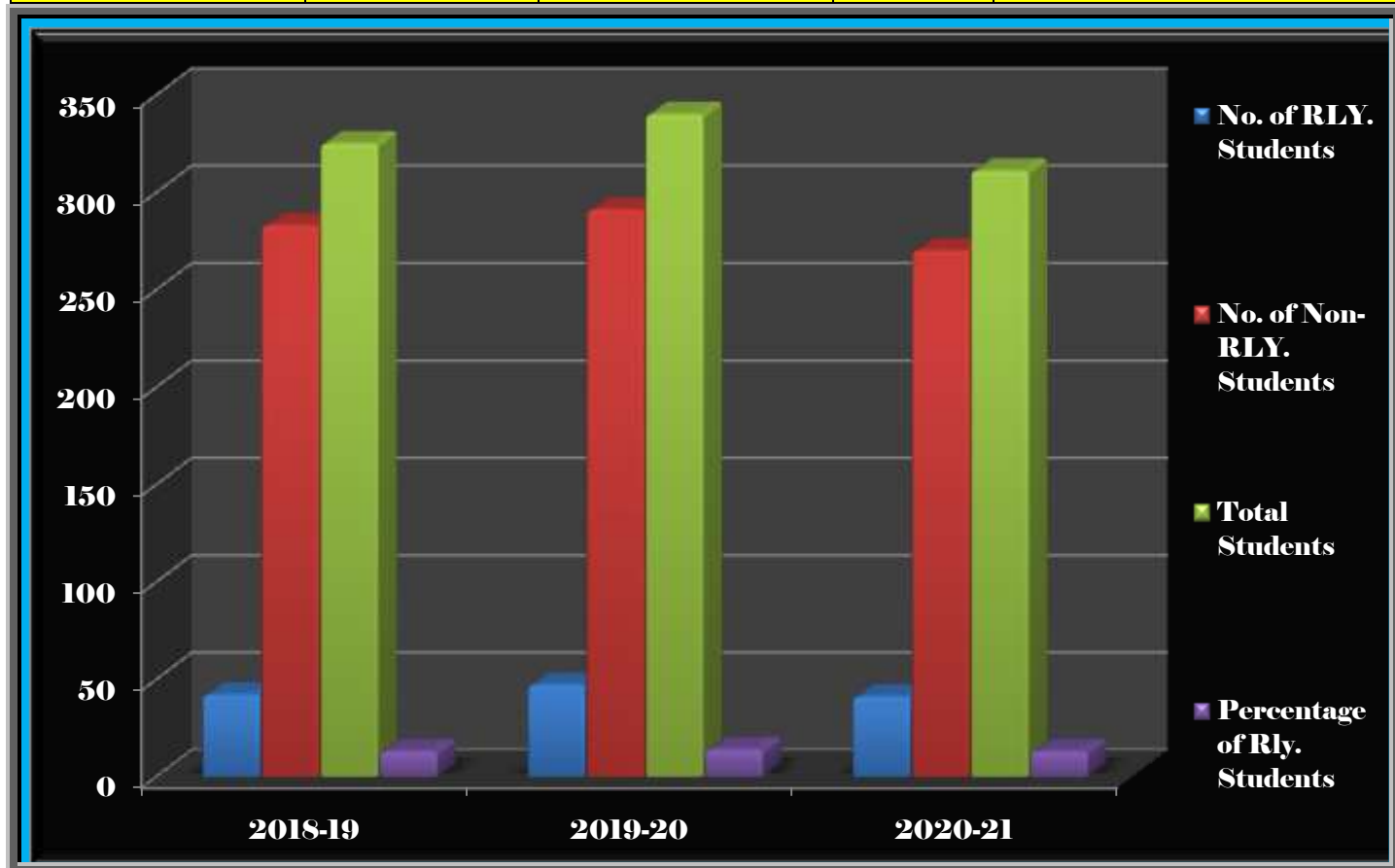
2.2	Existing Deployment of Teaching & Non-Teaching staff at Railway Mixed High School/SDL:		
S#	Name	Design.	Activities dealt
Teaching Staff:			
1.	Ms. Shyama Tiknoo	HM	Over all In-charge of the School.
2	Shri Rajesh Kumar Singh	T.G.T (Math)	Teaches Mathematics to the Students of Class VI to X.
3.	Shri Vinod Kumar	PST (All Subjects)	Teaches all Subjects to the Students of Class I to V.
4	Mrs. Prabha Kushwaha	PST (All Subject)	
Non-Teaching Staff:			
1.	Shri Ganesh	Lab. Attendant	Attends Lab for class IX & X during the period of science subject as per time table and carries out the Games activities.
2	Shri Dadulal	Genl. Asstt./ Peon	Carries out the activities like File/register movement, Notice circulation, ringing bell and performs his duty as RG for Chowkidar
3.	Shri Omkar Singh	Genl. Asstt./ Peon	
4.	Shri Ashok Kumar Yadav	Chowkidar	Utilized as Chowkidar.
5.	Mrs. Mamta Ramprasad	Water Women	Serves water to the school staff, caries out cleaning activity in office/classes.
6.	Shri Nageshwar Prasad	Safaiwala	Performs the Cleaning activities in & around the school building.
Contractual/Guest Teaching Staff:			
1	Shri Pradeep Kumar Sahu		T.G.T. (Hindi)
2	Shri Pradeep Dhody		T.G.T. (English)
3	Mrs. Meenaj Khan		T.G.T. (Science)
4	Shri Ravi Gautam		T.G.T. (Sanskrit)
5	Mrs. Jaya Pathak		T.G.T. (S.St.)
6	Mrs. Neeta Pandey		P.S.T. (All Subject)
7	Ms. Divya Chauksey		P.S.T. (All Subject)
8	Shri Pushpepenra Singh Rajpoot		P.S.T. (All Subject)
9	Mrs. Ritu Deshmukh		P.S.T. (All Subject)

