



# THE HIMACHAL PRADESH EDUCATION CODE

*(Corrected upto 31st December, 1984)*

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Education Department Government of Himachal Pradesh  
1985

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## PREFACE

I am happy to bring out this compilation of Himachal Pradesh Education Code for the benefit of our educational institutions, teachers and educational administrator.

The need for modernising and strengthening educational administration has been emphasised by a number of committees and commissions. While education has expanded a great deal, the administrative bodies, methods, rules and regulations have remained more or less unchanged. In order to streamline the machinery, bringing rules and regulations up-to-date has therefore, become necessary.

Over the years, as the education problem cropped up, the State Government took many policy decisions in accordance with the local requirements and the Himachal Pradesh Government Education Department formulated various rules and regulations reflecting the changing needs which were piling up, but were not available to the teachers and educational institutions after a passage of time for reference. It was, therefore, felt that we should compile all policy decisions, rules, orders and instructions issued from time to time by the Himachal Pradesh Government. The present Education Code, the first of its kind, is based on materials collected from various sources. It is hoped that this Code will be of immense use to all concerned. The rules and regulations contained in this Education Code consists of mostly letters already issued by Government from time to time and finally approved by the Government,—vide letter No. Shiksha-II-GA(1)-1/82, dated 24th November, 1982. I am appreciative of the assistance of Shri Ramjee Dass Gupta for compiling and of Shri H. R. Justa for editing this Education Code.

N. R. PATHAK,

Director of Education,  
Himachal Pradesh.



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## CHAPTER—I

1. The code may be called "Himachal Pradesh Education Code". Short title and Commencement

2. The code shall come into force on the date of its publication in the Himachal Pradesh Government Gazette.

3. The regulations in this code apply to all the Government and the recognised Educational Institutions in the Himachal Pradesh.

1. The definitions and classifications in this chapter apply throughout the code except where it is otherwise stated. Definitions and classifications.

(2) In this code unless there is anything repugnant in the subject or context:—

(i) words importing the masculine gender shall be taken to include females, and

(ii) words in singular shall include the plural and *vice-versa*.

3. Means the Himachal Pradesh Government. Government.

4. Means the Education Department, Himachal Pradesh. Department.

5. Means Himachal Pradesh University. University.

6. Means H.P. Board of School Education. School Board.

7. Means a Municipal Corporation or a Municipal, Notified Area or Cantonment or a Panchayat Committee. Local Body.

8. Means the Director of Education. Head of the Department.

9. Means Headmaster/Headmistress/Principal. Head of the Institution.

10. Means any officer of the department to whom the duty of inspection is entrusted. Inspecting Officer.

11. Means a person having financial and general control of an institution. Manager.

- Managing Committee.** 12. Means a body of persons having financial and general control of an institution.
- Correspondent.** 13. Means the person chosen by the Manager or Managing Committee to conduct and sign all correspondence with the department in connection with the affairs of the institution.
- College.** 14. Means an institution in which University or professional education is given in courses prescribed by the University or by a Department of Government.
- Professional College.** 15. Is a college teaching a courses of study recognised by the University or by a department of Government and qualifying for the pursuit of a profession.
- College of Education (Training College).** (i) is a professional institution in which the students are prepared/trained for teacherships in Middle/High/Higher Secondary Schools.
- College of Arts.** (ii) is a professional institution in which students are prepared for diplomas in Vocal and Instrumental Music, Drawing and Painting, Commercial Arts and Crafts, etc.
- Sanskrit College.** (iii) is a professional institution in which students are prepared for certificates like Ratna, Bhushan, Prabhakar, Prajna, Visharad and Shastri, etc.
- A College Council.** 16. Is a body constituted for the purpose of consultation on matters concerning teaching and discipline of a college.
- School.** 17. Means an institution in which instruction other than college is imparted.
- Schools under Public Management.** 18. Are schools under the direct management of Government, or committees acting on behalf of Government, or of Boards exercising statutory powers.
- State Council of Education Research and Training.** 18-A. Is an institution imparting in service education to all categories of teachers and offering educational/academic guidance to teachers/educational institutions.
- Teachers Training School.** 18-B. Is an institution imparting training, instructions, guidance and in-service education to Junior teachers.

19. Local Body Schools are either. Local Body Schools.
- (a) schools under the management of Cantonment Board, or Municipal, Notified Area Committee, or
- (b) schools under the management of Panchayat.
20. Means a school under private management which receives aid from general revenues or local funds. Aided Schools.
21. Means a school in which the curriculum and classification followed are those laid down for a school for boys. Boy's School.
22. Means a school in which the curriculum and classification followed are those laid down for a school for girls. Girls' School.
- 22-A. Means a school in which the curriculum and classifications followed are those laid down for boys and girls both. Co-educational School.
23. Means a school which is under administrative control of the Government and in which the course of study conforms to standards approved by the department. Government School.
24. Is a public school in which the course of study conforms to standards approved by the department and which is inspected by the department. Recognised School.
25. Means a school that does not come under the definition of a Government school or a recognised school. Private School.
26. Schools are for:—
- (a) General Education; or (b) Special Education
- (a) Schools for general education are classified according to the standard upto which they teach as under:—
- (i) Pre-Primary Schools (Nursery Schools)
- (ii) Primary Schools.
- (iii) Middle Schools.
- (iv) High Schools.
- (v) Higher Secondary Schools.

*Note.*—Primary Education be deemed to include 5th class.

(b) Schools for special education are like industrial Training, Polytechnic, Agriculture, Multipurpose, Library Science, Language Teaching, Physical Education, O.T., Home Science, Pre-Vocational Training Schools, etc.

Basic Training School.

27. Means a school in which students are prepared for teachership in Primary Schools.

School Year.

28. Means—

(a) financial year, viz, from 1st April to 31st March for both winter and summer closing schools.

(b) Academic year, viz for

(i) Summer closing Schools from 1st April to 31st March.

(ii) Winter Closing Schools for 1st January to 31st December.

School meeting.

29. Is a continuous period of secular instruction of not less than two hours duration on the same day,

(i) As many attendances are reckoned for each school meeting as there were pupils actually present at roll and call under instruction according to an approved time-table throughout the meeting or attending a public examination during that day. Attendance may be counted on account of pupils on leave (a) to prepare for public examinations (b) for Sports duly certified by the Head of the institutions.

(ii) The average attendance for any period is calculated by adding together the attendances and dividing the sum by the number of school meetings for that period.

Scholarships.

30. Means a periodical payment to a pupil, guaranteed for a fixed period on conditions approved by the department.

Open Scholarship.

31. Means a scholarship which is not restricted to any particular sect or class, and is awarded under rules of general application.



32. Means a scholarship, the award or tenure of Close Scholarship which is subject to special restrictions.

33. Means a subsistence allowance paid to a pupil on certain conditions to enable or induce him to pursue a specified course of study. Stipend.

34. The term "Pay" wherever used in this publication has the meaning assigned to it in the Government rules. Pay.

35. Means the revenue administered by the Himachal Pradesh Government. Government Revenues.

## CHAPTER II

### GRANTS-IN-AID RULES AND RULES GOVERNING GRANTS-IN-AID TO PRIVATELY MANAGED EDUCATIONAL INSTITU- TIONS IN HIMACHAL PRADESH

#### SECTION "A" (GENERAL)

##### Definitions

In these Rules unless there is anything repugnant to the subject or contexts:—

- (i) Administration means Himachal Pradesh Administration.
- (ii) Government Revenues means the revenues administered by the Himachal Pradesh Administration.
- (iii) The Department means the Education Department Himachal Pradesh.

##### Object of grants

36. Sums of money are annually set apart from the Government revenues to be expended under these rules in grant-in-aid for the purpose of encouraging and extending private enterprise in education. Such grants are given only for purpose connected with secular instructions without reference to any religious instruction.

##### Government's right to apportion money available for grants to districts etc.

37. Government reserves to itself the right to allocate to district or other areas the maximum amount of money available in a given year for distribution. This allocation having been made the distribution of grants to schools not already on the grant-in-aid list will take into account for each District or other area the claims of backward areas and communities.

##### Right to determine number of schools in an area-eligible for grants.

38. Government further reserves to itself the right to determine the number of schools in an area which shall receive grants-in-aid in order to meet the needs of education within that area, to assess and apportion grant-in-aid among the schools in the area accordingly.

##### Sanction of the Department.

39. Whenever under these rules, the order or sanction of the Department is required, the order or sanction of the Director of Education is meant, which should be

obtained through the District Education Officer. Whenever, the sanction of the District Education Officer is required and has been granted, the Director has power to revoke such sanction.

40. No grant from Government revenues may be made or increased or withdrawn other-wise than as provided in these rules, except with the previous sanction of the Government. Sanction of Government required in cases not provided for.

41. (1) Any inspecting Officer authorised for this purpose, by the Government may, at any reasonable time, without notice, visit and inspect the school and such of its records as are required by the department, to be maintained; provided that such officers excepting inspecting Officers shall not inspect and comment upon the instructional efficiency of the school and may record their remarks in the Visitor's Book. Authority to inspect aided Schools.

(2) The Headmaster, of centre Schools shall pay surprise visit to local body schools falling in their centres in order to check the roll and attendance in the schools, see their general working, and report about the same to the concerned Block Primary Education Officer.

(3) School Committees in villages shall be formed where Panchayats do not exist. The committees may look after the repairs of the school buildings and provisions of play grounds and equipments for the schools etc.

(4) The school committee shall function only in an advisory capacity. The personnel of the committee will be selected by the Block Primary Education Officer concerned with the prior approval of the District Education Officer.

42. (1) Grants are made in the form of maintenance grants, building grants and extra-ordinary equipment grants. Form of Grants.

(2) All correspondence with the department on the subject of grants-in-aid must be addressed to the Inspecting Officer of the area concerned.

## SECTION "B" CONDITIONS OF MAINTENANCE GRANTS.

**Maintenance grants.**

43. Grants are of the following kinds, any or all of which may earned in the same school:—

- (a) School maintenance grant.
- (b) Boarding House maintenance grants.
- (c) Special grants.

**Application for maintenance grants.**

44. Application for maintenance grants shall be submitted by the schools concerned to the District Education Officer in the prescribed form (Appendix-I). On the receipt of the application the District Education Officer or his representative shall inspect the school personally and make necessary enquiries and forward the application to the department with his recommendation indicating the suitability or other-wise of the school for the purpose of payment of grant-in-aid. The decision of the department regarding the admission or otherwise of the school to the grant-in-aid list shall be communicated to the District Education Officer for communication to the school authority concerned.

**Conditions on which maintenance grants are given.**

45. The following are the conditions on which maintenance grants are given to recognised secondary and primary schools:—

- (a) that there is a managing committee approved by the Education Department, Himachal Pradesh. The Committee should be managed by the persons having the experience and managerial ability to carry out the purposes assigned to them. Any change in the personnel of the committee shall be notified to the department through the District Education Officer, within one month of the suggested change;
- (b) that there is an average daily attendance of not less than 25 or, in the case of girls, 15 pupils in the school. The Government may, at its discretion relax this condition in the case of schools located in scarcely populated areas;

- (c) that the school premises are sufficiently commodious to provide at least nine square feet of floor space for each pupil in the Primary classes and twelve square feet for each pupil in other classes; are healthy, well lighted, ventilated and properly drained, and are supplied with suitable offices;
- (d) that the school is supplied with sufficient and suitable furniture and equipment;
- (e) that the staff is of good character and capable in point of number and attainments of conducting the work of the school efficiently;

*Note.*—Under this rule it will be open to the department to order an enquiry into the conduct of any teacher employed in an aided school ;

- (f) that the accounts of the institutions receiving grants-in-aid from the Government will be liable for audit by the Audit and Accounts department and the Education Department of the Government;
- (g) that the organisation, discipline and tone are satisfactory, that the instruction is given in accordance with approved time-tables and that the text books used are authorised by the department;
- (h) that the fees levied and concessions allowed are strictly in accordance with the rules laid down by the Department from time to time. Where higher rates of fees and funds in privately managed Government recognised institutions (Schools) are realised for one or the other reasons, these should be approved by the Head of the Department i.e., Director of Education.
- (i) that admission and attendance registers, a log book and accounts of income from all sources including subscriptions, endowments, fees, grants, etc., and of the expenditure are maintained in forms approved by the Department; that the accounts are submitted annually to the Department; and that these registers and the acquittance rolls of the staff and of scholarship-holders, and the file of vouchers for all contingent expenditure are made available to the inspecting officer when called for;

- (j) that the income from subscriptions, endowments and other sources (excluding fees) suffices to ensure that the management can contribute at least 5 per cent of the net expenditure from their own funds after the school is aided;

that the inter-school rules prescribed by the department are observed;

- (l) that all information and returns called for by the Department are furnished;
- (m) that the school in all its Departments, recognised or un-recognised, is open to inspection as provided in the relevant article (authority to inspect Aided School); provided that it shall be no part of the duty of any one inspecting an aided School to examine any pupil, or to enquire into any instruction given, in religious knowledge;
- (n) that the books and periodicals purchased for use in the school are approved by the Department;
- (o) that the rules of the Department and direction as given by the Department from time to time so far as they are applicable to aided schools, are complied with;
- (p) a Provident Fund is established and properly administered in accordance with Standard Provident fund rules (Appendix-II).
- (q) managements shall introduce such scales of pay and allowances for teachers and to other staff members as are prescribed by the Government for corresponding staff in Government Schools;
- (r) management shall comply with all orders and directions of the Education Department of Himachal Pradesh in the interest of maintaining education standard;
- (s) that grant of leave to the employees of the aided Schools shall be governed by the leave rules in force from time to time for Government employees;

- (t) the service condition of the teachers shall be governed by the provisions in Appendix III as well as the decisions of the Government taken from time to time in such matters;
- (u) the managing committee of an aided High or Higher Secondary School shall have two members appointed by the department. One of whom shall be a member of the inspecting staff of the department. In case of Primary and Middle schools only one nominee of the Department of Education shall be appointed by the managing committees;
- (v) the discipline, award of punishment etc., to the employees of aided school shall be governed by the Government, aided private schools teachers (Discipline, Punishment and Appeal) Rules reproduced in APPENDIX-III);

*Note.*—The above condition refers to all staff.

- (w) no pupil of recognised school shall be compelled to attend a class in which religious instruction is given or take part in any religious exercise;
- (x) a pupil absenting himself from religious exercises under the above paragraph shall suffer no disability on that account;
- (y) no pupil shall be refused admission to an aided school on the grounds of caste, creed or religion.

46. (1) No grants shall be made to a school the Refusal of income of which from fees and endowments is sufficient grants. to maintain it.

(2) No aided school shall add any new class or department to the school without prior sanction of the department. The grant-in-aid for the new classes and/or department shall be given only when all the conditions laid down in these rules or under any executive instructions of the department are fulfilled.

47. (1) Grants are based on attendance, for the purpose of awarding the grant to each department or a school based. shall be considered as a unit. The grant shall be based on the average attendance for the preceding year or for such shorter period as the school may have been in existence.

(2) Management of the aided schools shall be required to meet 5 per cent of the net approved expenditure in any school year. The balance of the expenditure being met from the Government grant, the net approved expenditure being the total expenditure approved by the Education Department minus the income from the fees, fines, etc. In case of girls schools and schools located in scarcely populated area the Government may, at its discretion authorise payment of grant-in-aid to the full extent of the difference between approved expenditure and approved income. This authority shall be exercised by the Government only in special circumstances where the school management is unable to meet the deficit from its own financial resources. The grants as assessed above shall be admissible subject to the maximum amount shown against each category of institutions:—

1. High/Higher Secondary School having more than 1000 students and classes I to XI/I to X Rs. 20,000/-
2. High/Higher Secondary Schools having less than 1000 students and I to X/XI Rs. 15,000/-
3. Higher Secondary Schools having classes VI to XI Rs. 12,500/-
4. High Schools having classes VI to X Rs. 12,500/-
5. High School having two classes IX-X Rs. 8,000/-
6. Middle Schools having class I to VIII Rs. 8,000/-
7. Middle Schools having classes VI to VIII Rs. 6,000/-
8. Primary Schools (I to V classes) Rs. 2,500/-

While calculating the amount of grant-in-aid the following staffing pattern shall be taken into consideration. Staffing pattern of privately run (recognised) Primary, Middle, High and Higher Secondary Schools possessing full classes; depending upon the standard of school will be the same as laid down by the Education Department for its own institutions.



**HIGH SCHOOLS HAVING ONLY TWO CLASSES**  
i.e., IX & X

- |                               |     |
|-------------------------------|-----|
| 1. Trained Graduate (Science) | One |
| 2. Trained Graduate (Arts)    | One |
| 3. O.T. or L.T.               | One |

(If number of students in both the classes is 20 or more. The services of the teacher will, however, not be taken over by the Deptt. on upgradation of its own Middle schools even if he/she has put in one or more years service)

- |          |     |
|----------|-----|
| 4. Clerk | One |
| 5. Peon  | One |

(if total number of students in both the classes is 30 or more).

**MIDDLE SCHOOLS HAVING CLASSES VI to VIII**

- |                               |     |
|-------------------------------|-----|
| 1. Trained Graduate (Science) | One |
| 2. Trained Graduate (Arts)    | One |
| 3. O.T. or L.T.               | One |
| 4. Arts and Craft Teacher     | One |

(only when number of students learning the subject is not less than 10).

- |           |     |
|-----------|-----|
| 5. P.T.I. | One |
| 6. Peon   | One |

(where the number of students is not less than 30)

The additional staff may be employed by the privately run institutions on the same pattern as is observed in the Government run schools in the State. No staffing pattern can be approved for schools having 12 classes. (I to XII) or (VI to XII) or (IX to XII) till the Government decides staffing pattern for its own schools on the introduction of 10 + 2 +3 pattern.

3. For purpose of assessment of grant the expenditure on salaries and allowances of the staff shall be admissible for inclusion in the approved expenditure on account of teachers who possess the qualifications prescribed by the

Department for the posts they are holding and that the approval of the Department has been obtained to their appointments to the posts, provided that:—

- (a) if pay (including allowances) or increment paid to a teacher is considerably in excess of the rate prescribed by the Department for teachers doing similar work in schools of the same grade under Government, the pay or increment shall for the purpose of calculating the grant be reduced to that rate;
- (b) if the proprietor (or manager) of a school is also a teacher in the school, his pay (including allowances and the value of free quarters) shall, for the purpose of calculating the grants, be fixed at the same rate as for a teacher performing similar duties;
- (c) if a school entertains the services of a Principal or other Controlling Officer in addition to a headmaster, no grant shall be admissible on the salary of such a Principal or Controlling Officer.
- (d) if, as in the case of school maintained by missionaries or other charitable societies, teachers render gratuitous services or are paid pay out of the proportion to the services rendered by them to the school, their services shall be assessed for the purpose of calculating grants at the rates obtaining for similar services in the school under Government regard being paid to the time devoted by such teachers, to secular instructions.
- (e) if trained teachers are not available, an untrained or uncertificated graduate can be employed as a teacher with the prior approval of the department. The expenditure on his salary shall be treated as approved expenditure for the purposes of calculating grant-in-aid only for one year. The untrained teachers shall be granted such pay as is prescribed by the department for the teachers of similar qualifications under the Government.

- (f) if the work of the teacher is reported by the inspector to be satisfactory.

**Note.**—No grant-in-aid shall be allowed under these rules on account of a teacher who has attained the age of 58 years except in case where a teacher has been granted extension by the department. The normal age of retirement of an aided school teacher shall be 60 years, but retention after 58 years shall not be automatic. A teacher who continues to maintain his efficiency and physical fitness, may be retained in service with the prior approval of the department.

48. The teachers' acquittance rolls shall show the exact amount paid to and received by each teacher as salary, and any deductions must be shown separately. The maintenance grant in part or whole may be withheld by the department for breach of this rule.

**Accuracy of Acquittance Rolls.**

49. (1) The Department may exclude from employment in any recognised school a teacher whose certificate has been with-drawn or who has after due enquiry, been declared by the Director unfit to be a teacher.

**Exclusion of undesirable persons as teacher.**

49. (a) The minimum weekly period of actual secular instruction required to qualify a teacher for full staff grant shall be not less than that laid down from time to time for a teacher of a similar grade in a Government school. Staff grants shall be reduced or may be disallowed on account of teachers not fulfilling these conditions.

40. (b) The total maintenance grant awarded to a School, including aid from Government revenues towards expenditure on tuition shall not exceed 95 per cent of approved expenditure on tuition over the income from fees and fines. If a school contravenes any of the provisions of these rules or fails to carry out the orders and directions of the Department, the department shall have the discretion either to withdraw a part or whole of the grant or remove the school from the list of schools eligible for grant-in-aid.

(4) If in any year, income from all sources exceeds the total expenditure, the excess amount shall be credited

to the school Reserve Fund. The Reserve Fund shall be deposited in a branch of the State Bank of India or Post Office savings Bank or in a Co-operative Bank approved by the Registrar of Co-operative Societies, H.P. and a report to this effect made to the District Education Officer concerned. The accounts of the school reserve Fund shall be opened in the joint name of the Manager of the School and the Director of Education or an Officer nominated by him in this behalf. Withdrawals from the Reserve Fund shall be made with the prior approval of the Director of Education and the money with-drawn can only be utilised for such purposes as may be authorised by him. Failure to comply with these rules shall render the school liable to reduction of grant. With the previous written approval of the department the entire school reserve Fund can be invested in Government securities.

*Note.*—For the purposes of this rule income from tuition fees shall include the income derived from fines of all kinds and from admission and late certificates fees.

49. (c) Approved expenditure on tuition includes expenditure on :—

(a) Establishment :—

- (i) Teaching staff, including contributions from schools funds towards approved provident funds maintained in accordance with rules other than the Standard Provident Fund Rules (reproduced in Appendix II).
- (ii) Clerical staff (including a Librarian) and servants like peons, chowkidars, sweepers, Watermen etc. to the extent sanctioned by the department.
- (iii) contingencies, in accordance with a scale approved by the department on account of :—
  - (a) Equipment and the repair and renewal of furniture and apparatus.
  - (b) Rent (to which no charge on account of upkeep of or repairs to building, shall be added) at a reasonable rates and actually paid, of a school buildings (Excluding accommodation for boarding house).

- (c) Ordinary repairs to school buildings in respect of which no rent is included under this article or allowed under Article 46(2).
- (d) Reasonable expenditure on account of summoning girls and conducting them from and to their homes and on school mothers.
- (e) Books, periodicals, maps and other instructional material and teaching aids for the library and the maintenance of the school library.
- (f) Petty contingent expenses at the rates prescribed by the department.

50. For the purpose of determining the maximum grant for which a school is eligible, the District Education Officer may include as approved expenditure on tuition :—

Approved  
estimated  
expenditure.

- (a) the estimated value of services rendered by teachers referred to Article 47, assessed as therein provided;
- (b) estimated rent, to which no charge on account of upkeep or repairs shall be added, of School buildings (excluding accommodation for borders) at a reasonable rate;
- (c) rent of quarters of teachers of girls schools or of schools in remote and scarcely populated areas at the rates prescribed for similar staff employed in Government Schools for similar category;
- (d) schools which have their own buildings constructed without Government grants will be allowed depreciation upto a maximum of Rs. 12 per month for each room necessary for instruction and not exceeding Rs. 300 p.m. for the whole building. This would be in addition to the normal grant and will have to be deposited in the reserve fund for the normal maintenance expenditure except in special circumstances with the previous permission of the Director of

**Education.** No other estimated rent of the building for which depreciation is allowed shall be admissible.

**Note.**—A school which has received a building grant or grants shall not be eligible to receive any rent grant.

**Distribution of expenditure to tuition and boarding.**

51. In cases where expenditure is common to tuition and the boarding house, it should be distributed between the two in proportion to the services rendered or accommodation provided. Where a boarder is charged an inclusive fee for tuition and boarding, the tuition fees shall be held to be that what would have been levied under the rules, had he been a day pupil.

**District Education Officer may reduce or disallow expenditure.**

52. The District Education Officer is empowered for the purpose of assigning the grant to a school to reduce or disallow expenditure which is obviously lavish or extravagant, whether on account of building equipment, contingencies or menials or on account of teachers who, in the opinion of the District Education Officer are paid excessive pay or whose time is un-economically spent in teaching very small classes, or which is inadmissible under these rules, or which is in excess of the maximum which may from time to time be laid down by the department.

No grant-in-aid shall be made in respect of un-approved sections added to the existing classes.

**Boarding House grants.**

53. Maintenance grants, not exceeding 95 per cent of the excess of approved expenditure over the income from boarding house fees, may be made in respect of school boarding houses in which the average attendance of pupils in residence for the previous 12 months was not less than five. The full grant on account of a boarding house will only be admissible, if the locality is respectable, the sanitation satisfactory, the accommodation sufficient (See Annexure-B appended to these rules), the rooms adequately ventilated, lighted and furnished and the boarders effectively supervised. For the purpose of assessing grants the rate of fee shall be the fee laid down for boarding houses attached to Government schools (Appended to these rules Annexure-A) save where a lower fee is charged with the sanction of the Department. The approved expenditure shall not be in excess of the scale laid down by the Department.

The condition relating to the fee may be relaxed in the case of boarding houses attached to girl schools. The authorities of a school boarding house may for the purpose of grant-in-aid include as approved expenditure on the estimated rent of (i) boarding house buildings assessed at the rate of Rs. 8 per mensem per 600 square feet of area actually occupied by the boarder at 50 square feet per boarder as laid down in annexure-B to these rules and (ii) kitchen, buildings and superintendent's quarters on the basis of Rs. 5 per mensem per kitchen and Rs. 10 per mensem, respectively, for building designed in accordance with and of the same dimensions as in the type plan for the boarding houses issued by the Department.

54. Except when otherwise stated, grants are annual grants and take effect from the beginning of the school year following that in which they are assessed. Grants are payable to the Manager or correspondent and shall be subject to allotments made under Rule I. i.e., Article 36. When a School is newly established, a special temporary grant may be allowed in advance. Grants how paid.

If a school or hostel in respect of which a grant is payable ceases to be maintained, the grant in respect thereof shall cease to be payable from the date on which such school or hostel ceases to be maintained.

55. The continuance, enhancement, reduction, suspension or withdrawal of grants once awarded, depends generally on the condition of the school, as ascertained at the annual or other inspection. In the cases of primary schools or the Primary Departments of secondary Schools, grants may be withdrawn if the inspecting officer reports the school or department as unnecessary. Continuance, alteration and withdrawal of grants.

56. The reduction in grant-in-aid upto the extent specified in Article 50 may *inter alia* be made in the following cases:— Average attendance to be received in certain cases.

- (a) if it appears that the number of pupils has been unduly swelled by the promotion or inclusion of pupils unfit for a class, or if pupils have been allowed to remain in the same class for more than two years, the reduction being in proportion to the number of such pupils ;

- (b) if the number of admissions to a class has been in excess of the accommodation available so as to cause serious over-crowding in accordance with the prescribed standards, in that class.
- (c) if it appears that the attendance registers are not trustworthy ;
- (d) if the number of school working days in a year (other than in very exceptional circumstances approved at the time by the Inspector) has fallen below 200.

Powers of the department regarding grants.

57. Grants may under the orders of the Department, be reduced, suspended or withdrawn at any time if the tone, discipline, organisation or instruction is unsatisfactory, or for any other serious reason, provided that before such action is taken an enquiry at which the school authority shall be allowed a full opportunity of explanation, shall be made by the department, the result of which shall be communicated to the Correspondent. If the defects are capable of immediate or early removal, the school authority shall on the first occasion be allowed a reasonable time to be fixed by the Department, within which to remedy them, and if they are remedied to the satisfaction of the Department, the grant shall not be reduced or withheld.

Grants are liable to be withdrawn from a school, if the management or staff of the school take part in agitation directed against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or of enmity and hatred between different classes. Grants will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why the grants should not be withdrawn. Government reserves to itself the right, notwithstanding, any thing in the rules of this code to refuse or withdraw any grants, at its entire discretion.

### SECTION C

Grants for buildings and appliances.

58. Grants may be made for the following purposes, to school qualified to receive maintenance grants except in so far as paragraph (a) of Article 45 is concerned, provided



that the management of the school in each case is registered body:—

- (a) the purchase, erection or extension of school or hostel buildings ;
- (b) the payment of debts incurred in purchasing, erecting or extending school or hostel buildings etc ;
- (c) the provision of books, furniture and apparatus. No grant is admissible under this section for the ordinary and special repairs and upkeep of a school building nor for ordinary renewals and additions to the school equipment, and grant under (b) and (c) will be made only in special cases.

59. Applications for building and equipment grants must be made in prescribed form (appendices IV and V) and shall be submitted to the District Education Officer before the first of July each year. Plans and estimates must accompany each application for building grant and a detailed list showing the cost of each item must be submitted with each application for an equipment grant.

Application for grants.

60. The District Education Officer shall after scrutiny and enquiry record his recommendation on each application and forward it to the Director of Education in sufficient time for the inclusion of the item, if sanctioned in the budget for the following year.

Reports of District Education Officer on application.

61. The order passed, upon each application together with the date on which it is to take effect, shall be communicated to the controlling body of the school concerned.

Communication of order.

61-A. The department will not consider applications for grants on account of buildings erected without previous approval and the following instructions must invariably be complied with when submitting an application for a building grant:—

Conditions of a Building grant.

- (a) the application shall be made in the form prescribed (see appendix iv) ;
- (b) rough plans and approximate estimates should be attached to the application. If the applicant desires that these should be prepared by the public works Department, he should apply to the Divisional Officer, who will be entitled to levy fees on the scale in the Municipal Works Rules ;

- (c) it should invariably be stated what portion of the grant applied for is on account of buildings for Secondary, and what portion for Primary Education ;
- (d) satisfactory evidence must be produced that :—
- (i) a building of the nature and size contemplated is required in the locality ;
  - (ii) the proposed rooms provide accommodation in accordance with the standards prescribed;
  - (iii) there is a likelihood of the school being permanently maintained in a state of efficiency;
  - (iv) the school will observe departmental rules and regulations and will always be open to inspection by the Department ;
  - (v) there is a reasonable probability of the funds necessary to complete the building forthcoming ;
- (e) in the case of a building to be erected, within the jurisdiction of a municipal committee or other local authority exercising control over the erection of buildings, the sanction of that authority to the proposals set forth in the plans must be previously obtained.

Bond to be executed.

62. No portion of any grant for a building shall be paid until the controlling authority of the school has executed and registered a bond in the approved form which may be obtained from the District Education Officer, securing to Government or the local body awarding the grant a prior lien on the building for the recovery of the amount paid as grant with interest thereon at 6 per cent per annum in the event of the building ceasing to be applied to the purpose of Public school if the grade specified on the application or of any other grade approved by the Department, or ceasing to be maintained in a State of reasonable efficiency.

Note.—All first grants should be paid to schools irrespective of the amount, shall be subject to the provisions of this rule, but for subsequent grants towards extensions or alterations to a building on which Government already

holds a lein, the school authorities shall not be called upon to execute a fresh deed when the amount of the grant is less than Rs. 500.

63. No grant for a building shall be paid in full nor Conditions of payment of building grant. right until the Department is satisfied that the building has been satisfactorily completed in accordance with detailed plans and estimates, approved and signed by the Executive Engineer of the Public Works Department (Buildings and Roads Branch), which must be submitted to the Director of Education, H.P. Government through the District Education Officer, and his final approval obtained, before the work is commenced. Advances, may however, be made from time to time out of the grant sanctioned, if the Department is satisfied that the work is proceeding satisfactorily and provided, that the total sum actually expended thereon bears at least the same proportion to the advances so made as the total estimated cost bears to the grant sanctioned. In all cases where the total amount of the grant exceeds Rs. 500, the completion of the building to the satisfaction of the Department shall be held to mean in production of a completion certificate in the form prescribed in Appendix-VI, signed by a responsible Officer of the Public Works Department or the Deputy Commissioner of the District in which the institution is situated. The School or College authorities apply direct to the Executive Engineer of the Public Works Department or the Deputy Commissioner for this certificate stating that to the best of their knowledge the work or the portion of the work for which the grant or portion of the grant is desired, have been duly completed according to the plans and estimates approved by the Public Works Department.

64. No portion of a grant for the purchase of books, Conditions of payment of equipment grant. furniture or appliances, shall ordinarily be paid until the department is satisfied that the purchases in aid of which the grant is made have actually been completed, and the books, furniture or appliances purchased have been approved by the District Education Officer.

65. No grant shall ordinarily exceed two third of Total grant admissible. the total expenditure in aid of which it is given including, in the case of buildings, the purchase of site. The maximum amount that will be paid to a school in the form of

building grant or grants shall be Rs. 1,00,000, (One lac). This maximum will, however, be awarded only in exceptional cases.

#### SECTION-D "REGISTERS AND RETURNS"

Registers etc.  
to be main-  
tained.

66. Every School receiving a grant shall provide out of the school funds:—

- (a) a copy of these rules with subsequent amendments, if any;
- (b) a register of attendance (Appendix-VIII);
- (c) a register of admission and Withdrawal (Appendix-VIII);
- (d) a register of statistics (Appendix-XI);
- (e) a Log-Book (Appendix-XII);
- (f) acquittance rolls of staff/menial servants and scholarship holders;
- (g) a register of School Property (Appendix-IX);
- (h) a register of Library Books (Appendix-X);
- (i) a visitor book (in Secondary Schools only);
- (j) a register of private tuition.

All registers shall be maintained in forms approved by the Department. Accounts shall be kept, and be made available to the Inspecting Officers showing the details of income from fees and of the expenditure entered in the register of statistics.

Register to be  
Examined.

67. The Inspecting Officer shall examine the registers, log-books and accounts of the School atleast once a year and shall report as to the manner in which they are kept.

Entries in Log-  
book.

68. The reports and remarks of the Inspecting Officers shall be recorded in the Log-Book. All other authorised to inspect schools under rule, 41 may record their remarks in the visitor's Book.

Annual Reports.

69. The school authority shall submit to the Inspecting Officer annually, and at other times, if called for, and in due form, all returns which may be required. Where a school is aided as to one part and unaided as to another, the annual return shall be submitted in such form as to

show readily the division of the staff, expenditure, etc., between the two parts.

