

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.-DGG/NGP / 423

दिनांक Dated: 30.06.2021

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

Sub: Work Study on "Review of existing cadre strength vis-a-vis workload of Railway School/Dongargarh of Education Department in Nagpur Div."


Ref.: This office letter No. WS/ Rly. Sch.-DGG/NGP/259, dated 30.03.2021.

The work study of Railway School/Dongargarh (RMHS/DGG) of Education Department in Nagpur 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 30.03.2021 was sent to DRM/NGP & PCPO for offering remarks. Further, a reminder addressed to Sr. DPO/NGP 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 05 vacant posts [TGT-02, PST-02, Waterman-01] out of total sanctioned of 14 posts in First Phase and remaining 09 live posts after closure of school in 2nd 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/NGP for information and necessary action please.



SOUTH EAST CENTRAL RAILWAY

WORK STUDY CELL

Work study report on

**Review of existing Cadre Strength vis-a-vis Workload of
Railway School, Dongargarh of Education Deptt.
in Nagpur Division**

OVER S.E.C. RAILWAY



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

STUDY NO.

SECR/06/2021-22

SOUTH EAST CENTRAL RAILWAY

A
Work study report on

ON

**Review of Existing Cadre Strength vis-a-vis Workload of
Railway School, Dongargarh of Education Deptt.
in Nagpur 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 V. K. SINHA
CH. WORK STUDY INSPECTOR

SRI S. K. MISHRA
WORK STUDY INSPECTOR

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

**STUDY No.
SECR/06/2021-22**

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SUMMARY OF RECOMMENDATION & SUGGESTION

S#	Description	Para ref.
Based on observations and critical analysis, Work study team have derived following recommendations and suggestions:		
RECOMMENDATIONS:		
1.	In view of very less strength of Railway employee's wards in Railway Mixed High School/Dongargarh (i.e. 10% Railway wards of Total students), availability of 08 non-Railway schools including one Kendriya Vidyalaya within 04 KM, considering non-core activity and in order to savings in manpower cost, it is recommended to close down the Railway School/DGG after completion of academic session 2021-22. 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.	3.8.1
2.	It is recommended that all 14 sanctioned posts of Railway School/DGG (10-Teaching + 04-Non-Teaching) should be surrendered in phase wise manner. The existing 05 vacant posts [TGT-02, PST-02, Waterman-01] should be surrendered in Phase-I and the remaining 09 live posts may be surrendered in Phase-II after closing down of Railway School/DGG.	3.8.2
3.	It is recommended that after closing down the School the on-roll 09 staff (06 Teaching + 03 Non Teaching) may suitably be redeployed at other Railway Schools/Offices as per requirement and extant Rules.	3.8.3
SUGGESTIONS :-		
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.	3.8.4
2.	The money value of surrendered posts can be utilized for creation of safety & essential posts as per need.	3.8.5
3.	After closing down the Railway schools at Dongargarh, School building 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.	3.8.6

CHAPTER-I

INTRODUCTION

1.0	<u>RAILWAY SCHOOL /DONGARGARH/ NAGPUR DIVISION :</u>
1.1	<p>Indian Railways has set up Railway schools at various locations across the country primarily with a view to provide better educational facilities to the wards of railway employees.</p> <p>Prior to 2014, Railway Mixed High School/DGG was affiliated with C. G. Education Board with Hindi medium, further in the year 2014 this school has been affiliated to CBSE. At present the classes from 1 to 12 in English medium are operated in this school.</p> <p>The study of Railway School/Dongargarh in Nagpur Division has been undertaken to review the existing workload and requirement of Teaching and Non-Teaching staff in view of student strength (declining strength of Railway wards in Railway Schools), norms, improve efficiency by implementing the multi skilling/MTS concept and outsourcing/eliminating of non-core activities.</p>
1.2	<p><u>Present Scenario:</u></p> <p>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 curtail it.</p> <p>Manpower is the most costly and precious resource over Indian Railway and rightsizing is the need of the hour.</p> <p>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 CEA had been increased substantially during VIIth 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. Thus, the strength of Railway wards in Railway Schools is bare minimum.</p>
1.3	<p><u>Terms of reference & Rationality for conducting the Study :</u></p> <ol style="list-style-type: none"> 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) Railway Board's letter No.E(W)2000/SC2/Master Circular/18, dated 31-5-2001 3) Man power is most costly and precious resource over Indian Railway and right sizing is the need of the hour. 4) Focusing attention on core activities by reducing/eliminating the non-core activities. 5) Improving the efficiency (output/input) either by improving the output (numerator) or by decreasing the input (denominator). 6) Up gradation/introduction of automation/Innovations. 7) Out sourcing of non-core activities.