<b>2.3</b>	<b><u>Comparative Position of Student strength of Rly. Mixed High School/ SDL during 2018-19, 2019-20 &amp; 2020-21:</u></b> As per available data, the comparative position of student strength during last 03 years at Railway School/SDL is as under :
------------	--

			Student Strength		
S#	Year	Class	Railway ward	Non-Railway Ward	Total
1	2018-19	I	04	24	28
2		II	02	21	23
3		III	04	30	34
4		IV	04	36	40
5		V	06	29	35
6		VI	03	33	36
7		VII	08	24	32
8		VIII	03	37	40
9		IX	04	29	33
10		X	04	20	24
Total			42	283	325
1	2019-20	I	07	23	30
2		II	05	31	36
3		III	03	29	34
4		IV	04	30	34
5		V	04	38	42
6		VI	03	33	36
7		VII	04	32	36
8		VIII	07	18	25
9		IX	06	32	38
10		X	04	25	29
Total			47	291	338
1	2020-21	I	-	-	-
2		II	07	23	30
3		III	05	31	36
4		IV	03	29	32
5		V	04	30	34
6		VI	04	38	42
7		VII	02	33	35
8		VIII	04	32	36
9		IX	06	18	24
10		X	06	36	42
Total			41	270	311

**Graphical representation of Railway & Non Railway Student Strength:**

Year	Class	No. of Railway wards	No. of Non-Railway wards	Total	Percentage of Railway wards
2018-19	I to X	42	283	325	13%
2019-20	I to X	47	291	338	14%
2020-21	I to X	41	270	311	13%
<b>Total</b>		<b>130</b>	<b>844</b>	<b>974</b>	<b>Avg. % - 13</b>



<b>2.4</b>	<b>Performance of Rly. Mixed High School/ SDL during 2017-18, 2018-19 &amp; 2019-20 :</b> The performance of Rly. Mixed High School/ SDL during 2017-18, 2018-19 & 2019-20 in 10 <sup>th</sup> -Board is as under:			
S#	Year	Description	Data/Figure	Overall Performance (%-age)
1	2017-2018	Total no. of Students appeared	16	81.25 %
2		Total no. of Student Passed	13	
3		1 <sup>st</sup> Divn.	05	
4		2 <sup>nd</sup> Divn.	04	
5		3 <sup>rd</sup> Divn.	04	
6		Fail	03	
7	2018-2019	Total no. of Students appeared	24	83.33 %
8		Total no. of Student Passed	20	
9		1 <sup>st</sup> Divn.	14	
10		2 <sup>nd</sup> Divn.	05	
11		3 <sup>rd</sup> Divn.	01	
12		Fail	04	
13	2019-2020	Total no. of Students appeared	29	86.20 %
14		Total no. of Student Passed	25	
15		1 <sup>st</sup> Divn.	06	
16		2 <sup>nd</sup> Divn.	12	
17		3 <sup>rd</sup> Divn.	07	
18		Fail	04	