In the return of expenditure (Appendix XIII) and the register of statistics (Appendix XI), only disbursements actually made shall be shown.

69 (a) All the grants made under these rules, shall be utilised by the Institution concerned for the purpose for which they are sanctioned and a certificate to this effect shall be furnished to the Accountant General, Himachal Pradesh, Simla by the institution concerned. The grants shall have to be utilised within a reasonable time during the year to which these relate and in case any portion thereof is not required for the purpose for which it was sanctioned the same should be surrendered forthwith to the Government before the close of Financial year.

69 (b) Every School authority shall submit to the Directorate biannually and annually the following returns:—

- (i) *Annual Educational Statistics* (Numerical) as on 30th June and 30th September, every year which shall consist of class-wise/sexwise school enrolment; and out of these, class-wise/sexwise number of children belonging to SC/ST; category-wise/sexwise number of teachers in the schools and of those, categorywise/sexwise number of teachers belonging to SC/ST properly split up under the headings Trained/Untrained. Connected prescribed form is at Appendix III.
- (ii) *Annual Financial data* in the prescribed form as on 31st March, every year. This form consists of three tables. Table-I provides for the income of the Institution from various sources, Table-II provides for Expenditure of the Institution from various head sources properly split up under Recurring and Non-Recurring. Table-III provides for the details of Scholarships/stipends and other Financial concessions/Free-ships etc. provided to the student including those belonging to SC/ST. This form is at Appendix II.

## हिमाचल प्रदेश स्कूल शिक्षा बोर्ड को सहायक अनुदान

सक्षमशीर्ष तथा आरम्भ ।

1. (क) यह नियम हिमाचल प्रदेश स्कूल शिक्षा बोर्ड सहायक अनुदान नियम कहलावेगा ।

(ख) यह नियम अधिसूचना की तिथि में लागू माने जायेंगे ।

परिभाषा ।

2. इन नियमों में जब तक इस विषय पर प्रतिकूल एवं विरोधाभास न हों ।

(क) सरकार का अर्थ है हिमाचल प्रदेश सरकार, शिक्षा विभाग ।

(ख) राजस्व हिमाचल प्रदेश सरकार द्वारा प्रशासित राजस्व ।

(ग) विभाग हिमाचल प्रदेश सरकार शिक्षा विभाग ।

(घ) कार्यकारिणी समिति तथा हिमाचल प्रदेश सरकार शिक्षा विभाग द्वारा अधिसूचित ।

(ङ) बोर्ड हिमाचल प्रदेश स्कूल शिक्षा बोर्ड जोकि हि०प्र० स्कूल शिक्षा बोर्ड के अधिनियम 1968 की धारा 3 के अन्तर्गत स्थापित ।

सहायक अनुदान देने का उद्देश्य ।

3. सहायक अनुदान निम्नलिखित उद्देश्यों के लिये दिया जायेगा ।

(क) देश की प्रगति एवं बदलती हुई सामान्य शिक्षा के क्षेत्र में प्रगति तथा पोषण हेतु ।

(ख) हिमाचल प्रदेश स्कूल शिक्षा बोर्ड द्वारा समय-समय पर परि-क्षाओं को सूचारू रूप से चलाने के लिये ।

(ग) हिमाचल प्रदेश स्कूल शिक्षा बोर्ड के वित्तीय घाटे को पूर्ण करने हेतु ।

सहायक अनुदान देने का ढंग ।

4. हिमाचल प्रदेश सरकार वित्त विभाग के पत्र संख्या फिन-सी (ए) (3)-7/76 दिनांक 21 अगस्त, 1976 के अनुसार हिमाचल प्रदेश स्कूल शिक्षा बोर्ड द्वारा लिखित प्रार्थना पत्र प्राप्त होने के अधार पर प्रति वर्ष अधिकाधिक 2 लाख रुपये यदि बजट में प्रावधान हो सहायक अनुदान के रूप में प्रदान किया

जायेगा। हिमाचल प्रदेश शिक्षा बोर्ड को लिखित रूप में यह भी स्पष्ट करना होगा कि यह सहायक अनुदान इस उद्देश्य के लिये चाहिये और वह राशि का अपनी वित्तीय स्रोत से क्यों पूरा नहीं कर सकता।

सहायक अनुदान की शर्तें।

5. सहायक अनुदान निम्नलिखित शर्तों के आधार पर दिया जायेगा :  
हिमाचल प्रदेश स्कूल बोर्ड सूचारु रूप से कार्य करेगा।

सरकार को यह अधिकार होगा कि वह अपनी सन्तुष्टी के लिये स्कूल शिक्षा बोर्ड के लेखा जोखा का निरीक्षण कर सकती है। जिसमें यह देखा जायेगा कि सहायक अनुदान का उपयोग उन्हीं उद्देश्यों के लिये किया गया है जिनके लिये यह स्वीकृत किया गया था। यदि यह पाया गया कि सहायक अनुदान का दुरुपयोग हुआ है तो सरकार को पूर्ण अधिकार होगा कि जो राशि सहायक अनुदान के रूप में दी गई थी उसे ब्याज सहित वसूल कर सकती है तथा भाविष्य के लिये कोई भी सहायक अनुदान नहीं दिया जायेगा।

(ग) सहायक अनुदान का उपयोग जिस उद्देश्य के लिए स्वीकृत हुआ है उसे स्वीकृत होने के एक वर्ष के भीतर अथवा जिस उद्देश्य के लिए स्वीकृत किया गया है उद्देश्य के पूर्ण होने तक जिसकी अधिकतम सीमा 2 वर्षों तक होगी उपयोग किया जायेगा। तदोपरान्त यदि कोई राशि विना उपयोग किये रह जाये उसे सरकार को तुरन्त लौटाया जाये।

(घ) अनुदान की अधिकतम राशि की सीमा 2 लाख होगी परन्तु यदि बजट अनुमान में इससे अधिक धन राशि का प्रावधान हुआ तो बोर्ड को अधिक धनराशि दी जायेगी।

लेखा का हिसाब किताब रखना।

6. (क) हिमाचल प्रदेश शिक्षा बोर्ड का जो सहायक अनुदान दिया जाये उसका भली प्रकार से हिसाब किताब रखना होगा जिसके निरीक्षण के लिये सरकार किसी को भी नियुक्त कर सकती है।

(ख) स्कूल शिक्षा बोर्ड के हिसाब किताब को महालेखाकार हि० प्र० एवं चंडीगढ़, शिमला-3 स्थानीय लेखा निधि परीक्षक हि० प्र० द्वारा जांच निरीक्षण किया जायेगा।

(ग) निर्धारित प्रपत्र पर हि० प्र० स्कूल शिक्षा बोर्ड द्वारा सरकार का शिक्षा विभाग के माध्यम से उपयोगिता प्रमाण पत्र प्रस्तुत करना होगा जिसमें यह स्पष्ट किया जायेगा कि जिस उद्देश्य के लिये सहायक अनुदान की राशि स्वीकृत की गई थी ठीक उसी उद्देश्य की पूर्ति के लिये इसका उपयोग किया गया लेखा शीर्ष जिसमें व्यय विकसित होगा।

7. स्कूल शिक्षा बोर्ड को जो सहायक अनुदान स्वीकृत होगा उसे शिक्षा विभाग के निम्नलिखित शीर्ष में विकसित होगा।

1.— 277—“एजुकेशन-बी—सकेन्ट्री एजुकेशन” (ग्रांट इन एड)

2.— — आल स्कूल एजुकेशन (गैर योजना) योजना—बी

## GRANT-IN-AID RULES, H.P. UNIVERSITY

The rules to regulate the payment of grant-in-aid to the Himachal Pradesh University are as under :—

**Short title of commencement.**

1. (1) These rules may be called, "Rules regulating the Grant-in-aid to the Himachal Pradesh University".

(2) They shall come into force immediately.

**Definition.**

2. In these rules unless there is anything repugnant in the subject or context :—

(i) 'Government' means Government of Himachal Pradesh in the Education Department.

(ii) "Revenue" means the revenue administered by the Himachal Pradesh Government.

(iii) "Department" means the Department of Education Himachal Pradesh.

(iv) "Executive Council" means the Executive Council of the Multi-faculty University of Himachal Pradesh.

(v) "University" means Himachal Pradesh University.

**Purpose of Grant-in-aid.**

3. The purpose of Grant-in-aid is the maintenance, development and promotion of the General Education Sector of the University. The assistance in the shape of Grant-in-aid shall be meant for meeting part of expenditure on teaching technical and administrative staff, equipment, land and buildings of the University subject to the availability of funds and for such other purposes as may be decided by the Government from time to time.

**Mode of payment of Grant-in-aid**

4. The amount of Grant-in-aid shall be sanctioned by Government subject to availability of funds on receipt of a written request from the University indicating the purpose for which it is required and stating reasons as to why it is not possible for the University to meet the specific item of expenditure from within its own resources.

**Condition for the sanction of Grant-in-aid.**

5. The sanction of Grant-in-aid shall be subject to the following conditions :—

(1) That the University shall function smoothly.



- (ii) That the Government shall have a right to check up the accounts of the University to satisfy that the grant-in-aid has been spent for the purpose for which it had been sanctioned. In case it is found that the Grant-in-aid has been mis-utilised, it will be open to the Government to recover the same from the University and to stop further payment.
- (iii) That the Grant shall be utilised by the University within one year of its sanction and the amount which is left un-utilised thereafter shall be refunded to Government.
6. (i) The University shall maintain its accounts and record and the same will be open to inspection by the nominee(s) so deputed by the Government. Maintenance of Accounts.
- (ii) The accounts of University shall be open for test check by the Accountant-General, Himachal Pradesh, Comptroller and Auditor-General of India.
- (iii) A certificate will be furnished by the University authorities, to the Accountant-General, Himachal Pradesh, through the Department to the effect that the Grant-in-aid has been utilised, for the purpose for which it was sanctioned.

**GRANT-IN-AID RULES TO GOVERN  
GRANT-IN-AID SANSKRIT AND HINDI  
INSTITUTIONS**

**Rules of Recognition for Grant-in-aid :**

The following rules shall be observed for according recognition to Pathshalas for purpose of Government Grant-in-aid :—

- (a) that there is a properly constituted managing committee with names and full particulars/ designation of the members at least 5 in numbers and that it is approved by the Department. Any change in the personnel of the committee shall be notified to the Department through the District Education Officer within one month of the suggested change;

- (b) that there is an average daily attendances of not less than ten or in the case of girls five pupils in the institution.
- (c) that the building, whether owned or placed at its disposal on rent or free of rent, is situated in a healthy locality ;
- (d) that the institution has a workable library of its own ;
- (e) that the institution maintains a reading room and subscribes to at least one daily and a few other journals ;
- (f) that the institution possesses the necessary furniture and equipments ;
- (g) that the staff is adequate in number, of good character and possess necessary qualifications for conducting the work of the institution efficiently ;
- (h) that the organisation, discipline and tone are satisfactory, and that the instructions is given in accordance with the approved time tables ;
- (i) that either the syllabus as prescribed the Himachal Pradesh University or a different syllabus which has the approval of the Department is followed ;
- (j) that admission and attendance registers, a log book and accounts of income and expenditure are maintained in forms approved by the Department and the accounts are submitted annually to the Department. Registers and the acquittance-rolls of the staff as and when called for by the inspecting officers are made available.

The Recognition rules may be modified or emplied later on, if need be, in the light of the experience of the Inspector-Pathshalas.

#### **General Rules :**

1. Grants to Pathshalas under these rules will be made out of the funds specially provided by the State Government for assisting institutions imparting instructions in Sanskrit, and Hindi under head 27-Education-C-Special Edu-(b) (iv) Assistance to Non-Government institution-Grant-in-aid to Non-Government Sanskrit Pathshalas (Non-Plan)".

2. Applications for such grants will be made by the managements of the Pathshalas to the Department through the District Education Officer/Inspector of Pathshalas on prescribed form attached to grant-in-aid rules at Annexure 'A', 'B' and 'C'.

3. No grant shall be made in respect of Pathshalas the income of which from fees and endowments is sufficient to maintain it efficiently. Grants may also be refused on the grounds that Public funds are insufficient and further subject to the fulfilment of condition as laid down above.

4. Grants may be made to one Department of Pathshala and refused to another department.

5. A Pathshala in receipt of grant-in-aid in one department and desirous of grant in respect of another department shall submit afresh applications regarding the department for which grant is desired.

6. For the purpose of awarding grant, a Pathshala shall be classified as either (a) A class or (b) B class or (c) C Class, and in Classifying a Pathshala the Inspector shall take into consideration the extent and quality of instruction as also general efficiency, tone and discipline of the Pathshala. The full grant, as permissible under the grant rules, shall only be awarded when the Pathshala is placed under class 'A'. If it is placed under class 'B' the grant shall be 75 per cent of the full rate, and it will be 60 per cent or even less then it is placed under class 'C'.

#### **Grant-in-aid Rules :**

For purposes of grant-in-aid it is desirable to differentiate between Sanskrit Pathshala and Non-Sanskrit Pathshalas. In Sanskrit Pathshala almost invariably, no tuition fee is charged and even free food is given to the poor and needy students. It is not considered desirable that these Pathshalas should be required to charge tuition fee from the students because such a step will adversely effect the number of rolls. On the other hand, the Pathshalas imparting instruction in Hindi in most cases, charge quite heavy tuition fees. The students willy-nilly pay these fees and the Hindi institutions and accordingly able to realise

goodly income therefrom. Still it is desirable that rules of grant-in-aid should uniformly apply to all types of Pathshala though the condition regarding tuition fees may be different for Sanskrit Pathshalas and non-Sanskrit Pathshalas.

1. The total grant-in-aid permissible to a pathshala during a year shall be fixed at  $\frac{2}{3}$ rd of the difference between approved income and approved expenditure duly approved and verified by the Chartered Accountant or by an authorised agency.

2. Approved income shall include the following:—

(a) Income from fees, both tuition fee and Boarding House fees, calculated on the basis of the actual rates charged subject to the maximum of the rate levied in a corresponding classes in the University Department :—

(b) Income endowments.

(c) Income from property.

3. Approved expenditure shall include the following :—

(a) Establishment expenses.

(i) Salaries for teaching staff.

(ii) Contributions towards approved provident fund.

(iii) Salaries of servants by the Inspector as necessary.

(b) Contingencies.

(i) Equipment, repairs and renewal of furniture and apparatus.

(ii) Rent of the buildings, if these are rented.

(iii) Ordinary repairs to the building, if these belong to the institution.

(iv) Reasonably expenditure on account of summoning girls and conducting them from and to their homes.

(v) Petty contingent expenses.

*(C) Library and furniture grant :*

Library and furniture grant shall be fixed at 50 per cent for the total expenditure on library and furniture subject to a maximum of Rs. 500/-, Rs. 300/-, and Rs. 200/-, for Class 'A', Class 'B' and Class 'C', Pathshala as respectively.

*(D) Boarding House and Special Grant for Buildings .*

Boarding house and special grant for building may be given as to other aided schools, provided funds are available.

4. Grants to unaffiliated or unassociated pathshalas following Himachal Pradesh University Courses, shall be made under the conditions that the institutions will qualify themselves for affiliation or association in accordance with the rules—terms—conditions as specified for the affiliation or association by the H.P. University or the body with whom such affiliation/association is connected from time to time as laid down in their State, within two years of the sanctioning of the grants otherwise their grants shall be liable to be stopped.

5. The grant-in-aid rules may be amended later on, if need be, in the light of the experience gained by the Inspector of Pathshalas.

6. Grant-in-aid paid under these rules will be annual grants pertaining to a financial year. These grants may be paid in one instalment or two in a financial year. These grants may be paid in one instalments or two or more instalments as the department may think proper.

7. The grants, may under the orders of the Departments be reduced , suspended or withdrawn at any time if the tone, discipline organisation or instruction is unsatisfactory, or for any other serious reasons. Grants are also liable to be withdrawn from a institution the management or the staff of which take part in agitation against the authority of Government or disseminate opinions tending to excite feelings enmity hatred between different classes or communities. Grants will not be withdrawn under this paragraph without giving opportunity to the pathshala authorities to show cause, reply to which must be submit

within 4 weeks failing which ex-parte decision would be taken by the sanctioning authority.

8. (a) The Grant will be spent within a period of three months latest of the succeeding financial year and the portion of amount which is not required for the expenditure on that object will be duly surrendered to the Himachal Pradesh Government under Head "077-Education Misc. receipts unspent balance of grant-in-aid".

(b) That the utilization certificate in respect of previous grant will be furnished on the prescribed form within four months of the receipt of the grant-in-aid duly verified by the Chartered Accountant or any agency approved by the Government.

**Sanctioning Authority and its powers :**

(c) The grant-in-aid to these institutions will be sanctioned in the state of Himachal Pradesh by the Director of Education, H.P., whose orders shall be final and binding on the institutions.

(d) The whole or part of any grant-in-aid case be withheld for breach of any of these rules by the sanctioning authority.

(e) A nominee to be deputed by the Education Department shall be a member of a managing committee for a period of two years of the institution receiving grant-in-aid under these rules and he will be treated on official duty for the purpose.

(f) In order to grant security to the service of the teaching staff/personnels, working in such institutions, prior approval of the Education Directorate shall be obtained in regard to their appointment and termination of service/dismissal by the institution who are in receipt of grant-in-aid under these rules.

(g) The institutions in receipt of grant-in-aid under these rules shall keep the accounts of income from all sources and of expenditure accurately on forms 'D' and 'E' attached to grant-in-aid rules which will be open to inspection and scrutiny by the officers/official of the Education Department.

(h) The accounts of the institutions shall be subject to audit by the officers/officials of the Education Department in respect of the grants sanctioned to them from time to time.

(i) The account shall be open to a test check by the Accountant General, Himachal Pradesh.

(j) Utilization certificate shall be furnished duly attested/checked by Chartered Accountant within a period of 4 months after the receipt of Grant-in-aid.

Note.—The H.P. University and its affiliated colleges including Sanskrit and Hindi Institutions shall ensure submission of educational statistics (Numerical/academic and Financial) up to date in the prescribed forms to the Directorate of Education before the release of final grant-in-aid made to these Organisations.

ANNEXURE 'A'

STATEMENT OF INCOME AND EXPENDITURE OF—  
PATHSHALA/VIDYALA \_\_\_\_\_ FOR THE  
YEAR \_\_\_\_\_ FROM 1-4- TO 31-3

I. INCOME OF THE COLLEGE :

- (i) Tuition fee.
- (ii) Admission fee.
- (iii) Late payment fee.
- (iv) Fine of all kinds.

II. INCOME FROM OTHER SOURCES :

- (i) Donations.
- (ii) Subscriptions.
- (iii) Endowments.
- (iv) Grant other than H. P. Government.
- (v) Misc. income, if any.

Total \_\_\_\_\_

III. EXPENDITURE ON ESTABLISHMENT :

- (i) Salary of teaching staff including employee's contribution to provident fund at the rates approved by the concerned University, (attach details) for salary in respect of each number of the Establishment.
- (ii) Salary of non-teaching staff including clerical staff class (iv) attach details.

Total Expenditure on  
Establishment \_\_\_\_\_



IV. Amount admissible towards contingent expenditure.

Total Item III and IV

Amount of Deficit.

Dated \_\_\_\_\_

Signature of the Principal.  
(with Seal)

Certified that the Accounts of the \_\_\_\_\_ Pathshala/Vidyala have been verified Physically and audited properly also certified that income and expenditure given above are correct.

Dated \_\_\_\_\_.

Signature of Chartered Accountant  
(With Seal).

**CERTIFICATE :**

(a) That the teaching staff is paid monthly their salary in accordance with the scales introduced by the Government for similar categories in Government Service.

(b) that increments are paid to the establishment regularly.

(c) that the establishment is paid dearness allowance at the rates paid by the H. P. Government to its employees from time to time.

(d) that the provident fund is contributed in accordance with the University regulations.

(e) that the payment of salaries made to establishment by cheques.

(f) that the fees levied and concessions allowed are in accordance with the rates prescribed by the Himachal Pradesh University.

(g) that the teaching staff of the institution has been approved by the University.

(h) that the establishment is of good character.

(i) that the utilisation certificate will be furnished to the Director of Education (in duplicate) with in 4 months of the receipt of grant-in-aid duly verified by the Chartered Accountant.

(j) that utilization certificate of the grant previously sanctioned have been submitted to the Director of Education (in duplicate) duly checked and verified by the Chartered Accountant,—vide letter No. \_\_\_\_\_, dated \_\_\_\_\_.

Dated \_\_\_\_\_.

Signature of the Principal of the  
College with seal.

Countersigned after proper physical verification.

Dated \_\_\_\_\_.

Signature of Chartered Accountant  
with seal.

**ANNEXURE 'B'**

*Detail of Teaching and Non-Teaching Staff.*

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Serial No.	Name of the Official	Designation	Basic Pay	DA	Provident Fund	Total
1	2	3	4	5	6	7

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*Teaching Staff*

*Non-Teaching Staff.*

**Signature of the Principal  
of the College (With Seal).**

ANNEXURE 'C'

Cash Book (Maintaining of Accounts including  
Grant-in-Aid from Government)

Serial No.	Date & month	Particulars	Ledger folio	Amount
1	2	3	4	5

*Expenditure side:*

Serial No.	Month Date	Particulars	Ledger folio	Amount	Total
6	7	8	9	10	11

## APPENDIX I

### (Chapter II—Article 44/Rule 11 of G.I. and Rules)

Application to be brought on the grant-in-aid list

- A. Name calling and residence of each of the managers.
- B. Name of School.
- C. situation of the school.
- D. Class of School (a).
- E. Source and amount of income exclusive of grant.

Nature	Annual Amount Rs. (b)		Remarks
	Present	Proposed	
Endowment			
Subscription			
Fees			
Other sources			
Total			

#### F. Expenditure

Nature	Annual Amount Rs. (a)		Remarks
	Present	Proposed	
Teaching staff			
House rent			
Contingencies			
Total			

(a) Here show whether (1) Boy's or Girl's; (2) Hr. Sec., High., Middle, Primary or Industrial, etc., (3) Vernacular or Anglo Vernacular, (4) Day or Night.

(b) Both columns to be filled in only when it is proposed to expand or improve an existing school on receipt of a grant.

(c) Here state the nature of the endowment if any, and show how for and why the subscriptions, if any, are likely to be permanent.

## G. Detail of staff

Appointment	Monthly Pay Rs.		Qualification			Number of periods spent Weekly in secular instruction in each department				
	Present	Proposed	Highest School or College Examination passed	Departmental certificates held	Trained or not	Higher Secondary	High	Middle	Primary	Infant
Total										

## H. Number of the pupils on the rolls.

Department	Class	Number		Average attendance for the last three school years or for the period (if similar) such or any department of it has been in existence	Remarks
		Present	Expected		
Total					

K. Extent and nature of accommodation provided. Here state the dimensions of each class room, the total cubic and superficial space and the number of the pupils accommodated.

L. Ground for application.

M. Agreement.

We, the undersigned managers of the \_\_\_\_\_ school, declare that we have read the rules contained in chapter II of the Education code, and apply for above school to receive a maintenance grant under those rules and we hereby agree to be bound in all respects by these rules so long we may continue to receive such grant under them.

Signed (a)

(a) All the managers must sign or, if the school is managed by an association, the signatures of the President and Secretary will be sufficient.

## APPENDIX II

### Article 45-P.

#### STANDARD PROVIDENT FUND RULES FOR TEACHERS

In the following rules:—

- (1) "Pay" means monthly pay and does not include personal pay, travelling or other allowances. For the purpose of these rules the monthly rate of pay of a teacher during any school year shall be taken to be that at which he draws his pay for the first month of the school year.

Note.—The School year is from 1st April to 31st March.

- (2) "Teachers" includes every certificated teacher holding a non-pensionable permanent post in a recognised school and also every whole time Superintendent of a boarding house and school clerk appointed substantively to a permanent post. It also includes all aforesaid members on the staff appointed on probation to permanent posts.
- (3) "Depositor" means a teacher on whose behalf a deposit is made under the rules.
- (4) "Interest" means the interest which is paid on a deposit at a Government Savings Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on Government securities.
- (5) "Committee" means the Committee of management of the School concerned.
- (6) Family means :—
  - (i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber ;

- (ii) in the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of the subscriber.

Note : "Children" means legitimate or adopted children provided that in the case of the latter it is proved to the satisfaction of the "Controlling Officer" that under the personal law of a subscriber adoption is legally recognised conferring the status of a natural child.

2. These rules shall apply :—

- (i) to all teachers holding non-pensionable posts in Secondary Schools for Indian boys and girls which receive a grant-in-aid or recognition for the first time after the first day of April, 1926 ; and
- (ii) to all teachers of Secondary Schools for Indian boys and girls which had adopted to standard provident fund rules for teachers on or before the 1st April, 1926 ; and
- (iii) to such teachers of other Secondary Schools as may be permitted by the Director of Education and may elect to come under these rules with the sanction of the authority having financial control of the School.

3. The control of the fund shall vest in the Local Government. The local Government may, however, delegate its powers under this rule to such Officers as it may appoint in this behalf. Officers so appointed shall be called "Controlling Officers" for the purposes of these rules. Every subscriber must on joining the fund sign a certificate in token of acceptance of the rules in form "C" appended to these rules.

4. Every teacher, subject to these rules shall be required to subscribe at the rate of six paise per rupee of pay or 6½ per cent of his pay to provident fund. Fraction of a rupee of pay should be omitted.



5. The committee shall make a contribution to the deposit accounts of each depositor, equal to the amount of deduction made from his pay under the preceding rule. Such contribution shall be credited to the fund, monthly in favour of such teacher together with the amount deducted from his pay. The contribution will be charged in the school accounts to the sub-head "Provident Fund".

6. (1) The sums credited to the depositor's monthly under rules 4 and 5 in the Provident Fund Ledger maintained by the school committee shall be paid duly into the post office savings bank or into a Co-operative Bank approved by the Registrar, Co-operative Societies. Such payment should, whenever, possible be made into the Bank between the 1st and 6th of each month, in order that interest may accrue. The Bank account for each individual contributor shall be kept separately in the name of the manager of the school on behalf of the contributor and separate pass-books should be issued in each case.

(ii) Money can not be withdrawn from such bank except as provided in rules 8, 10 and 16.

(iii) Accounts of investments made under this rule must be maintained in Form "D" annexed hereto.

Note:—Notwithstanding rule 6(ii) above, deposits upto a maximum of 75 per cent may with the consent of the contributors and the local Government or Controlling Officer be withdrawn and invested in Government Securities.

7. Every depositor shall be required to nominate in form E appended, the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that, where such depositor has a wife or children, shall be nominated as beneficiaries in preference to any other person or persons.

The committee will not be bound by or recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

8. The deposits and contributions, with interest thereon at the credit of any teacher, or such part of them as he may be entitled to, may with the sanction of local Government or Controlling Officer, be withdrawn by the commit-

toe from the post office savings bank or approved co-operative bank or Government securities in the following cases :—

- (i) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or if no nominated beneficiary services him to his legal heir or heirs.
- (ii) On his retirement for physical unfitness for further service when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave.)
- (iii) On his resignation, when (subject to the provision of rule 10) he shall receive :—

- (a) After less than three years' service his own deposits, together with 5 per cent of the balance in the fund standing to the credit of his account.

Note: The term "service" or Completed service occurring in this rule means the length of service from the date of joining the Provident Fund.

This balance will consist of the Committee's contribution (which include any grant from Government for this purpose), together with interest on such contribution and interest on teacher's deposits.

- (b) After three years completed service his own deposits, together with 30 per cent of the balance as above.
- (c) After four years completed service his own deposits, together with 40 per cent of the balance as above.
- (d) After five years completed service his own deposits, together with 50 per cent of the balance as above, and thereafter by annual

increments of 10 per cent for each additional years of completed service upto 100 per cent or the full balance in the fund to the credit of his account.

- (iv) If a teacher's services are dispensed with, through no fault of his own, e.g., owing to reduction of establishment he shall be paid the full balance at his credit without any deduction.
- (v) To make temporary advances as provided in Rule 16.

9. In case a teacher resigns with a view to take up an appointment in another School, or is transferred to another school which has a provident fund, the balance at the credit of his provident fund account, notwithstanding anything contained in rule 8 above shall instead of being paid to him be transferred to the credit of a similar account in his name in the new school.

10. If a teacher is dismissed or leaves a school in contravention of a written agreement the committee may with the consent of the local Government or Controlling Officer pay to him, only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or a part of any further sum to which he would ordinarily be entitled under rule 8. The depositor's own deposits cannot be forfeited.

11. A separate account with the bank concerned shall be opened in the name of the committee for depositing any sum of money withheld from a teacher under the preceding rules. This account shall be called the "Teachers Provident Fund Account". Money at the credit of this account may, with the approval of the Local Government or Controlling Officer, be utilised for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents.

12. A separate account in Form "A", appended, shall be kept and written up in the office of the school committee for every depositor and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

13. Amount credited or debited to the Provident Fund shall on the same day, be posted into the Provident Fund ledger, in form "B", appended, in full detail. The figures for column 8 of the ledger must be calculated yearly upto 31st March, and the net balance of each account entered in columns 5 and 9; but the figures in these columns should be compared once a year with the Savings Bank Pass Books. Great care should, therefore, be taken to make the monthly calculations according to the rules in force in the Post Office or in the Co-operative Bank approved by the Registrar of Co-operative Societies, as the case may be. The provident fund ledger should have separate pages for each month's transactions.

14. No voluntary deposits from teachers will be credited to the provident fund.

15. Teachers are not entitled to subscribe to the Provident Fund while absent on leave other than privilege leave.

16. (i) The committee shall have power, with approval of the local Government or Controlling Officer, to allow temporary advances not exceeding three month's pay to any subscriber from the amount of deposits at his credit in the fund, provided that he has not other resources at his disposal, for the following purposes:—

- (a) To pay expenses incurred in connection with the illness of himself or a member of his family.
- (b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

(ii) When an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him until at least twelve months have elapsed since the complete repayment of the last advance taken.

(iii) (a) Advances will be recovered at the discretion of the Committee in not less than, twelve or more than twentw-four instalments. A subscriber may, however, at

his option make repayment in less than 12 instalments or may repay two or more instalments at the same time.

(b) In determining the advance to be sanctioned, due regard should be paid to the amount lying to the credit of the applicant in the provident fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalments to be thus fixed.

(c) Recoveries will be made monthly, commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from a teacher while he is on leave of any kind, except privilege leave.

(d) The instalments will be paid by compulsory deductions from pay, and will be in addition to the usual deposits.

(iv) When the advance is repaid in twelve instalments or less, a thirteenth instalment, representing interest equivalent to 4 per cent, of the amount of the advance, shall be paid in the month following that in which the last instalment is paid; Similarly, an additional instalment equivalent to 8 per cent of the total amount of the advance shall be paid when the advance is repaid in more than twelve instalments. In calculating the interest as above, a fraction of a rupee should be taken at the next higher whole rupee if it exceeds 50 paise, and should be ignored if it does not. The repayments shall be credited to the account of the depositor concerned.

17. On a depositor leaving a school, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn within one year, it shall be written off as a dead account, and repaid only under the order of the local Government or Controlling Officer.

18. When an account becomes "DEAD" the balance to the credit thereof must be credited to the teacher's provident fund account of the school as a miscellaneous receipt.



**APPENDIX II—(contd.)**  
**FORM B (I)**  
**PROVIDENT FUND LEDGER**

Credits.

Date of Receipt	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	School Committee's contribution	Interest	Total	Remarks
1	2	3	4	5	6	7	8	9	10

When the payments are made the date of payment and the amount will be entered in the column of remarks.

**APPENDIX (II)—(contd.)**

**FORM B (2)**

**REGISTER OF DEBITS OF PROVIDENT FUND**

**Debits**

Date of Receipt	Number of depositor	Name	Appointment	Service	Opening balance	Withdrawn	Credit to Committee	Paid to depositor	Closing balance	Remarks
1	2	3	4	5	6	7	8	9	10	11



**APPENDIX II (Contd)**

**FORM C**

*(To be filled in and signed by every subscriber to the fund)*

I hereby agree to abide by the Standard Provident Fund Rules, laid down in Appedix II to the Himachal Pradesh Education Code.

Dated the ..... 19

Signature of the teacher

Name of the School

Town or District

Witness

Signature

Address



**Provident Fund for teachers employed in schools under private management Form of Declaration**  
 (For\* Subscriber)

I hereby declare that in the event of my death, the amount at my credit in the Teachers Provident Fund of \_\_\_\_\_ School, \_\_\_\_\_ shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is a minor at the time of my death should be paid to the person whose name appear in column 5.

Name and address of the nominee or nominees	Relationship with the subscriber	Whether major or minor; if minor, state his age	Amount or share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column No. 5	Remarks
1	2	3	4	5	6	7

\*Here state unmarried, married or widower.

Two witnesses to signature of subscriber

Witness No. I

Signature.....

Occupation.....

Address.....

Witness No. II

Signature.....

Occupation.....

Address.....

Signature of subscriber.....

Occupation of subscriber.....

Address of subscriber.....

Station.....

Dated.....

**GOVERNMENT AIDED PRIVATE SCHOOL TEACHERS  
(DISCIPLINE PUNISHMENT AND APPEAL)  
RULES.**

1. The following penalties may, for good and sufficient reasons as hereinafter provided be imposed on a teacher in a Government aided/private School, namely :—

- (i) Censure.
- (ii) Withholding of increments.
- (iii) Withholding of Promotion.
- (iv) Recovery from pay or the whole or part of any pecuniary loss caused to the School by negligence, fraud or misappropriation of school fees and funds.
- (v) Reduction to a lower stage in the time scale.
- (vi) Compulsory retirement.
- (vii) Termination of service.

**EXPLANATION :**

1. The following shall not amount to a penalty within the meaning of this rule.

- (i) Stoppage of the efficiency bar on the grounds of unfitness to cross the bar.
- (ii) Retirement of a teacher in accordance with the provision of the rules relating to his superannuation or retirement.
- (iii) Replacement of an unqualified teacher (not approved by the Director of Education) by a qualified person.
- (iv) Discharge of a teacher appointed in a short term, officiating vacancy caused by grant of leave, suspension, etc.