1.4 Railway School, Dongargarh :

South East Central Railway Mixed High School located in Dongargarh, Rajnandgaon (C.G.) is a Co-Educational Secondary School institution affiliated to the Central Board of Secondary Education (CBSE).

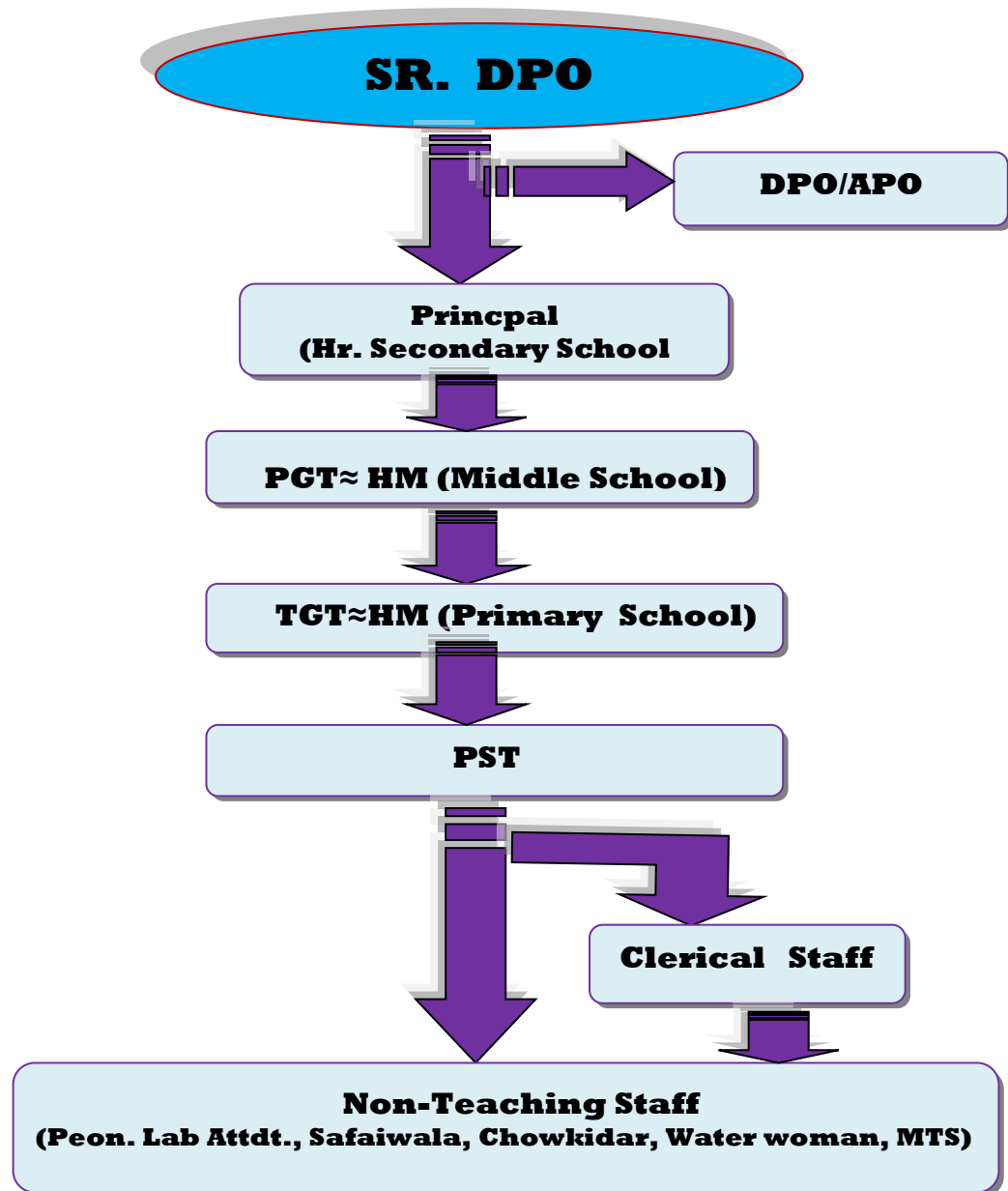
Railway Mixed High School/Dongargarh was established in 1907. It is located within distance of 1.5-2 KM opposite to main Building of Dongargarh Railway Station. The school consists of classes from 1 to 10. The school is co-educational. English is the medium of instructions in this school. This school is approachable by all weather road. It has got 12 classrooms for Instructional/Teaching purposes. All the classrooms are in good condition. It has 2 other rooms for non-teaching activities. The school has a separate room for Head master/Teacher. The school has Pucca boundary wall. The source of Drinking Water in the school is Tap Water and it is functional. The school has 1 boys toilet and 2 girls toilets. The school has a library. The school has a computerized set up for teaching and learning purposes.