**2.5 Fee Structure for the Rly. & Non-Rly wards of Railway Mixed High School/ SDL for the year 2019-20 :**

S#	Class	Railway ward	Non-Railway Ward
1	I	7800	9300
2	II	7800	9300
3	III	7800	9300
4	IV	7800	9300
5	V	7800	9300
6	VI	8800	10300
7	VII	8800	10300
8	VIII	8800	10300
9	IX	11300	12800
10	X	11300	12800

**2.6 Fee Collection particulars of Railway School/SDL during year 2019-20 :-**

S#	Class	Railway Ward			Non-Railway Ward		
		Fee Structure	No. of Students	Total Fees	Fee Structure	No. of Students	Total Fees
1	I	7800	07	54600	9300	23	213900
2	II	7800	05	39000	9300	31	288300
3	III	7800	03	23400	9300	29	269700
4	IV	7800	04	31200	9300	30	279000
5	V	7800	04	31200	9300	38	353400
6	VI	8800	03	26400	10300	33	339900
7	VII	8800	04	35200	10300	32	329600
8	VIII	8800	07	61600	10300	18	185400
9	IX	11300	06	67800	12800	32	409600
10	X	11300	04	45200	12800	25	320000
<b>Total</b>			<b>47</b>	<b>4,15,600</b>		<b>291</b>	<b>29,88,800</b>

**Thus, Total no. of Students= 338 [47 Rly.+291 N/Rly.]**

**Total Fees Collections=34,04,400 [4,15,600 Rly.+29,88,800 Non Rly.]**

**2.7 Infrastructure/Facilities available in Railway Mixed High School/ SDL :**

S#	Items	Data/Figure
1	Total Area of School in Square Meters	7007
2	Total Area of Play Ground in Square Meters	3564
3	Total Number of Small –Sized Rooms	04
4	Total Number of Medium –Sized Rooms	10
5	Total Number of Large –Sized Rooms	01
6	Total Number of Female Rest Room	01
7	Number of Wash Rooms for Female Staff	01
8	Number of Wash Rooms For Male Staff	01
9	Number of Boys Toilet	02
10	Total Number of Girls Toilet	02
11	Total Number of Libraries	01
12	Total Number of Building Blocks	02
13	Total Number of Play Grounds	01
14	Number of Toilets for Differently abled Persons	02
15	Number of Laboratories	01
16	Total Number of Canteens	00
17	Number of Water Purifiers/ROs	01
18	Hostel Facility	No
19	Fire Extinguishers	Yes
20	CCTV Cameras	Yes
21	Total Number of Computers in all Computer Lab.	09
22	School Boundary Wall	Yes
23	Clinical Facility	Yes
24	Number of Digital Class Rooms	03
25	Number of Activity Rooms	01

**2.8 Availability of Non-Railway Schools:-**

List of Non-Railway schools situated within 2-4 km. from Railway School/SDL is as under :-

- |        |  |
|--------|--|
| One.   | Priyadarshni High School, Shahdol          |
| Two.   | Indian Public (Middle) School, Shahdol.    |
| Three. | Spring Dales H. S. School Shahdol.         |
| Four.  | Vivekanand H. S. School, Shahdol.          |
| Five.  | Vivek Public H. S. School, Shahdol.        |
| Six.   | Ramkrinsh Paramhansh H. S. School, Shahdol |
| Seven. | E.L.C. English Medium School, Shahdol      |
| Eight. | M.L.B. Govt. H. S. School Shahdol.         |
| Nine.  | Raghuraj Govt. H. S. School, Shahdol       |
| Ten.   | Excellence Govt. H. S. School, Shahdol     |

## **CHAPTER-III**

### **3.0 CRITICAL ANALYSIS & RECOMMENDATIONS :-**

The actual staff strength of Railway School/Shahdol under Education Department in Bilaspur Div. is 19 (10 Departmental + 09 Contractual) against the sanctioned strength of 20 as on 01.9.2020 and thus 01 post is lying vacant since long. Work Study Team have critically analyzed the requirement of Teaching & Non-Teaching staff based on the existing workload, No. of Rly. wards/Non-Rly. wards in school, existing school norms, outsourcing/eliminating non-core activities, applied norms, and discussion held with the HM and Office Staff dealing matters pertaining to Railway Schools. As many Private schools have come up in the surrounding of the Railway areas within 3-5 km radius including one Kendriya Vidyalaya, most of the Railway staff are capable and intended to educate their Wards in Public/Private Schools/Kendriya Vidyalaya due to the provision of Children Education Allowance, they approached to admit their wards to the available nearby Private schools for better educational facilities. The patronage of Railway schools which were in demand is decreasing day by day.

