



GOVERNMENT OF MAHARASHTRA  
EDUCATION, SPORTS AND SOCIAL WELFARE DEPARTMENT

# SECONDARY SCHOOLS CODE

[ REPRINT — 1971 ]



NAGPUR  
GOVERNMENT PRESS  
1972



## INTRODUCTORY NOTE

The Grant-in-aid system was first introduced in 1859 and one of its basic objects which still holds good, was to promote voluntary effort and reliance on local resources in the field of education apart from such contributions as may be available from the funds of the State. As a matter of fact the Code laid down the cardinal principle that it is an important element in the Grant-in-aid system that part of the expenses of an aided institution should be provided by the management from the resources of its own.

A few days prior to the application of the revised Grant-in-aid Code (1956) by the then Government of Bombay, States reorganisation took place and the Vidarbha and Marathwada areas of the ex-Madhya Pradesh and ex-Hyderabad States, respectively and the former States of Saurashtra and Kutch were added to the former State of Bombay. These incoming areas had their own rules governing recognition and grant-in-aid to non-Government secondary schools. The practices and conventions followed in this connection in these different areas were not uniform. In order, therefore, to bring an uniformity in the matter, an Integration Committee for Secondary Education was appointed by the then Government of Bombay in 1958. This Committee, *inter-alia*, was asked to examine the different Education Codes and administrative practices then in force at the secondary stage and to make proposals for the introduction of a unified system of secondary education and pattern of assistance to non-Government secondary schools. The Committee submitted its report in 1959. Even though it did not make any specific recommendations with regard to the Grant-in-aid Code, it did make certain suggestions in this respect. Therefore, in December 1960, the Government of Maharashtra appointed a Committee consisting of officials and non-officials. It was entrusted with the work of suggesting a unified code for the consideration of Government. The Committee, after due deliberations, prepared a revised Draft Code and submitted the same to Government in August 1961. The present Code is mainly based on the draft prepared by that Committee and is being herewith introduced as a common Code for the recognition of and Grant-in-aid to non-Government Secondary Schools throughout the State. The Code comes into force with effect from the year 1963-64.

## **NOTE ON THE REPRINT**

Secondary Schools Code was printed in 1963. Government have issued thereafter orders from time to time modifying certain rules in the Code. It was, therefore, necessary to bring the Code up-to-date by incorporating all these modifications. This has been done while bringing out this reprint.

Certain important orders of Government and of the Director issued since 1963 from time to time relating to school practices and administration have been summarised and given in annexures for ready reference of the schools.

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## CHAPTER I

### DEFINITIONS

In these Rules, unless the context otherwise requires :

(1) A School means a Secondary School or a Higher Secondary School or, a Higher Secondary Multipurpose School or a Vocational High School or any other institution imparting through approved graded courses general education, which may be either wholly academic or partly academic and partly vocational, suitable for pupils in the stage of adolescence.

(2) A Boys' School is a school in which ordinarily boys are admitted.

(3) A Girls' School is a school in which only girls are admitted.

(4) A High School is a Secondary School, which provides a course in general education leading to the Secondary School Certificate Examination (S.S.C. Examination) or an equivalent examination recognised by Government, at the end of standard X or XI, as the case may be. Such a school may provide instruction from standard V or above but not beyond standard X or XI or XII as the case may be.

(5) A Higher Secondary School is an institution which provides instruction leading to the Higher Secondary School Certificate Examination (H.S.S.C. Examination) or Indian School Certificate Examination or other examinations recognised by Government as equivalent thereto, at the end of standard XI or XII, as the case may be.

(6) A Higher Secondary Multipurpose School is an institution which provides instruction in two or more diversified courses leading to the Higher Secondary School Certificate Examination (H.S.S.C. Examination) or Indian School Certificate Examination or other examinations recognised by Government as equivalent thereto at the end of standard XI or XII, as the case may be.

(7) A Vocational High School is a Secondary School which provides instruction mainly in vocational courses leading to the Secondary School Certificate Examination or a similar public examination at the end of standard X or XI, as the case may be.

(8) A Night High School is a Secondary School which admits pupils of twelve years of age (eleven plus) and above, and which teaches the Secondary School Course for half the daily working hours of a day school, to pupils who are unable by their daily avocations, to attend day schools.

(9) The Directorate means the Directorate of Education or the Directorate of Technical Education, Maharashtra State, as the case may be.

(10) Department means the Department dealing with Education in the Secretariat or the Directorate, as the case may be.

(11) The Director means the Director of Education or the Director of Technical Education, Maharashtra State, as the case may be.