Brief details of Railway Mixed High School/Dongargarh :

S#	Items/Descriptions	Details
1	School Name	South East Central Railway Mixed High School, Dongargarh.
2	Year of Establishment	1907
3	Head Master (I/C)	Shri Mannu Lal Dhruw
4	Phone No	07823-233539
5	School Mail ID	Secrmhsdgg.hm@gmail.com
6	Landmark Near School	Near Railway Station/DGG
7	Address	Railway Colony , Dongargarh
8	C.B.S.E Affiliation No.	3380004
9	UDISE CODE	22090616447
10	Classes	I to X
11	Student strength (for Year 2020-21)	214 (Rly. Wards-16 + Non-Rly. Wards-198)
12	Teaching Staff strength	07 (Permanent Teacher-06 + Guest Teacher-01)
13	Non-Teaching Staff strength	03
14	School Timing	8:00 -14:10 hrs.
15	Name of the Trust/Society/Orgn.	South East Central Railway, Divn.& HQ, NGP/HQ.
16	NOC Issuing Authority	District Education Officer

1.5 Organizational Set up:

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



1.6 Methodology:

The following methodology has been adopted for conducting the study:

- (i) Collection of relevant data,
- (ii) Direct interaction with Principal & Teachers
- (iii) Examination of records,
- (iv) Observations regarding working of staff,
- (v) Critical Analysis,
- (vi) Eliminating/outsourcing of non-core activity,
- (vii) Applying norms/yardstick.

CHAPTER-II

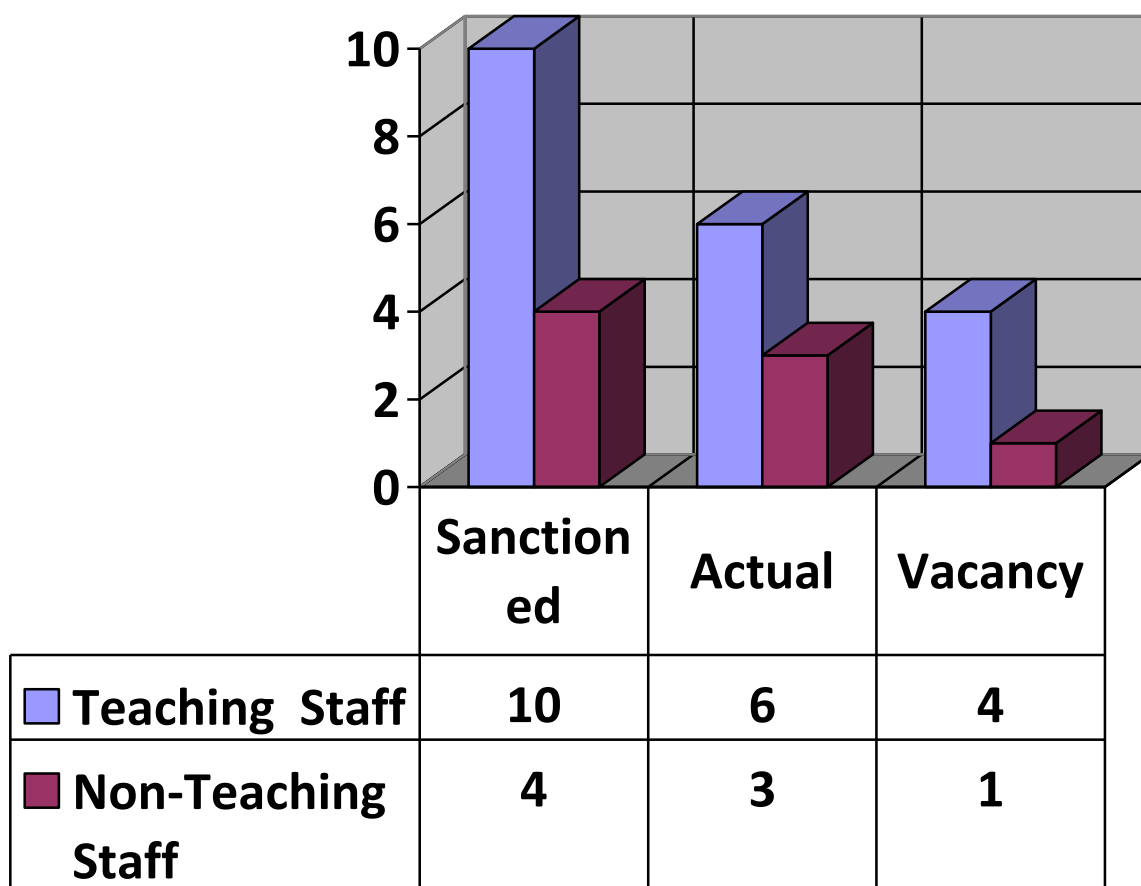
2.0 OBSERVATIONS :