The critical analysis of need based requirement of Railway School/SDL in terms of achieving economy and efficiency is as under:

#### **3.1 Railway Board's Reference:**

Some of the important Board's Guidelines are mentioned below:

- I. Vide Railway Board's letter No. E(W)2000/SC2/Master Circular/18, dated 31.05.2001 wherein it is stated that effort should be made to progressively close down the existing Railway Schools matching the expansion of Kendriya Vidyalayas & other non-Railway schools. To achieve desired goal, the Board have also decided as a matter of policy to establish Kendriya Vidyalayas preferable in 'Civil Sector' in Railway colonies which will, while meeting the needs of the employees, reduce our financial burden on the administration of the school. On opening of Kendriya Vidyalayas in Railway colonies, the concerned Railway Administration should take immediate steps to close down the ATP Schools, if any, already functioning at the stations. Steps for closing down the higher classes / schools may be taken progressively with the expansion of Kendriya Vidyalayas.
- II. Vide Railway Board's L. No. E(MPP)2016/1/59 dated 10.01.2017 regarding "Effecting savings in manpower costs", wherein it has been stated that more non-core activities which are not directly related to train operations and safety can be outsourced.
- III. Vide Railway Board's L. No. E(MPP)2018/1/1 dated 02.07.2020 regarding "Review of Policy on creation of posts", wherein it has been stated that Surrendering 50% of existing vacancies, in other than Safety category.

There are 10 non-Railway schools available within 3-4 km. of Railway School/SDL (*detail mentioned in Para 2.8*). During the course of work study, it is revealed that there is a proposal for opening of Kendriya Vidyalayas in Railway settlements at Loco Colony/Bilaspur & Shahdol in Bilaspur Division.

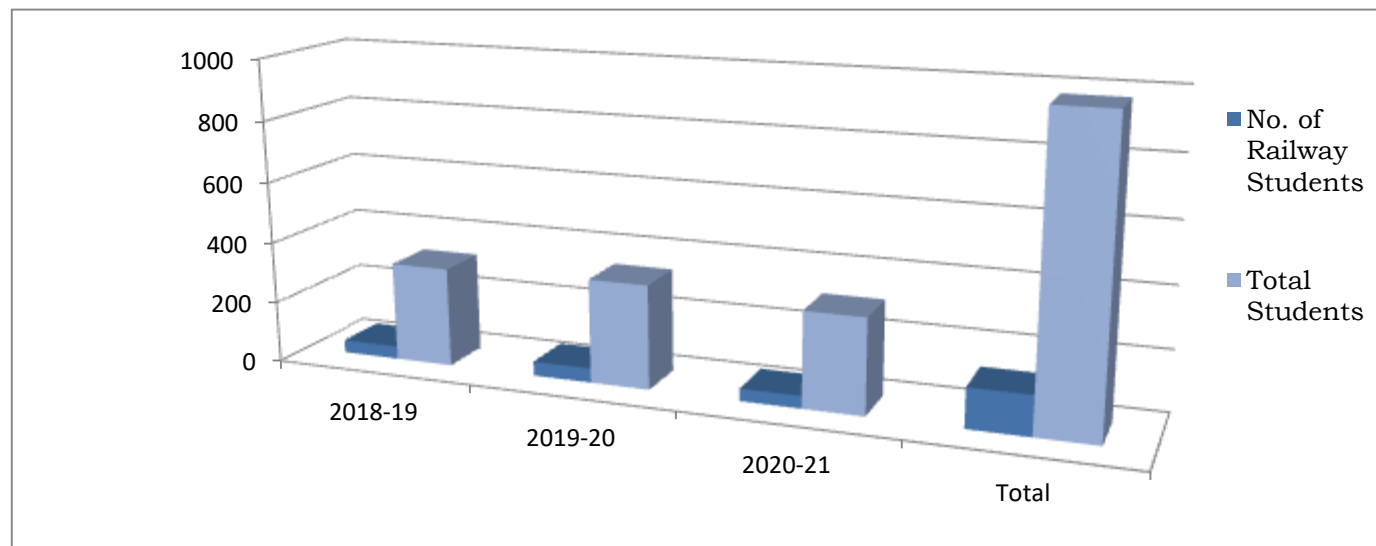
Hence in view of above, it is proposed to progressively close down the Railway School/SDL being noncore activity, matching the expansion of Kendriya Vidyalayas and other non-Railway Schools.