2. The termination of service of a teacher who has satisfactorily completed the period of probation will be treated as a punishment, unless the necessity for the post has ceased to exist in the meanwhile.

2. *Suspension.*—The Managing Committee of a School may, with the prior consent of the District Education Officer concerned, suspend a teacher where disciplinary proceedings against him are contemplated or are pending or where a case against him in respect of any criminal offence is under investigation or trial. An order under this rule may be revoked by the authority which made the order or by the Director of Education.

3. *Punishing Authority.*—(1) The punishing authority in respect of Government aided private school teacher shall comprise :—

**Punishing Authority.**

- (a) the Chairman of the Managing Committee of the School ;
- (b) the Secretary/Manager of the Managing Committee ;
- (c) a nominee of the Director of Education (not below the rank of a District Education Officer, if the case is against the head of the school). The punishing authority may co-opt the head of the school where action is proposed to be taken against a teacher of the School. He shall, however, have no right to vote.

2. The punishing authority may impose any of the penalties specified in rule 1.

4. *Procedure for imposing minor penalties.*—No order imposing any of the penalties specified in clauses (i) to (iv) of Rule I shall be passed except after :—

- (a) the teacher is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given opportunity to make any representation he may wish to make.
- (b) Such representation, if any, is taken into consideration by the punishing authority.

5. *Procedure for imposing major penalties.*—No order imposing on a teacher any of the penalties specified in clause (v) or (vii) of rule I shall be passed except:

after any enquiry held as far as may be, in the manner indicated below :—

- (a) The Punishing Authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held.

Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the teacher and he shall be required to submit within such time as may be specified by the Punishing Authority but not later than two weeks, a written statement of his defence and also to state whether he desires to be heard in person.

- (b) On receipt of the written statement of the defence or if no such statement is received within the time specified, the punishing authority may itself inquire into such of the charges as are not admitted or, if it considers it necessary to do, appoint any enquiry officer for the purpose.

- (c) At the conclusion of the enquiry the enquiring authority shall prepare a report of the enquiry recording its findings on each of the charges together with reasons thereof.

- (d) The punishing authority shall consider the record of the enquiry and record its finding on each charge. If the Punishing Authority is of the opinion that any of the penalties specified in clauses (v) to (vii) should be imposed, it shall :—

- (i) furnish to the teacher a copy of the report of the enquiring authority, and

- (ii) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within specified time not exceeding two weeks such representation as he may wish to make against the proposed action ;

- (iii) on receipt of the representation if any, made by the teacher as aforesaid, the punishing authority should determine what penalty, if any, should be imposed on the teacher and pass appropriate orders on the case.

## 6. APPELLATE TRIBUNALS :

All appeals against orders of the Punishing Authority will be heard by an Appellate Tribunal consisting of the Director of Education (Chairman) and two non-official members namely :—

- (i) a Manager of an Aided School (Representing the Manager's Association), and
- (ii) a Principal/Headmaster of any aided School (representing the teacher) both to be nominated by the Government. For this purpose, the Manager Association as well as the recognised Teacher Association of Aided Schools shall be asked to submit penal of five names each out of whom the Government will nominate members of the appellate tribunal. The Manager and the Principal/Headmaster of a school to which the dispute relates shall not function as member of the appellate Tribunal when that case is heard.

### A. Appeals :

- (i) No appeal shall lie against any order of punishment specified in clause (i) of Rule I.
- (ii) A teacher may make an appeal to the Appellate Tribunal in respect of penalties referred to in clauses (ii) to (vii) of Rule I.
- (iii) A teacher may also appeal to the Appellate Tribunal against an order of the management which denies or varies to his disadvantage\* his pay, allowances and other conditions of service.
- (iv) No appeal shall lie against the decision of the Appellate Tribunal.

### B. Period of limitation for Appeals :

No appeal shall be entertained unless it is submitted within a period of thirty days from the date on which the appellant receives a copy of the order appealed against.

Provided that the Appellate Tribunal may entertain the appeal after the expiry of the said period if it is specified that the appellant had sufficient cause for not submitting the appeal in time.

#### 9. CONSIDERATION OF APPEALS :

In the case of an appeal against an order imposing the penalties (ii) to (vii) specified in Rule I, the Appellate Tribunal shall consider :—

- (a) Whether the procedure prescribed in these rules has been complied with and if not whether such non-compliance has resulted in denial of justice.
- (b) Whether the findings are justified, and
- (c) Whether the penalties imposed are excess.
- (i) setting aside, reducing confirming or enhancing the penalty, and
- (ii) remitting the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.

Provided that :—

- (a) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.
- (b) The Appellate Tribunal shall not impose any enhanced penalty which the authority, which made the order appealed against, is not competent in the case to impose.

In the case of an appeal, against any order specified in sub-rule (iii) of Rule 7, the Appellate Tribunal shall consider all circumstances of the case and pass such orders as it deems just and equitable. The observance of these rules on the part of the Government Aided School Management shall be obligatory for the purpose of eligibility of grant-in-aid.

The Government Aided Private School Teachers (Discipline Punishment and Appeal) Rules, 1959 in addition to the teachers will also apply to the clerical and other staff employed in Government Aided Private Schools.



## ANNEXURE 'A' (Article 53)

### *Boarding House Fees :*

Hostel fees in Colleges and Schools under Public Management, shall be in conformity with rates laid down from time to time in this regard. The boarders shall bear all charges for lighting and messing except pay of cooks and kahars in the Boarding Houses attached to all Government institutions for the training of the teachers and Government Schools for girls.

## ANNEXURE 'B' (Article 53)

### *Dormitories :*

Dormitories shall be not less than 12 feet in height and shall provide a floor space of atleast 50 sq. feet for each boarder to be accommodated. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on the dormitory.

**APPENDIX IV (Article 59)**

Application for a grant for building purposes, under Rule 59.

For<sup>1</sup>

Name of school \_\_\_\_\_

Situation of school \_\_\_\_\_

Class of school \_\_\_\_\_

Sources and amount of expenditure<sup>2</sup>

Nature	Amount	Remarks <sup>3</sup>
1. Endowments		
2. Subscriptions		
3. Other private sources (to be specified)		
4. Grant applied <sup>4</sup> for (should not exceed the expenditure from 1, 2, 3 sources)		
<b>Total</b>		

Certified—

- (1) that there is a reasonable probability of the school being permanently maintained in efficiency ;
- (2) that the school will always be open to inspection by the Department ;
- (3) that there is a reasonable certainty of the funds necessary to complete the work being forthcoming ;
- (4) that plans and estimates for the work are sent herewith.

Signed

1. Here note the object, which should be (a), (b) or (c) as below :—

- (a) the purchase, erection or enlargement of the school building.
- (b) the execution of the extensive repairs to the school building.
- (c) the paying off of debts incurred in purchasing, erecting or enlarging school buildings. This is allowed in special cases only.

2. The expenditure actual or contemplated, as the case may be, on building including purchase of site in the case of erection should be shown in the statement.

3. If the grant applied for is in behalf of an existing school building, it should be stated what amount of building grant has already been received, and in which year.

4. Should agree with the total expenditure entered in the estimates.

5. All Managers, or if the school is managed by an Association, the Secretary and President, must sign.

*Note.*—Grant for the objects of this application can be made only to those schools which are entitled to maintenance grant-in-aid.

APPENDIX V (Article 59)

Application under Article 26 (d) for a grant towards providing a school with books, furniture and appliances.

Name of School \_\_\_\_\_

Situation of school \_\_\_\_\_

Class of school \_\_\_\_\_

Amount of grant in aid applied for.....'Rs.

Total amount of expenditure on (state here the object for which the grant is desired).....'Rs.

I or we, as the case may be, agree to refund the amount of grant that may be allowed on this application in the event of the school ceasing to exist within 3 years of the date of payment of the grant. (This should be scored out if the grant does not exceed Rs. 25).

'Signature

---

1. The grant must not ordinarily exceed half the total expenditure in aid of which it is given (Article 65).
2. A detailed list with the cost of the item must accompany this application.
3. All managers or, if the school is managed by an Association, the Secretary and President must sign.

APPENDIX VI (Article 63)

COMPLETION CERTIFICATE

Certified that to the best of my knowledge the work ..... or a portion thereof for which the building grant is required has been completed at a cost of Rs. .... in accordance with the detailed plans and estimates approved and signed by the local Divisional Officer of the Public Works Department Building and Roads Branch, and that the work is upto the required standard.

Executive Engineer.

**APPENDIX VII**  
(Chapter II 66 Article)

Register of daily attendance in the \_\_\_\_\_ class of the \_\_\_\_\_ school at \_\_\_\_\_

*Not Printed*

**APPENDIX VIII**  
(Chapter II-Article 66)

Admission and withdrawal Register of the \_\_\_\_\_ school at \_\_\_\_\_

Date of Admission	Serial No.	Name of student	Date of birth by the Christian era in (words and figures)	Father's name (agriculturist non-agri, or Zamindar)	Religion (caste or or sub-caste or tribe)	Father's occupation	Residence	Class to which admitted	Class from which withdrawn	Date of withdrawal	Remarks

*Note.*— The age entries should be recorded in words, and any change in such entries should be initialled by the Headmaster and explained in the remarks column.

**APPENDIX IX**  
**(Chapter II—Article 66)**

Property Register of the.....School

Serial No.	Date of receipt	Name of article	Number of article	Rate	Amount	Source from which paid for	Authority for purchase	Remarks
1	2	3	4	5	6	7	8	9

In the remarks column when an article is struck off the Register the reasons why it has been removed from the register and the authority for doing so should be entered.

**APPENDIX X**  
**(Chapter II—Article 66)**

Register of Library Books

No.	Name of book	No. of copies	Price per copy	Amount	Whenever received	Date of receipt of book	Remarks
1	2	3	4	5	6	7	8

APPENDIX XI  
(Chapter II—Article 66)

Statistical register of the ..... School at.....

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.....for the ending .....31st March, 19 ..

Not printed.

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APPENDIX XII  
(Chapter II—Article 66)

(Log-book)

Not printed.

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APPENDIX XIII  
(Chapter II—Article 66)

Schedule of Attendance and Expenditure, etc.

Not printed.

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## CHAPTER III

### FEES & FUNDS

Tuition fees and funds shall be levied in Government Colleges at the following rates for 12 months in a year:—

Particulars	P.U.C., B.A., B.Sc. Part I	B.A., B.Sc. Part III
	Rupees	Repees
<b>I. Government Account Fees</b>		
(a) Annual charges		
(i) Admission/Re-admission fee	6.00	6.00
(ii) Late admission fee	5.00	5.00
(iii) Hostel admission fee	2.00	2.00
(b) Monthly charges		
(iv) Hostel seat rent	10.00	12.00
(v) Tuition fee	10.00	12.00
(vi) Honour's fee	..	2.25
(vii) Late fee fine (per day)	0.10	0.10
<b>II. Personal ledger account fund</b>		
(a) Himachal University charges		
1. (i) Registration/continuation fee (a)	5.00	2.00
(ii) Inter University Migration fee	10.00	10.00
2. (i) Sports fee (Annual)	1.00	1.00
(ii) Y. W. Fee (Annual)	0.50	0.50
(iii) Holiday Home Fund (Annual)	0.50	0.50

Particulars	P.U.C. B.A. B.Sc. Part I	B.A. B.Sc. Part III
<b>(b) Hostel Annual Charges</b>		
3. Furniture Security (Refundable)	45.00	45.00
4. Utensil Fund (Annual)	6.00	6.00
5. Medical Fund (Annual)	3.00	3.00
6. Mess Advance (Annual)	75.00	75.00
Hostel monthly charges.		
7. Common Room Fund (monthly)	1.00	1.00
8. Electric and water charges	10.00	10.00
<b>(c) College Annual Charges.</b>		
9. Library Security (Refundable)	20.00	20.00
10. House Examination Fund	4.00	4.00
11. Magazine Fund	5.00	5.00
12. Identity Card Fund	1.00	1.00
13. Medical Fund	1.00	1.00
14. Students Aid Fund/M.B.F. (A)	2.00	2.00
15. Boating Fund	2.00	2.00
16. Building Fund	5.00	5.00
17. N. C. C. Fund	0.50	0.50
<b>(d) College monthly charges.</b>		
18. Amalgamated Fund (M)	4.00	4.00
19. Science Fund (M)		
(a) Physics Fund	1.25	2.50
(b) Chemistry Fund	1.50	2.50
(c) Botany Fund	1.50	2.00
(d) Zoology Fund	1.50	2.50
(e) Geology Fund	2.00	2.00

Particulars	P.U.C. B.A. B.Sc. Part I	B.A. B.Sc. Part III
(f) Geography Fund (for TDC only)	0.50	1.00
(g) Biology	1.50	..
<i>Note.</i> —(A) Annual and (M) monthly.		
College Funds.		
20. Absence and other fines.		
(i) Absence for a day or part	0.06	0.06 per day
(ii) Absence from Science Practicals	0.25 per day	
(iii) Absence from test	1.00 per subject	
(iv) Late return of Lib. books	0.05 per day	

(All the science funds will be charged for the whole year, i.e., for 12 months at the time of admission).

D.E. letter No. 20-44/72-Edu (Genl), dated 9th February, 1973.

*Note 1.*—The Science subject fee/funds shall be credited to personal ledger account of the college and not to be deposited in the Government Treasury.

2. The electric charges realised from the students residing in the hostels should be deposited under the Personal Ledger Account. "Hostel Fund" from which electric charges should be paid.

The electric charges received from other Government Departments or offices for using the halls/rooms of the colleges/schools building in connection with the holding of colleges/schools building in connection with the holding of examinations, exhibitions or cultural shows should be credited into the treasury under head "077—Education—Tuition and other fees and receipts.

The students who have paid their fees in advance and are obliged to leave the college under stress of circumstances should be refunded their fees/funds for the months for which they have not attended college, even for a single day.

## FEES FROM RUSTICATED STUDENTS

The following principles should be followed with regard to levy of fees from rusticated students, who may come for admission.

- (i) In colleges no fees should be charged for the period of rustication but these should be levied from the month of re-admission.
- (ii) In colleges, if the entire period of rustication falls within one academic year, the fees should be charged for the period of rustication and if the period falls partly in one academic year and partly in another the fees should only be charged for the period falling in latter year, as fees are leviable for 12 months in the year.

## FEES FOR HONOUR'S COURSES

The fee for instruction in Honour's paper or papers under Article 70 should be charged from the month in which instruction in Honours courses commence, instead of for the full length of the B.A. course and (ii) in individual cases of late admission to the course as also to the classes in French and Science subjects, the special fee prescribed for them should be charged from the month, student actually joins.

## FEES AND FUNDS IN BASIC TRAINING CLASSES

The fees and funds in Basic Training Class (B.Ed.) shall be realised at the following rates :—

Tuition Fee	Rs. 15.00 p.m. for 12 months
Admission fee	5.00 at the time of admission
Late fee fine	0.50 per day
Hostel Fee (Seat Rent)	2.50 per month
Amalgamated Fund	7.00 per month for 12 months
Health Fund	8.80 per month
Building Fund	15.00 per annum
Students' aid fund	3.00 per annum
Red Cross Fund	0.25 per month
Magazine Fund	5.50 per annum
House Examination	5.00 per annum
Hostel Fee	11.00 per month
Absence Fine	0.50 per day
Library Fine	0.10 per day

## CASUAL STUDENT

The student may be permitted to be admitted as casual student provided that :—

- (i) Full tuition fee is charged for 12 months.
- (ii) No concession of any type is allowed.
- (iii) Written permission of Director of Education/ District Education Officer is obtained.
- (iv) The amount of tuition fee thus charged is entered in the class register and then deposited in the Treasury. This should be equally applicable to additional subjects both in the High and Higher Secondary Schools.

*Note.*—The following clarifications may be noted for guidance :—

- (i) The pre-university, pre-medical, pre-engineering, the 3 years degree course should be treated as separate courses of study for purposes of admission as well as identity card fees.
- (ii) No fresh admission fee should be charged from a student who fails in B.A., Part I/II subsequently take the supplementary examination and passes as a private candidate and seeks admission to Part II/III, as the case may be, provided he has not withdrawn his security.
- (iii) A student migrating from one college to another shall pay a fresh fee for admission to the college where he migrates.
- (iv) Annual charges, viz., Magazine fee, Medical/ Health fee and House Examination fee which are required to be realised in two half yearly instalments should not be required to be paid for the last half of the year, if the student leaves college before the expiry of the last half of the academic year.
- (v) Students migrating from one Government College to another Government College should not be charged annual dues again provided the Principal is satisfied that they have paid their annual dues in the previous institutions.
- (vi) In the case of the student migrating from non-Government College to a Government College he should pay the annual dues in full again to the college to which he migrates (even if he has paid those at his previous college) unless the college to which he migrates wishes to waive any part of it.

## FEES AND FUNDS IN J.B.T. CLASSES

The Government JBT Institutions shall levy fees and funds as under :—

	Boys	Girls
Tuition Fee	Rs. 8.60 p.m.	Rs. 4.00 p.m.
Admission fee	Rupee one at the time of admission.	
Late Fee Fine	0.10 per day	
Hostel Fee (Seat Rent)	1.00 per month	0.50 p.m.
Amalagamated Fund	2.70 p.m.	
Craft Fund	0.50 p.m.	
Building Fund	4.00 p.m.	
Science Fund	0.40 p.m.	
Red Cross Fund	0.15 p.m.	
A. V. Fund	0.15 p.m.	
Home Science Fund (Girls)	0.40 p.m.	
Magazine Fund	0.25 p.m.	
Absence Fine	0.25 per day	

- |                                  |           |
|----------------------------------|-----------|
| 1. एमलगामैटिड फण्ड [यूनियन फण्ड] | 0—40 पैसा |
| 2. हेल्थ फण्ड                    | 0—25 पैसा |
| 3. रैड करास फण्ड                 |           |
| 4. आवाबियुक्ल फण्ड               | 0—25 पैसा |

विडिंग फण्ड जो दर इस विभाग के अधिसूचना इ०डी०एन 2सी दिनांक 11-10-76 के अनुसार निर्धारित की गई है यही दर रास्कृत पाठशाके महाविद्यालयों के लिए भी लागू होगा

*Note.*—All concessions will be available to the JBT students as in High and Higher Secondary schools.

### PROVISIONAL ADMISSION TO COLLEGE.

Ordinarily provisional admission to the college should not be permitted, but in case this is allowed for very strong reasons pending orders from the Department or the University the usual college fees should be charged and if the admission is not subsequently confirmed by competent authority the fee for the months other than that during which the candidate actually attends the college may be refunded.

## ESTABLISHMENT OF STUDENTS AID FUND

Students-aid fund should be established in all colleges of the state and collected from the students at the rate fixed by the Government from time to time. The rules framed by the Directorate in respect of this fund are contained in annexure, to this decision, as below :—

## ANNEXURE

The fund shall be called the Students Aid Fund. This Name. will come into force with immediate effect in case of colleges where it has not been started and w.e.f. 31st March, 1961 or the actual date of establishment of fund in case of colleges where it has been started.

The objects of this fund will be to render financial Objects. assistance to poor students to meet their tuition or examination fees or to purchase books or similar other expenses. Limited assistance may be given to the students to meet their hostel mess, clothing or medical expenses, if their needs are considered genuine. Interest free loans may also be granted to the deserving students. No scholarships, prizes, rewards etc. will be given from this fund.

(i) The contributions from the students will be Resources. purely on voluntary basis and there will be no coercion or compulsion in any way. Members of the staff may also contribute personally to the fund if they so desire.

(ii) The University Grants Commission will give a lump sum grant towards this fund to the college each year. Its contribution will comprise of two parts basic and incentive. The former would be determined on the basis of the number of students on the roll of the college on 1st October of the year preceeding the one to which the grant relates as detailed below :—

500 students or below	Rs. 500.00
Between 501 to 750 students	750.00
" 751 & 1000 students	1250.00
" & 1250 students	1500.00
" 1250 & above	2000.00

The incentive contribution could be equal to the amount raised by the institution towards Students Aid Fund during the previous year subject to a ceiling of Rs. 1,000 or amount as may be fixed by the commission from time to time. Fines collected from the students are not to be included in the Fund for calculating the share of the U.G. Commission. Transfer is also permissible.

**Management.**

The fund will be administered by a managing body appointed for the purpose.

The Principal of the College shall be *exofficio* Chairman of the fund which will consist of the following members :—

- (i) Members of the staff nominated by the Principal.

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- (ii) Representative of the Student Advisory Committee.

The Committee shall hold its meeting from time to time and review the cases of all the beneficiaries in the light of their academic progress and general behaviour. Tenure of a committee will be one academic year. The committee may arrange to give publicity in regard to the aims and objects of the Fund and appeal to the students/staff to contribute towards that fund. But there should be nothing beyond this action which may be construed as compulsion. Like other pupils funds the contribution will of course, be accepted by the College Office and credited to the personal ledger accounts which as usual will be operated in accordance with the recommendations of the Managing Committee. Receipts shall be issued by the Principal or any official nominated by him in this behalf in acknowledgement of accounts received from public.

**Audit.**

The audit will be conducted by the Examiner, Local Fund Accounts. Audit fee if any chargeable by the Audit will be paid out of the College Amalgamated Fund. Audit fee shall be released on daily rate basis for the audit of accounts. A copy of the reports of the administration of the fund shall be sent to the Commission every year direct by the Principal under intimation to the Director of Education, Himachal Pradesh.



## APPOINTMENT OF MEDICAL OFFICERS AND COMPOUNDERS IN GOVT. COLLEGES.

The Medical Officer, and Compounders in Government Colleges will be part-time and will be paid all the year round (including vacation) at the following rates:—

Name of Students	Doctor's allowance per month	Compounders allowance per month	Working hours Doctors	Compounders
From 100 to 400	Rs. 60.00	Rs. 30.00	One	Two
From 400 to 800	100.00	60.00	One	Two
Above 800	150.00	75.00	1	Two

The Doctor and Compounder must remain present in the college dispensary. They will hold qualifications as are regarded for the doctors and compounders of the Health Department.

No examination fee shall be charged from the students. The students shall be examined every year for which no additional re-examination fee will be paid. The Principal of the college will be competent to appoint and pay remuneration but the copies of the appointment orders will be sent to the Director of Education and Health Department.

In Aided Colleges the rates of tuition fees charges shall not be less than 75% of the rates charged for corresponding classes in the Government colleges. **Fees in Aided Colleges.**

Principal of a Government or Aided College may admit deserving students on the score of the poverty at half the prescribed rates of tuition and Science fees upto a limit of 10% of the total number on the rolls of the college on the last day on which admissions are permissible by the Regulations of the Himachal Pradesh University. **Half Rate Fee In College.**

**Note.—(1)** Students enjoying the half fee concession who take an Honours paper or papers in the B.A. shall be charged additional fee for the Honours paper or papers at half the rate.

**(2)** A fraction of one-half and over should be counted as one in calculating the number of the fee concessions.

**Entrance fee in Colleges.** An entrance fee of not less than Rs. 6 shall be levied from each student on first admission to a post-matriculation class in a Government or Aided Institution. A student whose name is struck off the rolls as a disciplinary measure on account of absence, non-payment of fee etc., or who himself withdraws his name, shall pay a fresh entrance fee at the usual rate on his readmission.

**Tuition Fee in Govt. Schools.**

No tuition fee is to be charged from students upto XI class.

**Credit of Fees.**

All Government dues viz. tuition fees and other fees/misc. receipts/recoveries/late certificate fee/duplicate certificate fee etc. should be immediately realised and collections so made be deposited urgently into the Government treasury i.e. on the next working day.

As a rule no money should be left in the safe after the institution closes for the day. If in unavoidable circumstances something is left over from the day's collections, the Head of the office or institution should make satisfactory arrangements for its safe custody. In any case, if the safe has double locks, one of the keys should remain with the Head of the office or the institution.

**Casual Students.**

The students who want to join the schools as casual students may be allowed admission, but they shall be sent in the public examination as private candidates.

**Admission Fee.**

An admission fee at the following rates shall be charged on the first admission of a pupil to all Government or Aided Schools.

6th Class ... Rs. 2.50 both from Boys and Girls.

9th Class ... Rs. 3.50 both from Boys and Girls.

A student whose name is struck off the rolls as disciplinary measures on account of absence, non-payment of fee, etc., or who himself withdraws his name, shall pay a fresh admission fee at the rate of rupee one on his/her re-admission.

The admission fee should be charged once in the VI class and second times in the IX class.

**NOTE :**

1. Admission fee at full rates is to be charged from Scheduled Caste/Tribes and backward classes students and no concession on this account is admissible.

2. No admission fee is payable by the failed students who continued in the 6th and 9th class as a result of their failure in the annual school examination.

3. No fresh entrance fee should be charged from the students who re-join the same school after failure in the Matriculation and School Leaving Certificate Examination.

4. No admission fee is to be levied in Primary School.

5. No admission fee is to be charged from students coming from School under the same Management.

**REFUND OF FEE TO BROTHER/SISTER/IN CASE FEES ARE REALISED WITH RETROSPECTIVE EFFECT.**

6. Cases were noticed in which the elder brother/sister joined the College/School long after the payment of full fees by the younger brother. A question was raised whether refund was admissible to younger brothers if the fees were charged retrospectively from the elder brother. It was held that the intention is that refund of half fee concession to the younger brother/sister is permissible from the date on which the elder brother/sister pay the fee.

7. (a) When two or more brothers or sisters attend the same college and do not enjoy any concession under the preceding rules, the child in the highest class shall pay the full prescribed fee and others one half of the full fee.

(b) This concession is admissible from the date from which dues are charged and not from the date of actual joining or attending the class provided necessary dues for this period have already been paid by his/her brother and sister previously on rolls of the institution.

(c) No concession for the month in which an elder brother/sister's name is struck off for non-payment of fees should be allowed to younger brother/sister.

(d) The younger brother of a student whose fees are paid out of the Red Cross Fund is not entitled to the brother concession. He can of course be given aid from Red Cross Fund.

There is no bar for deserving students enjoying brother concession admissible under the rules to receive further aid out of Junior Red Cross Fund of the School.

## CHAPTER—IV

### SCHOLARSHIPS

#### Scholarships from public funds.

All scholarships paid from public funds, administered by the Department shall, in the absence, of any special provision to the contrary be awarded, held and drawn only as provided in the following rules.

#### Award of Scholarships.

(i) Subject to the restrictions imposed by the subsequent rules of this chapter, the award of scholarships shall be by merit and in accordance with the results of public examinations provided that boys and girls who are eligible for the award of scholarships payable from the State revenues shall submit through the heads of their institutions a certificate in the prescribed form to the Director of Education.

(ii) If, any such candidate be unable to furnish the required certificate, the Scholarship shall be offered on the same terms to the next eligible candidate. But candidates who though otherwise eligible are unable to supply the certificate, shall be designated honorary scholars in the notification of the award under these rules.

(iii) Any such scholar will be entitled to apply for a scholarship, in the event of a change in his financial circumstances bringing him within the prescribed income limits.

(iv) The award of Scholarships from State Revenues shall be restricted to the candidates whose parents domicile is in Himachal Pradesh.

#### Alteration in Scholarships.

The amount of Scholarship, the period for which it is awarded and the class of school in which it is tenable shall be fixed and shall not be altered during its currency with a particular Scholar.

Any alteration in the number of value of or, conditions attached to particular scholarships shall be publicly notified in the area from which competitors are drawn at least six months before an award under the revised rules is made.

The value of a close scholarship paid from public funds shall in no case exceed that of an open scholarship of the same class. **Close Scholarship.**

No scholar can hold, at the same time, two or more scholarships falling under Article 81. **Two or more Scholarships held together.**

A Scholarship paid from public funds shall not be awarded to a scholar who, merely by virtue of the place gained by him in the pass list of a public examination, has won an endowed scholarship of the same or a higher value except in case where the donor of the endowed scholarship has expressly stipulated that the scholarship endowed by him may be so held. A Scholarship paid from public funds may, however be held together with an endowed scholarship when the latter is awarded for proficiency in some specific object and not on the general results of the examination.

Scholarships may be drawn only for the period stated below:— **Period for which the scholarships may be drawn.**

- (a) days of attendance;
- (b) sundays, sanctioned holidays and vacations;
- (c) days of absence without leave, if shown to be unavoidable, not exceeding two working days in a calendar month;
- (d) days of sick leave not exceeding six working days at one time nor thirty working days in the school or College year;
- (e) days of ordinary leave, granted by the head of the institution, for not more than six working days at one time, nor for more than 14 working days in the school or college year;

If the period of absence exceeds the number of working days admissible, the scholarship shall not be payable for any part of such period of absence. In the case of girls scholarships may be drawn for absence for double the period given in (c), (d) & (e);

- (f) to the close of the month in which a public examination takes place, for which a scholar is sent up by the head of the institution;

- (g) days of transit, upto the limit of one week, on the transfer of a scholarship from one institution to another not situated in the same town. Matriculation and Higher Secondary Scholarship can be drawn upto the end of the year, in which the holder has appeared in the prescribed examination and without attendance after such appearance if permitted to be absent by the head of the institution and middle school scholarships can be drawn upto the end of March of the year in which the holder has appeared in the prescribed Middle School Examination.

**Lapse of Scholarship.**

A scholarship shall lapse if it is not taken up in the school classes within a month of its award or in the case of college scholarship, three weeks; or if the scholar dies; if the scholar is absent without leave for six consecutive school or college working days or with ordinary leave for more than one month, or with sick leave for more than three months at one time; or if the scholar, on transfer from one school or college to another, fails to join second institution within fourteen days of leaving the former institution or if the scholar ceases to attend a school or College at which the scholarship is tenable or to read the course for which it is granted and not otherwise, except when the awarding authority, is satisfied that the delay was unavoidable.

**Forfeiture of Scholarship.**

(i) A scholarship shall be forfeited for gross misconduct, laziness, or irregularity of attendance on the part of the scholar, and the head of the institution in which the scholarship is held shall ensure that payment of such scholarship is discontinued to a scholar who has thus forfeited it.

(ii) The lapse or forfeiture of a scholarship shall be reported to the Director of Education.

(iii) The reasons for lapse or forfeiture shall in all cases be stated.

Note : Failure in an examination shall lead to the forfeiture of scholarship, only if the head of the institution certifies that the failure was due to laziness.

A certificate in the following terms signed by the head of the institution shall accompany all scholarships:—

Certificates to accompany bills for scholarship.)

“I hereby certify that the scholar on whose account the above amount has been drawn, have been regular in attendance and have conformed to the rules under which the scholarships are tenable.”

An application for the transfer of a scholarship from one institution to another shall be submitted together with the transfer certificate, through the head of the institution to which the scholarship is to be transferred to the officer by whom the scholarship was awarded. The awarding officer after satisfying himself that the scholarship is still current shall notify the transfer to the head of the institution and also to the paying authority concerned. The latter will note the transfer on the award roll.

Transfer of Scholarships.

When a scholarship lapses or is forfeited it will not ordinarily be re-awarded. When, however, a scholarship which has been awarded has not been taken up or when a scholarship has lapsed owing to the death of the scholar, a re-award may be made at the discretion of the awarding officer or authority; the scholarship, in such cases, being tenable from the date of the re-award to the end of the period for which the scholarship was originally awarded.

Scholarship not ordinarily re-awarded.

If, in any recognised institution maintained by Government, it is found necessary in any year for lack of accommodation or teaching power, to refuse admission to candidates, scholars shall have preferential claim to admission over all other seeking admission at the same time.

Preferential claims to admission.

Scholarships payable from public funds are tenable in recognised institutions only. It is also required in unaided schools and colleges that the tuition fees at not less than 50 per cent of the rates charged in Government Schools and Colleges shall be levied from all holders of scholarships paid from public funds.

Scholarships paid from public funds where tenable.

Scholarship holders not eligible for concessions.

various Scholarships and stipends granted by H.P.

Scholarship holders in general shall not be eligible for other concessions but in very exceptional circumstances and that only with the express sanction of the District Education Officer.

(a) Scholarships.

A. *Middle School Merit Scholarship.*

1. Rules of Eligibility:—The Middle School Merit Scholarship examination shall be open to all (boys and girls) who fulfil the following conditions:—

- (i) Age:—Not exceeding 13 years on 31st March of the year of examination.
- (ii) Marks : 33 per cent marks in each subject and 60 per cent in aggregate in the 5th class annual examination.
- (iii) Attendance : At least 75 per cent. This may, in special cases be relaxed to 60 per cent by the Distt. Education Officer on the recommendations of the Head of the School or the B.E.O. concerned.

2. Centres : Tehsil headquarters will be the centres for the examination. However, the District Education Officer may fix any other place as centre.

3. Date of Conducting the Examination/declaring the Result.

The examination shall be over by the 25th May and shall not normally last for more than 3 days. Not more than 2 papers shall be given on a single day of examination. The merit list will be finalised by the concerned District Education Officers by the 20th July at the latest.

4. *Maximum Marks in each subject :*

Each paper shall carry maximum 50 marks.

5. Standard:

The syllabus will be the same as that for 5th class but the question papers will be of fairly high standard requiring the intelligent application of the knowledge required.



6. *Question papers Guidelines :*

Various subject will carry the following division of marks:—

(i) Arithmetic:— All Written	50 marks	1½ hours duration
(ii) Hindi	—do—	—do—
(iii) Parivesh Gian	—do—	—do—
(iv) Any other subject in the event of introducing new syllabus	—do—	—do—

7. *Setting of Question papers :*

The District Education Officers will themselves set the question papers for their districts. They will be the overall incharge for the conduct of examination in their respective districts.

8. *Criterion for declaring result :*

(i) Arithmetic	}	At least 50 per cent marks in each subject.
(ii) Hindi		
iii) Parivesh Gian or other subjects in the event of change in the subjects/courses.	}	At least 40 per cent marks in each subject.

Aggregate : Minimum 50 per cent marks.

9. *Eligibility for the award of scholarships :*

The scholarship will be granted in accordance with the quota allotted to each District purely on merit basis. The students studying in Public Schools/Central Schools are not eligible to appear in the said test. The students studying in Private Schools recognized by the Education

Department are, however eligible to avail the opportunity. The students selected for the award of Middle School Merit Scholarship are bound to continue their studies in Government Schools of Himachal Pradesh or in such schools which are recognised by the H. P. Government, throughout his stay in the Middle Department. This facility will not be extended to the scholarship holder who later be in public school/central schools.