2.1 Cadre Position: The cadre strength of Railway Mixed High School/Dongargarh in Nagpur Division as furnished by Sr. DPO Office/NGP and data collected is as under:-

S#	Name of School	Category	P.B.	GP/Level	Sanc.	Actual	Vac
		Teaching Staff:					
1	SECR MHS/DGG	HM	53100-167800	5400/L-9	01	00	01
2		PGT	44900-142400	4800/L-8	00	01*	-01
3		TGT	44900-142400	4600/L-7	05	03	02
4		PST (Sr. Grade)	44900-142400	4600/L-7	03	02	01
5		PST	35400-112400	4200/L-6	01	00	01
		Sub-Total			10	06	04
		Non-Teaching Staff:					
6		Waterman	18000-56900	1800/L-1	01	00	01
7		Chowkidar	18000-56900	1800/L-1	01	01	00
8		Safaiwala	18000-56900	1800/L-1	01	01	00
9		Peon	18000-56900	1800/L-1	01	01	00
		Sub-Total			04	03	01
		Grand Total			14	09	05

***NOTE :** - Sr. PGT (Hindi) is posted as In charge of the School (Acting HM).
01 Guest Teacher is working as English & Computer Teacher.

2.1.2 Graphical representation of overall Cadre Strength of SECRMHS/DGG :-



2.2	<u>Existing Deployment of Teaching & Non-Teaching staff at SECR Mixed High School/Dongargarh:</u>
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S#	Name	Design.	Activities dealt
Teaching Staff :			
1.	Shri Mannu Lal Dhruw	HM-I/C PGT (Hindi)	Over all In-charge of the School and bearing all responsibility of HM.
2	Shri Ganga Prasad Kairwar	Sr. T.G.T (Math)	Teaching Mathematics to the Students of Class VI to X.
3.	Smt. Dipti Bhattacharya	Sr. TGT (So. Sc.)	Teaching Social Sc. & Hindi to the Students of Class VI to X.
4.	Shri Milendra K Tembhurkar	TGT (So. Sc.)	Teaching Mathematics to the Students of Class VI to X. Scout & Guide Incharge.
5.	Smt. Sangeeta Sahare	Sr. PST	Teaching all Subjects to the Students of Class I to V.
6.	Smt. L. J. Babinwala	Sr. PST	
Non-Teaching Staff :			
1.	Shri Ramesh Kr. Parihar	Safaiwala	Performs the Cleaning activities in & around the school building.
2.	Smt. Laxmi Rajak	Genl. Asstt./ Peon	Carries out the activities of File/register movement, Notice circulation and performs duty as RG for Chowkidar
3.	Shri Prem Lal	Chowkidar	Utilized as Night Chowkidar.