In this regard, the existing provision envisaged in Master Circular-18 and other extant rules may be followed scrupulously.



<b>3.2</b>	<b><u>First Method based on Cost Benefit Analysis:</u></b>
<b>3.2.1</b>	<b><u>Less or Poor strength of Railway wards enrolled in Railway School/SDL:</u></b> The total strength of Railway employees wards in Railway School/SDL in last 03 years (2018-19, 2019-20 & 2020-21) is 130 whereas the overall strength of all the student enrolled in Railway School/SDL is 976 which reflects that overall strength of Railway wards in the School is only 13 % of the total strength of student enrolled in last 03 Years. The year wise details of student strength in Railway school/SDL is as under.

Year	No. of Railway Wards	Total Students	Percentage of Railway Wards
2018-19	42	325	13
2019-20	47	340	14
2020-21	41	311	13
<b>Total</b>	<b>130</b>	<b>976</b>	<b>Over all percentage-- 13%</b>



There has been a significant change in the mindset of parents with regard to the education of their wards. Railway staff are attracted to the Private Educational Institutions with Techno concept/Model Schools etc., Such trend adversely affected the patronage of Railway Schools.

As per provision of Children Education Allowance, Railway employees get a reimbursement of Rs. 2250/- per child per month i.e. Rs. 27000/- per academic year and Rs. 6750/- per child per month i.e. Rs. 81000/- per academic year in case the child is admitted to Boarding school which encourage the employees to admit their wards in Private schools.

***Due to poor strength of Railway wards, the Railway school/SDL has no justification for the continuance and therefore it is recommended to close down the school progressively as per extant rules/guidelines.***

### **3.2.2 Existing Deployment of Teaching & Non-Teaching staff in Railway School/SDL:**

The total sanctioned cadre for the School is 20 posts (15-Teaching + 05-Non Teaching). At present one HM has been working as overall in-charge of this school. Besides this 03 Teachers (01-TGT+02-PST) and 06 non-teaching staff (01- Lab. Attendant + 02- Genl. Asstt./Peon+01-Night Watchman + 01-Water Women + 01-Safaiwala) are working. In addition to this, 09 contract Teachers (05-TGT+04-PST) are engaged for the year 2020-21 against 10 posts lying vacant.

Keeping the poor strength of Railway Students in Railway School/SDL in view, it is assessed that the present deployment of total 19 School Staff [13 Teaching Staff (04-Departmental + 09 Contractual) + 06-Non Teaching Staff] is not financially viable and the existing vacancies have been lying vacant since long time.

### **3.2.3 Analysis of Expenditure and Earning of Railway School/SDL:**

Education is a state subject and it is primary task of the state and ministry of Human Resource Development. However, in earlier days, since the educational facilities provided by these agencies were inadequate to meet the need of the children of railway employees, the Railway administration had established the schools of various standards from Primary schools to Junior colleges in Railway colonies as a part of welfare measures. There has been an enormous increase of private educational institutions. With this changed scenario, the purpose of maintaining the Railway school, as a welfare measure, therefore does not appear necessary and is economically burdening the railways.

The operating/working expenses are increasing year after year. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The analysis of expenditure & earning of Railway School /SDL is as under:

- I. The existing sanctioned strength of staff in Railway School/SDL is **20** and on roll staff is **19** (10 Departmental + 09 Contract Teacher).
- II. Average Yearly Expenditure on Salary (excluding respective Allowances/Privileges & Establishment Cost) of School staff (including Departmental & Contractual) comes to Rs. **93, 86,352**, say **94 Lacs** approx plus maintenance cost of School Building & associates School Infrastructure. *(details given in Para 4.2/Chapter-IV).*
- III. Average Yearly Income/Earnings (Fee collected from students) of Railway School/SDL in the year 2019-20 is Rs. **34, 04,400**, say **34 lacs**. *(details given in Para-2.6/Chapter-II).*
- IV. Thus, there is huge amount of difference (Expenditure-Income=Rs.**9386352**- Rs. **3404400**= Rs. **59,81,952** say **60 Lacs (Sixty Lacs) per annum**\_ between Expenditure and Earning of Railway School/SDL which indicates that presently this school is being run on huge loss of Railway Revenue.