#### District-wise Allocation Middle School Merit Scholarship

Name of the District	Three years duration	
	Non-plan	Plan
1. Kangra ..	65	19
2. Hamirpur ..	32	10
3. Una ..	32	10
4. Kulu ..	17	5
5. Lahaul and Spiti ..	3	1
6. Simla ..	43	13
7. Solan ..	21	6
8. Mandi ..	46	14
9. Bilaspur ..	20	6
10. Sirmour ..	23	7
21. Chamba ..	27	8
22. Kinnaur ..	3	1
Total ..	332	100

#### 10. Remuneration to Paper Setters/Examiners:—

The remuneration to paper setter/examiner would be given at the following rates:—

1. Paper setters @ Rs. 40 per paper.
2. Marking of answer script @ Rs. 0.50 per answer script.
3. Other contingencies Actual charges.  
charges on account of postage, etc.

#### 11. Allocation of awards :

District-wise allocation of award are given under para 9.

12. Rate of scholarships : at Rs. 10/- per month.

#### B. High School Merit Scholarship including Science and Sanskrit Merit Scholarship.

1. The high School Merit Scholarship including Science and Sanskrit scholarship are awarded to the students on the basis of the merit list prepared by Board of School Education, in accordance with the number of scho-

scholarship sanctioned for a particular district as detailed below :-

**DISTRICTWISE ALLOCATION OF PRE-MATRIC STAGE SCHOLARSHIPS**

Name of the district	HIGH SCHOOL MERIT SCHOLARSHIPS TWO YEARS DURATION IN HIGH SCHOOL AND THREE YEARS DURATION IN HR. SEC. SCHOOLS.						CORE SUBJECT MERIT SCHOLARSHIP FOR XI CLASS
	TOP BRILLIANT STUDENT SCH.		Next batch of meritorious students		Science Merit Scholarship	Sanskt, Merit Scholarships	1st year duration in Hr. Sec. Schools
	Non-Plan	Plan	Boys	Girls			
1 Kangra ..	24	18	10	3	9	4	4
2 Hamirpur ..	12	8	4	1	4	2	2
3 Una ..	12	8	4	1	4	2	2
4 Kulu ..	6	6	2	1	3	1	1
5 Lahual & Spiti ..	1	2	1	1	1	1	1
6 Simla ..	16	14	6	1	7	2	2
7 Solan ..	7	6	3	1	3	1	1
8 Mandi ..	17	14	6	2	7	3	3
9 Sirmour ..	9	8	3	1	4	1	1
10 Bilaspur ..	7	6	3	1	3	1	1
11 Chamba ..	10	8	3	1	4	1	1
12 Kinnaur ..	1	2	1	1	1	1	1
<b>Total ...</b>	<b>122</b>	<b>100</b>	<b>46</b>	<b>15</b>	<b>50</b>	<b>20</b>	<b>20</b>

2. Tenure : Scholarships on the result of Middle standard examination (including science and Sanskrit Merit Scholarships) shall be tenable for two years in case of High School and three years in the case of Higher Secondary Schools from the beginning of the school year in the High Department of a recognised Secondary Schools.

3. *Rate of Scholarships:—*

- |                         |                |
|-------------------------|----------------|
| 1. Open scholarship     | @ Rs. 15/- PM. |
| 2. Science Scholarship  | @ Rs. 25/- PM. |
| 3. Sanskrit Scholarship | @ Rs. 15/- PM. |

C. *Sanjay Gandhi Scholarship/Gold Medals Prizes and Awards.*

The Government have decided to grant Sanjay Gandhi Scholarships/Gold Medals Prizes, and awards as under:—

- |  |   |
|--|---|
| 1. B.A., B.Sc., Scholarships 2           | ... @ Rs. 25 per mensem each.   |
| 2. Higher Secondary Scholarships 2       | ... @ Rs. 40 per mensem each.   |
| 3. High School Scholarships 18           | ... @ Rs. 30 per mensem each first year and Rs. 40 per mensem for the next three years. |
| 4. Gold Medals for M.A./M.Sc. students 2 |   |

2. In the cases of B.A. and B.Sc. the Scholarships will be awarded on the basis of merit enabling them to prosecute postgraduation studies.

3. The scholarships for High School and Higher Secondary Students will be awarded on the basis of poverty-cum-merit. The income of the parents/guardians from all sources of the eligible candidates should not exceed Rs. 6000 per annum. In respect of High Schools, the amount of scholarship in the Pre-university class will be Rs. 30 per month for the first year and for pursuing the 3-year degree course the value will be Rs. 40 per month for next 3 years. All these scholarships will be known as Sanjay Gandhi Scholarships.

4. The Government also decided to award two Gold Medals for candidates securing the First position with highest marks, in M.A. and M.Sc. each, the medal will be known as "Sanjay Gandhi Gold Medals".

5. "Letter No. GAD(GI) 6 (f)10/81, dated 27th July, 1981".

*D-Kulu Poverty Scholarships at College stage.*

All students whose parents income does not exceed Rs. 3600 per annum and who do not pay more than 1000 as Land Revenue, are eligible and paid Rs. 50.00 per month as scholarship provided they are permanent residents of Districts Kulu or Lahaul and Spiti or in Kot-Kohar or Sowar in Palampur Tehsil (Distt. Kangra), The scholarships are not awarded for study of Technical/ Professional and Law Courses.

*E—Grant of Scholarships by the Himachal Pradesh Government to the cadets belonging to Himachal who are admitted to the Rashtriya Indian Military College, Dehradun.*

*Rule 1*

The Himachal Pradesh Administration, Education Department shall award Four merit-cum-means scholarships of the value of Rs. 900 each year to cadets belonging to Himachal Pradesh admitted to the Rashtriya Indian Military College, Dehradun, on the recommendations of the administrations.

A cadet shall be deemed to be Himachali candidate if he fulfils the conditions laid down in the Himachal Pradesh and Tripura (Requirement as to Residency) Rules.

*Rule 2*

The value of these scholarships may, however, be enhanced to a sum not exceeding Rs. 2250 per annum in accordance with the financial position of the parents as indicated below:—

Income of parent/guardian	Value of scholarship
Rs. 6,999 and below	Rs. 2,250
Rs. 7,000 to 7,999	Rs. 2,100
Rs. 8,000 to 8,999	Rs. 1,800
Rs. 9,000 to 9,999	Rs. 1,350
Rs. 10,000 to 11,999	Rs. 1,050
Rs. 12,000 to 15,000	Rs. 900

(Amount enhanced vide H. P. Govt. No. Shiksha-II-Ga.(10) 6/78 dated 27th January, 1979).

**Rule 3**

A cadet whose parent/guardian has an annual income exceeding Rs. 1500 shall not be eligible for these scholarships.

**Rule 4**

The scholarships shall be available to cadet up to a period but not exceeding 5½ years subject to his making satisfactory progress from year to year. For this purpose, the Principal of the college shall furnish to the Himachal Pradesh Administration the progress reports of the scholarship holder at the end of each term. If, however, it is found that the scholarship holder is not making satisfactory progress, the scholarship may be withdrawn at any time or the amount thereon may be reduced at the discretion of the Administration.

**Rule 5**

The criterion for the award of scholarships shall mainly be the academic merit of the cadet and the financial position of the parents/guardian. One scholarship shall be reserved every alternate year for candidates belonging to scheduled Castes, Scheduled Tribes and other backward classes and shall be awarded only if no candidate belonging to these classes is selected in the normal way. All cadets who are granted scholarship shall, when they become eligible, appear at the examination for admission to the National Defence Academy and, if selected, shall join the Academy except for reasons beyond their control.

**Rule 6**

No cadet from Himachal Pradesh shall be eligible for the grant of scholarships awarded by the Government of India to the cadets belonging to the Union Territories for study at the Rashtriya Indian Military College, Dehradun.

**Rule 7**

Applications for the sanction of scholarships shall be submitted by the father/guardian through the Deputy

Commissioner of the respective District and Principal of the Rashtriya Indian Military College, Dehradun separately. The applications should be supported by a certificate from the head of the office (in case of Government servants) Magistrates Ist Class or Tehsildar of the *Illaqu* to which the candidate belongs in the form as given in Appendix "B" giving total income of the parents/guardian from all sources. The Principal of the College shall forward the applications to the Director of Education, Himachal Pradesh, with his recommendations together with the Progress report of the cadets. Selections shall be made by a selection Board to be appointed for this purpose by the Administration.

#### *Rule 8*

The amount of scholarships shall be remitted by the Director of Education, Himachal Pradesh Administration to the Principal of the College and shall be paid in advance in one instalment at the beginning of each year.

#### *Rule 9*

A scholarship shall be withdrawn at any time during the course of study for irregular attendance, unsatisfactory progress in studies and misconduct which shall be determined on the basis of the recommendations of the Principal, Rashriya Indian Military College, Dehradun.

#### *Rule 10*

In case a scholarship holder discontinues his studies or is guilty of misconduct as a result of which he is removed from the College or does not, when he becomes eligible, appear at the examination for admission to the National Defence Academy and if selected, does not join the Academy, for reasons not beyond his control or refuses to join any particular institution which he may be required to join by the Himachal Pradesh Administration, his parents/guardian shall be called upon to refund the whole amount of scholarship which the cadet might have already received and it shall be recovered from the parents/guardian of the cadet as if it were land revenue.

**Rule 11**

The parents/guardian of every candidate who has awarded a scholarship will be required to execute an agreement binding himself to refund to the Government the amount of scholarship allowance which has been received by the candidate in the event of the forfeiture of the scholarship under Rule (10) above.

**Rule 12**

These rules are subject to modification in points of detail at the discretion of the Himachal Pradesh Administration with the prior approval of the Government of India.

**Rule 13**

The Principal of the College will give a certificate to the Director of Education that the amount of scholarship has been utilised for the purpose for which it was sanctioned. This certificates will be forwarded to the Accountant General, Himachal Pradesh and Chandigarh Administration, Simla by the Director of Education.

**APPENDIX 'B'**

This is to certify that the monthly income of Shri/Smt. \_\_\_\_\_ father/guardian of Shri/Smt. \_\_\_\_\_ a student of \_\_\_\_\_ year of the \_\_\_\_\_ College is Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ from all sources.

Signature

Date.....

Designation

This certificate should be issued very carefully after taking into account the entire income through all sources. In case the family is joint the income of the entire family should be accounted for.

This certificate may be issued either by Magistrate or Tehsildar or Illaqa Patwari.



*Sainik Schools Scholarship Scheme for boys belonging to Himachal Pradesh.*

The Government of Himachal Pradesh have decided to institute scholarships for the benefit of boys of Himachal Pradesh for education in Sainik Schools and the number of scholarships each year will be thirty one (31). The scholarships will be awarded on means-cum-merit basis to such of the boys who are eligible for admission and who actually join the Sainik schools in India on the basis of competitive entrance examination that may be held every year for this purpose. The scales of scholarships are as under:—

Basic Pay from all sources	Annual scholarship	Clothing allowance
1. Rs. 600 P. M.	Rs. 3,500	Rs. 500 in the first year and Rs. 250 in each subsequent year.
2. Rs. 601 to 800 P. M.	Rs. 2,625	Ditto.
3. Rs. 801 to 1,000 P. M.	Rs. 1,750	Nil
4. Rs. 1,001 to 1,200 P. M.	Rs. 870	Nil

## 2. Award of Scholarships

(i) These scholarships under this scheme will be awarded by the Education Department in respect of boys of Himachal Pradesh only on the recommendations of the Principals of the Sainik Schools at the commencement of each term in respect of boys who are eligible for admission to the Sainik Schools. The re-imbursment claims for the amount of scholarships will be submitted by the Principals to the Education Department at the beginning of each term. The verification of income/domicile will be the responsibility of the Head of the Institution concerned. The certificates of domicile/income duly authenticated by the District Magistrate 1st Class should be presented at the time of admission to the Principal to enable him to recommend an award of scholarship.

Boys of class XI should be retained in the school for a period of one month during May each year immediately after their High School Classes Examination. This would enable them to take a second change at the

N.D.A. examination in May each year while at the school. An increased expenditure of Rs. 175 for that particular month for any boy so retained would also be granted to the students.

### 3. *Conditions for the award of renewal of scholarships.*

A scholarship once awarded to a pupil will continue to be awarded to him throughout his stay in the school, provided:—

- (a) The scholar makes a satisfactory progress in his studies;
- (b) He is not reported on adversely regarding discipline;
- (c) No scholarship holder under this scheme draws a scholarship for financial assistance of any kind from any other sources;
- (d) If the student fails in any class the scholarship will be suspended for that particular class.

### 4. *Revision of Scholarships.*

Scholarship once awarded will be tenable for the entire course of Education and will not be subject to any revision for subsequent changes in income.

### 5. *Explanation of Income:*

The term 'income' as incorporated in Para 2 has been defined as under:—

- (a) In the case of salaried class, basic salary plus income if any, from other sources and would not include allowance like Dearness allowance;
- (b) In case of income from sources liable to income tax, income computed (after deduction for rebatable item) for purposes of assessment to income tax, and;
- (c) In case of income not liable to income tax is income from agriculture etc., the next income

that is arrived at after deducting expenses incurred earning the income.

- (d) The city compensatory allowance, overtime, allowance, House rent allowance or value of Rent-free accomodation conveyance allowance ect., shall not be included in the income for purposes of means test under the above scheme, deputation Allowance, Honoraria, Special Pay and Bonus shall, however, be treated as income for purposes of the scheme.
- (e) Dearness pay will not be taken into consideration for computing income in the case of salaried class.

6. The domicile certificate and the affidavit of income will be furnished in the proforma attached to the scheme (Appendix I and II)

7. In case a scholarship holder discontinues his studies or is guilty of misconduct as a result of which he is removed from the institution and does not appear in the N.D.A. Examination for the reasons not beyond his control or refuses to appear in the examination in which he is required to appear his parents/guardian shall be called upon to refund the whole amount of scholarship which the candidate had received and it shall be recovered from the parents/guardian of the cadet.

8. The parent/guardian of the candidate who has been awarded a scholarship will be required to execute an agreement binding himself to refund to the Government; the amount of scholarship allowance which has been received by the cadet, in the event of forfeiture of the scholarship under rule 7 above, a copy of the bond form prescribed in this behalf is enclosed.

9. These rules are subject to modification at the discretion of the Himachal Pradesh Government from time to time.

10. The amount of scholarships will be drawn by the Director of Education, Himachal Pradesh after completing all codal formalities as required under the rules and the expenditure involved shall be debited to the Head "277—Education-B-Secondary (b) Government Sec. Schools (b) (i) Scholarship for Secondary Education (Non-Plan)".

**APPENDIX—I**

Income certificate in respect of boys in respect of scholarships for education in Sainik Schools.

Name of the boy \_\_\_\_\_ S/o., \_\_\_\_\_  
 studying in Sainik School \_\_\_\_\_ Class \_\_\_\_\_  
**Statement of Income for the year 19** \_\_\_\_\_

Income from pay/ pension or business, etc., P. M.	Income from Immovable property etc., P. M.	Income from land share etc., P. M.	Total P. M.	Self's Child's	Wife name	Aggregate income P. M. in words

I hereby solemnly declare that the above information is true to the best of my knowledge and belief and that nothing is kept concealed.

Date \_\_\_\_\_  
 Station \_\_\_\_\_  
 Dated \_\_\_\_\_

To be countersigned by  
 Magistrate Ist Class

Signature of Parents  
 Guardian's occupation  
 \_\_\_\_\_  
 (Signature with seal)

APPENDIX—II

*Domicile Certificate*

I, \_\_\_\_\_ s/o \_\_\_\_\_ father of  
\_\_\_\_\_ hereby solemnly declare and  
affirm that my state of domicile is \_\_\_\_\_  
Village \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ Himachal Pradesh.

(D—domicile Certificate from the Distt.)

Magistrate of \_\_\_\_\_ is enclosed  
herewith (Appendix—III)

I also guarantee that in case my domicile is found  
incorrect or false, I shall be liable to refund the entire  
amount of scholarship awarded to the student and/or  
other penalty as may be imposed by the Government.

3. I further declare that my above statement regard-  
ing my state of domicile is correct to the best of my  
knowledge and belief and that nothing has been kept  
concealed.

Deponent

Dated \_\_\_\_\_

Address \_\_\_\_\_

APPENDIX—III

Certified that Shri/Shrimati/Miss \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ is domicile  
in \_\_\_\_\_.

Rubber stamp of the office  
of the additional Distt. Magistrate

District Magistrate

(No. EDN-II-C(10)-2/76-Part-III, dated 21st March,  
1979)

**(G) Scholarships to the cadets of Himachal Pradesh for training in the National Defence Academy Kharakvasla.**

The Government of Himachal Pradesh will award four scholarships for cadets selected for training at the National Defence Academy under the following terms and conditions:—

- (i) The value of the scholarship will be Rs. 30 (Rs. thirty) per month each during the first two years of their training. The amount be raised to Rs. 40 (Rs. forty) per month each during the third year of their training.
  - (ii) An annual outfit allowance of Rs. 400 (Rs. four hundred)
  - (iii) The above scholarship will be available to those cadets whose parents income is below Rs. 500 per month.
  - (iv) No cadet who is in receipt of any financial assistance from the Government will be eligible to this scholarship.
2. The scholarship will be available for the whole period of training at the National Defence Academy Kharakvasla. This will take effect from the course commencing from January, 1969.
  3. The scholarship will not be in operation in any year during which there are no eligible cadets from H. P. in the National Defence Academy.
  4. The scholarship amount will be disbursed through the commandant, National Defence, Kharakvasla every term in advance and in equal instalments by the Director of Education, H. P. as in the case of scholarships granted to cadets of Rashtriya Indian Military College Deharadun.
  5. No candidate will be eligible for the scholarship unless his lack of means makes it difficult for him to prosecute his studies in the Institution with out pecuniary assistance.
  6. Applications for scholarships must be submitted in the form shown in Annexure I to the Commandant of the Academy who will forward the same to the Director of Education, Himachal Pradesh, Simla, with his recommendation.

7. A person holding a scholarship under this scheme will not be permitted to hold any other scholarship provided wholly or partially from the Government funds.
8. The parent or guardian of the candidate who has been awarded a scholarship will be required to execute an agreement in the form shown in Annexure II binding himself and two sureties jointly and severally to refund to the Government the amount of the scholarship allowance which the candidate had received, in the event of forfeiture of the scholarship or of the candidates' deciding to discontinue his studies in the National Defence Academy, Kharakvasla.
9. The scholarship shall be liable to forfeiture to the Government at any time if the progress and conduct of the scholarship holder is reported to be not satisfactory by the commandant of the National Defence Academy.

“Secy. Edu. No. 14(Sch) 117/66-Edu/12436, dated 3rd January, 1969.

(H) *PRE-MATRIC POVERTY STIPENDS*

These scholarships are awarded on the means test.

Income Certificates are required to be attested by President, Nyaya Panchayat/Sarpanch—Gram Panchayat.

District-wise allocation is as under:—

Name of District	Class I—V stipend at the rate of Rs. 4/- PM for one year	Class VI—VIII at the rate of Rs. 6/- per month for one year	Class IX-X at the rate of Rs. 8/- P.M. for one year	Amount
Kangra	1355	669	337	145560/-
Hamirpur	670	339	172	73080/-
Una	670	338	172	73000/-
Kulu	335	173	87	36888/-
Simla	920	444	232	98400/-
Solan	420	214	107	45840/-
Mandi	865	484	257	101040/-
Bilaspur	420	213	106	45672/-
Sirmour	484	253	126	53544/-
Chamba	544	173	146	59784/-
Kinnaur	64	43	21	8184/-
<b>Total</b>	<b>6747</b>	<b>3443</b>	<b>1763</b>	<b>741000/-</b>

**(I) BOOK GRANTS TO THE CHILDREN OF MILITARY PERSONNEL.**

All children of military personnel if other-wise found eligible are awarded book grants as under:—

Classes	No. of students	Rate	Period
		Rs.	
I to V	All eligible Students	5/- P.A.	Once in a year
VI to VIII	Ditto	10/- P.A.	Ditto
Secondary Class (Arts)	Ditto	25/- P.A.	Ditto
(Science)	Ditto	40/- P.A.	Ditto

**(J) EDUCATIONAL CONCESSIONS TO CHILDREN OF SERVING MILITARY PERSONNEL  
BOOK GRANTS**

The following concessions are available to the children of Service Personnel serving in forward areas subject to the other provisions in the scheme:—

Class	Rate
	Rs.
I to V	5/- P. A.
VI to VIII	10/- P. A.
IX to X (Arts)	25/- P. A.
(Science)	40/- P. A.
College Studies (Arts)	50/- P. A.
(Science)	75/- P. A.
University/Post Graduate Studies	75/- P. A. (Arts)
	100/- P. A. (Science)

**(K) GRANT OF FINANCIAL ASSISTANCE TO THE FAMILIES/NEXT OF KIN OF THE ARMED FORCES PERSONNEL KILLED/DISABLED DURING THE CHINESE AND INDO-PAK AGGRESSIONS**

Educational grants :—

Rs. 10/- P.M. upto Primary Stage.

Rs. 25/- P.M. upto Secondary Stage.

Rs. 75/- P.M. for Professional/Technical Education.

Rs. 50/- P.M. for College Education.



(L) FINANCIAL ASSISTANCE FOR EDUCATION OF  
REPATRIATES (WHO ARRIVED AFTER 1ST JUNE,  
1963) FROM BURMA, CEYLON

The following concessions are available to the childrens of repatriates from Burma/Ceylon who fulfil conditions as prescribed in the rules :—

Nature of education	Rate of book grants for day Scholars	Rate of book grants for Hostellers
	Rs.	Rs.
Primary Education	5/-	..
Middle Education	30/-	..
High/Hr. Sec. Education	40/-	40/-
F.A./F.Sc./Pre-University/1st year of degree courses	50/-	50/-
B.A./B.Sc. II year and III year Technical/Professional Courses		
Diploma	55/-	75/-
Technical/Professional Courses Degree	60/-	100/-

**ELIGIBILITY :**

(a) The above concession is admissible only for those students, whose parents income is not more than Rs. 250 per month.

(b) In each Final University Examination the students must obtain a first class or where no class is awarded at least 60 per cent marks in aggregate.

(c) Where in an examination referred to in (b) above a student fails to obtain the requisite standard the concession will be discontinued.

96. Preamble—In the struggle that was waged in British India and the Indian States with the object of winning Independence for India, numerous national spirited citizens suffered at the hands of their children. In order to afford relief to such political sufferers in the fields of education, Himachal Pradesh Administration has drawn up the following scheme.

Stipends to children of Political sufferers/Ex. I. N.A in H.P.

**Extent of Application :**

The provisions of this scheme shall become operative with effect from 1st April, 1960, or from and later date so notified.

3. The benefits under this scheme would be available to all children of *bona fide* Himachali Political sufferers and the children of the displaced persons from East and West Pakistan who are political sufferers provided their cases also fall within the scope of the prescribed definition of the term "Political Sufferers" as defined hereafter:—

**DEFINITIONS :**

Unless otherwise provided, terms defined below are used in this scheme in the sense here explained.

- (i) Political Sufferers means a person who suffered imprisonment or detention of not less than 6 months or who died or was killed in action or in detention or was awarded capital punishment, or became permanent incapacitated due to firing or Lathi charge, etc., or lost his job or means of livelihood or a part of whole of his property on account of participation in the National movement for emancipation of India.
- (ii) "Children" means the son or daughter of the Political sufferers and also includes his grand children by predeceased sons, provided they (grand children) are dependant on him/her. The adopted children shall also be treated at par with natural children and the concessions envisaged under these rules shall also be applicable to them.
- (iii) "Bonafide Himachali" means bonofide resident of Himachal Pradesh whose families have lived in Himachal Pradesh from generation to generational and displaced persons from the west Pakistan who have migrated and settled in Himachal Pradesh, Provided their cases also fall within the scope of the prescribed definition of the term "Political Sufferer" as at (i) above.
- (iv) The benefits of this scheme would be available to the children of only those political sufferers whose monthly income from all sources does not exceed Rs. 300.

**EXTENT OF BENEFIT :**

(a) The Himachal Pradesh Administration shall every year sanction the following scholarships each of one year's tenure:—

- (i) 100 scholarships of the value of Rs. 4 per month for Primary Education (i.e., from class I to IV)

- (ii) 75 scholarships of the value of Rs. 6 per month for Middle School Education (i.e. from V to VIII)
- (iii) 50 scholarships of the value of Rs. 8 per month for High School Education (i.e. from class IX to XI)
- (iv) 25 scholarships of the value of Rs. 15 per month for B.A./B.Sc., Part-I and II.
- (v) 15 scholarships of the value of Rs. 20 per month for B.A./B.Sc.
- (vi) 5 scholarships of the value of Rs. 25 per month for M.A./M.Sc.

(b) The following grants would be made to eligible students in indigent circumstances in order to meet the expenses connected with the purchase of text books, stationery etc.:—

25 students of class I @ Rs. 5/- each	125/-
25 students of class II @ Rs. 6/- each	150/-
25 students of class III @ Rs. 7/- each	175/-
25 students of class IV @ Rs. 8/- each	200/-
<b>Total for 100 students of class I to IV</b>	<b>625/-</b>
18 students of class V @ Rs. 10/- each	180/-
19 students of class VI @ Rs. 12/- each	228/-
19 students of class VII @ Rs. 13/- each	247/-
19 students of class VIII @ Rs. 15/- each	285/-
<b>Total for 75 students of class V to VIII</b>	<b>940/-</b>
25 students of class IX @ Rs. 25/- each	625/-
<b>Total for the students of IX class</b>	<b>625/-</b>
25 students of class B.A./B.Sc., Part I & II @ Rs. 50/- each	1250/-
25 students of class B.A./B.Sc. @ Rs. 70/- each	1750/-
5 students of class M.A./M.Sc. @ Rs. 70/- each	350/-
<b>Total</b>	<b>3000/-</b>

The above grants/concessions would not necessarily be sanctioned in favour of students awarded scholarships provided under sub-para (a) above.

(c) All the children of Political Sufferers eligible to receive concessions under this scheme and residing in Hostels attached to recognised Educational Institutions

situated within the Himachal Pradesh shall be exempted from the payment of Hostel fees. This fee shall, however, not include any expenditure connected with boarding, electricity and water conservancy charges, games or sports fee and furniture and utensils fee etc.

(d) All the children of Political Sufferers eligible to receive concession under this scheme, shall be given preference in the matter of admission to all recognised educational institutions and to residential hostels situated within Himachal Pradesh.

PROCEDURE. (I) for the award of all or any of the benefits detailed in sub para (a) to (c) of paragraphs *supra* the eligible students would put in applications in the prescribed form (Annexure—A) within one month from the date when the admission in a particular class starts through the Head of their respective institution. The applications shall be accompanied by a certificate in the *pro forma* (Annexure—B) duly signed by a Magistrate, 1st class.

(ii) The Director of Education shall announce the award of grants immediately thereafter.

(ii) The Director of Education would arrange payment on the basis of verification received through the heads of Educational Institutions to the effect that the recipient had actually been a student of that institution for the period for which the scholarship/other educational concession has been claimed.

**General:—**

(i) for the forfeiture of scholarship, rule 88 of the H. P. Education Code will be applied which is reproduced below:—

A scholarship shall be forfeited for gross misconduct, laziness or irregularity of attendance on the part of the scholar and the head of the institution in which the scholarship is held shall be responsible for the payment of the scholarship discontinued to a scholar who has thus forfeited it.

- (ii) Any student who abandons the studies, for any course shall forfeit his claim for payment of scholarship other educational concessions sanctioned with effect from the date his name is struck of the rolls of an Educational Institutions.
- (iii) Generally no scholarship/other educational concession shall awarded to students studying outside Himachal Pradesh, unless a course there are no facilities for the particular type of education being presecuted by a student within Himachal Pradesh.
- (iv) While sanctioning the scholarship and lump sum grant for books and stationery etc. due consideration shall be given to the merits of the students and their own or parents or guardian income.

Note:—The reasons for lapse or forfeiture shall in all cases be stated. Failure in any examination shall lead to forfeiture of scholarship only if the head of institution certified the failure was due to laziness.

## CHAPTER V (INTERNAL ADMINISTRATION)

**Duties of the  
Head of the  
School.**

97. It is the duty of the head to exercise general control of the school and connected wings (like hostel, stores, farm, shop) in his charge; to maintain discipline among staff and pupils; to organise guide, stimulate and supervise the instruction; to prescribe approved text books; to take a regular part in the teaching work especially in classes and subjects in which his personal guidance is desirable as prescribed from time to time; to arrange for the games, physical education and other extra mural activities of the pupils; to see that all registers are regularly and accurately maintained; to keep precise accounts of all money entrusted to him and to see that they are properly disposed of in accordance with the rules laid down in that regard; and generally to promote the physical, intellectual and moral welfare of the pupils under his charge.

**Corporal  
Punishment  
authority.**

98. Corporal punishment may be administered by the head or by any other teacher authorised by the head of the institution, if necessary, in the interest of general discipline, and shall take the form of strokes not exceeding six, with the cane on the palm of the hand. Every such punishment shall be recorded in the Conduct register. Written report shall be sent to the parent or guardian of the student punished.

**Note.**—Misconduct shall be understood to include unpunctuality, irregular attendance, long illness without medical support, use of bad language and slovenly habits as well as breach of school rules and more delinquencies.

**Special Fine.**

99. The Head of the institution to set an example, may impose special fine not exceeding rupee one in any one case for breaches of school discipline.

**Expulsion  
Restiction and  
Suspension.**

100. The penalty of expulsion or rustication of a student for serious misconduct may be imposed by the District Education Officer on recommendation of the head of the institution. The District Education Officer is also empowered to take disciplinary action against students of aided schools, in case of misconduct, which may come to his

notice in the course of their work. No appeal lies against the orders of the punishing authority, but a copy of the orders passed by the District Education Officer shall be forwarded to the Deputy Director of Education of the concerned zone, stating the nature of the offence committed by the student concerned for information. The period of rustication or expulsion shall not exceed one academic year. The head of the school may temporarily suspend a student for misconduct for immediate deterrent effect. This punishment will be terminated if the student promises in writing of good conduct in future and as assurance of a student's good conduct by the parent or guardian comes forth failing which, the head may recommend expulsion of the student for one year. The authority to expel shall be in the Deputy Director of Education of the concerned zone. No appeal lies against the orders of the punishing authority, but a copy of the orders passed by the Deputy Director shall be forwarded to the Director of Education stating the nature of the offence committed by the student concerned.

101. (a) The class promotions shall be made by the head of the institution at the close of the school year, in accordance with the criteria fixed by the Education Department from time to time. Class Promotions..

#### DOUBLE PROMOTION RULES

(b) (i) The promotion from 1st to 2nd class may be made at any time during the year.

(ii) Double promotion may be allowed to gifted students upto 5th class only on the following conditions:—

- (1) This promotion will be allowed only in Primary sections and only once.
- (2) It will be possible before 31st May in winter closing schools and 30th June in case of summer closing schools.
- (3) A student who secures 70 per cent marks in aggregate and 60 per cent in each subject in the annual examination will be eligible for double promotion.

- (4) The special test for this will be given by the Headmaster/Principal of High/Higher Secondary School on the recommendation of the Head of the concerned Primary School. The qualifying marks in the test will be 40 per cent in each subject.
- (5) The result of the special test will also be sent to the concerned District Education Officer for his information and answer books of the students concerned will be preserved for one year by the head of the institution for inspection by the inspecting authority.

**Note.**—No student shall be promoted to class IX of a High/Higher Secondary School unless he/she has passed the Middle Standard Examination:—

- (a) The students declared successful in Middle Standard Examination are awarded departmental certificates and name of such students are carried to IX class if they want to continue studies.
- (b) Similar is the position in regard to failures, whose names are automatically repeated in the 8th class unless they want to discontinue their studies.

**Attendance of Teachers.**

102. The attendance of the teachers shall be recorded regularly and punctually in a register kept for the purpose. Teachers may not leave the school premises during school hours without the permission of the Head. Whenever, the head of the institution leaves station on official duty or on leave, he must make an entry in the order book.

**Pecuniary dealings with pupils.**

103. (a) Teachers are not permitted to borrow money from students, nor to have any pecuniary dealings with them in a private capacity.

(b) No Head/teacher can raise any unauthorised fund without prior approval of the Department.

**Extramural duties.**

104. It is the duty of all members of the staff of a school to take a keen personal interest in all that tends to the physical, intellectual and moral development of the



students, in the school games, in other co-curricular activities, and in the general conduct of the pupils outside the class room.

105. Teachers in Government and aided schools may not undertake private tuition except in accordance with the rules issued by the Department, in this regard from time to time. The teachers acting against this provision will be liable to be disciplinary action under the conduct Rules. Private Tuition.

On proper ascertaining of the general weakness of the students in studies, the head of the school may allow special coaching classes before or after school hours for such boys only, provided each boy pays Rs. 5/- p.m. for each subject in which he is weak.

- (i) The class must not consist of more than 15 students.
- (ii) The parents in all such cases will convey willingness in writing.
- (iii) The special coaching will not be of more than 4 months duration at a time and the teacher will teach at least for an hour daily. The teacher will keep a record of attendance of students in the coaching class.
- (iv) The wages of the additional work shall be received by the teacher concerned through the head of the institution.
- (v) The record of all coaching classes will be kept in the office in the following form :—

Class & Subject	No. of student	Name of the teacher	Period of session	Remuneration received by the teacher	Signature of the teacher	Attestation by the head of the institution
1	2	3	4	5	6	7

**Postal work.**

106. Teachers can undertake part-time duties on the understanding in writing that the extra work thus entailed does not materially interfere with their teaching. However, prior permission of the District Education Officer in the case of the teachers and Deputy Director of Education of the concerned zone in the case of masters, on the recommendation of the Head of the Institution must be obtained in such cases.

**School Timings.**

107. The duration of the school timings will be of six hours and the number, duration of instructional periods will, however, remain in accordance with the provisions made by the Board of School Education in the prescribed curriculum.