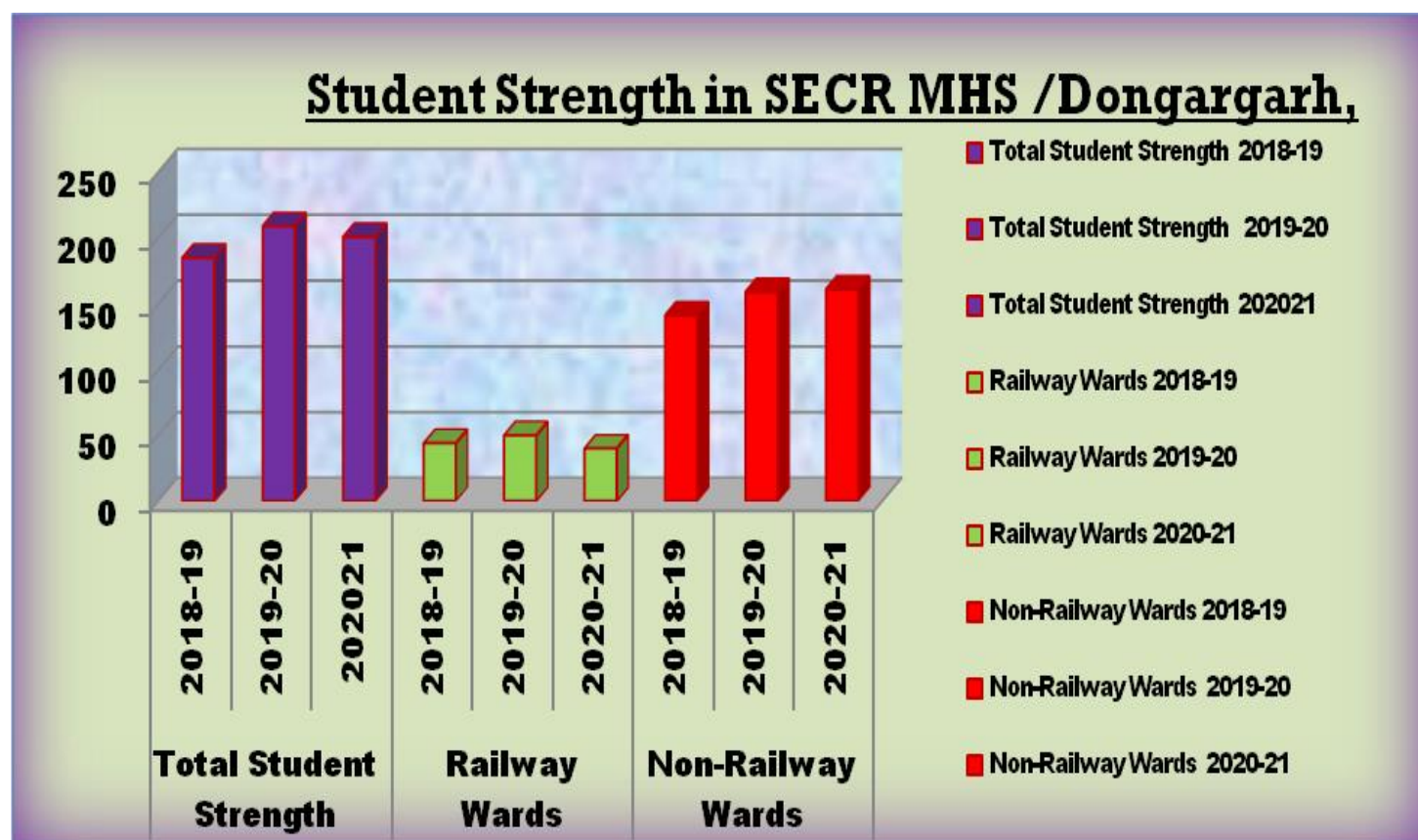
<u>Contractual/Guest Teaching Staff:</u>

1	Sri Vidyeshwar Bhimte	Teaching English & Computer to the Students of Class VI to X.
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2.3	<u>Comparative Position of Student strength at Railway Mixed High School/Dongargarh during 03 last years 2018-19, 2019-20 & 2020-21:</u> As per available data, the comparative position of student strength during last 03 years at Railway School/DGG of Nagpur division is as under :
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S#	Year	Class	Student Strength		Total
			Railway ward	Non-Railway Ward	
1	2018-19	I	02	19	21
2		II	01	27	28
3		III	01	20	21
4		IV	01	08	09
5		V	03	22	25
6		VI	00	15	15
7		VII	02	15	17
8		VIII	03	17	20
9		IX	04	26	30
10		X	06	19	25
Total			23	188	211

S#	Year	Class	Student Strength		Total
			Railway ward	Non-Railway Ward	
1	2019-20	I	02	18	20
2		II	02	20	22
3		III	01	34	35
4		IV	01	21	22
5		V	04	11	15
6		VI	03	31	34
7		VII	00	16	16
8		VIII	02	14	16
9		IX	03	15	18
10		X	04	23	27
Total			22	203	225
1	2020-21	I	00	10	10
2		II	02	18	20
3		III	02	21	23
4		IV	01	35	36
5		V	01	24	25
6		VI	03	14	17
7		VII	03	31	34
8		VIII	00	16	16
9		IX	01	14	15
10		X	03	15	18
Total			16	198	214



2.3.1 Percentage representation of Railway & Non Railway Student Strength:

Year	Class	No. of Railway Students	No. of Non-Railway Students	Total	Percentage of Railway Students
2018-19	I to X	23	188	211	11%
2019-20	I to X	22	203	225	10%
2020-21	I to X	16	198	214	8%