In order to exercise control over the expenditure on noncore activities, it is need of the hour to close down the Railway School/SDL in a feasible manner.

3.3	<p><b><u>Benchmarking Norms :</u></b></p> <p>As per Railway Board's directives, the manpower is to be brought down at the level of IRABM. As per latest Benchmarking of Manpower Productivity Ratios Report of Oct-'2020 issued by the Director (E&amp;R)/Railway Board, the IR Average Benchmark of Personnel Department is 10.9 Men per'000 staff whereas Benchmark of Personnel Department/Bilaspur Division is 12.3 which is higher than IR Average Benchmark.</p> <p>Therefore, efforts should be made to bring down the Benchmark of Personnel Department/BSP at the Level of IRABM.</p>
3.4	<p><b><u>Second Method [Assessment of need based requirement of Teaching &amp; Non-Teaching staff for Railway School/SDL based on existing workload &amp; applying norms]:</u></b></p>
3.4.1	<p><b><u>Assessment of Requirement of Teaching staff :</u></b></p> <p>As per CBSE circular No. 03/10 dated 18.10.2010, the pupil teacher ratio should not exceed 30:1 and section teacher ratio must be 1:1.5.</p> <p>As per norms of Right of Children to free and Compulsory Education Act, 2009 Part-II Section-I (Section-19 and 25). Existing yard stick for deployment of teaching staff is given below:</p> <p><i>"Number of Teachers for class I to V for student between 01-60 is 2, 61-90=03, 91-120=04, 121-200 = 05 and above 200 students, Teacher and Student ratio should be 1:40. And for class VI to VIII, (a) at least one teacher per class so that there shall be at least one Teacher for Science and Mathematics, Social Studies and Language subject, (b) Teacher and Student ratio should be 1:35, (c)One head teacher, one Physical Education Teacher and one Craft teacher for more than 100 student."</i></p> <p>However, a positive attitude has been applied in evolving the requirement of teaching staff vis-à-vis quantum of work of individual employee by taking their work in total and followed a feasible solution to the administration as well as to the employees.</p> <p>The assessment of Teaching staff is worked out as per norms of CBSE as under:</p> <p><b>Total No. of Students= 311</b>  <b>Student-Teacher Ratio= 30:1</b>  <b>Requirement of Teachers = Total No. of Students / 30</b>  <b>= 311/30 = 10</b>  <b>Total No. of Teaching Staff required = 10+01 HM +01 PET+01 CT</b>  <b>=13</b>  <b>Sanctioned cadre of Teaching Staff = 15.</b>  <b>Actual staff = 13 (04 Regular + 09 Contractual Teacher)</b>  <b>Staff requirement = 13</b>  <b>Identified Surplus Post = 15 – 13 = 02 (vacant).</b></p> <p><b>Thus, the requirement of Teaching staff (PST/TGT/HM)) at Rly. Mixed Higher Sec. School /SDL comes to 13 against sanctioned of 15. Hence, 02 vacant posts (HM-01, PST-01) are found surplus and should be surrendered.</b></p>
3.4.2	<p><b><u>Present &amp; Proposed Requirement of Non- Teaching staff:</u></b></p> <p>At present 06 Gr. D staff (02 Peon, 01 W/Man, 01 Lab Attendant, 01 Chowkidar &amp; 01 Safaiwala) are working in this school against sanctioned of 05. The present deployment of 01 waterman is justified as per existing work load.</p>