- (i) Every School whether it is High/Higher Secondary/Middle or Primary will start at 10 a.m. and close at 4 p.m. during winter months commencing from 1st September to 31st March. The winter closing schools will observe these timings throughout the year.
- (ii) The summer closing schools will open at 7.30 a.m. and close at 1.30 p.m. during summer, i.e., from 1st April to 31st July, every year. Primary Schools will close at 3.30 p.m. in winter and at 1.00 p.m. in summer.
- (iii) The above timing include 15 minutes for morning assembly and a recess of 30 minutes.
- (iv) Classes I to III of Primary Department will be free by two periods earlier but teachers will remain present in the school upto 4.00 p.m. or till the close of the school and will take extra classes of weaker students community, do correction work, prepare his lessons for the next day, besides doing other official and registration work.
- (v) With the prior permission of the concerned D.E.O., the Head of the Institution may change the school timing by half-an-hour.

**Time table.**

108. A class time-table, showing the routine of study for each day of the week, shall be hung up in each class room and a general time-table showing the work of all the teachers and classes, in the Head's room and in the staff room.

109. (i) The Roll shall be called at the time when the School opens, and again at the close of the second meeting. No blank shall be left and no pupils attendance shall be marked after the roll has been called. When a pupil leaves the school due to sickness, or any other cause before he has completed 2 hours of secular instruction, his attendance for that school meeting shall be cancelled. Students Attendance Registration.

(ii) Correct admission number should be entered in each class attendance register to avoid botheration while issuing S.L.Cs. This must be got checked once in a year by the Head of the Institution and every month by the checker of the register.

110. Any student in VI to XI classes of a recognised school, who is absent without leave shall pay fine of five Paise for each day or part of day during which he is so absent. Any pupil in any recognised school who is absent without leave for six consecutive school days or is continuously on sick leave for three calender months shall be struck off the roll and he shall not be readmitted without payment of fresh admission fee of rupee one. Names of girls shall be struck off the roll for absence without leave after 10 consecutive days. Fine for Absence.

111. A late fee fine at ten paise per day shall be charged from the students if his dues remain unpaid for 10 consecutive days, after which his name will be struck off the roll for non-payment of dues. Late fee Fine.

112. Leave of absence may be granted by the Head of the institution and also by the senior teacher to whom the head delegates the necessary authority on a written application signed or attested by the parent or guardian. Leave application.

113. One student in each class should be elected by that class to act as Monitor (representative), and definite duties should be assigned to him in connection with the discipline and proper working of that class. He should be given due regard. Monitor.

114. The number of pupils in a class or section shall not exceed that for which accommodation is available in the class-room, nor shall it ordinarily exceed 45. A new section should be formed only, if and when in the opinion of the Head, the total number in that class, justifies it on grounds of efficiency, economy and feasibility. Students number in a class.

**Payment of  
School dues.**

115. All school dues, viz., tuition fee; science fund, boarding house fees, school funds and fines must be paid simultaneously by the 10th of the month for which they are due, if it is a holiday on 10th or for a number of days including 10th, fees without late fee shall be realised on the reopening of the school. A fine of six paise shall be levied for each day after the 10th till the dues remain unpaid. If the dues, together with the fine or fines imposed are not paid in full by the 20th of the month for which they are due, the name of the defaulting pupils shall be struck off the rolls, and he shall not be re-admitted until all school dues, including admission fee is paid:

Provided that when holidays intervene immediately after the 10th late fee fine shall be levied from the date the school reopens and his name shall not be struck off for 10 days from the reopening of the school after 10th.

**Note.**—(i) A student paying his dues on the 11th should pay delay fine for 11th.

(ii) It is not compulsory for students to pay their fee for the vacation months alongwith the fee for the current month. If they so choose pay fees for vacation in two parts viz., fees for first month of vacation with fees for the current month and fees for the 2nd month of vacation alongwith fees for the next month after vacation or pay fee for two months immediately or the re-opening of the school after vacation without payment of any delay fine. If however, fees are not paid on the day the school re-opens a delay fine at the rate prescribed in the article, should be charged from the day of re-opening and further if the fees are not paid within 10 days from that day, the defaulting pupil's name should be struck off the rolls.

**Audit ruling**

A school was closed for vacation on the 11th of April and re-open on 5th of May. The students could not pay his fee within 10 days after the 10th. A question was raised whether his name should be struck off the rolls immediately after the 20th. The Examiner Local Fund Accounts held, that the name should not be struck off within the vacation but only if the fees are not paid within 10 days of the re-opening of the school.

**Age Limit for  
Admission.**

116. The minimum age for admission to Class I of a recognised school is 5 years. No pupil who has attained

the age of twenty years, in the High School and 21 years in Higher Secondary School, may be retained in a recognised school except with the sanction of the District Education Officer and for exceptional reasons, e.g., if the Education of a pupil has been unavoidable retarded.

117. Pupils from un-recognised Schools or getting instructions privately at home seeking admission to Class I to VIII of a recognised school shall be examined thoroughly in all the class subjects, by the head of the institution and placed in the Class for which they are found fit. The question and answer papers of the examination so conducted and the marks awarded, shall be shown to the District Education Officer at his/her next visit to the school. Admission Note.

118. Application for the admission of a child to a recognised school for the first time, must be made in the prescribed form and signed by parent or guardian of the child seeking admission. First Admission

Unless ordered by a court of Law admissions to the 1st Primary Class of recognised schools may be made only in the month of April, May, October and November in the case of summer closing schools and March, April, August, September in the case of winter closing schools.

119. A pupil leaving one recognised school may not be admitted to another without the production of a transfer certificate in the prescribed form, issued by the last recognised school attended. The guardians of the ward may be guided to get the SLC countersigned by District Education Officer, if he is going out of Himachal Pradesh. Transfer Certificate.

**Note.**—(i) Student of a school shall not be allowed admission to another local school.

(ii) In case the S.L.C. is not issued during the month in which the name of the student is struck off, late certificate fee at the rate of 50 paise be charged.

(iii) When one S.L.C., has been issued in favour of a student and a duplicate S.L.C. is demanded, a fee of 50 paise is to be charged as duplicate certificate fee.

120. The head of recognised Middle, High and Higher Secondary Schools, are required to send up the names of all the pupil, who may desire to present themselves as Presentation for final examination.

candidates for departmental or School Board Examinations provided that:—

- (i) they are of good conduct ;
- (ii) they have attended the class preparing for the examination and have made 75 per cent of the possible attendance ; or in the case of candidates who failed in the previous examination 75 per cent of the possible attendances from the 1st day of the month succeeding that in which the results were published. For purposes of calculating this percentage attendances shall be counted upto and including the day before the submission of names. The names of such students may, however, be submitted provisionally who fail to cover 75 per cent of total attendances till the day of submission of names, but they shall forfeit the right to sit for the said public examination in case they do not make good the deficiency in attendances 15 days before the commencement of the examination.
- (iii) the student must obtain at least 25 per cent marks in each subject in two terminal and other periodical tests held in the school before the submission of admission form, failing which he shall forfeit his right to be sent up for that particular public examination.

121. The head of the institution are required to make every endeavour to ensure that the age of a pupil is recorded with scrupulous accuracy on his first admission to a school and to make it clear to the parent or the guardian that the date of birth when once recorded will not be subsequently changed.

“D.E. Memo No. EDN-H(8)-28(2)-1/75, dated 11th January, 1975.”

On first entry to the school the admission form will be accompanied by a certificate of birth from the appropriate authority. Headmasters are personally responsible for the accuracy of all subsequent age entries made regarding pupils in their schools, whether in registers, certificates or applications to appear in a public examination.

122. The following conditions should be fulfilled by the applicant before the case is submitted to the Head of the Institution for onward transmission to obtain the permission of the Director of Education:—

- (i) Extracts from the birth registers of the student concerned including that of all his brothers, sisters (obtainable) from the concerned Gram Panchayat/Chief Medical Officer/Municipal Committee, Corporation, etc., of the area where the student and his brothers/sisters were born. In case any child is dead, death extracts from the death register relating to him/her should also be enclosed.
- (ii) An affidavit of the father/guardian of the student about the correct date of birth of the student (to be sworn) before the Magistrate, 1st Class).
- (iii) An affidavit from a responsible person of the locality where the student was born about the correct date of birth of the student. The person should not be related to the family of the student (to be sworn before the Magistrate, 1st Class).
- (iv) Extract from the admission withdrawal Register regarding date of birth/particulars of the student when he seeks admission for the first time in the first infant class together with an extract of the last entry of the admission withdrawal register of the institution.
- (v) Similar information as at Serial IV above in respect of all the other institutions.
- (vi) An application form which is filled up by the Guardian/father of the student at the time of 1st admission.
- (vii) A statement showing particulars (including complete postal address) of all educational institutions attended by the student from 1st infant class onward giving dates of entering and leaving all such institution and the brothers and sisters of the student being furnished.

- (viii) Original Matriculation or equivalent certificate and other certificates in original such as Middle standard examination certificate, etc., in which date of birth of the student has been recorded.
- (ix) An explanation as to how incorrect date of birth came to be recorded in the Matriculation or equivalent and other certificates and how and when it came to notice of the candidate/his father/guardian and the steps taken by him to get the date of birth entered in those certificates corrected by the issuing authority.

Some time, it so happens that at the time of change of Department/seeking re-admission/transfer of School the entries are wrongly made in the admission withdrawal register. Since, such are of clerical error corrections should be made by the Head of the institution instead of going into the whole of the procedure laid down for the change in the date of birth. In fact change in the date of birth is entirely different from the correction in the date of birth.

“Copy of Memo No. Edn-A (8)-28(2)-1/75, dated 28th July, 1975, from the D.E.H.P., Simla-1.”

**Final School Certificate.**

123. Pupils who complete the High/Higher Secondary School Course, are entitled to a final school leaving certificate. No fee will be charged for this certificate. In awarding this certificate, special importance should be attached to the entry regarding conduct and character of the student and his interest in co-curricular activities.

**Holiday List and Preparatory Leave.**

124. Every year, a list of holidays to be observed, shall be issued by the Director of Education, Himachal Pradesh in addition to the above holidays, leave to prepare for a final examination of the School Board, may be granted not exceeding ten days. This preparatory leave should not be given as a matter of course—but only when in the judgement of the head of institution, the courses have already been adequately studied.

Winter/Summer vacation will be observed in the Educational Institutions in the Pradesh as under:—

**Winter Closing Schools :**

- (a) Winter vacation from 26th December to 1st March of the following year (both days inclusive).



- (b) Monsoon Break from 1st Monday of August to Saturday of the same week (both days inclusive).

**Summer Closing Schools :**

- (a) Summer vacation from 4th July to 31st August (both days inclusive).  
 (b) Spring break from 1st April to 7th April (both days inclusive).  
 (c) Winter break from 26th December to 31st December (both days inclusive).

“Endorsement H(8)-28(2)-1/76. dated 16th March, 1978.”

125. Every school must keep proper records in the **Registers** form of registers, files and charts to determine how well the school is contributing to students welfare and for preserving educational information.

The following types of Registers are desired :—

**School Cash Registers :**

- (i) Cash Book (T.R. 4 Treasury Rules 77(i)).  
 (ii) Register of contingent charges (T.R. 29 Tr. Rules 299).  
 (iii) FR-4 Register (Expenditure Register).  
 (iv) Bill (control) register (Form T.R. 28-A).  
 (v) Permanent Advance Register (Rule 90 of G.F.R. and T.R. 502.)  
 (vi) Register of Advance and recoveries.  
 (vii) Register of Festival Advances.  
 (viii) Events Register.  
 (ix) Treasury Challan Register.  
 (x) Register of Income Tax Recoveries.  
 (xi) Telephone rent bill Register.  
 (xii) Telephone trunk call bill Register.  
 (xiii) Telephone trunk call Register.

**Note :—**

Form on which Registers from S. No. 6 to 13 are to be maintained, have been given in Annexure VI—XIII on pages 275 to 282 of the Notes on Financial Rules, published by Secretariat Training School, Ministry Home Affairs, Government of India—May, 1966 edition.

- (xiv) Stamp account Register.
- (xv) Acquittances Roll Register (some times records of acquittances are mentioned in the office copy of the bill concerned).
- (xvi) Register of undischursed Pay and Allowances.
- (xvii) G.F.R. Ledger Book.

#### **B. Other Cash Register :**

- (i) Amalgamated Fund Register.
- (ii) Health Fund Register (for secondary and Special Schools only).
- (iii) Refreshment Fund Register (for Nursery School).
- (iv) Stationery Fund Register (special school only).
- (v) Excursion fund register (Special School only).
- (vi) Red Cross Fund Register.
- (vii) Building Fund register.
- (viii) Magazine Fund Register.
- (ix) Fine fund register.
- (x) Fees accounts register.
- (xi) Science fund register.
- (xii) Medical reimbursement register.
- (xiii) T. A. Bill register.

#### **C. Establishment and Class Registers, etc. —**

- (i) Establishment check register.
- (ii) Staff attendance register.
- (iii) Staff Casual leave account register.
- (iv) Order Book.
- (v) Log Book remarks register.
- (vi) Staff meeting minutes register.
- (vii) Faculty meeting minutes register.
- (viii) School calendar register.
- (ix) Diary register.
- (x) Despatch register.
- (xi) Peon Book.
- (xii) Form of application for admission of students in the school.
- (xiii) Admission and withdrawal register.
- (xiv) Class attendance register.
- (xv) Terminal and Final assessment/examination register.
- (xvi) Boys conduct register.
- (xvii) School leaving register/transfer register.
- (xviii) Boys scholarship register.

- (xix) Prize distribution register.
- (xx) School statistics register.
- (xxi) General stock register. (Consumable articles).
- (xxii) General Stock register (non-consumable articles).
- (xxiii) Science articles stock register (non-consumable).
- (xxiv) Science articles stock register (consumable).
- (xxv) Sports articles stock register.
- (xxvi) Library Books register.
- (xxvii) Misbehaviour, conduct register.

**126.** Misbehaviour should be understood to include <sup>Mis-</sup> unpunctuality, irregular attendance, idleness, use of bad <sup>Behaviour.</sup> language and slovenly habits as well as breach of school rules and moral delinquencies.

**127.** Religious instructions shall not be given in a <sup>Religious</sup> Government School and recognised institutions if it hurts <sup>instructions.</sup> the feelings of a particular community.

Moral instructions may be promoted at appropriate occasions in the school programme, e.g., morning assembly, celebration of days, etc.

**128.** Cleanliness of person and clothing must be enforced <sup>Cleanliness.</sup> among the pupils of all schools. A pupil presenting himself in such a condition as to be unfit for admission shall be excluded from the school for that meeting and treated as absent without leave.

**129.** The use of tobacco or intoxicants by pupils, is <sup>Smoking and</sup> strictly forbidden in schools and colleges. It is the duty of <sup>intoxicants.</sup> teachers to see that these instructions are implemented and they themselves set good examples for their students.

**130.** An approved scheme of physical Training shall <sup>Physical</sup> be included in the curriculum of every recognised school <sup>Education</sup> and the head is required to organise a general system of <sup>Ke...</sup> school games and sports as provided in the curriculum.

**131.** The courses of study followed and the text-books <sup>Curriculum and</sup> used in schools shall be those authorised by the Himachal <sup>prescribed</sup> Pradesh Board of School Education/Government. <sup>text books.</sup>

**Conduct Register.**

132. The conduct register shall be in the charge of the Headmaster. Remarks need only be entered in this register when a pupil is commended for special merit or reported for misbehaviour, besides achievements of a student in different subjects, if no entry is made against the name of a pupil it would be presumed that his conduct has been satisfactory. The periodical progress report sent to the parent should include remarks on the conduct, Physical standard and regularity in attendance of the pupil concerned.

**Government Share of Remuneration of Board's Examination:—**

132-A. The Government of India has exempted Government servants from the operation of S.R. 12 under which 50 per cent share is given to the Government,—vide Government of India letter No. 16012/3/78-E-II (D), dated 16th September, 1978, which is reproduced as under :—

No. 16012/3/79-E-II(B),

Government of India, Ministry of Finance,  
Department of Expenditure.

New Delhi, the 16th September, 1978.

Office Memorandum :

Subject :—Application of S. R. 12 to fee received by a Government servant from Government servants from the examining bodies.

The undersigned is directed to refer to this Ministry Office Memo No. 7(I)-E-II(B)/74, dated 26th August, 1974, on the subject mentioned above which provides that the fee received by a Government servant from statutory bodies like University and other statutory bodies like Institute of Chartered Accounts, etc., and from Autonomous bodies which are financed wholly or substantially by Government grants/Loans for the services rendered by him in connection with the examinations conducted by them or for delivering lectures may be exempted from the provision of S.R. 12.

(Sd.) . . .

Under-Secretary to Government  
of India.

Government,—vide Finance letter No. Fin(C)-A(3)-13/17, dated 21st November, 1978, to all the Heads of Departments in Himachal Pradesh.

**CHAPTER VI**  
**STUDENTS' FUNDS**  
**Part I**

Source of Income :

**133.** The students studying in the various schools in the State shall pay subscription towards pupils fund as shown below with effect from 1st July, 1972 :—

**(a) Amalgamated Fund :**

VI to VIII Class	...	0.75 paise per month.
IX to XI Class	...	1.00 per month.

**(b) Health Fund :**

VI to XI Class	...	0.20 paise per month.
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**(c) Red Cross Fund :**

I to V Class	...	0.10 paise per month.
VI to XI Class	...	0.25 paise per month.

**(d) Science Fund in High and Higher Secondary Schools**

IX to X Class	...	0.50 paise per month per subject.
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*Higher Secondary Schools :*

*Arts Students :*

(i) IX to X	...	0.50 paise per month per subject.
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*Science Students:*

(ii) IX to X & XI	...	0.50 paise per month per subject.
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*Tech. Group :*

IX to X & XI	...	0.50 paise per month per subject.
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**(e) Absence Fine Fund :**

VI to XI Class	...	0.10 paise per day.
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**(f) Building Fund :**

1. Primary I to V	..	0.25 paise per month.
2. Middle VI to VIII	..	0.50 paise per month.
3. High/Higher Secondary Classes.	..	1.00 per month.

**Note:—**

1. The fund subscription should be charged from each student at full rates irrespective of the fact that he is enjoying any concession. If a student joins during the course of the year, fund should be charged from the month of the admission.

2. Girls attending boys schools should pay subscription at the rates as for the boys.

3. No subscription shall be charged from a student who has been absent on sick leave during the whole of the month.

## PART II

Custody of  
Balance.

134. All students' funds shall be managed by the head of the institution. He will be personally responsible for ensuring that the funds are expended in strict conformity with the rules and regulations governing the fund to which the money pertain and that a precise record of all the transactions of the fund is kept. The amounts realised will be deposited with a branch of Post Office, any Nationalised Bank, in the Savings Account of the concerned fund, in the name of the head of the institution.

## PART III

## A. Amalgamated Fund

Utilisation of  
various Funds.

135. The amalgamated fund shall be utilised on the following objects :—

## Priority "A"

- (1) Purchase of sports material.
- (2) Watering, levelling, cleaning, turffing and repairs of play-grounds upto Rs. 500/- in a financial year.
- (3) General expenses on grants to Societies, Clubs, Associations, Committees etc., if any, organised by the institutions including photographs.
- (4) Expenses in connection with students functions including refreshments to students and guests not exceeding Rs. 1.00 per student or guest.
- (5) Expenses in connection with cultural trips and activities. The students and teachers going on such trips should be allowed one-half of the actual rail or bus fare only. No daily allowance or tonga-hire should be allowed.
- (6) Hobbies.
- (7) Refreshments on occasions of annual sports, dramas, prize giving. The rate of refreshment should not exceed Re. 1.00 per student taking part.
- (8) Purchase of boxes, Almirahs and racks for storing Sports material.

- (9) Refreshment to guest and host teams not exceeding Re. 1.00 per player.
- (10) Purchase of stationary required for correspondence in connection with the different activities concerned by the fund.
- (11) Expenses in connection with refereeing of matches.
- (12) Payment of protest fee, or late fee fine or subscription to the District or State Tournament Committee. Entry fee to any other tournament.
- (13) Dramatic clubs (the expenditure should be restricted to the equipment setting of the stage should not exceed 2 per cent of the previous year.
- (14) Conveyance and boarding charges of outside Lecturers, prominent citizens, Artists, Invitees on the occasions of prize distribution.
- (15) Travelling allowance to teams for playing matches and other sports contests.

1. To escort students going out on educational trips, matches, etc., not more than one teacher for every 20 students in case of girls and 30 students in respect of boys should accompany students on such occasions. For every slab after the first heads can depute one additional member of the staff, if the number of students is half or more than half the above norm but not if it is less than half.

2. The number of teachers and Class IV servants should be restricted to one each per team. The students may be given Rs. 6/- (including journey days) as out of pocket expenses when they go out to represent the school in sports and other contests. The teacher and Class IV servants are entitled to T. A. and D. A. at Government rates out of Government Funds.

- (16) Purchase of Result Gazettes published by H.P. Board of School Education.
- (17) Purchase of Foot ball Shoes.
- (18) Expenditure in connection with Scouting and guiding. This item should cover the following:—
  - (a) Books, Magazines and other useful literature pertaining to scouting and cubbing.
  - (b) Troops Record Registers.
  - (c) Registration fee.

- (d) Badges and progress or test cards for members of the troop.
  - (e) The following articles for scout meeting, camps Rallies and Hikes, etc.
    - (i) National Flag and Scout Flag with necessary equipment.
    - (ii) Canvas purchasing or rental.
    - (iii) Camp utensils and Crokery.
    - (iv) Kassias Shavels, Axes and Pickaxes.
    - (v) Buckets and lanterns; and
    - (vi) Ground sheets and Duries.
  - (f) Belts, staffs, scarves and whistles.
  - (g) Camp fee and T.A. (actual rail/bus fare) for attending camps, rallies, excursions and hikes.
  - (h) Actual rail/bus fare for member scouters to attend the meetings of the District, State and All India Association.
  - (i) Refreshment at the rate of .25 paise per scout for outdoor meetings.
  - (j) Expenses for week end and other camps to the tune of Rs. 6/- per scout and Rs. 6/- per scouter per day.
  - (k) Cost of material for imparting training in scout craft, poineering and first aid etc.
  - (l) Purchase of musical instruments for Camp fire and Cultural performances by the troops.
  - (m) Supply of a pair of uniforms to scout Masters after every two years or longer whenever necessary.
- (19) Expenditure in connection with award of Prizes at the annual sports prize distributions. The expenditure should not exceed 3 per cent of realisation of amalgamated fund for the previous year.
- (20) Purchase of articles of equipment (excluding furniture) for social and cultural activities like dramas music etc.
- (21) Library decorations soft furnishing floor, covering and other fittings for library only) excluding almirahs, tables and chairs.



- (22) Expenses on printing of question papers for examinations including the purchase of duplicating machine for the printing of question papers.
- (23) Purchase of radio sets and payment of licence fee for radio.
- (23) Purchase of Radio Sets, Television Sets, Tape Recorders, Projectors and payment of licence fee for Radios and Televisions at appropriate rates for Educational Institutions.
- (24) Jute matting and other items of furniture for use of the boys.
- (25) Payments of Affiliation fee as demanded by the District Tournaments Committee at the scales fixed by the Committee.
- (26) Purchase of Board Equipment and Payment of salary to part time band master not exceeding Rs. 75/- per month. ..
- (27) The following are the objects on which expenditure can be incurred out of the amalgamated fund in colleges only :—
- (i) Beautifying the campus laying out lawns, purchase of seed plants for college garden and also the implements required for the purpose.
  - (ii) Means and refreshment to guest teams participating in the Social and Cultural functions, debate declamation contest, etc., but the expenditure should not be excessive or wasteful.
  - (iii) Purchase of water cooler.
  - (iv) Temporary construction of canteen, cycle shed, store house for storing gardening implements.
  - (v) Allowance to a sports clerk.
  - (vi) Employment of a coach for folk songs, dances, dramas, etc.
  - (vii) Supply of soap, oil and towel to players after the play.
  - (viii) Expenditure on the improvement and adjuncts to play grounds, as for example cementing of tennis, Badminton courts, Tennis practice wall.

- (ix) Purchase of uniforms for all the players participating in University matches.
- (x) Purchase of lawn mower.
- (xi) Purchase of room heatres for rooms of the colleges at Hill Stations.
- (xii) Type allowance of Rs. 10/- per 100 students per examination for lecture Assistant.
- (xiii) Purchase of Iron Almirahs for the safe custody of examination papers.
- (xiv) Hiring of electric fans where fans installed by P.W.D. are insufficient.
- (xv) Purchase of Locks for almirahas used for storage of sports equipment.
- (xvi) Fencing of play grounds and gardens.
- (xvii) Printing of Cumulative Record Cards.

**Note.**—No expenditure is to be incurred without the prior approval of competent authority on objects other than those specified in the fund. Any such expenditure incurred in an unauthorised manner will be recoverable from the Head of Institution sanctioning the expenditure.

- (xviii) Printing college prospectus is one of the objects of the Amalgamated Fund subject to the condition that the cost realised from the students is credited into this Fund in due course and no shortfall occurs due to its inclusion in the objects of the Fund.

#### **Priority B:**

1. Youth Welfare activities.
2. Educational melas, exhibitions, festivals, (This should include only incidental expenses but no refreshment).
3. Supply of milk, eggs, etc., to poor students who are outstanding athletes but cannot afford nourishing food.
4. Purchase of crockery for serving refreshment to students-guests. It should not be costly.
5. Purchase of sports uniform for specially poor students.

## 5. Amenities for N.C.C.

**Note.**—The amount calculated at the rate of 25 paise per cadet will be credited to a special fund to be designated as N.C.C. cadets Amenity Fund. It will be spent on items declared legitimate from time to time by Director of Education.

The Expenditure on following items will be legitimate charge on the union Funds of schools and colleges with N.C.C. units :—

- (a) Boxes for storage of clothing.
- (b) Disinfectants.
- (c) Hiring of NCC clubs and informations rooms.
- (d) Books and periodicals in connection with N.C.C.
- (e) Annual function and parents day.
- (f) Excursions.
- (g) Participation in the Republic Day celebration and other ceremonial parades.
- (h) Participation in University shooting competitions.
- (i) Special training for selected cadets appearing before Service Selection Board; and
- (j) Prize.
- (k) All expenses including T.A./D.A. in connection with participation in NCC contests such as Drill, Shooting competitions.
- (l) Expenses for the purchase of special items such as Hunter shoes, etc., for equipping cadetes for special camps such as Advance leadership Adventure camps, etc., and for attending mountaineering courses, excursions, etc.
- (m) Expenses for putting up N.C.C. boards, etc.
- (n) Purchase of N.C.C. Flags.
- (o) Purchase of N.C.C. Charts and compasses.

For this purpose an amount calculated at the rate of 25 paise per cadet per month shall be appropriated by the school with N.C.C. units out of their Union Fund on the credit of a special fund to be designated as N.C.C. Cadets Amenity Fund.

Expenditure on postage stamps and stationery incurred by N.C.C. Units will be met out of the office contingencies and stationery of the respective institution.

7. Photographs of teams (Winning Team only) at the discretion of the Head of Institution.

8. Rent of Play Ground.

9. Purchase of Stock Register, Accounts Books, etc., for maintaining accounts pertaining to this fund.

10. Postage, Telegrams, telephones pertaining to students activities.

11. Expenditure on medical assistance to members of sports teams when out of station.

12. Appointment or grant of allowance to Band Master.

13. Purchase of library Books, if fund permit, 60 per cent of the fund may be utilised in connection with the sports and games and scouts and guides and 40 per cent on other activities.

14. Purchase of Guidance material including testing material books, pamphlets, magazines and other occupational information material for literature in High and Higher Secondary Schools and Vocational Guidance introduced by the Education Department.

15. Printing of Magazine provided:—

- (a) that a regular board of management consisting of teachers and students is constituted ;
- (b) that a magazine is self supporting and that the money borrowed from the Amalgamated fund is refunded out of the sale proceeds of the magazine ;
- (c) that the purchase of magazine by the students should be compulsory ;
- (d) That price of each copy should not exceed Rs. 3/-;
- (e) that the issue magazine should be quarterly to start with ;

- (f) that the magazine is printed in the language understood by most of the students.

Notes :—

**(1) Permanent Advances (Amalgamated Fund).**

The heads of the Government schools may draw as imprest money, the following amounts from the amalgamated funds :—

(1) Middle Schools	..	Rs. 25.00
(2) High[Higher Secondary	..	Rs. 50.00

**(2) Purchase of Music Records.**

The expenditure incurred on the purchase of records/cassetts for playing recorded music in Education institution is a legitimate charge.

**(3) Purchase of Dailies.**

The Dailies and magazines approved by the Director of Education from time to time be subscribed out of amalgamated fund.

**(4) Printing of Question papers.**

The expenditure on printing of question papers can be incurred out of Amalgamated Fund.

- (i) As a general policy there is no need of calling tenders for printing of question papers.
- (ii) Quotations may, however, be called confidentially and at personal level from at least three presses.
- (iii) When calling for quotations from different presses, a clear indication regarding the quality and size of papers, the type of print and the language/languages in which the question papers are to be printed should be given so as to make a comparative appraisal of the quotation possible.

- (iv) Some presses send the quotations for the purpose to Schools as a matter of routine. These should be studied carefully and kept in a file for purpose of reference.
- (v) The work may be entrusted to a press to be selected by the head of the institution keeping in view (a) the quotations received and (b) the reliability of the press.
- (vi) The rates approved for the purpose should be the minimum quoted by any press or as near that rate as possible consistent of course with quality and secrecy to be observed.
- (vii) All the papers including a printed copy of each question paper should be carefully preserved for a period of three years after which those papers which are not wanted may be destroyed; and
- (viii) Question papers should be sent to the press in good time. Some presses allow specially lower rates if the material is sent to them with a margin of one, two or three months. This concession in rates of printing should always be availed of unless there are strong reasons to the contrary and these should be noted down in the record and these should be maintained as suggested in sub-Para (vi) above.

#### **Audit Rulings :**

*Tenders not necessary.*—(i) Auditor should not insist on calling of tenders in respect of the printing of examination papers in school as great secrecy has to be maintained in getting the papers printed.

2. *Expenditure on Examination.*—The expenditure in connection with examination whether High School or house examination is a valid charge of the amalgamated fund.

#### **5. Purchase of Sports Material :**

The sports material can be purchased by the heads of the institutions from the open market after observing all the codal formalities.

**B. HEALTH (MEDICAL) FUND:**

Health fund can be expended on the following objects:—

- (i) Free medical aid to all the students for minor ailments and injuries.
- (ii) Tonics, milk, etc., to underfed poor students on the recommendations of the Medical Officer (this should be for poor students only).
- (iii) Medical inspection of school children.
- (iv) Weighing and measurement apparatus.
- (v) Sick room utensils and other materials.
- (vi) Setting up of a dispensary with suitable furniture.
- (vii) Spectacles for very poor students only.
- (viii) Payment of allowances to Doctors and Dispensers.
- (ix) List of medicines in Schools.

The heads of institutions shall purchase medicines out of the health fund in consultation with the Medical Officer of the area.

Note :—

1. Schools should be equipped with test type vision charts in order to check up the vision of the school going children. The expenditure on charts may be out of the health fund.
2. The medicines available in the school dispensary should be supplied free of cost. A register of medicines as supplied, showing date, name of patient, quantity supplied should be maintained.
3. The part-time private medical officers and compounders will be paid at the rate of Rs. 100 and Rs. 60 per month respectively including vacation period. Provided that the Medical Officer and the Dispenser will attend the school during recess and no fee will be realised from

the students for medical examination which will be conducted each year without any additional remuneration. School Principal Headmaster/Headmistress will themselves be competent to appoint and sanction the remuneration at the above rates provided that the fact of the appointment will have to be intimated to the Director of Education and Health Department.

(x) Sanitary fittings.

### C. RED CROSS FUND:

The fund will be strictly governed in accordance with the rules and regulations of the Indian Red Cross Society, Himachal Pradesh. The Junior Red Cross Fund should be spent under orders of the executive members of the Junior Red Cross Groups concerned under the advice of the Counsellors. The heads of the institutions or Counsellors have no authority to spend any money out of the fund without the concurrence of the executive.

In view of the very wide objects of the Junior Red Cross it is difficult to give definite or specific objects on which the fund can be utilised. *Inter alia* the fund can be spent for the following purposes:—

- (1) Payment of fees, cost of books, clothes, etc., of poor boys. Not more than 5 per cent of the fund may be utilised for these purposes.
- (2) Purchase of Red Cross Buttons, First aid boxes, First aid charts, books of first aid, home nursing, uniforms of the school cadets of ambulance and nursing divisions.
- (3) Expenses relating to ambulance classes.
- (4) Aid rendered to sick in the hospital especially children, purchase of drugs and medicines for prevention of disease; especially in schools, money spent on sanitation of the schools; good water, seeds for gardens, food for the children, soap for washing clothes, mid-day meals for children, etc.
- (5) D.D.T. and other disinfectants may be purchased for destruction of flies and mosquitos.



- (6) Drugs, fruits, pictures and albums may be provided for such children in the hospitals.
- (7) Money may be spent on preparation of albums for exchange with children of other States.
- (8) Money may be spent on gifts for people victims of disasters like earthquake, epidemics, floods or civil commotion.
- (9) Purchase of literature, magazine, etc.
- (10) Small subscriptions may be given for celebration of Baby weeks and Red Cross propaganda.
- (11) Fees may be paid for registration of Societies and counsellors' subscriptions.
- (12) Weighing scales for measuring heights, measuring tapes and weight tables, etc.
- (13) Indian Musical Instruments for singing parties of Juniors.
- (14) Sanitary latrines, bored hole latrines, seats for latrines, urinals, augers for boring for latrines, *pardah* walls for latrines, etc.
- (15) Toilet needs of a simple nature in schools, tumblers and *gharas* in hot weather for children, towels, *chilumchies*, jugs, soap dishes for use in schools.
- (16) Preparation of houses and pans for pigeons, rabbit and other pets.
- (17) Students Savings Bank equipment.
- (18) Co-operative sales shops of books, stationery, eatables, etc., for the benefit of juniors in the schools.
- (19) Repairs to water stand posts and hand pumps in schools.
- (20) Purchase of furniture, i.e., tables, chairs, durries and mats for holding meetings of Junior Red Cross groups and also for classes provided the funds permit.
- (21) Expenses on library for junior cadet parades, holiday home camps for juniors, training of the counsellors in junior red cross, Training Camp Courses and Junior Red Cross Conferences.
- (22) Purchase of registers and stationery for maintaining accounts of Junior Red Cross Fund, and Junior Red Cross stores and noting proceedings of Junior Red Cross Executives.