2.4	Performance of Railway School/ Dongargarh in last 03 years: The performance of Rly. Mixed High School/ DGG during 2017-18, 2018-19 & 2019-20 in 10 th -Board is as under:
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S#	Year	Description	Data/Figure	Overall Performance (%-age)
1	2017-2018	Total no. of Students appeared	14	92.85 %
2		Total no. of Student Passed	13	
3		1 st Divn.	05	
4		2 nd Divn.	07	
5		3 rd Divn.	01	
6		Fail	01	
7	2018-2019	Total no. of Students appeared	25	92 %
8		Total no. of Student Passed	22	
9		1 st Divn.	13	
10		2 nd Divn.	05	
11		3 rd Divn.	04	
12		Fail	03	
13	2019-2020	Total no. of Students appeared	27	86.20 %
14		Total no. of Student Passed	25	
15		1 st Divn.	08	
16		2 nd Divn.	14	
17		3 rd Divn.	03	
18		Fail	02	

2.5 Fee Structure /Fee Collection particulars of Railway School/DGG in the year 2019-20:

S#	Class	Fee Structure	No. of Students	Total Fees
1	I	2550	20	51000
2	II	2550	22	56100
3	III	2550	35	89250
4	IV	2550	22	56100
5	V	2550	15	38250
6	VI	3150	34	107100
7	VII	3150	16	50400
8	VIII	3150	16	50400
9	IX	3650	18	65700
10	X	3650	27	98550
Total			225	662850

Thus, Total no. of Students= 225 [22 Rly.+203 N/Rly.]

Total Fees Collections= Rs. 6,62,850.

2.6	Availability of Non-Railway Schools:- List of Non-Railway schools situated within 03-04 km. from Railway School/DGG is as under :- (i) Kendriya Vidyalaya, Dongargarh. (ii) St. Peter High School, Dongargarh. (iii) Govt. Higher Secondary School (Boy), Dongargarh. (iv) Govt. Higher Secondary School (Girl), Dongargarh. (v) Khalsa Public School, Dongargarh. (vi) Sarswati Higher Secondary School, Dongargarh. (vii) St. Palloti Higher Sec. School, Dongargarh. (viii) Govt. Higher Secondary School, Badhiyatola, Dongargarh.
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CHAPTER-III

3.0	<p><u>CRITICAL ANALYSIS & RECOMMENDATIONS :-</u></p> <p>The actual staff strength of Railway School/Dongargarh under Education Department in Nagpur Div. is 09 against the sanctioned strength of 14 as on 01.01.2021 and thus 05 posts are 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 of 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 3-4 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 in the available nearby Private schools for better educational facilities. The patronage of Railway schools which were in demand is decreasing day by day.</p> <p>The critical analysis of need based requirement of Railway School/Dongargarh in terms of achieving economy and efficiency is as under:</p>
3.1	<p><u>Railway Board's Reference:</u></p> <p>Some of the important Board's Guidelines are mentioned below:</p> <ol style="list-style-type: none"> 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. <p>There are 08 non-Railway schools including one Kendriya Vidyalaya functioning within 3-4 km. of Railway School/Dongargarh which cater to the education needs of children of Railway employees. (Refer Para 2.6)</p> <p>Hence in view of above, it is proposed to progressively close down the Railway School/DGG being noncore activity, matching the expansion of Kendriya Vidyalayas and other non-Railway Schools.</p> <p>In this regard, the existing provision envisaged in Master Circular-18 and other extant rules may be followed scrupulously.</p>

3.2	<p><u>Less or Poor strength of Railway wards enrolled in Railway School/DGG:</u></p> <p>The average strength of Railway employees wards in Railway School/DGG in last 03 years (2018-19, 2019-20 & 2020-21) is 20 whereas the average strength of total students enrolled in Railway School/DGG is 216 which reflects that avg. strength of Railway wards in this School is only 10 % of the total strength of student enrolled in last 03 Years. The year-wise details of student strength in Railway school/DGG is as under.</p>
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Year	No. of Railway Wards	Total Students	Percentage of Railway Wards
2018-19	23	211	11%
2019-20	22	225	10%
2020-21	16	214	8%
Avg.	20	216	Average percentage-- 10%

	<p>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.</p> <p>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.</p> <p><i>Due to poor strength of Railway wards, the Railway school/DGG has no justification for the continuance and therefore it is recommended to close down the school progressively as per extant rules/guidelines.</i></p>
3.3	<p><u>Existing Deployment of Teaching & Non-Teaching staff in Railway School/DGG:</u></p> <p>The total sanctioned cadre for the School is 14 posts (10-Teaching + 04-Non Teaching). At present one PGT has been working as HM of this school. Besides this 05 Teachers (03 TGT+02 PST) and 03 non-teaching staff (01- Genl. Asstt./Peon+01-Night Watchman + 01-Safaiwala) are working. In addition to this, 01 Guest Teacher is engaged for the year 2020-21 against 05 posts lying vacant.</p> <p>it is assessed that the present deployment of 09 Staff is not financially viable.</p>