	<p>Presently, 02 Peon are working against sanctioned of 02. Considering existing workload, 01 Peon is sufficient to carry out the required activities viz. movement of file/register, notice circulation, dispatching letters/documents, attending Principal/Teacher's call, ringing bell &amp; other misc. work. The present deployment of 01 Chowkidar in night shift is justified. The present deployment of 01 Safaiwala for cleaning activity of school is justified. However, cleaning activity can be outsourced.</p> <p>Thus applying concept of MTS, 05 Non Teaching staff (01 Peon+01 W/man+ 01 Lab Attendant + 01 Chowkidar+01 Safaiwala) are sufficient instead of existing 06 staff. They all should be utilized as MTS for multi-task job in school. Thus, 01 excess operated Peon can be redeployed at other units as per need.</p>
	<p><b><u>Summary:</u></b>  <b>Total Sanctioned strength = 20</b>  <b>On Roll strength = 10+ 09 Contractual</b>  <b>Vacancy = 01</b>  <b>Staff requirement = 18</b>  <b>Identified Surplus Post = 20 -18 = 02 (vac).</b></p> <p><b><i>Thus, the requirement of staff (Teaching/Non-teaching) for Railway School/Shahdol comes to 18 against sanctioned of 20. Hence, 02 vacant posts (HM-01, PST-01) are found surplus and should be surrendered.</i></b></p>
<b>3.5</b>	<p><b><u>Conclusion:</u></b></p> <p>On summarizing all the above facts, the Work-Study Team have derived the following conclusions:-</p> <ul style="list-style-type: none"> <li>(i) Running of Railway School/Shahdol in the existing situation is not financially viable, hence it is recommended for the closure of this school.</li> <li>(ii) The existing 10 vacant posts of Railway School/Shahdol should be surrendered in Phase-I.</li> <li>(iii) After the closure of the school, the remaining 10 live posts may be surrendered in Phase-II.</li> <li>(iv) After the closure of Railway School/SDL, surplus live Staff (Teaching &amp; Non-Teaching staff) may be redeployed in Railway schools/BSP where more number of Railway wards are studying or in the suitable category in Personnel department as per need and extant rules.</li> </ul>

**3.6 Summary of Sanctioned, Actual & Proposed staff strength of Railway School/SDL/ Bilaspur Division:**

S#	Category	Sanc.	Actual	No. of Surplus vacant posts to be surrendered in 1 <sup>st</sup> phase	No of Surplus posts to be surrendered in 2 <sup>nd</sup> Phase after closure of the school
<b>Teaching Staff:</b>					
1.	HM	02	01	01	01
2.	TGT	07	01	06	01
3.	PST	06	02	04	02
<b>Sub-Total (A)</b>		<b>15</b>	<b>04</b>	<b>11</b>	<b>04</b>
<b>Non-Teaching Staff:</b>					
4.	Lab Attendant	01	01	00	01
5.	Chowkidar	01	01	00	01
6.	Water Woman	01	01	00	01
7.	HKA/Safaiwala	01	01	00	01
8.	Genl. Asstt. (Peon)	01	02	00	02
<b>Sub-Total (B)</b>		<b>05</b>	<b>06</b>	<b>-01</b>	<b>06</b>
<b>Grand Total (A+B)</b>		<b>20</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>3.7</b>	<b>RECOMMENDATIONS &amp; SUGGESTIONS :</b> Based on observations and critical analysis, Work study Team have derived following Recommendations and Suggestions:
<b>RECOMMENDATIONS :-</b>	
<b>3.7.1</b>	In view of less strength of Railway wards in Railway Mixed High School/SDL (i.e. 13% Railway wards of Total students), availability of 10 non-Railway schools within 04 KM, considering non-core activity and in order to savings in manpower cost, it is recommended to close down the Railway School/SDL after completion of academic session 2022-23. The admission in class IX may be closed from 2021-22 and so also no fresh admission in any class from academic session 2021-22. In this regard, the provision laid down in MC-18 and other extant rules may be followed.
<b>3.7.2</b>	It is recommended that all 20 Sanctioned posts of Railway School/SDL (15-Teaching + 05-Non-Teaching) should be surrendered in phase wise manner. The existing 10 vacant posts [HM-01, TGT-06, PST-03] should be surrendered in Phase-I and the remaining 10 live posts may be surrendered in Phase-II after closing down the Railway School/SDL.
<b>3.7.3</b>	It is recommended that after closing down the School the On-roll Staff (04-Teaching + 06-Non Teaching) may be redeployed at Rly. Schools/BSP as per requirement and extant Rules.
<b>SUGGESTIONS :-</b>	
<b>3.7.4</b>	The existing utilization of Contract Teachers on contract basis for Primary, High section & computer class may be continued till closure of school, if required.
<b>3.7.5</b>	The money value of surrendered posts can be utilized for creation of safety & essential posts as per need.
<b>3.7.6</b>	After closing down the Railway schools at Shahdol, School buildings may be released and handed over to Engineering department for further effective utilization and the infrastructures such as Computers, Devices and Educational equipments may also be utilized at other units where the requirement of these assets is high.