- (23) Lucky bags tickets, up to Rs. 5 only by the Primary Schools and up to Rs. 10 only by Secondary Schools during one calendar year.
- (24) T.A. and D.A. to Junior Red Cross Counsellors for attending training courses, holiday camps for meeting, etc., at Government rates. No D.A. should be allowed for the days spent at the camp.
- (25) T.A. and D.A. of St. John Ambulance Teams of the schools participating in District and State Ambulance meetings.
- (26) Camp fees and travelling expenses of members of an Ambulance Division of a school for the training and service camps organised by the State or District St. John Branch.
- (27) Manure, seeds, Kassies, *khurpas* and other ordinary equipment bought for maintaining garden in the school.
- (28) Almirah for stocking articles belonging to Junior Red Cross Group.
- (29) Purchase of uniforms of rovers, scouts and guides who cannot afford to buy them for lack of funds to the extent of 10 per cent of the annual income of the Junior Red Cross Group subject to the following conditions:—
- (a) The uniform clothes, e.g., Khaki shirting drill, crape, linen and long cloth, etc., shall be bought from the approved Red Cross Stores, if it is available with them. In absence of that it may be bought from open market.
  - (b) The list of deserving beneficiaries and the necessary expenditure shall be approved of by the Executive of the Junior Red Cross Group before it is incurred.
  - (c) The sewing charges and the cost of box to store uniforms may also be incurred from Junior Red Cross fund in addition to cost of material for the same.
  - (d) The uniforms shall be issued to beneficiaries, from stock when they are under training, on duty or on ceremonial occasions.

They shall remain the property of the Junior Red Cross Group and may be issued to the deserving persons when the original beneficiaries leave the school.

Sugar, fuel, container, *patilas*, mugs, etc., for preparing milk out of the milk powder and distributing the same among the juniors.

The travelling expenses of juniors proceeding on goodwill visits to other States and abroad, provided such visits are arranged by the Red Cross.

*Note.*—No aid in cash will be given to any student out of the fund.

#### D. *Science Fund:*

The fund shall be collected from the students taking science. This fund will be utilised on the subjects mentioned below :—

- (a) Purchase of Science material, equipment, chemicals and other materials for holding science practicals.
- (b) Setting up of gas plants water and gas connections.
- (c) Furniture required for the holding of science practicals.
- (d) Science exhibitions, science clubs, scientific hobbies, clubs excursions to places of scientific importance, charts of various scientific subjects, bones and skelton of body.
- (e) Purchase of equipment/apparatus required for holding practicles in commerce, agriculture, fine arts, home science and music.

#### E. *Fine Fund:*

This fund shall be utilised by the Heads of Institutions for giving prizes on the occasion of Annual Prize Distribution Function, National/International days, viz., 26th January, 15th August, 5th September, 2nd October and 24th October but no expenditure on Refreshments/Sweets, etc., may be incurred out of the fund.

*f. Introduction of Building Fund:*

This fund was introduced in all the educational institutions of Himachal Pradesh, from Primary to college level,—vide Director of Education, Himachal Pradesh circular No. Edu.15-1/67(Genl)-B&A, dated 25th February, 1969. Building fund is meant for improving the campus by immediate repairs, providing additional accommodation, making alterations, constructing boundary walls, urinals and drinking water facilities. The rules framed by the Education Department are appended below:—

**THE GOVERNMENT OF HIMACHAL PRADESH  
EDUCATIONAL INSTITUTIONS BUILDING  
FUND UTILISATION RULES, 1968**

Short title and commencement.

1. These rules shall be called "The Government of Himachal Pradesh, Educational Institutions Building Fund Utilisation Rules, 1968."

They shall come into force with immediate effect.

Definition.

2. In these rules, the expression :—

- (i) "Fund" means Educational Institution Building Fund."
- (ii) "Educational Institutions" means Government Educational Institutions and include a primary, a middle, a high and Higher Secondary, a JBT institution or unit, a college and such other institutions as may be declared as such by the Government in the Education Department from time to time.
- (iii) "Competent authority" means the authority specified in Rule 8 of these Rules.
- (iv) "Government" means Government of Himachal Pradesh.
- (v) "President" of the Urban Local Body shall include the 'Administrator' in case of a superseded local body.

Constitution of the Fund.

3. The following income shall constitute the fund:—
- (a) Subscription to the fund by the students of the Government Educational Institutions.

- (b) Grants/contributions from local bodies, parent Teacher Associations or individuals.  
 (c) Receipts from any other source.

4. Every student of an Educational Institution shall subscribe to the fund at the rates as may be prescribed by the Government from time to time. Rates of sub-  
scriptions.

5. The fund shall be in the nature of local fund deposit. The fund shall be lodged in the local or the nearest Post Office as a Saving Bank Account and the fund shall be operated upon by the authorities specified below :— Custody of the  
Fund

Sr. No.	Particulars of institutions	By whom to be operated
1.	Higher Secondary/High/Middle Primary Schools/J.B.T. Schools	Heads of the Institution
2.	Colleges	Principals
3.	Central Pool of Schools	District Education Officers
4.	Central pool for Colleges	Director of Education

6. The fund shall be utilised on Government owned buildings, rent free buildings or the buildings donated for educational institutions and in the following manner:— Application  
of the fund.

1. In the case of Government owned buildings:—

(a) To carry out ordinary/special repairs.

(b) To improve the campus by providing additional accommodation, making alterations, constructing boundary walls, urinals and lavatories, providing drinking water facilities and providing such other amenities and facilities as the District Education Officer/Director of Education may approve.

2. In the case of rent free public buildings or buildings donated by public:—

(a) To carry out repairs and to provide such additional accommodation or alterations, and providing such other facilities as the District Education Officer may approve.

- (b) To sanction a grant to a Local Body/Panchayat up to a maximum of 50 per cent of the cost of a work which the body, association want to execute with a view to improving the campus of Government educational institutions, provided it shall not be used as matching share of the Local Body/Panchayat.
- (c) On payment of miscellaneous charges connected with the administration of the fund, and on such other purposes as the Director of Education may by general or specific order approve.
- (d) The Director of Education may sanction and regularise expenditure incurred by the Head of the Educational Institutions, out of this fund before coming into effect of these rules.

**Common Pool.**

7. (a) *Creation.*—90 per cent collections in any educational institution in any academic year shall be reserved for being spent on that institution and the balance 10 per cent shall be remitted twice a year in the month of June and December as follows:—

Sr. No.	Classifications of the institutions	Officer to whom the remittance is to be made.
1.	Government Primary Schools within the Block Area	Block Education Officer concerned.
2.	Government educational institutions other than colleges and primary schools	District Education Officer.
3.	Government Colleges	Director of Education.

(b) *Utilisation of the common pool.*—The collections received in the common pool by the Block Education Officer/District Education Officer from the schools in his jurisdiction shall be spent on the repair/improvement of school in the same block (which have insufficient funds) and District, respectively but the collections received by the Director of Education from colleges, may be spent on any Government Educational Institution in the State.

**Executive Committee.**

8. (i) Every Government Educational Institution shall have an executive committee approved by the District

Education Officer in the case of the schools and the Director of Education in the case of the colleges, for carrying out repairs and improvement in campus.

(ii) *Constitution.*—The Executive Committee shall consist of the following:—

(a) *In case of Primary Schools—*

- (1) Sarpanch/Pradhan of the Panchayat, in the case of rural schools and the President of the urban local body or member, thereof nominated by the President in the case of a urban school ... Chairman.
- (2) Block Development Officer ... Member.
- (3) Block Education Officer (Primary) ... Member.
- (4) Headmaster or the seniormost member of a nearby middle school, nominated by the District Education Officer ... Member.
- (5) Block Overseer/ Municipal Engineer ... Member
- (6) Headmaster of the school ... Member-Secretary.

(b) *In case of Middle Schools—*

- (1) Sarpanch/Pradhan of the Local Panchayat in the case of the rural school and President of the Local Body or a member nominated by the President in the case of the urban school ... Chairman.

- (2) Block Development Officer ... Member
- (3) Block Education Officer ... Member
- (4) Headmaster or the seniormost teacher/master of a nearby High/Higher Secondary school nominated by the District Education Officer ... Member
- (5) Block Overseer/Municipal Engineer ... Member
- (6) Headmaster of the School ... Member Secretary

**(c) In the case of High/Higher Secondary Schools/ Training/Special Schools—**

- (1) Head of the institution ... Chairman
- (2) Block Development Officer ... Member
- (3) Sarpanch/Pradhan of the local Panchayat in the case of the rural area school and President of the Urban Local Body or member thereof nominated by the President in the case of the urban school ... Member
- (4) A social worker or a retired Government employee nominated by the District Education Officer ... Member



(5) President of the Parent Teachers Association or his nominee or a person residing in that area nominated by the District Education Officer from amongst parents/guardians of the students ... Member

(6) Senior student nominated by the Head of the institution ... Member

(7) Block Overseer/Municipal Engineer ... Member

(8) The seniormost member of the staff ... Member Secretary

(d) *In the case of the Colleges—*

(i) Principal ... Chairman

(ii) Block Development Officer ... Member

(iii) President of the Urban Local Body or Sarpanch/Pra-dhan of the Panchayat as the case may be ... Member

(iv) Executive Engineer of the area or his nominee ... Member

(v) One nominee of the students Association ... Member

(vi) M.L.A. of the area ... Member

(vii) The senior-most member of the staff ... Member Secretary

**Duration.**

9. The term of the committee shall be 3 years. The committee shall meet as frequently as required, but at least once in 6 months. The quorum at such meetings shall consist of simple majority of total sanctioned membership.

**Supersession.**

10. If the District Education Officer concerned is satisfied that the Executive Committee of a school is not functioning satisfactorily, he may, for reasons to be recorded in writing supersede that committee and constitute in its place an *ad hoc* committee for the rest of the term of the Executive Committee. Similar action in the case of the Executive Committee of a college may be taken by the Director of Education. A copy of the proceedings of the meeting of the committee shall be submitted for the information of the Director of Education, through the District Education Officer in the case of the schools and by the Principals in the case of the colleges.

**Powers of the Committee.**

11. The committee shall have the powers to accord administrative approval and sanction to an estimate of work up to the following limits :—

- (i) Rs. 500 in the case of the Primary Schools during an academic year.
- (ii) Rs. 1,500 in the case of the Middle Schools, during an academic year.
- (iii) Rs. 5,000 in the case of High/Higher Secondary Schools and JBT institutions during the academic year.
- (iv) Rs. 10,000 in the case of the college.

**Powers of Head of Institutions**

12. The Principal of a college may incur expenditure not exceeding Rs. 1,000 per year and the Heads of High/Higher Secondary Schools and Basic Training Schools, may incur expenditure not exceeding Rs. 500 per year, without any reference to the Executive Committee. The expenditure so incurred shall, however, be brought to the notice of the committee for its information in the next meeting. The heads of Middle and Primary Schools may also incur expenditure not exceeding Rs. 50 per annum and Rs. 20 per annum, respectively to get emergent repairs executed. The expenditure so incurred shall, however, be brought to the notice of the committee for its information in the next

meeting of the committee. Prior sanction of the competent authority for incurring such expenditure up to the limit specified shall not be necessary. The Heads of these institutions shall, however, immediately move the matter of regularisation of the expenditure. Provided further that no work costing more than Rs. 500 shall be commenced unless a technical sanction has been obtained in accordance with the following schedules :—

- |  |  |
|--|--|
| (a) Up to Rs. 2,000                      | Block Overseer.  |
| (b) Above Rs. 2,000 and below Rs. 10,000 | Sub-Divisional Officer or Assistant Engineer of P.W.D.               |
| (c) Above Rs. 10,000                     | The Executive Engineer, to whom the work is entrusted for execution. |

*Note.*—A work costing more than Rs. 10,000 shall be got executed through the P.W.D. against payment out of fund. The total expenditure in an academic year, out of the fund, shall not exceed 75 per cent of the annual collections. Besides, contribution of 10 per cent of the annual income towards the common pool, every institution shall maintain a reserve fund of at least 15 per cent of the total collection. Expenditure out of the fund on the recommendation of the committee shall be sanctioned by the following to the limits specified against each :—

- |  |               |
|--|---------------|
| (i) Head of High/Higher Secondary School/Basic Training School | ... Rs. 1,000 |
| (ii) District Education Officer                                | ... Rs. 5,000 |
| Principal of the College                                       | ... Rs. 5,000 |

In case of expenditure exceeding the above limit approval and sanction of the Director of Education shall be obtained, who shall exercise powers of sanctioning expenditure up to any limit.

#### DETAILED INSTRUCTIONS

13. Expenditure out of the fund shall be incurred by the head of the Centre School/nearest Middle School to which the Primary School is attached in the case of **Accounting procedures.**

Primary Schools and the Head of the Educational Institution in the case of Middle/High/Higher Secondary Schools/JBTs/College under the over all supervision and control of the Executive Committee after it has been sanctioned by the competent authority.

**Preparation of Estimates.**

14. (a) No work exceeding Rs. 500 shall be undertaken unless the estimate is technically approved and sanctioned by the competent authority.

(b) Separate estimate shall be prepared in respect of works falling in the following categories:—

- (i) Ordinary repairs.
- (ii) Special repairs.
- (iii) Additions and alterations.

Note.—Ordinary repairs means annual repairs, including white-washing and other minor repairs.

(a) For works exceeding Rs. 2,500 estimates shall be prepared by the Executive Committee in Form BFI with the assistance of the local technical expert in case of all works. The estimate shall be in the following three categories:—

- (i) Ordinary repairs.
- (ii) Special repairs.
- (iii) Additions and alteration in the buildings.

(b) The cost of work repair may be worked out under the following heads :—

- (i) Labour.
- (ii) Material.
- (iii) Carriage.
- (iv) Contingencies.

(c) The cost of labour shall consist of payment to skilled and unskilled labourers employed on daily wages for the execution of work. The material shall include bricks, iron bars, cement, lime, wood and such other articles as may be

actually needed for the work. The cost of transportation, loading and un-loading charges of the material from the place of purchase to the site of the work. The cost of contingencies may be added at the rate of 10 per cent of the total cost of the first three items to meet unforeseen charges.

- (d) *Muster-rolls*.—In case of minor work or repair of value not exceeding Rs. 500 muster-rolls shall be maintained in two parts in form BF-II, Part I, showing the attendance of the labour engaged on work and Part-II showing the progress of the work.
- (e) *Stock Register*.—Material purchased or otherwise, received shall be entered in the register in form BF-III. Any surplus material shall be disposed of by public auction and amount credited to the fund.
- (f) *Measurements*.—All works, the value of which exceeds Rs. 2,500 shall be measured and measurements recorded in the M.B. in form BF-IV. Measurement Book shall be entered in the stock register and retained as a permanent record up to 10 years. Red line shall be drawn across each page after the payment is made.

#### SPECIMEN ESTIMATE

14. (a) Re-construction of a fallen roof walls of a room or rooms; Special Repairs include.
- (b) Replacement of old doors, windows and broken rafters;
- (c) Re-conditioning of floors;
- (d) Repairing of Water Supply and Sanitary conveniences;
- (e) Any other item, especially approved by the Executive Committee.

15. The work/repairs at the site shall be executed either through a Contractor engaged for the purpose or departmentally by engaging labour on daily wages under Tenders Quotations

the supervision of the Head of the Institution. When the work is entrusted to a Contractor, tenders shall be invited and the lowest tender shall be accepted unless for reasons to be recorded in writing a tender other than a lowest is accepted. Each tender shall be accompanied by earnest money equal to 1/10th of the estimated cost of the work. The earnest money of the successful tenderer shall be retained as security till the completion of the work and to be refunded at the time of final payment by adjustment. In other cases, the earnest money shall be refunded forthwith. All material required for execution of the work/repair shall be purchased after inviting quotations in respect of the items, the estimated cost of which is in excess of Rs. 100 (Rupees One hundred only).

**Completion Certificate.**

16. As soon as a work is completed a completion certificate in form BF-VI shall be recorded by the Chairman of the Committee and the Head of the Institution to ensure that the work has been satisfactorily executed in accordance with the sanctioned estimates and other terms and conditions of the tenders. Vouchers of the expenditure incurred shall be arranged under the following sub-heads on the completion of work:—

- (i) Labour charges (Muster-rollwise or Contractor's billwise).
- (ii) Cost of material.
- (iii) Cost of carriage.
- (iv) Contingencies.
- (v) Total.

Vouchers of the expenditure incurred shall be verified by the District Education Officer/Block Education Officer in respect of Middle and Primary Schools and in the case of other institutions by the Head of the Institution. Principal or High/Higher Secondary/Basic Training School/College.

**Accounts Records.**

17. A cash-book shall be maintained in the form in use in the Educational Institutions in which all receipts and expenditure transactions shall be recorded. All entries shall be made on the actual date of transaction or as soon as possible thereafter. No amount of

receipts shall be utilised direct for expenditure. Ordinarily, the payment of amount exceeding Rs. 200 shall be made by cheque where banking facilities exist. The Cash-book shall be closed, balanced and reconciled with the Post Office/Bank Pass Book on close of each month and shall be regularly signed by the Head of the Educational Institutions or such other Officer as may be designated by the Director of Education and the said Officer shall be personally responsible for the accuracy of all entries recorded therein.

The Cash-books in respect of Primary School, shall be checked at least once during a year by the Block Education Officer and in respect of Middle Schools Deputy District Education Officer/District Education Officer.

The Head shall also be responsible to ensure that all subscriptions are collected in time and intact receipts are credited to the fund. All accounts shall be supported by Vouchers/Muster-rolls and quotations/tenders and record, thereof maintained properly for audit purposes

Temporary advances shall not ordinarily be drawn and if drawn, shall be adjusted by the end of next month. A register of advances shall be maintained in the form in use in the Educational Institutions and the adjustment of the advance shall be watched by the Officer authorised to operate the fund.

#### FORM BF-VI, RULE 16

##### *Completion Certificate*

Certified that the work has actually been executed at site per description given in the approved estimate and a sum of Rs. \_\_\_\_\_ has been spent and all vouchers in support of expenditure have been placed on record in the Institution.

Head of Educational Institution

Countersigned

Chairman (Executive Committee).

Repairs to the Government Building  
at \_\_\_\_\_

(FORM, BF-I, RULE 4(a))

## SPECIMEN ESTIMATES

NAME OF THE ESTIMATE

DESCRIPTION OF REPAIRS

1. *Essential such as :*

- (a) Reconstruction of a fallen roof, walls of rooms,
- (b) Replacement of white-ant-eaten or old doors, windows, broken panes,
- (c) Reconditioning of floors,
- (d) Repairing hand pump, water tap-water reservoir, Urinals and Lavatory,
- (e) Any other item.

2. *Ordinary such as :*

- (a) White-washing of walls,
- (b) Plastering floor, roofs,
- (c) Making parapets or repairing boundary walls,
- (d) Petty repairs to Khura Doors, Windows, shutters,
- (e) Other items.

3. *Quantity of work to be done such as :*

- (a) White-washing—————Ft. in rooms,
- (b) Plastering roof and floors—————Ft.
- (c) \_\_\_\_\_.
- (d) \_\_\_\_\_.
- (e) \_\_\_\_\_and so on.

4. *Requirements :*

Cement Bags  
 Plaster—————Kilograms.  
 Bricks—————Nos.  
 Iron Bars—————Kilograms.  
 Lime—————Kilograms.  
 Wood and so on.



## 5. (i) Cost :

Labour

Carpenter for \_\_\_\_\_ days at

Mason for \_\_\_\_\_ days at

Mazdoor for \_\_\_\_\_ days each at

## (i) Materials.

Kilograms lime \_\_\_\_\_

No. of Bricks at \_\_\_\_\_

Cement at \_\_\_\_\_

(iii) Carriage charges of the above material \_\_\_\_\_

(iv) Contingent expenditure \_\_\_\_\_

Total \_\_\_\_\_

## 6. Ordinary Repairs :

## (i) Labour

Carpenter for \_\_\_\_\_ days at

Mason for \_\_\_\_\_ days at

Mazdoors for \_\_\_\_\_ days each at

## (ii) Materials \_\_\_\_\_

Kilograms lime @ \_\_\_\_\_

NO. of Bricks @ \_\_\_\_\_

Cement @ \_\_\_\_\_

(iii) Carriage charges of the above materials :

(iv) Total

Grand Total :

Approval for Rs: \_\_\_\_\_

Approved  
Chairman (Executive Committee)Signature of the head of the  
institution.

**FORM B. F. II—Part-I**

*Muster Roll*

Cash Book Voucher No. \_\_\_\_\_ Date \_\_\_\_\_ Name of work \_\_\_\_\_ Repair to the building @ . . . . .

Kind of labour	Serial No.	Name of labourer	Father's name and address of residence	Date	Rate	Amount	Signature/Thumb impression in token of receipt of payment	Attested by the Head of the institution

Total

Approved

Initials of the official marking daily attendance

Signature of the Head of Educational Institution

Chairman, Executive Committee.

Passed for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) only

Head of the Educational Institution.

B. F. III Concl.

Part II

Daily report for the day

of

19

Labour work on which employed	Class of Labour	Number of each class	Rate	Approximate quantity of work done
				PERSON incharge of work (Technical Hand)  Signature of the Head of Institution  Approved.  Chairman, Executive Committee.

**FORM B. F. III**

**(Rule 14-F)**

**Stock Register**

RECEIPTS						ISSUE					
Date	Opening balance	Source	Quantity	Value	Total opening balance	Attestation by the Head of the institution	Date	Purpose and Quantity	Value	Closing Balance Total	Attested by the Head of the institution

**Notes.—1.** The totals and the balances should be struck at the end of each month.

**2.** A separate page should be used for each article.

**3.** All materials purchased or acquired otherwise should be invariably passed through the stock register.

## FORM BF-IV (RULE 14g)

[Measurement Book]

Book No. \_\_\_\_\_

Name of the Officer \_\_\_\_\_

Name of the Institution/Common Pool \_\_\_\_\_

Date of the First entry \_\_\_\_\_

Date of last entry \_\_\_\_\_

## INSTRUCTION FOR POSTING

1. The measurement book is a most important record being the basis of all accounts of quantities, whether of work done by daily, labour, or by contract, or of materials received which have to be counted or measured. The description of the work must be lucid, so as to admit of easy identification and check.

2. For large works, a separate measurement book may be set apart or if found convenient, two or more books may be set apart for different classes of work.

3. Detailed measurement should be recorded only by the Overseer-Incharge of works to whom Measurement Books have been supplied for the purpose.

4. Each set of Measurement should commence with entries stating:—

(a) In the case of bills for work done:—

(i) Full name of work as given in estimates;

(ii) situation of work exact locality;

(iii) name of Contractor;

(iv) number and date of his agreement of work order;

(v) date of written order to commence work;

(vi) date of actual completion of work; and

(vii) date of measurement.

- (b) In the case of bills for supply of materials:—
- (i) Name of suppliers;
  - (ii) number and date of his agreement order;
  - (iii) purpose of supply in one of the following forms applicable to the cases:—
    - (a) "Stock" (For all supplies for stock purposes);
    - (b) "Purchase" for direct issue to (here enter full name of work as given in estimate);
    - (c) "Purchase" for (here enter full name of work as given in the estimates)\_\_\_\_\_ for issue to Contractor \_\_\_\_\_ on \_\_\_\_\_;
  - (iv) date of written order to commence work;
  - (v) date of actual completion of work; and
  - (vi) date of measurement.

The construction or repair work should start and should end with the dated initials of the person making measurement.

A suitable abstract should then be prepared which should collect in the case of measurement for work done, the total quantities of each distinct item of work relating to each sanctioned Sub-Head.

*Note.*—In regard to item 4-a(v) and v-b(iv), the date of the written order to commence work should only be given if the work order has been issued or a contract agreement has been executed. Where no such order is issued to commence work of supplies the work "NIL" may be noted.

5. No page should, on any account, be torn out of a book, nor should any entry be erased or disfigured so as to be illegible. If a mistake be made, it should be corrected by cancelling the incorrect words or figures with a single stroke of the pen or pencil and by writing

the correct words or figures separately and the correction thus made should be initialled dated. All signatures and initials made in the M.B. should be dated.

6. All measurements must be neatly recorded in the authorised form of M.B., and in no other. The entries should be made if possible, in ink, but when this is not possible and entries have to be made in pencil, the pencil entries should not be inked over but left untouched. The entries in the "Contents or Areas" column should, however, be made in ink in the first instance and not inked over.

7. As all payments for work or supplies are based on the quantity recorded in the Measurements Book it is incumbent upon the person taking measurements to record the quantities clearly and accurately. If the measurements are taken in connection, with a running contract account on which work has been previously measured, he is further responsible:—

- (i) that reference to the last set of measurements is recorded; and
- (ii) that if the entire job or contract has been completed, the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set of measurements on a running account, or the first and final measurements, this fact should be suitably noted against the entries concerned and in the latter case, the actual date of completion noted in the prescribed place.

8. Entries should be recorded continuously in the measurement book and no blank page should be left. Any page left blank inadvertently must be cancelled by diagonal lines, the cancellation being attested and dated.

9. When any measurements are cancelled, the cancellation must be supported by the dated and initials of the Officer ordering the cancellation, or by the reference to his orders initialled by the Officer who made the measurements. In either case the reason for cancellation should be recorded.

10. Each Measurement Book should be provided with an Index which should be kept up-to-date.

11. The clerk ordered by the Disbursing Officer is responsible for the arithmetical check of all calculations entered in a Measurement Book, and he must initial (with date) each account in the book, in token of having so checked it.

12. The Officer making the measurement must calculate the 'Content' or 'Area' of "each measurement" and enter it in ink and abstract the results himself. The measurement book should then be submitted to the paying Officer for his orders.

If he is satisfied that a bill should be prepared he will see that the name of estimate has been correctly entered, he will check the rates if entered, or fill in the correct rate and initial an order in the Measurement Book to the responsible clerk to check and prepare the bill.

13. When an Officer, or Subordinate is required to submit his Measurement Book, with his accounts to the Divisional or Sub-Divisional Officer, he should be supplied, if necessary with a second book for alternate use.

14. From the Measurement Book all quantities should be clearly traceable, into the documents on which payments are made. When payment is made for the work measured, every page of the book recording the measurement, must be invariably scored out by a diagonal red ink, line and an endorsement must be made in red ink on every abstract of measurements giving a reference to number and date of voucher of payment.

These diagonal lines and endorsement must be made by the Disbursing Officer himself at the time of payment or immediately after. For the purpose of making the endorsement a rubber stamp as below may be used, but care should be taken to obliterate any figure when using it:—

Paid,—vide Voucher No. \_\_\_\_\_

Date \_\_\_\_\_

Head of the institution initials \_\_\_\_\_

15. The voucher for payment must invariably bear a reference to the number and page of the measurement book in which the measurements are recorded, also to the number and date of work order.



16. All Measurement Books in use must be sent once a year on the dates fixed by the Government to the Divisional Officer, for the personal scrutiny by the Divisional Officer, and should be returned to the Sub-Division within 15 days.

17. On the occasion of transfers, it will be the special duty of the Heads of the Institutions to see that the Measurement Books with the relieved Officer at the time are recorded in the transfer papers by the number they bear, and are acknowledged by the Relieving Officer, and the necessary corrections are made in the name of the Officer on the fly leaf of the Measurement Book.

18. In case of a Measurement Book is lost, an immediate report should be made of the facts of the case and this report must be promptly forwarded to Government, together with the explanation of all parties concerned or responsible to the loss.

*Index*

*Page*

Book No. \_\_\_\_\_

Name of work \_\_\_\_\_

Situation of work \_\_\_\_\_

Agency by which the work is executed \_\_\_\_\_

No. & date of Agreement of work order \_\_\_\_\_

Date of written order to commence work \_\_\_\_\_

Date of actual completion of work \_\_\_\_\_

Date of measurement \_\_\_\_\_

(The above lines should be repeated at the commencement of the measurement relating to each work).

Particulars	Length	Breadth	Depth	Contents
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**Power of sanction.**

136. (a) Heads of Institutions, viz., Colleges, Higher Secondary/High Schools full powers to sanction expenditure on the object for which a particular fund has been instituted except in case of Red Cross or Building Fund which can be incurred with the approval of the concerned Executive.

**Heads of Middle Schools shall have the authority to sanction expenditure on appropriate objects out of funds available to a maximum of Rs. 25 at a time. Expenditure beyond Rs. 25 can be incurred by them only with the approval of the District Education Officer.**

**Heads of Primary Schools shall have the authority to sanction expenditure on appropriate objects out of funds available to a maximum of Rs. 10 at a time. Expenditure beyond Rs. 10 can be incurred by them only with the approval of Block Primary Education Officers.**

**The Heads of Institutions and the Inspectors should understand that the funds are held in trust by them for which they have been created and should not be utilized for any other purposes whatsoever. Expenditure out of these funds on un-authorised objects will be regarded as a serious breach of rules and heads of the Institutions will be personally responsible for incurring expenditure on un-approved items.**

(b) **The Heads of Institutions shall have full powers in regard to writting off unserviceable articles purchased out of pupil fund if the value of articles purchased did not exceed Rs. 1,000 at one time. In all other cases the District Education Officers are competent to accord sanction to the write off of various articles purchased out of fund.**

(c) **The amounts standing in the account of a particular fund which is abolished at any time under instructions of the Government be transferred to the Accounts of Red Cross Fund in the case of Primary Schools and Amalgamated fund in case of other institutions.**

(d) **Audio-visual fund which has become extinct shall merge with amalgamated fund.**

(e) **Loan from one fund to another shall be permissible in case of emergency with the approval of District Education Officers.**

(f) The Director of Education, Joint Director of Education and Deputy Director of Education are empowered to sanction expenditure on objects other than those for which a particular fund has been constituted and the fact that this has been done shall be incorporated in the order of relaxing the rules, a copy of which shall be endorsed to the Examiner, Local Fund Accounts for his information.

Except in the case of Red Cross Fund in which case sanctions will be accorded by the State Red Cross Society.

136(a). The accounts shall be maintained in accordance with the instructions and terms appearing at the end of this chapter. These instructions may be amended by the Examiner, Local Fund Accounts, from time to time. (a) Accounts and Audit.

(b) The audit of these funds shall be conducted annually by or under the orders of the Examiner Local Fund Account, Himachal Pradesh. Audit fee will be charged at the following items :—

	Strength between		
	500 to 1000	1000 &	above
<b>Schools:—</b>			
Amalgamated fund	Rs. 15		
per fund		Rs. 25	Rs. 35
Other funds	Rs. 10 per fund	Rs. 15	Rs. 20
<b>Colleges:</b>			
Amalgamated fund	Rs. 55	Rs. 75	Rs. 100
per fund.			
Other funds	Rs. 15 per fund	Rs. 25	Rs. 35

The above fees are subject to proportionate increase as under :—

- (a)  $1\frac{1}{2}$  times the normal rate where audit period is more than 16 months and 3 months accounts are checked.

- (b) Double the normal rates where it is more than 18 months and 4 months accounts are checked.

*Note.*—The purchases shall be made with the sanction of the Officer empowered to incur expenditure in each case. All accounts will be kept in the same manner as the Government Accounts are kept.

**(b) Use of  
College/  
School hall/  
Rooms.**

136(b). The electric charges received from other Government or offices for issuing the halls/rooms of the colleges/schools building in connection with the holding of examination, exhibition or cultural shows shall be credited into the treasury under the head "077—Education—General."

**(c) Proper  
maintenance  
of cash books.**

136(c). In order to minimise the number of such audit objections, all important points relating to Cash Books are, therefore, reproduced below for your guidance :—

- (i) Before a cash-book is brought into use, its pages should be counted and a "Count Certificate" be recorded on its first page under full signature of Drawing and Disbursing Officers.
- (ii) All cash transaction must be entered in the Cash Book on the date of their occurrence in chronological order.
- (iii) All entries in the Cash Book should invariably be attested individually daily by Drawing and Disbursing Officers after thorough check. While attesting the entries of cash received from the Treasuries, the Drawing and Disbursing Officer must compare its amount with the Bill Book entries and corresponding entries in the Bill Book and Cash Book. Receipt of fee, fines should be attested after check from the fee/daily collection register. He must attest the corresponding entries in fee/collection register in token of having rightly carried over to the respective Cash Books. In addition the entry of deposit of fee into Treasury on the payment side of Cash Book should carefully be attested after verification from the relevant Treasury Chalan.

- (iv) The Cash Book must be totalled and balanced daily whenever there are any transactions. The "details balance" must be clearly recorded therein.
- (v) R.T.R.s are Cash. They must remain a part of cash balance till disbursed.
- (vi) The Treasury Voucher No. and date must be recorded against each drawal on the receipt side of the Cash Book.
- (vii) Cash Book should be written neatly. No interpolation erasures or overwritings are permissible. If a mistake is discovered, it must be crossed and attested in red ink by the Drawing and Disbursing Officer concerned.
- (viii) At the close of the month, cash in hand shown in the Cash Book should be physically counted and the following certificates given in the Cash Book under the signature of the Drawing and Disbursing Officers :—

"Certified that cash in hand has been counted by me on \_\_\_\_\_ and found to be Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) which is correct/incorrect."

Whenever, on physical count, cash in chest disagrees with the balance as per Cash Book, it must, unless the error can be detected and set right at once, be certificated. If it is in excess, the surplus amount be receipted on receipt side as "Cash found surplus in Chest". If there is shortage, the short amount should be shown paid on the payment side as "Cash found deficit in Chest."