3.4	<p><u>Analysis of Expenditure and Earning of Railway School/Dongargarh:</u></p> <p>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, does not appear necessary and is economically burdening the railways.</p> <p>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 /DGG is as under:</p>
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	<p>I. The existing sanctioned strength of staff in Railway School/DGG is 14 and on roll staff is 19 (10 Departmental + 09 Contract Teacher).</p> <p>II. Average Yearly Expenditure on Salary of On Roll staff comes to Rs. 8991960 say 90 Lacs approx plus maintenance cost of School Building & associates School Infrastructure. <i>(Refer Para 4.2).</i></p> <p>III. Average Yearly Income/Earnings (Fee collected from students) of Railway School/DGG in the year 2019-20 is Rs. 662850 say 07 lacs. <i>(Refer Para-2.6)</i></p> <p>IV. Thus, there is huge amount of difference (Expenditure-Income=Rs.8991960-662850= Rs. 83,29,110 say <u>83 Lacs per annum</u> between Expenditure and Earning of Railway School/DGG which indicates that presently this school is being run on huge loss of Railway Revenue.</p> <p>Keeping the less strength of Railway wards in Railway School/DGG and staff cost in view and in order to exercise control over the expenditure on noncore activities, it is need of the hour to close down the Railway School/DGG in a feasible manner.</p>
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3.5	<p><u>Second Method [Assessment of need based requirement of Teaching & Non-Teaching staff for Railway School/DGG based on existing workload & applying norms]:</u></p>
	<p><u>Assessment of Requirement of Teaching staff :</u> 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 students.”</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>Total No. of Students= 214 Student-Teacher Ratio= 30:1 Requirement of Teachers = Total No. of Students / 30 = 214/30 = 07 Total No. of Teaching Staff required = 07+01 HM +01 PET+01 CT =10 Sanctioned cadre of Teaching Staff = 10. Actual staff = 07 (06 Regular + 01 Guest Teacher) Staff requirement = 10 Identified Surplus Post = 10 – 10 = 00 (NIL).</p>

	<p>Thus, the requirement of Teaching staff (PST/TGT/HM)) at Railway Mixed High School /DGG comes to 10 against sanctioned of 10. Hence, no post of Teaching category is found surplus.</p> <p>However, the existing utilization of Regular teacher as PET and 01 Guest teacher for computer may be continued. It is found that there were 03 contract teacher deployed in the session 2019-20.</p>
	<p><u>Present & Proposed Requirement of Non- Teaching staff:</u></p> <p>At present 03 Gr. D staff (01 Peon, 01 Chowkidar & 01 Safaiwala) are working in this school against sanctioned of 04. 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 & 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. In present scenario, Waterman post is not justified as there are so many water equipment like Aqua guard, Water cooler, Water purifier available in the market which can be procured through SDF (School Development Fund) to meet the requirement and thus the work load of Waterman can be reduced and managed by utilizing other Gr. D staff as MTS.</p> <p>Thus applying concept of MTS, 03 Non Teaching staff (01 Peon + 01 Chowkidar+01 Safaiwala) are sufficient. They all should be utilized as MTS for multi-task job in school. Thus, 01 vacant post of Waterman is found surplus.</p>
	<p><u>Summary:</u></p> <p>Total Sanctioned strength = 14 On Roll strength = 09+ 01 Guest Teacher Vacancy = 05 Staff requirement = 13 Identified Surplus Post = 14 -13 = 01 (vac).</p> <p><i>Thus, the requirement of staff (Teaching/Non-teaching) for Railway School/Dongargarh comes to 13 against sanctioned of 14. Hence, 01 vacant posts of Waterman is found surplus and should be surrendered.</i></p>

3.6	<p><u>Conclusion:</u></p> <p>On summarizing all the above facts, the Work-Study Team have derived the following conclusions:-</p> <ol style="list-style-type: none"> Keeping the very less strength of Railway wards in Railway Mixed High School/DGG and staff cost incur in view and in order to exercise control over the expenditure on noncore activities, Running of Railway School/Dongargarh in the existing situation is not financially viable, hence it is recommended for the closure of this school. The existing 05 vacant posts of Railway School/Dongargarh should be surrendered immediately. After the closure of the school, the remaining 09 live posts may be surrendered. After the closure of Railway School/DGG, surplus live Staff (Teaching & Non-Teaching staff) may be redeployed in other Railway schools where more number of Railway wards are studying or in the suitable category in Personnel department as per need and extant rules.
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3.7 Summary of Sanctioned, Actual & Proposed staff strength of Railway School/DGG/ Nagpur Division:

S#	Category	Sanc.	Actual	No. of Surplus vacant posts to be surrendered in 1 st phase	No of Surplus posts to be surrendered in 2 nd Phase after closure of the school
Teaching Staff:					
1.	HM	01	01	00	01
2.	TGT	05	03	02	03
3.	PST	04	02	02	02
Sub-Total		10	06	04	06
Non-Teaching Staff:					
4.	Genl.Asstt. (Peon)	01	01	00	01
5.	Chowkidar	01	01	00	01
6.	Waterman	01	00	01	00
7.	House keeping Asst./Safaiwala	01	01	00	01
Sub-Total		04	03	01	03
Grand Total		14	09	05	09

3.8	RECOMMENDATIONS & SUGGESTIONS : Based on critical observations and analysis, Work study Team have derived following recommendations and suggestions:
RECOMMENDATIONS :-	
3.8.1	In view of very less strength of Railway employee's wards in Railway Mixed High School/Dongargarh (i.e. 10% Railway wards of Total students), availability of 08 non-Railway schools including one Kendriya Vidyalaya within 04 KM, considering non-core activity and in order to savings in manpower cost, it is recommended to close down the Railway School/DGG after completion of academic session 2021-22. 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.
3.8.2	It is recommended that all 14 Sanctioned posts of Railway School/DGG (10-Teaching + 04-Non-Teaching) should be surrendered in phase wise manner. The existing 05 vacant posts [TGT-02, PST-02, Waterman-01] should be surrendered in Phase-I and the remaining 09 live posts may be surrendered in Phase-II after closing down of Railway School/DGG.
3.8.3	It is recommended that after closing down the School the on-roll 09 staff (06 Teaching + 03 Non Teaching) may suitably be redeployed at other Railway Schools/Offices as per requirement and extant Rules.
SUGGESTIONS :-	
3.8.4	The existing utilization of Contractual/Guest Teachers on contract basis for Primary, High section & computer class may be continued till closure of school, if required.
3.8.5	The money value of surrendered posts can be utilized for creation of safety & essential posts as per need.
3.8.6	After closing down the Railway schools/ Dongargarh, School building 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 1st Phase: Savings due to surrender of 05 surplus vacant posts:-

Design.	Level (7 th CPC)	G.P. (6 th CPC)	Pay Structure (7 th 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.)
TGT	Level-7	4600	44900-142400	02	93650	109570	219140	2629680
PST	Level-6	4200	35400-112400	02	73900	86460	172920	2075040
Waterman	Level-1	1800	18000-56900	01	37450	43820	43820	525840
Sub-Total				05				5230560

Thus, recurring savings to the tune of **Rs. 52,30,560** say **Rs. 52 lakhs** Per annum can be achieved due to surrender of 05 vacant posts of TGT/PST/Waterman from Railway School/DGG of Education Department/Nagpur Division and surrender memorandum to be issued by Sr. DPO/NGP.

4.2 2nd Phase: Savings due to surrender of 09 surplus Live posts:-

Design.	Level (7 th CPC)	G.P. (6 th CPC)	Pay Structure (7 th 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.)
HM	Level-8	4800	47600-151100	01	99350	116240	116240	1394880
TGT	Level-7	4600	44900-142400	03	93650	109570	328710	3944520
PST	Level-6	4200	35400-112400	02	73900	86460	172920	2075040
Genl. Asstt. (Peon)	Level-1	1800	18000-56900	01	37450	43820	43820	525840
Chowkidar	Level-1	1800	18000-56900	01	37450	43820	43820	525840
Safaiwala	Level-1	1800	18000-56900	01	37450	43820	43820	525840
Sub-Total				09				8991960

4.3 Net Savings :

S#	Description	Total cost per year (in Rs.)
1	05 vacant posts in First Phase (A)	5230560
2	09 posts in Second Phase (B)	8991960
3	Fee deducted of Rly. School/DGG (C)	662850
Net Savings [(A+B)-C]		13559670

Hence, total recurring savings to the tune of Rs. 13559670 say Rs. 135 lakhs Per annum can be achieved due to surrender of total 14 Posts of HM/TGT/PST/Chowkidar/Waterman/Peon from the Railway School/DGG of Personnel Department/Nagpur Division.