## **CHAPTER-IV**

### **4.0 FINANCIAL EVALUATION & RESULTS :**

#### **4.1 1<sup>st</sup> Phase: Savings due to surrender of 10 identified surplus vacant posts:-**

Design.	Level (7 <sup>th</sup> CPC)	G.P. (6 <sup>th</sup> CPC)	Pay Structure (7 <sup>th</sup> CPC)	No. of Post to be surrendered	Mean pay of the level	Cost per Month per staff (Mean Basic pay+ D.A. @ 17 %)	Total cost per month (in Rs.)	Total cost per year (in Rs.)
<b>A. Departmental Teacher/ Staff Posted at Railway School/SDL:-</b>								
HM	Level-8	4800	47600-151100	01	99350	16889	116240	1394880
TGT	Level-7	4600	44900-142400	06	93650	15920	657420	7889040
PST	Level-6	4200	35400-112400	04	73900	12563	345852	4150224
Genl. Asstt. (Peon)	Level-1	1800	18000-56900	-01	-37450	-6366	-6366	-76392
<b>Sub-Total</b>				<b>10</b>				<b>13357752</b>

Thus, in **1<sup>st</sup> Phase**, recurring savings to the tune of **Rs. 1,33,57,752** say **Rs. 133 lakhs** Per annum can be achieved due to surrender of 10 vacant posts of HM/TGT/PST/Peon from Railway School/SDL of Personnel Department/Bilaspur Division and surrender memorandum to be issued by Sr. DPO/BSP.

#### **4.2 2<sup>nd</sup> Phase: Savings due to surrender of 10 identified surplus Live posts:-**

**[Average Yearly Expenditure on Salary (excluding respective Allowances/Privileges &**

Design.	Level (7 <sup>th</sup> CPC)	G.P. (6 <sup>th</sup> CPC)	Pay Structure (7 <sup>th</sup> CPC)	No. of Post to be surrend -ered	Mean pay of the level	Cost per Month per staff (Mean Basic pay + D.A. @ 17 %)	Total cost per month (in Rs.)	Total cost per year (in Rs.)
B. Departmental Teacher/ Staff Posted at Railway School/SDL:-								
HM	Level-8	4800	47600-151100	01	99350	16889	116240	1394880
TGT	Level-7	4600	44900-142400	01	93650	15920	109570	1314840
PST	Level-6	4200	35400-112400	02	73900	12563	172926	2075112
Lab. AttnDt./ House Keeping/Genl. Asstt.	Level-3	2000	21700-61900	03	41800	7106	146718	1760616
Chowkidar/ Waterman	Level-2	1900	19900- 63200	02	41550	7063	14126	169512
Genl. Asstt. (Peon)	Level-1	1800	18000-56900	01	37450	6366	6366	76392
Sub-Total				10				6791352
C. Contractual Teacher working at Railway School/SDL:-								
Desgn.	No. of Teachers deployed		Consolidated monthly Pay (in Rs.)		Total cost per month (in Rs.)		Total cost per year (in Rs.)	
TGT	05		26250		131250		1575000	
PST	04		21250		85000		1020000	
Sub-Total							2595000	
Grand Total (B+C)							93,86,352	

**Establishment Cost) of School staff (including Departmental & Contractual)]**

Thus, **in 2<sup>nd</sup> Phase**, recurring savings to the tune of **Rs. 93,86,352** say **Rs. 94 lakhs** Per annum can be achieved due to surrender of 10 live posts of HM/TGT/PST/Lab. Atndt./Chowkidar/Waterman/Peon from Railway School/SDL of Personnel Department/Bilaspur Division and surrender memorandum to be issued by Sr. DPO/BSP.

#### 4.3 **Total Savings** due to surrender of **20 identified surplus posts** (10-Vacant+10-Live posts)

S#	Status of Posts	No. of Posts	Total cost per year (in Rs.)	Remarks
1	Vacant	10	13357752	In 1 <sup>st</sup> Phase
2	Live	10	6791352	In 2 <sup>nd</sup> Phase (after closing down the School)
<b>Total</b>		<b>20</b>	<b>2,01,49,104</b>	

Hence, total recurring savings to the tune of **Rs. 2,01,49,104** say **Rs. 200 lakhs** Per annum can be achieved due to surrender of total **20** Posts (10-Vacant+10-Live posts) of HM/TGT/PST/Lab. Atndt./Chowkidar/Waterman/Peons from the Cadre strength of Railway School/SDL of Personnel Department/Bilaspur Division.

#### 4.4 **Net Savings** :

S#	Description	Total cost per year (in Rs.)
1	Staff Cost per Year	<b>2,01,49,104</b>
2	Fee Collected per Year	<b>34,04,400</b>
<b>Net Savings</b>		<b>1,67,34,704</b>