- (ix) At the end of the month, necessary reconciliation statement in case of Boys Fund should be drawn up for the month concerned with reference to Treasury Remittance Book and the Treasury Pass Book. So far as withdrawal of Government Funds/Grants from the Treasury

is concerned, necessary conciliation should be made by Drawing and Disbursing Officer with reference to Treasury Schedules for the month to be obtained from the R.O./D.E.O. concerned. If in the Treasury Schedule, any wrong amount has been debited during any month, the Drawing and Disbursing Officer concerned should take up the matter with the R.O./A.G. to get the mistake rectified. This reconciliation is very necessary in order to guard against double drawal or fictitious bills leading to embezzlement of Government money by Subordinate Staff.

## CHAPTER VII

### *School Boarding House*

137. Every recognised school which enrolls boarders shall provide and maintain under efficient control, and a suitable building for the accommodation of such boarders. The Boarding House shall be in a suitable locality and shall be capable of being closed to the ingress of visitors and the access of boarders at any time.

Boarding Houses.

138. Dormitories shall not be less than 12 feet in height and shall provide a floor space of at least 50 square feet for each boarder to be accommodated. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on the dormitory.

Dormitories.

139. The Head of the institution is responsible for the management of the boarding house, but for each separate hostel a resident superintendent shall be appointed.

Resident Superintendent.

140. The Superintendent shall under the directions of the head of the institution maintain discipline in the hostel, control the menial staff and satisfy himself that the boarding house premises are kept in a clean and thoroughly sanitary condition. He will furnish a daily report of the attendance of the boarders to the head of the institution and will communicate at once with the head regarding matters requiring his immediate attention. He shall frame proper rules for the guidance of the boarders, and get them approved from the head of the institution. These set of rules shall be displayed in a conspicuous place in the hostel. These rules shall be shown to the Inspecting Officer for approval at the time of annual inspection.

Duties of the Hostel Superintendent.

141. The Superintendent of a Boarding House attached to a Government educational institution in Himachal Pradesh, who has to reside within the Boarding House is entitled to free quarter or he is given house rent allowance equivalent to 10 per cent of his pay, but not

House rent allowance to Hostel Superintendent.

exceeding the rent actually paid on production of non-accommodation certificate.

(D.E. Circular No. Edu-4-101649(Estt), dated 18th January, 1966).

Boarding  
House Fee.

142. Boarding House fee in schools shall be levied at the following rates:—

High Departments.—Boys	...	Re. 1.00 per mensem.
Girls	...	Re. 0.50 per mensem.
Middle Department.—Boys	...	Re. 0.50 per mensem.
Girls	...	Re. 0.50 per mensem.

*Note.*—(1) Fee concessions allowed under article 74 of Chapter IV of H.P. Education Code are not admissible in the case of boarding house fee.

(2) The boarding house fee for the full month should be charged from boarders irrespective of their date of joining or leaving.

(3) The exemption from the payment of the Boarding House fee cannot be allowed in the case of boarders remaining absent on sick leave for a full calendar month, if his seat is reserved for him and during his absence cannot be allotted to another scholar.

(4) The fee for electricity should be charged from the boarders as well as the resident members of the staff for 12 months in a year.

A Medical  
Attendance.

142-A. Provision shall be made for regular medical attendance, wherever possible a suitably located and well ventilated room should be available as a sick room and a suitably furnished room for the use of the Medical Officer.

Utilisation of  
interest on  
security.

142-B. The interest accruing on security deposit should be utilised for the common good of the boarders, equipment for hostel common room, prizes or investment in small savings.



## CHAPTER VIII

### *Teachers Special Certificates*

143. Special Certificate JBT/OT/Art/LT may be awarded to deserving inservice teachers of advance age, who have not passed the prescribed examination of the department/Board of School Education/University according to the rules laid down in this regard by the department.

Special Certificate JBT/LT/OT, etc.

144. Special teaching certificates will be granted by the Deputy Director of Education, North/South/Central Zones according to the rules and all cases, will be sent to them by the District Education Officer concerned.

Teachers Special Certificate.

145. JBT Special Certificate may be granted to teachers who have put in approved continuous service in Primary Department of a recognised school for not less than 10 years and have attained the age of 35 years on the day of submission of application. The awardee should have at least passed the Middle Standard Examination and he/she should be a teacher of good moral character duly certified by the head of the office.

Conditions for the award of JBT special certificate.

146. For the grant of O.T. Special Certificate, a teacher must have passed at least visharad or its equivalent examination in Sanskrit from Board of School Education/Himachal Pradesh, University and should have put in not less than 10 years continuous approved service—as a Sanskrit teacher in Secondary Department of a recognised school and must have attained the age of 35 years on the date of submission of application for the grant of special certificate.

Conditions for the award of O.T. Special certificates.

147. For the grant of Art Special Certificate the inservice teachers must have at least passed the Matriculation Examination with drawing and should have put in not less than 10 years continuous approved service as a Drawing Teacher in Secondary Department of a recognised school and must have attained the age of 35 years

Conditions for the award of Art Special Certificate.

on the date of submission of the application. He/She must show good reasons to the satisfaction of the authorities—that he/she is or has been unable to undertake a course of training in an arts school.

Conditions for the award of L.T. special certificate.

148. For the grant of L.T. Special Certificate the candidates should be above 35 years of age and must have passed Hindi Prabhakar and full Matriculation Examination and have put in 10 years continuous approved service in a Government or recognised school as Hindi Teachers in the Secondary Department.

149. Mountessorrie, Kindergarton or Nursery trained teacher with 2 years training, from recognised institutions, shall be considered as equivalent to Basic Trained Teacher (JBT).

150. Special certificate may be suspended or cancelled by order of the Director of Education in special circumstances, after giving a reasonable opportunity of explanation to the holder of such a certificate.

Duplicate Special Certificate.

151. *Duplicate Special Certificate.*—May be issued on payment of a fee of Rs. 20 to the department.

152. All the applications for the award of special certificate should be submitted through proper channel to the concerned Deputy Director of Education, complete in all respects, with original certificates, in support of claims and qualifications, for perusal only once a year in the month of April.

Application for teacher's special certificate.

153. Application for teacher's special certificate.

(To be filled in by the applicant)

(JBT/OT/LT., etc.) certificate

1. Name of the applicant .....
2. Father's Name .....
3. Qualifications .....
4. Age and date of birth .....
5. School in which employed .....
6. Permanent address .....

7. Detail of the length of approved and continuous service:—

(i) Total service.....years.

(ii) Service in department:—

(a) Primary.....years.

(b) Middle.....years.

(c) High/Higher Secondary.....years.

8. Reasons for not underakinga proper course of training.

9. Results of public examinations.

10. Any other point for consideration .....

Date.....

Signature of the applicant

Address .....

B(To be filled in by the Head/B.E.O.)

11. Is the Head of the School/B.E.O. satisfied about the correctness of the above statements?.....  
.....

12. Is the applicant of good moral character? .....

13. Recommendations and Log-Book remarks .....

Dated.....

Signature of the Head/BEO  
with office stamp.

C(To be filled in by the D.E.O.)

14. Is the D.E.O. satisfied with the reasons given in column "B" of the application? .....

15. Does the applicant satisfy all the conditions for the award ? .....

16. Recommendations.

Dated.....

Signature of the D.E.O.  
concerned with office seal.

D(To be filled in by the Deputy Director of  
Education)

17. Orders.

Dated.....

Signature of the Deputy  
Director of Education  
with office stamp.

## CHAPTER IX

### (Rules of Recognition)

154. A school is said to be recognised when it is allowed to present pupils for examination held under the orders of the department or by the Himachal Pradesh Board of School Education, to send up candidates for public scholarships, and to admit holders of such scholarships.

Definitions.

155. Recognised Schools may be (a) Government, (b) such privately-managed schools as in the opinion of the Education Department satisfy the conditions laid down hereunder:—

Recognised Schools.

156. Authority to recognise school rests with the Deputy Director of Education. The addition of new classes in such schools also shall require the sanction of the Deputy Director of Education of the concerned zone.

Authorities to Recognise Schools.

157. The recognition of a High School or Middle School is governed by the following conditions:—

Conditions for the Recognition of High & Middle Schools.

- (i) that the School is needed in the locality on Educational grounds, i.e., it should stand included in educational survey;
- (ii) that this is under a regularly constituted managing body which is approved by the Department and is registered. Every subsequent change in the management being reported to the Department;
- (iii) that in order to ensure the continued maintenance of the school in an efficient condition, the management have deposited in the name of the school with a branch of the State Bank of India, or with the Post Office Saving Bank, or with the State Bank of Patiala, or with a Co-operative Bank approved by the Registrar, Co-operative Societies, reserve fund equal to atleast six months salary of the staff and that no withdrawals are made without the previous

- sanction of the District Education Officer concerned;
- (iv) that it has adopted the Standard Provident Fund Scheme for its teachers;
  - (v) that the school premises, accommodation, playgrounds furniture and equipment are sufficient and suitable;
  - (vi) that it follows the departmental rules and that inter-school rules are strictly observed;
  - (vii) that it follows courses of study prescribed or approved by the Department/School Board of Education;
  - (viii) that it has attained and maintained a reasonable standard of efficiency in instructions;
  - (ix) that the rates of tuition fees and subscriptions to boy's funds charged are in accordance with the scales prescribed or approved by the Department;
  - (x) that its discipline is satisfactory;
  - (xi) that suitable arrangements are made for compulsory physical training for all pupils except such as are declared unfit by a competent medical authority;
  - (xii) that the headmaster is recognised as the sole authority in all matters connected with the internal organisation of the institution including class promotions, teachers' time tables and assignment of work, discipline; and
  - (xiii) that the records and registers as prescribed by the department are maintained.

Conditions for the recognition of Higher Secondary/Multi-purpose Schools.

158. The recognition of a Higher Secondary/Multipurpose School shall be governed by the conditions laid down in article 157 and the following conditions:—

- (i) that the school has adequate equipment and teaching aids for the elective groups introduced in it;
- (ii) that the School follows the regulations, outline of test and syllabus for Hr. Secondary Examination prescribed by the H.P. Board of School Education;

- (iii) that the staff engaged is fully qualified and is capable of teaching the enriched curriculum prescribed by the H.P. Board of School Education;
- (iv) that the school has set up a career committee for providing guidance to students in the selection of suitable careers;
- (v) that the school having once adopted the new pattern will not seek permission of the Department to switch back to the old pattern;
- (vi) that the school does not run old type Matriculation classes;
- (vii) that the school will endeavour to introduce minimum of two elective groups so as to run as a Higher Secondary/Multipurpose School.

159. The recognition of Primary and Elementary Schools is governed by the following conditions:—

Conditions for the recognition of Primary and elementary Schools.

- (i) that it is needed in the locality on educational grounds, i.e., it stands included in educational survey conducted by the Department;
- (ii) that it is under a manager or managing body approved by the Department;
- (iii) that it has been in existence for at least six months;
- (iv) that it follows the curriculum prescribed by the Department;
- (v) that it has an efficient teaching staff;
- (vi) that it is satisfactorily housed and equipped;
- (vii) that it will be open to boys and girls alike except where the District Education Officer considers it undesirable;
- (viii) that there is at least one whole-time teacher provided for every thirty five pupils in average attendance;
- (ix) that it observes the departmental rules; and
- (x) that it maintains the records and registers as prescribed by the Department for such schools.

160. If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognition may be granted or renewed

Provisional Recognition.

for a total period not exceeding three years in the case of Primary School and not exceeding four years in the case of Middle/High/Higher Secondary/Multipurpose Schools. In such cases orders shall be accompanied by a clear and definite statement of the conditions which should be fulfilled before the school will be permanently recognised.

**Refusal of Recognition.**

161. Where recognition is refused to a school, a copy of the orders shall be sent to the manager or correspondent of the school stating reasons for which recognition has been refused.

**under-taking.**

162. The management of recognised school shall undertake that all orders of the Government relating to the admission and removal of pupils, the promotion of pupils, the dates and duration of school terms and holidays, the conditions under which the religious instructions may be imparted, the physical training of pupils, school games, school discipline, the appointment, removal and conditions of service of the teaching staff, so far as such orders are applicable to the school, in question, shall be strictly observed.

**School Records.**

163. Every recognised Secondary School shall possess a copy of the Himachal Pradesh Education Code and shall maintain the following registers:—

- (i) an admission and withdrawal register;
- (ii) daily attendance register of pupils;
- (iii) an attendance register of teachers;
- (iv) A cash book showing all receipts and expenditure;
- (v) a statistical register;
- (vi) an acquittance roll of teachers;
- (vii) an acquittance roll of scholarship holders;
- (viii) a punishment register;
- (ix) a log book;
- (x) a visitor's book;
- (xi) a fee register;
- (xii) an order book;
- (xiii) a register of private tuition;



- (xiv) A conduct register of all pupils; this also should show whether they live with parents or recognised guardians; or in hostels;
- (xv) a catalogue of library books and a register showing their issue;
- (xvi) a register containing the results of house examinations and departmental and other examinations ;
- (xvii) a property register showing separately equipment and appliances purchased with the aid of grants from public funds;
- (xviii) registers relating to all pupils funds;
- (xix) a correspondance register.

164. Without the previous sanction of the authority empowered to recognise it, a recognised school shall not open a class or classes either higher or lower than those for which the school has been recognised. When such classes are opened under proper sanction, a formal application of recognition shall be made to the District Education Officer concerned by the 1st June following the date of opening them and if recognition is not accorded, the classes shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers, shall be observed with respect to such probationary classes.

Alteration in Standard.

Note : For the purpose of this rule, the Summer and Winter break determine the end of a term.

165. Recognition may be withdrawn by the authority empowered to grant it.

Withdrawal of Recognition.

When a school or any of its department or classes has ceased to fulfil the conditions of recognition or when permission to close has been given, the recognising authority shall withdraw recognition from that school or department or class provided that where recognition is withdrawn as a disciplinary measure the management shall be allowed a full opportunity of explanation. If the defects are capable of immediate or early removal the school authorities shall in the first case be allowed reasonable time, to be fixed by recognising authority, within which to remedy them, and if they are remedied to the

satisfaction of that authority recognition shall not be withdrawn.

Undue laxity in granting promotions, if it continues after due warning, will be considered sufficient reason for the withdrawal of recognition for any school or department which suffers from this defect.

**Political  
Activities.**

166. Recognition is liable to be withdrawn from a school if the management or the staff of the school take part in agitation directed against the authority of Government, or disseminate opinions tending to excite feelings of disloyalty or disaffection against the Government or of enmity and hatred between different classes or if the pupils are permitted to attend political meetings or to engage in any form of political or communal agitation. Recognition will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why recognition should not be withdrawn.

**Restoration of  
Recognition.**

167. A School or class from which recognition has been withdrawn shall not be restored to that privilege until the recognising authority has been satisfied that the defects which led to the withdrawal of recognition have been removed, and that in all other respects the school or class fulfills the prescribed conditions.

**Lapse of  
Recognition and  
Recognition of  
Branch  
Schools.**

168. The recognition of a school or department shall lapse if:—

- (a) a recognised school or Department ceases to exist; or
- (b) a school is transferred to different building or locality not already approved by the Department; or
- (c) school is transferred to a different managing body not already approved by the Department; or
- (d) in the case of provisional recognition the conditions imposed under articles 157 to 159 of this chapter are not fulfilled on the expiry of the period of provisional recognition, or an application for permanent recognition is not received on the proper proforma, in the office of the District Education Officer concerned, three

months before the expiry of the said period. If the recognition of a school or a department has lapsed under this article then for the purpose of future recognition it shall be treated as a new school or department.

169. An appeal against an order refusing or withdrawing recognition with in all cases lie to the Director of Education, Himachal Pradesh. Appeal regarding Recognition.

170. In a recognised school, no pupil shall be refused admission on account of his caste or religion. No pupil who has once been admitted to a recognised school shall be treated differently from the other pupils of his caste or religion. Recognised School open to all castes and creeds.

171. No pupil of a recognised school shall be compelled to attend a class in which a religious instruction is given or take part in any religious exercises, if the parent or guardian has formally communicated to the School authorities his wish that the pupil should not be so compelled. Religious Institutions and exercises.

A pupil absenting himself from religious instruction or religious exercises under the above paragraph shall suffer no disability on that account.

No pupil shall be refused admission to a recognised school because exemption from attendance at religious exercises or religious instruction is claimed under this clause.

No pupil shall be compelled to attend the school on any day set apart for religious observance by the community or sect to which his parents or guardians belong nor shall he be compelled to attend school on recognised holidays of his religion, included in the list of gazetted holidays.

Any representation made by guardians under these rules must be in writing.

172. Every recognised school with its account books, registers and other records shall be open to inspection at all reasonable hours by the authorised Officers of the Department, by the Executive Officers of the Government Liabilities to Inspection.

authorised to inspect schools, by the Director/Assistant Director of Public Health and by Civil Surgeon/Assistant Surgeon or Health Officer deputed by or acting under the general orders of Government, examine the health of the students or the sanitary condition of the buildings and premises.

**Reports and returns.**

173. Every recognised school must periodically and in the prescribed form submit such reports as may be required by the Department including education statistics (Numerical bi-annually as on 30th June and 30th September and Financial as on 31st March every year) in forms prescribed at Appendices II and III failing which financial assistance, if any, can be withheld and/or recognition can be withdrawn by the Department.

**Text Books.**

174. Any book not authorised by the Department or the Board of School Education shall be used in any recognised school; Government reserve to themselves the right to forbid or to prescribe the use of any book or books or other publications in recognised schools.

**Residence of Pupils.**

175. Hostels intended for the residence of pupils of Primary/Middle Schools shall be recognised by the Deputy D.E.O. (Hqrs)/District Education Officer. All other hostels will be recognised by the Deputy Director of Education of the Zone concerned.

**Conditions of Recognition of Hostels.**

176. The recognition of a hostel is governed by the following conditions:—

- (i) the buildings and the sanitary arrangements shall be approved by the competent sanitary authority;
- (ii) the minimum space to be allotted to each boarder in a dormitory shall be fifty superficial feet and six hundred cubic feet, a statement showing the area and content and the number of borders allowed being placed in each dormitory;
- (iii) there shall be satisfactory arrangements for medical attendance and supervision;
- (iv) management of the hostel shall be in the hands of a superintendent approved by the recognising authority;

(v) there shall be fixed times for morning and evening roll-call, study, meals, lights-out, and the closing of the hostel at night;

(vi) suitable arrangements shall be made for recreation;

(vi) the following records shall be kept:—

(a) an admission register showing the date of admission and home address of each boarder and the name of his parent or guardian;

(b) attendance registers;

(c) a sick register;

(d) a property register;

(e) accounts of income and expenditure;

177. All applications for recognition should be in the form prescribed in appendix I or IA of this chapter (as the case may be). Such applications from schools applying for recognition for the first time or for the extension of provisional recognition should reach the District Education Officer, concerned on the 1st June and the Deputy Director of Education of the concerned zone on 1st October, each year.

178. Should a recognised hostel once ceased to exist or be transferred to a different locality or managing body, already approved by the Department, its recognition will lapse and for the purposes of future recognition it shall be treated as a new hostel.

179. The provision of paragraphs 2 of Article 168, shall also apply to the branch hostels.

**APPENDIX I**

**(Chapter IX, Article 177)**

To

Sir

Madam

I have to request you to recognise the school. Necessary particulars are given below :—

Dated \_\_\_\_\_

Signature of Manager

Headings'	Manager's report	Remarks of inspecting officer
1	2	3
Name of School ..		
Date of first opening of school ..		
(a) Standard of recognition desired (Higher Secondary, High, Upper Middle, Primary or Adult) ..		
(b) In the case of Higher Secondary, High Upper and Lower Middle. the subject for which recognition is sought ..		
Constitution of the management of the school together with the names and their occupations ..		
Is the management registered ? ..		
School premises (number and dimensions of rooms). Plans should be attached. ..		
Dimensions of Play-grounds ..		
Library and equipment. In the case of subjects requiring special appliances detailed statements of appliances provided should be attached ..		
Has the school adopted the standard Provident Fund scheme for its employees?		

Average attendance of scholars for the last six months and rates of fees levied in each class	Classes	Average attendance	Rate of Fees	
			Agricul- turists	Non- agricul- turists

Hr. Sec.  
High  
X  
IX  
MIDDLE  
VIII Class  
VII „  
VI „  
PRIMARY  
V Class  
IV „  
III „  
II „  
I „

- (a) Number of students not residing with their parents or guardians
- (b) Arrangements made for their residence ..

Financial condition of school during preceding 6 months	Average monthly income from			Average monthly expenditure	Reserve fund
	Fees	Other sources (nature of sources should be specified)	Total		

Staff No.	Name	Date of appointment	Post	Qualifications including training	Pay	Classes and subjects taught

General Remarks

Decision of the recognising authority.

Forwarding Authority

**APPENDIX 1-A**  
**(Chapter VIII, Article 253)**

To

Sir,  
Madam,

I have the honour to request you to recognise his boarding house.  
Necessary particulars are given below :—

Dated \_\_\_\_\_

Signature of Manager.

	1	2	3
Headings	Manager's report	Remarks of inspecting Officer	
Name of boarding house ..			
Date of first opening of the boarding house ..			
Name of schools to which the boarding house is affiliated, and whether they are recognised by the Department ..			
Constitution of the management of the boarding house together with the names of the managers and their occupations ..			
Is the management registered? ..			
Boarding house premises (number and dimensions of rooms with the number of boarders accommodated in each and the minimum space allotted to each boarder). ..			
Plans should be attached. ..			
Its sanitary arrangements ..			
Has the building and sanitary arrangements been approved by a competent medical authority? ..			
If so, by whom? ..			



1	2	3	4
Average number of boarders for the last six months and rates of boarding house fees levied	Classes in which the boarders read	Average number of boarders	Rates of fees
	Hr. High Class Sec. X IX Class Middle VIII Class VII Class VI Class Primary V Class. IV Class III Class II Class I* Class		

- (a) arrangements made for—
- (i) Medical attendance ..
  - (ii) Supervision ..
  - (iii) Recreation ..
  - (iv) Meals ..
  - (v) Night study ..

*Supervision and lighting arrangements—*

Financial condition of the boarding during the preceding six months.	<i>Average Monthly income from</i>				
	Fees	Other sources (nature of sources should be stated)	Total	Average monthly expenditure	Reserve fund

Time fixed for—

- (i) morning and evening roll-call;
- (ii) study;
- (iii) meals;
- (iv) light-out;
- (v) closing of the boarding house at night.

General Remarks

Decision of the recognising authority.

Forwarding authority

## APPENDIX II

(वर्ष)  
year

[See rule 69 (b)]

### पाठशालाओं के वार्षिक आंकड़े ANNUAL STATISTICS OF SCHOOLS

वित्तीय आंकड़े  
(FINANCIAL DATA)

31 मार्च के अनुसार  
As on 31st March

पाठशाला/खण्ड का नाम.....

Name of the School/Block \_\_\_\_\_

पता

(Address) \_\_\_\_\_

To be submitted by end of April by :—

- (i) Pre-Primary/Primary Schools to B.E.O.
- (ii) Middle Schools to High/Higher Secondary Schools.
- (iii) High/Higher Secondary Schools to Director of Education.

निम्न द्वारा अप्रैल मास के अन्त तक भेजे जाते हैं :—

- (i) पूर्व प्राथमिक/प्राथमिक पाठशालाओं से खण्ड शिक्षा अधिकारियों।
- (ii) माध्यमिक पाठशालाओं से उच्च/उच्चतर माध्यमिक पाठशालाओं।
- (iii) उच्च/उच्चतर माध्यमिक पाठशालाओं में शिक्षा निदेशालय।

स्पष्टीकरण  
(EXPLANATIONS)

(1) आय तथा व्यय वित्तीय वर्ष (जो किसी वर्ष की प्रथम अप्रैल से अगले वर्ष की 31 मार्च) से सम्बन्धित होना चाहिए।

Income and Expenditure should relate to financial year i.e. to the period 1st April, of one year to 31st March of the next year.

(2) आय का अर्थ है संस्था की पावतियां और व्यय का अर्थ है अदायगियां। व्यय सम्बन्धित वर्ष के दौरान वास्तविकता में खर्च की गई राशि से सम्बन्धित होना चाहिए।

Income means the receipts of the institution and expenditure means payments. Expenditure should however, relate to the amount actually spent during the year under report.

(3) निम्नलिखित मदों से सम्बन्धित आय तथा व्यय सम्मिलित नहीं होगा क्योंकि न ही ये संस्थाओं की आय है और न ही जो राशि इसमें से खर्च की गई है संस्था पर व्यय है :—

Income and Expenditure in respect of the following items will be excluded as these are neither income to the institutions nor the amount incurred out of these constitute expenditure on the institution :—

(क) लौटाया जाने वाला प्रतिभूति निक्षेप जैसे पुस्तकालय निक्षेप, प्रयोगशाला प्रतिभूति राशि, छात्रावास प्रतिभूति राशि इत्यादि ।

(A) Refundable security deposits such as library deposits, Laboratory caution money, Hostel caution money etc.

(ख) अन्य प्राधि कारियों जैसे राज्य सरकार, बोर्ड इत्यादि के नाम पर एकत्रित की गई राशि जो कि वास्तव में उन्हीं प्राधिकारियों को जानी है जैसे बोर्ड पंजीकृत शुल्क, बोर्ड परिणाम शुल्क इत्यादि ।

(B) Money collected on behalf of other authorities such as State Government Boards, etc. which is ultimately to be passed on to those authorities, such as Board registration fee, Board Examination fee, etc.

(ग) विशिष्ट सेवायें देने के लिए कुछ एक विद्यार्थियों से एकत्रित की गई फीस जैसे बस फीस इत्यादि ।

(C) Fees collected from some of the students for providing specific services to them such as bus fee, etc.

(घ) उधारों का प्रतिशोधन, ऋणों पर ब्याज जो कि संस्थाओं द्वारा भ्रदा किया गया व्यय माना जायेगा ।

(D) Repayments of Loans, interest on loans paid by the Institution will, however, be considered as an expenditure.

(ङ) यदि परिचर्या या अन्य शैक्षिक कक्षाएं हस्पतालों में चलाई जा रही हैं तो इन कक्षाओं पर होने वाला व्यय किनारे पर दिये गये सम्बन्ध शीर्षों में दर्शाया जायेगा ।

(E) If nursing or other educational classes are conducted in hospitals, the expenditure on these classes only will be shown against the relevant sides heads.

(च) छात्रावास शुल्क में भोजनशाला शुल्क सम्मिलित नहीं होना चाहिए । यदि संस्था भोजनशाला के लिए अपनी निधि निधि से कुछ श्रम दान करती है तो वह राशि अन्य मदों के सामने दर्शाई जाये ।

(F) The Hostel fee should exclude the messing fee. However, if the institution contributes anything towards Mess from its own funds that amount should be shown under other items.

(घ) निःशुल्कता के कारण संस्था द्वारा छोड़ी गई फीस शिक्षा शुल्क से हुई आय में सम्मिलित नहीं होनी चाहिए लेकिन यदि सरकार या किसी दूसरे अभिकरण के द्वारा शुल्क का प्रतिशोधन होता है तो वह प्राप्त राशि शिक्षा शुल्क से हुई आय में दर्शायी जाये। दुबारा ये प्रतिशोधन विद्यार्थी के द्वारा वित्तीय सहायता के तौर पर प्राप्त किया जाता है और अभिकरण के द्वारा दी जाती है जो कि इस प्रतिशोधन की ओर अदा करती है तो इसे वजीफे, छात्रवृत्तियां और अन्य वित्तीय सहायता के लिये आय और व्यय में सम्मिलित होना चाहिए।

(G) Fees foregone by the institution on account of free students-ships should not be included in income from tuition fee, but in the case of re-imburement of fees by Government or any other agency does receive that amount and it should be shown as income from tuition fees. Again this re-imburement is received by the student as financial assistance and is given by agency also pays towards this Reimbursement and as such should be included in income and expenditure for scholarships, stipends and other financial assistance.

(ज) वर्ष के दौरान घाटे को आय की तरफ "अन्य साधनों" के अधीन सम्मिलित नहीं करना चाहिए लेकिन यदि घाटा प्रबन्ध के द्वारा अपने निजी निधि से पूरा किया जाता है तो यह राशि प्रबन्ध की ओर से अनावर्ती आय में दर्शाई जानी चाहिए और संस्था को घाटे में नहीं माना जाये। यदि घाटे को ऋणों के बढ़ाने के द्वारा पूरा किया जाता है तो जो राशि प्राप्त हुई उसे महाविद्यालय की आय न माना जाये लेकिन केवल पद टिप्पणी में दर्शायी जाये। इसी तरह ऋणों की अदायगी व्यय नहीं माना जायेगा। केवल ऋणों के कारण दिये गये व्याज की राशि (यदि कोई है) व्यय की तरफ दिखाई जायेगी। फालतू को व्यय की तरफ "अन्य मदों" में नहीं दर्शाया जाये।

(H) The deficit during the year should not be included under 'other sources' no income side but if the deficit is met by the management from their own funds, this amount should be shown as non-recurring income from the management and institution not considered in deficit. In case the deficit is met by raising loans the amount thus received need not be treated as income of the college but shown in foot-note only. Similarly the payment of such loans will not be considered as expenditure only the amount paid as interest on account of such loans, if any, will be shown on expenditure side. Surplus should not be shown against 'other items' on the expenditure side.

आय, व्यय तथा छात्रावृत्तियों के आंकड़ों से सम्बन्धित पाठशाला फार्म के भरने के लिये

अनुदेश

(सारणी-I (आय)

(क) इस सारणी में तथा सारणी-II में आय तथा व्यय की राशि रूप्यों में दी जाये। पैसों को रूप्यों में परिवर्तित कर दिया जाये।

(a) In this table and table-II, the amount in respect of income and expenditure may be given in rupees any fraction of a rupee may be rounded off.

(ख) इस सारणी में तथा सारणी-II में ऋणों का लेना तथा ऋणों की वापिसी को आय के साधन या व्यय की मद में सम्मिलित नहीं करना चाहिए । ऋणों की वापिसी को सारणी-II में मद टिप्पणी में दिखाया जाये । ऋणों पर व्याज की व्यय में अन्य मदों आवर्ती (क्रम संख्या 10) सारणी-II दर्शाया जाये ।

(b) In this table and table-II, loans taken and also repayment of loans should be included as a source of income or item of expenditure. The repayment of loans may, however, be indicated in a foot-note in table-II. The interest on loans will 'however' be shown as expenditure against 'other items' recurring (Sl. No. 10) in table-II.

(ग) सरकार या किसी अन्य अभिकरण के द्वारा प्रतिशोधित राशि को शुल्क की हानि के लिये प्रतिकर जानकर 'शैक्षिक शुल्क' [मदख (j) आवर्ती] के समाने दर्शाया जाये ।

(c) The amount re-imbursed by Government or any other agency as compensation towards loss of fees may be shown against tuition fees (Item-B-(i)-Recurring)

(घ) लिये गये अर्थ दण्ड को शुल्क में मद ख (iii) के समाने न दिखाया जाये लेकिन "अन्य साधनों" (मद 'घ' आवर्ती] के समाने दर्शाया जाये ।

(d) Fines realised should not be shown as fees against item B-III but may be shown as 'other sources' (Item D—Recurring).

#### सारणी-II (व्यय)

(क) क्रम संख्या 1 और 2 वेतनों में यात्रा पर जाने के लिये दिया जाने वाला यात्रा भत्ता इत्यादि सम्मिलित न किया जाये । इसको "अन्य मदों" (क्रम संख्या 10 आवर्ती) के समाने दर्शाया जाये ।

(a) S. No. 1 and 2 : Salaries will not include T.A. and D.A. paid to staff for going on tour. The latter may be shown against 'other items' (Sl. No. 10-Recurring).

(ख) क्रम संख्या 6 और 9: (i) पुस्तकालय तथा छात्रावास के कर्मचारियों के वेतनों को इन मदों के सामने नहीं दिखाया जाये परन्तु उसे गैर-अध्यापन स्टाफ क्रम संख्या 2 के सामने सम्मिलित किया जाये ।

(b) S. No. 6 and 9 : (i) Salaries of staff of library and Hostel will not be shown against these items, but may be included in that of Non-teaching staff against Sl. No. 2.

(ii) पुस्तकालय तथा छात्रावास के फर्नीचर का व्यय इन मदों के समाने नहीं दिखाया जाये परन्तु इसे क्रम संख्या 4 के सामने दिखाया जाये यदि आवर्ती व्यय है और यदि अनावर्ती व्यय है तो उसे क्रम संख्या (iv) के समाने दिखाया जाये ।

(ii) Expenditure on furniture of library and hostel will not be shown against these items but may be shown against Sl. No. 4 in case of recurring expenditure and against Sl. No. (IV) in case of Non-recurring expenditure.

(iii) छात्रावास व्यय में भोजनशाला चार्ज सम्मिलित नहीं किये जायेंगे। परन्तु यदि ये संस्था द्वारा दिये जाते हैं तो उन्हें "अन्य मदों" (क्रम संख्या 10 आवर्ती) के सामने दर्शाया जाये।

(iii) Expenditure on Hostel will exclude messing charges but if the latter is contributed by the institution, it may be shown against 'other Items' (Sl. No. 10 Recurring).

(iv) छात्रावासों के भवनों का व्यय छात्रावास का व्यय नहीं होगा परन्तु इसे अलग से मद 3 आवर्ती या मद (ii) अनावर्ती (जैसा भी उचित हो) के सामने दिखाया जाये।

(iv) Expenditure on buildings for hostel will not be shown as expenditure on hostel, but may be shown separately against item 3 recurring and item (ii) Non-recurring, as the case may be.

(ग) क्रम संख्या 7: निःशुल्कता के कारण पिछड़ी श्रेणियों के विद्यार्थियों को राज्य सरकार द्वारा प्रतिशोधित की गई राशि को वित्तीय सहायता के रूप में माना जायेगा और इस मद के सामने दिखाया जाये।

(c) S. No. 7 : The amount that is reimbursed by the State Government on account of free-studentships awarded to backward classes students will be considered as financial assistance and shown against this item.

### सारणी-III

#### Total III

(I) वजीफे तथा छावृतियां मौद्रिक सहायता है जो कि किसी विद्यार्थीको निश्चित समय के लिये निर्धारित दर पर योग्यता, गरीबी तथा पिछड़ापन इत्यादि के आधार पर दिया जाता है।

(1) *Scholarships/stipends* is a monetary award made to a pupil (student) for a definite period of a specified rate in recognition of merit or on the basis of poverty, backwardness, etc.

(2) अन्य वित्तीय सहायता में इकट्ठी राशि सम्मिलित होती है (जिसमें कोई दर और समय नहीं होता) जो कि विद्यार्थियों को सामान्यता, निर्धारित उद्देश्यों के लिये (जैसे कि पाठ्य पुस्तकों लेखन सामग्री इत्यादि का खरीदना) दी जाती है। राज्य सरकार द्वारा प्रतिशोधित की गई राशि जो कि शुल्क आय को हानि को प्रतिकार करने के लिये संस्था द्वारा पिछड़ी श्रेणियों इत्यादि से सम्बन्धित विद्यार्थियों को निःशुल्कता देने में खर्चकी गई, उसे भी राज्य सरकार की ओर से अन्य वित्तीय सहायता में माना जाये।

(2) *Other Financial Assistance* includes lumpsum amounts (not involving any rate and period) paid to pupils (students) generally for specific purposes, such as purchase of text books, stationery, etc. The amount reimbursed by the State Government to compensate the loss of fee income incurred by an institution on account of granting freeships to students belonging to backward classes, etc., will also be treated as other financial assistance from the State Government.

(3) निःशुल्कता का अर्थ है किसी विद्यार्थी द्वारा संस्था को शैक्षिक शुल्क की अदायगी से पूरी तरह या कुछ अंश तक मुक्त होना। यदि निःशुल्कता देने में संस्था पर व्यय नहीं होता लेकिन संस्था शुल्क से आय की हानि की कुछ राशि को सहन करती है।

(3) *Freeship* denotes exemption from the payment of tuition fee, either in full or in part, by a student to the institution. In granting a freeship, no expenditure is involved on the part of the institution, but it incurs a certain amount of loss in its income from fees,

सारणी-I (आय)  
TOTAL-I (INCOME)

राशि (रुपये में)  
Amount (Rs.)

साधन  
(Source)

I आवर्ती  
(Recurring)

(क) से  
(From) :

(i) केन्द्रीय सरकार  
(Central Govt.)

\_\_\_\_\_

(ii) राज्य सरकार  
(State Govt.)

\_\_\_\_\_

(iii) विश्वविद्यालय अनुदान आयोग  
(University Grants Commission)

\_\_\_\_\_

(iv) विश्वविद्यालय  
(University)

\_\_\_\_\_

(v) स्थानीय निकाय  
(Local Bodies)

\_\_\_\_\_

योग (क)  
Total (A)

\_\_\_\_\_

(ख) शुल्क  
(Fees) :

(i) शिक्षा  
(Tuition)

\_\_\_\_\_

(ii) छात्रावास  
(Hostel)

\_\_\_\_\_

(iii) अन्य  
(Other)

\_\_\_\_\_

योग (ख)  
Total (B)

\_\_\_\_\_

(ग) अक्षय निधि  
(Endowments)

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(घ) अन्य स्रोत  
(Other Sources)

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योग I—(आवर्ती) (क+ख+ग+घ)

Total-I-(Recurring) (A+B+C+D)

---

II. अनावर्ती  
(Non-Recurring)

(i) केन्द्रीय सरकार  
(Central Govt.)

---

(ii) राज्य सरकार  
(State Govt.)

---

(iii) विश्वविद्यालय अनुदान आयोग  
(University Grants Commission)

---

(iv) विश्वविद्यालय  
(University)

---

(v) स्थानीय निकाय  
(Local Bodies)

---

(vi) अन्य स्रोत  
(Other Sources)

---

योग—II (अनावर्ती) (i से vi तक)

Total-II-(Non-Recurring) (i to vi)

---

कुल योग I तथा II (आवर्ती व अनावर्ती)

Grand Total I &II-(Recurring & Non-Recurring)

---



सारणी-II (व्यय)  
Table II (Expenditure)

राशि (रुपये)  
Amount (Rs.)

मद  
Item

I. आवर्ती  
(Recurring)

1. अध्यापन और शैक्षिक वर्ग के वेतन और भत्ते (Salaries and allowances of teaching and Academic staff)	_____
2. गैर अध्यापन वर्ग के वेतन और भत्ते (Salaries and allowances of Non-teaching staff)	_____
3. भवनों का अनुरक्षण (Maintenance of Buildings)	_____
4. उपस्कर तथा फर्नीचर का अनुरक्षण (Maintenance of Equipments and furniture)	_____
5. उपकरण, रासायनिक और उपभोग भण्डार (Apparatus, chemicals and consumable stores)	_____
6. पुस्तकालय (Libraries)	_____
7. वजीफे छात्रवृत्तियां, और अन्य वित्तीय रियायतें (Scholarships, stipends and other financial assistance)	_____
8. खेल कूद (Games and sports)	_____
9. छात्रावास (Hostels)	_____
10. अन्य मदें (Other items)	_____
जोड़--I (आवर्ती) (1 से 10) Total—I (Recurring) (1 to 10)	_____

II अनावर्ती  
(Non-Recurring)

(i) पुस्तकालय  
(Library)

\_\_\_\_\_

- (ii) भवन  
(Buildings) \_\_\_\_\_
- (iii) उपस्कर  
(Equipments) \_\_\_\_\_
- (iv) फर्नीचर  
(Furniture) \_\_\_\_\_
- (v) अन्य मदें  
(Other items) \_\_\_\_\_

जोड़-II (अनावर्ती)—( I से V तक)  
Total—II (Non-Recurring) (I to V)

कुल जोड़ I तथा II --- (आवर्ती तथा अनावर्ती)  
Grand Total I & II—(Recurring and Non-Recurring)

सारणी-III बर्जीफें, छात्रवृत्तियां, निशुल्कता तथा अन्य वित्तीय रियायतें  
Scholarships, Stipends, Free Studentships and other Financial concessions

सहायता का प्रकार Type of Assistance	संख्या Number		राशि (रुपयों में) Amount (in Rs.)	
	बालक (Boys)	बालिकाएं (Girls)	बालक (Boys)	बालिकाएं (Girls)
1	2	3	4	5

(क) बर्जीफें तथा छात्रवृत्तियां :  
(A) Scholarships and stipends :

सभी विद्यार्थी  
(All students)

(i)कारी निधि से  
(From Govt. funds)

(ii) स्थानीय निकाय निधि से  
(From Local Bodies funds)

(iii) विश्वविद्यालय निधि  
(From University funds)

(iv) संस्थानिधि  
(From Institution funds)

सहायता का प्रकार  
Type of Assistance

संख्या  
Number

राशि (रुपये में)  
Amount (in Rs.)

बालक बालिकाएं बालक बालिकाएं  
(Boys) (Girls) (Boys) (Girls)

1

2

3

4

5

(ii) तथा अन्य साधनों से  
(From endowments and other sources)

योग (क)  
Total (A)

(ख) वजीफे तथा छात्रवृत्तियां (योग (क) में सम्मिलित)  
निम्न विद्यार्थियों को दी गई :

(B) Scholarships and stipends included in  
total (A) awarded to students belonging to :

(I) स्थानीय निकाय निधि से  
(Sch. Castes)

(i) अनुसूचित जाति  
(From Govt. funds)

(ii) सरकारी निधि से  
(From Local Bodies funds)

(iii) विश्वविद्यालय निधि से  
(From University funds)

(iv) संस्था निधि से  
(From Institution funds)

(v) धर्मस्व तथा अन्य साधनों से  
(From Endowments and other sources)

योग (I)  
Total (I)

(II) अनुसूचित जनजाति  
(Sch. tribes)

(i) सरकार निधि से  
(From Govt. funds)

(ii) स्थानीय निकाय निधि से  
(From Local Bodies funds)

सहायता का प्रकार Type of Assistance	संख्या Number		(राशि रुपये में) Amount (in Rs)	
	बालक (Boys) 2	बालिकाएं (Girls) 3	बालक (Boys) 4	बालिकाएं (Girls) 5
(iii) विश्वविद्यालय निधि से (From University funds)				
(iv) संस्था निधि से (From Institution funds)				
(v) धर्मस्व तथा अन्य साधनों से (From endowments and other sources)				
	योग (II) Total (II)			
(ग) अन्य वित्तीय रियायतें (G) Other Financial Concessions				
सभी विद्यार्थी (All students)				
(i) सरकारी निधि से (From Govt. funds)				
(ii) स्थानीय निकाय निधि से (From Local Bodies funds)				
(iii) विश्वविद्यालय निधि से (From university funds)				
(iv) संस्था निधि से (From Institution funds)				
(v) धर्मस्व तथा अन्य साधनों से (From Endowments and other sources)				
	योग (ग) Total (G)			
(घ) अन्य वित्तीय रियायतें (योग गा' में सम्मिलित निम्न विद्यार्थियों को दी गईं (D) Other Financial Concessions (included in total 'C' awarded to students belonging to :-				
(I) अनुसूचित जाति (Sch. Castes)				

सहायता का प्रकार Type of Assistance	संख्या Number		राशि (रुपयों में) Amount (in Rs.)	
	बालक (Boys) 2	बालिकाएं (Girls) 3	बालक (Boys) 4	बालिकाएं (Girls) 5
(i) सरकारी निधि से (From Govt. funds)				
(ii) स्थानीय निकाय निधि से (From Local Bodies funds)				
(iii) विश्वविद्यालय निधि से (From University funds)				
(iv) संस्था निधि से (From Institution funds)				
(v) धर्मस्व तथा अन्य साधनों से (From Endowments and other sources)				
(योग (I) Total (I))				
(II) अनुसूचित जन-जाति (Sch. tribes)				
(i) सरकारी निधि से (From Govt. funds)				
(ii) स्थानीय निकाय निधि से (From Local Bodies funds)				
(iii) विश्वविद्यालय निधि (From University funds)				
(iv) संस्था निधि से (From Institution funds)				
(iv) धर्मस्व तथा अन्य साधनों से (From Endowments and other sources)				
(योग (II) Total (II))				

सहायक का प्रकार Type of Assistance	संख्या राशि (रूपयों में) Number Amount (in Rs)			
	बालक (Boys)	बासिकाएं (Girls)	बालक (Boys)	बासिकाएं (Girls)
1	2	3	4	5
(इ) निःशुल्कता (E) (Free studentships)				
(च) निःशुल्कता (इ सम्मिलित) निम्न विद्यार्थियों को दी गई : (F) Free-ships (included in 'E' awarded to students belonging to :				
(i) अनुसूचित जाति (Sch. Castes)				
(ii) अनुसूचित जन जाति (Sch. Tribes)				

## APPENDIX III

[See rule 69 (b)]

**Educational Statistics Numerical Data Return  
Middle/High/Higher Secondary Schools**

As on 30-9-1981

- (1) Name of the School \_\_\_\_\_ District \_\_\_\_\_  
 (2) Management \_\_\_\_\_ (3) Establishment  
 Year \_\_\_\_\_ (4) Name of Assembly Constituency \_\_\_\_\_  
 (5) Class-wise and sex-wise enrolment \_\_\_\_\_

Class	All Students			Scheduled Castes		Scheduled Tribes	
	Boys	Girls	Total	Boys	Girls	Boys	Girls
VI							
VII							
VIII							
(VI—VIII)							
IX							
X							
XI							
(IX—XI)							
Grand Total							

(6) Hostels and Hostellers :—

	Boys	Girls	Total
(a) No. of Hostels			
(b) Intake			
(c) Hostellers (All)			
(d) Hostellers			
(i) Sch. Castes			
(ii) Sch. Tribes			

## (7) Teachers (by stages)

	Trained			Untrained		
	Men	Women	Total	Men	Women	Total
VI—VIII						
IX—XII						
Total						

## (8) Teachers (Category-wise) :—

## Teaching Posts Sanctioned and Teachers in position

Name of Category	Pay Scales	Sanctioned Posts	Teachers in position					
			All		Sch. Castes		Sch. Tribes	
			Male	Female	Male	Female	Male	Female
1	2	3	4	5	6	7	8	9
Principal								
Headmaster								
Lecturers—								
Arts								
Science								



Name of Category	Pay Scales	Sanctioned Posts	Teachers in position					
			All		Sch. Castes		Sch. Tribes	
			Male	Female	Male	Female	Male	Female
1	2	3	4	5	6	7	8	9
<b>Commerce</b>								
<b>Technical</b>								
<b>Trained Graduates— Arts</b>								
<b>Science</b>								
<b>Commerce</b>								
<b>C.V. Teachers</b>								
<b>Shastri</b>								
<b>Language Teachers</b>								
<b>Arts and Craft Teachers</b>								
<b>Others (Please specify)</b>								
<b>(i)</b>								
<b>Grand Total</b>								



Sl. No.	Name of Middle School@	Category	Sanction Scale Pay	In position								
				All			S.Cs.			S. T.		
				M	F	T	M	F	T	M	F	T

3                    T. G.—

(i) Arts

(ii) science

(iii) O.T.

(iv) L.T.

(v) P.T.I.

(vi) C.&V.

(vii) Any other@@

**Total**

4                    T. G.

(i) Arts

(ii) Science

(iii) O.T.

(iv) L.T.

(v) P. T.I.

(vi) C.&V.

(vii) Any other@@

**Total**

Sl. No.	Name of Middle School@	Category	Sanction Scale	In position															
				Ali			S.Cs.			S. T.									
				M	F	T	M	F	T	M	F	T							
5		T. G.—																	
		(i) Arts																	
		(ii) Science																	
		(iii) O.T.																	
		(iv) L.T.																	
		(v) P.T.I.																	
		(vi) C.&V.																	
		(vii) Any other@@																	
		Total																	
6		T. G.																	
		(i) Arts																	
		(ii) Science																	
		(iii) O.T.																	
		(iv) L.T.																	
		(v) P.T.I.																	
		(vi) C.&V.																	
		(vii) Any other@@																	
		Total																	

@@Please specify. Note.—Add more sheets if the No. of M/Schools is more than 6.

@ Write in Block letters. Also indicate separately the No. of untrained teachers.



Sl. No.	Name of Middle School@	Classes	All Students			Scd. Castes			Scd. Tribes		
			B	G	T	B	G	T	B	G	T
1	2	3	4	5	6	7	8	9	10	11	12
5		VI									
		VII									
		VIII									
		VI-VIII									
6		VI									
		VII									
		VIII									
		VI-VIII									
7		VI									
		VII									
		VIII									
		VI-VIII									

**B. Hostels & Hostellers—**

	Boys	Girls	Total
(a) No. of Hostels			
(b) Intake			
(c) Hostellers (All)			
(d) Hostellers (S. C.)			
(e) Hostellers (S. T.)			

*Note.*—Use more sheets if the number of Middle Schools is more than 7.  
@Write in Block letters.

---

NUMBRIED DATA OF PRE-PRIMARY  
AND PRIMARY SCHOOL

---

## NUMERICAL DATA OF

(1) Name of the block \_\_\_\_\_

(2) Name of Distt. \_\_\_\_\_

Name of \_\_\_\_\_

Sr. No.	Name of the School	Class-wise and Sex-wise Enrolment											
		All Students											
		Pre-Primary		I		II		III		IV		V	
		B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.
1													
2													
3													
4													
5													
6													
7													
& so on													
Total													

Information in respect of Pre-Primary and Primary sections separated be included.





		Class-wise and Sex-wise enrolment (Contd.)											
gr. No.	Name of the School.	Scheduled Tribes											
		Pre- Pry.		I		II		III		IV		V	
		B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.
1													
2													
3													
4													
5													
6													
7													
and so on													
Total													

Abbreviations :—B. for Boys

G. for Girls

T. for Total

M. for Males

F. for Females

T. for Total

Block Education Officers are also requested to include the information



## CHAPTER X

### MISCELLANEOUS

#### Prize Distribution Function.

180. The prize distribution function should be held every year in all the Middle, High and Higher Secondary Schools. The dates should be preferably fixed between May and September. The function should be presided over by some High Officer of the Department or some Minister/M.L.A. Even the Governor can be requested to preside. The occasion can also serve the purpose of parent's day and all the parents should be invited to attend the function. The Programme should include the items like cultural, athletic and literary. Prizes be given from student's fine fund. The basis of the prizes should be accomplishments of the previous year.

#### Provision of Apparatus for practicvals.

181. A School will not be recognised for the teaching of Science, Psychology, Hygiene, Agriculture, Music Fine Arts and Domestic Science, etc., unless suitable apparatus is provided and facilities are given for practical work to be done by the students.

#### Testimonials Subordinates.

182. The practice of issuing testimonials to subordinate teachers by Heads of Schools, should be invariably stopped. Each such certificate/testimonial issued must mention the purpose. Necessary remarks about their work and occasion for which it is being issued should be given in their Character-rolls.

#### Students Participation for receptions.

183. The unhealthy practice of lining up the student by the Heads of schools on the roads especially, during school hours on the VIPs passing by such routes, strongly is undesirable as it puts unnesessary strain on the students as well as results in wastage of their precious time.

“D.E. circular No. 50, 23-66-Edu(Cen1), dated, 25th June.”

#### Publicmen's Pressure on Officers.

184. Direct interference with services by public men should be avoided, and undue pressure should not be brought by them on officers regarding services selections and other matters in respect of their official duties.

(H.P. Govt. Press note No. 269/64, dated 29th July, 1964)

185. While addressing communications to the Directorate of Education Department, the following points should be taken into consideration:—

Official correspondence procedure.

- (a) Letters should be written on a durable paper in ink where typewriters do not exist.
- (b) Complete and correct reference to the file's number of Directorate should be given.
- (c) Subject of the case should be written conspicuously.
- (d) One communication should deal with only one subject.
- (e) Separate covering letters be attached with statements, and returns.
- (f) Enclosures, if any, should be specifically mentioned.
- (g) Each envelop before it is posted, should be franked, appropriately weighed and stamps affixed.

(D.E.'s circular No. E.32.717/53, dated, 30th July, 1954.)

186. To make classrooms work dynamic and effective, use of the Education Technology audio-visual aids should be made in every subject. The main companions of the teachers in this respect are Blackboards, Charts, concerned apparatuses and other improvised articles.

Audit-Visual Aids.

Full use should be made of the school environments and all possible educational resources. Yearly provision for the purchase of necessary audio-visual aids should be made in the school budget.

(ii) Funds allocated for the purchases of audio-visual material in the budget be spent by the Head preferably in consultation with the audio-visual Education Officer.

(iii) Efforts should be made by all Heads of Schools to implement the maximum possible recommendations of the Audio-visual Unit, in the interest of students.

(iv) **Demonstration Lessons.**—In every school there are always a few experienced teachers using various audio-visual aids. The Head should make such arrangements enabling them to give some demonstration lessons for guidance of other members of the staff.

**Teacher's Diary.**

187. Proper maintenance of Teacher's Diary is very essential as it indicates how the teacher has planned his work. It should invariably contain the following:—

- (i) Detailed syllabi for the subjects, a teacher is teaching.
- (ii) His time-table.
- (iii) Records of his student's progress.
- (iv) His notes on weekly instruction programme in his subject, according to the time-table.
- (v) Assignment of Home task.
- (vi) Other useful information teacher wishes to record.

**Instructions regarding writing off the un-serviceable losses of Stores and stock caused by various reasons.**

188. The powers to various subordinate authorities for writing off of the un-serviceable article/losses of stock and store caused by various reasons are given herein:—

Description	Authority which the powers is delegated	Extent of power redelegated
To declare articles of store and stock surplus un-serviceable	Deputy Director of Education North/South Central Zone	Upto Rs 750/- in r/o all the D, & D. O. in their jurisdiction
	Registrar Directorate of Education	Upto Rs. 500/- in r/o Directorate only
	District Education Officers	Upto Rs. 500/- in respect of all D and D. O. under their respective jurisdiction
	Principal of all the Colleges in Himachal Pradesh Educational Department	Upto Rs. 500/- in each case during one financial year in respect of their own colleges
	Other Drawing and Disbursing Officer	Upto Rs. 300/- in each case during one financial year in respect of their own Office/Institutions

To sanction sale of stores and stock declared surplus or unserviceable. By the Competent Authority by Way of Public auction at Book value or Market value, whichever is greater.

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Joint Director of Education	Upto Rs. 5000/- in each case
Deputy Director of Education (B and A)	Upto Rs. 4000/- in respect of institution under his control
Registrar Directorate of Education (H.P.)	Upto Rs. 3000/- (in respect of Directorate only)
District Education Officer	Upto Rs. 3000/- in each case. (in respect of institutions under their control)
Principal of all colleges in Himachal Pradesh Education Department	Upto Rs. 3000/- P. A.
Other Drawing and Disbursing Officer.	Upto Rs. 3000/- (P.A.)

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1. It has further been decided that separate case may be prepared in respect of the articles purchased out of Government funds and of those purchased out of pupil's funds.

2. The lists of the article, required to be written off may be prepared in quadruplicate in the first instance and may thereafter be got countersigned by the inspecting officer after he has personally inspected and physically varified the articles proposed too be written off (see annexure 'A').

3. Actual date of purchase alongwith month and year should be recorded on the lists in Gregorian calender.

4. It should be ensured that the articles of dead stock which are in use for less than 15 years are not recommended for writing off except in exceptional cases and of perishable nature reason for which may be furnished in detail.

5. Each D. & D.O. as well as Inspecting Officer should make it a point to see that whenever any loss is caused to the Government stores for reasons other than normal wear and tear, the matter is investigated.

6. The cases where the losses to the stock and store are proved to be caused by negligence of Government employee the same may be recovered from her/him/them.

7. Only such cases of losses of stock and store should be recommended for writing off where no officials, on investigation, is found guilty of the same.

8. The detailed reasons in respect of the cases where the recoveries on account of the losses of stock and store cannot be effected from the defaulter(s) should be furnished by the D. & D.O. and Inspecting Officer separately at the time of submission of the cases of writing off.

9. Actual book value and not the approximate/market value should be recorded in the lists/invariably.

10. Normally the articles written off from the stock register should be disposed of through public auction. In case the proposed mode of disposing them of is other than that of public auction, reasons as to why the articles cannot be put to public auction should be furnished in detail.

11. The amount realised by way of Public Auction should be credited to the receipt-head in a Government Treasury in case the articles were purchased out of the Government Contingencies and if the same had been purchased out of pupil funds the amount so realised may be deposited in the respective funds account.

12. The Heads of Office/Institution will verify the stores physically at least once in a year and suggest the unserviceable articles to be written off on the recommendations of a committee consisting of at least three members as follow:—

(i) Head of Office/Institution, and

(ii) Two senior most members of his office/institution.

13. Each member of the committee so constituted, should also sign the certificates, detailed below the lists of the articles proposed to be written off (see Annexure 'B').

14. The following officers are declared inspecting officers in respect of the offices/institutions indicated



against each for the purpose of inspection:—

---

Sr. No.	Inspecting Officer	Their Jurisdiction
1.	All District Education Officers	All Middle, High and Hr. Sec. Schools under them including Block Education Officers
2.	All Block Primary Education Officers.	All Primary Schools under their jurisdiction
3.	Dy. Director of Education North/South Zone	All the Officers of District Deputy District Education Officer under them
4.	Commander NCC Group Hqrs.	All the Officer of Officer Commanhing in respect of various NCC Units in H. P.
5.	Respective Controlling Officer	In respect of the District Libraries, Integrated Libraries and Community Libraries in H. P. Education Department
6.	Director of Education (or any other Officer authorised by him specifically in each case.	All the Institution/Officers not covered above

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15. All the Inspecting Officer, as mentioned above will ensure that articles recommended to be written off have physically been checked by him. In case any loss or damage is caused to the Government due to the false report given by the Inspecting Officer, he will be liable for necessary disciplinary action and shall be responsible for the said loss/damage personally. He will also furnish the certificate as detailed,—*vide* Annexure 'B' on the lists of articles recommended to be written off.



ANNEXURE 'B'

**CERTIFICATES REQUIRED TO BE FURNISHED ON THE LIST OF ARTICLES PROPOSED TO BE WRITTEN OFF BY THE MEMBERS OF THE COMMITTEE (C-12) AND BY THE INSPECTING OFFICER (C-15) RESPECTIVELY.**

(i) The article proposed above for writing off have been checked physically by us and have been found unserviceable and irreparable. These are, therefore, recommended for declaring for unserviceable and are further recommended to be written off. It is also certified that there has not been any negligence on the part of any Government employee which may call for any disciplinary action, by a higher authority.

[TO BE SIGNED BY THE MEMBER OF COMMITTEE (SEE PARA-12 ABOVE)]

(ii) The articles proposed above for writing off have been checked physically by me and have been found unserviceable/irreparable. These are, therefore, recommended for declaring unserviceable and are further recommended to be written off. It is certified that there has not been any negligence of any. Government employee which may call for any disciplinary action by a higher authority.

(To be signed by the Inspecting Officer)

(iii) The above articles proposed to be written off have been found lost and no Government employee, on investigation was found responsible for the same. It is further certified that the above loss does not disclose a defect in rules or proceeding the amendment of which require the orders of higher authority.

(To be signed by the head of office/institution)

(iv) The articles enlisted above have been lost or rendered unserviceable owing to a natural calamity. The copies of the detailed report of the Investigating Officer on this account, is enclosed in quadruplicate. It is further certified that the above loss does not disclose any defect in rules or procedure the amendment of which require orders of a higher authority.

(To be signed by the Head of Office/institution only)

Note:—Certificates (i) and (ii) above will only be furnished in case of unserviceable articles rendered unserviceable owing to normal wear and tear, and the certificate (iii) will be furnished for the articles lost due to the negligence, but where no Government employee could be fixed responsible for the said loss, whereas certificate (iv) will be furnished in case of the losses caused due to the natural calamity.

In case (iii) and (iv) certificates of the Inspecting Officer, is not necessary as the report of the Investigating Officer in such cases, will be considered sufficient.

## CHAPTER XI

### (SCHOOL BUILDINGS AND PLAY GROUNDS)

In the modern fast expanding educational age a school building is required to be designed properly keeping in view the requirements of the institution. The building should be constructed on a proper and suitable site enough to provide the present and future needs of the institution. An ideal school building should be situated in a healthy locality and a respectable neighbourhood having proper ventilation, lighting and sanitary arrangements. The resources for construction of building being meagre, it is not possible for the Government to construct a large number of new buildings. It is only through such arrangements that the position can ease.

General.

A school building shall be constructed according to the specifications approved by the Education Department from time to time. Normally primary school building shall have minimum two rooms of dimension  $8 \times 6$  metre and a varandah in front of the room and a middle school building will consist of additional three rooms of dimension  $8 \times 6$  metres. A High/Higher Secondary School building shall consist of a Principal/Headmaster's room, his office clerk's room, a staff room, rooms for all classes in accordance with the requirements of the institution, a science laboratory, an art and craft room, a library and reading room, N.C.C. room, a store room and a big Assembly Hall. Different rooms will be of different dimension as approved by the Education Department from time to time.

Size and Construction.

The school building will be maintained by different agencies such as Panchayats, Education Department and P.W.D. Regular repairs shall be carried out by the various concerned agencies in order to ensure the long life of the school building. No school should be taken over/upgraded unless the people of the area provide accommodation for that school.

Repairs.

Every school is expected to have its play-ground in order to promote the spirit of sports among the youth.

Play-Grounds.

## CHAPTER—XII

Inspector of  
Schools.

1. The Director of Education shall be responsible for the supervision and inspection of all recognised schools in this behalf.

2. For purposes of sub-rule 1, the Director may assign all or any of the functions relating to the supervision and inspection to such officers subordinate to him, and as may be authorised by him in this behalf.

3. Every Officer authorised by the Director of Education under sub-rule (2) shall discharge his duties of supervision and inspection under the direction, control and supervision of the Director of Education.

4. The Director of Education may also form a team or panel of persons with special knowledge and experience of different subjects taught in school, to carry out the inspection of the school.

5. The Director of Education may also carry out surprise inspection through any officer authorised by him in this behalf.

6. Every inspecting Officer, other than the Director of Education, inspecting a school shall within 15 days from the completion of the inspection, submit to the next higher authority the report of the inspection for acceptance or such further necessary action, as it might deem fit to take in the matter.

7. When the Director himself makes the inspection, he shall send a copy of the defects noticed by him and he shall send a copy of that note to the Head of the concerned school with a copy to the District Education Officer and the Dy. D. E. of the concerned zone.

Inspection  
Report.

The report of every inspection shall be made on the *pro forma* prescribed by the Department from time to time.

Except where a surprise visit is considered to be necessary, intimation of the proposal to carry out the inspection of a school shall be given, preferably one week in advance, to the Head of the School.

Advance Notice of Inspection to be given to schools.

1. Every inspection shall be as objective as possible and shall be aimed at bringing about improvement in the standards of teaching in the school.

Inspection how to be conducted.

2. While making the inspection, the following items should be critically examined, viz

- (a) academic work that is to say actual teaching and its different aspects;
- (b) Library and its service to students and teachers;
- (c) Games and sports and their organisations;
- (d) Co-curricular activities;
- (e) Cordiality or otherwise of the teachers of the school among themselves, with parents of the students and the community in general;
- (f) administration and organisation of the school;
- (g) accounts of the school and their maintenance;
- (h) the school plan and physical needs of the school;
- (i) discipline and tone of the school;
- (j) observations of the rules and instructions by the school;

and other items as incorporated in the inspection programme.

3. The inspecting Officer shall go to each class and watch the teaching in at least two classes of each teacher and shall specifically note the good and bad points observed.

Every Inspecting officer shall inspect schools allotted to him at least once in a year.

Number of schools to be inspected by an inspecting Officers in a year.

The supervision or inspection shall:—

- (i) aim at providing academic guidance to the teacher and help the institution in promotion of higher standard of education;

Guidelines for the supervision and Inspecting Officer,

- (ii) not be fault finding of teachers and their work, but concrete suggestions for improvement of teaching, class work, home work and its correction thereon shall be given;
- (iii) help the institution in organisation of co-curricular programme in a manner conducive to the all round development of the students, and help in co-curricular development of the school;
- (iv) The supervisor/inspector shall
  - (a) formulate a clear definite plan of supervising the subject and classes of each teacher;
  - (b) focus his attention on the teaching-learning situation and not only upon the teacher as a person;
  - (c) emphasise upon the professional growth of teachers by developing powers of self directions;
  - (d) give the teachers requisite freedom to try out new experiments, methods and innovations in the process of teaching;
  - (e) help the teachers to understand the role of the school, the objectives to be achieved through the teaching learning process in the school.



## CHAPTER XIII

1. The code of conduct for the teachers of the recognised schools shall be as under:—

Code of  
conduct for  
teachers.

(a) No teacher shall:—

- (i) Knowingly or willfully neglect his duties.
- (ii) Propagate through his teaching lessons or otherwise communal caste, regional sectarian outlook, or incite or allow any student to indulge in such activities.
- (iii) Discriminate against any student on the grounds of caste, creed, sex, language, place or origin, social and cultural background or any of them.
- (iv) Indulge in or encourage, any form of malpractice connected with examination or any other school activity.
- (v) Make any sustained neglect in correcting class work or home work done by the students.
- (vi) While being present in the school, absent himself (except with previous permission of the head of the school) from the class which he is required to attend.
- (vii) Remain absent from the school without leave or without the previous permission of the head of the school. Provided that where such absence without leave or without the previous permission of the head of the school is due to the reasons beyond the control of the teacher, it shall not be deemed to be a breach of the code of conduct, if, on return to duty, the teacher has applied for and obtained *ex post facto* sanction for the leave period.

- (viii) accept any job of a remunerative character from any source other than the school or give private tuition except with permission of the competent authority to any student or other person or engage himself in any business;
- (ix) Prepare or publish any book or books, commonly known as keys or assist, whether directly or indirectly in their publication.
- (x) engage himself as a selling agent or conveyor for any publishing firm or trader:
- (xi) ask for or accept (except with the previous sanction of the Director, in the case of any aided school of the managing committee (in the case of unaided school) any contribution or otherwise associate himself with the raising of any fund or make any other collection whether in cash or in kind, in pursuance of any object what so ever except subscriptions from the members of any association of teachers;
- (xii) enter into any monetary transactions with any students or parents nor shall he exploit his influence for personal ends; nor shall he conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay.
- (xiii) accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student(s), parent or any person with whom he has come into contact by virtue of his position in the school.

#### Explanations

- (a) The expression "gift" shall include free transport boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the school.

**Note :** A casual meal, lift or other social hospitality of a casual nature shall not be a gift.

(b) On occasion, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice a teacher may accept gift if the value thereof does not exceed Rs. 25.00,

- (xiv) Practice or incite any student to practise, casteism, communalism or untouchability.
- (xv) cause or incite any other person to cause any damage to school property;
- (xvi) be guilty of, or encourage violence or any conduct which involves moral turpitudes;
- (xvii) behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner;
- xviii. be guilty of misbehaviour or cruelty towards any parent guardian, student, teacher or other employees of the school.
- (xix) organise or attend any meeting during the school hours except where he is required, or permitted by the head of the school to do so;

c) Every teacher shall:—

- (i) be punctual in attendance and in respect of his class work and also for any other work connected with the duties assigned to him by the head of the school;
- (ii) abide by the rules and regulations of the school and also show due respect to the appointed/constituted authority.

2. Nothing contained in sub rule (I) shall be deemed to take away or abridge the right of the teacher:—

- (a) to appear at any examination to improve his qualification with the prior approval of the competent authority.
- (b) to become, or to continue to be, a member of any literary, scientific or professional organisation;

- (c) to make any representation for the redress of any bona fide grievance, subject to the condition that such representation is not made in rude or *indecorous* language;
- (d) to organise or attend any meeting of social or religious nature outside the school hours, subject to the condition that such meeting is held outside the school premises, Provided that where any teachers association or organisation does not have any facility to hold a meeting outside the school premises, a meeting of such organisation or association for the bona fide purposes, may be held within the school premises but before or after the school hours with the previous permission of the headmaster of the school.

3. The breach of any condition specified in sub-section (1) shall be deemed to be a breach of the code of conduct.

Code of Conduct for other employees.

The code of conduct specified for teachers shall apply to other employees of the recognised school.