(12) The Deputy Director means the Deputy Director of Education or the Deputy Director of Technical Education, as the case may be, of the region concerned.

(13) The Education Officer means the Education Officer of a Zilla Parishad or the Educational Inspector/Additional Educational Inspector, Greater Bombay, as the case may be.

(14) The Inspectress of Girls' Schools means an officer-in-charge of general supervision and inspection only of girls' schools, under the control of the Department, in the region allotted to her.

(15) Appropriate/Competent Authority means the Officer(s) designated as such in appendix Twenty Four.

(16) The Inspecting Officer means any Officer of the Department to whom the duty of inspection, supervision or visit of schools has been entrusted by a competent authority.

(17) The Management means an Association, Body or a person having a general and financial control over a school. In the case of a Government Institution, it means the Government Department concerned and in the case of schools managed by local bodies, a Zilla Parishad, a Municipal Council a Municipal Corporation or a Cantonment Board having general and financial control over a school.

(18) The Head of a school means the person who is appointed as Head Master or Head Mistress of a school by a management to be in charge of and be responsible for the proper running of the school.

(19) A trained teacher is a teacher who has secured a professional certificate, diploma or degree recognised by the Department, qualifying him for a teaching post in a school.

*N.B.:* All Anglo-Indian secondary schools will now be governed by the rules in this Code except when otherwise indicated in appendix Twenty-Five.



## CHAPTER II

### RECOGNITION, ORGANISATION AND MANAGEMENT OF SCHOOLS

#### SECTION I

##### CONDITIONS, GRANT, REFUSAL AND WITHDRAWAL OF RECOGNITION

###### **Conformity to Rules :**

1. Schools may be recognised by the Department provided they conform to the rules set forth in this Code.

###### **Starting a New School :**

2.1. Application for permission to start a school shall be made in the form given in appendix ONE to the Education Officer concerned by registered post, so as to reach him before the 15th of October or such date as may be specified by Government from time to time, in the year, preceding the year in which the school is proposed to be started.

2.2. Application for permission to start a Technical High School or technical classes in a school imparting general education shall be made in the form given in appendix ONE to the Regional Deputy Director of Technical Education concerned by registered post, before the date prescribed in rule 2.1 above.

2.3. All such applications will be scrutinised by the District Committee, if any, constituted as per Government orders (Annexure 29) according to the instructions issued by Government or Director in this behalf. These applications with the remarks of the District Committee, if any, shall be sent to the Deputy Director concerned before the 15th of November of the year in which they are received, or such date as may be prescribed by Government from time to time.

2.4. The Deputy Director shall communicate to each management, ordinarily before the end of March of the year in which the school is proposed to be opened, his decision on the application about each school, proposed to be opened by it. One copy of his decision shall be sent to the Education Officer concerned.

2.5. In no case should the school be started, unless the written previous permission of the Department is obtained. Schools started without such a permission shall not ordinarily be considered for recognition.

2.6. If permission has been granted by the Deputy Director, the management shall open schools within a week from the beginning of the ensuing school year and inform *the appropriate authority*, within two weeks from the date of opening thereof.

2.7. In the case of managements which have not been permitted to open a school at a place applied for, the managements, if they desire to appeal against the order of the Deputy Director, should do so, by addressing their appeal to the Secretary, Government of Maharashtra in the Department dealing with education. The appeal shall be sent by registered post. A copy of the appeal should be sent by registered post to the Deputy Director and to the Education Officer concerned.

2.8. The appeal shall be made within thirty days from the date of receipt of the decision of the Deputy Director.

### Conditions of Recognition :

3.1. The managements which have been permitted by the Deputy Director or by Government to open a new school shall apply in duplicate for recognition of that school, to the Deputy Director through the Education Officer concerned within thirty days from the date of opening of the school. The application shall be made in the form given in appendix Two.

3.2. A school seeking recognition of the Department shall satisfy it as regards the following conditions :—

(1) The school is actually needed in the locality and it does not involve any unhealthy competition with any existing institution of the same category in the neighbourhood ;

(2) The management is competent and reliable and is in the hands of a properly constituted authority or managing committee ;

(3) The financial stability of the management is assured ;

(4) The premises of the school are sufficiently healthy, well-lighted and well-ventilated, with due provision for the safety of the pupils and contain sufficient accommodation, furniture and appliances for the instruction and recreation of the pupils attending it. Separate and satisfactory arrangements are provided for girls, in the case of boys' schools in which girls are admitted ;

(5) The education imparted in the school is considered by *the appropriate authority* to be satisfactory in all respects. All the members of the teaching staff are suitable and possess the prescribed qualifications and are sufficient in number and the school does not employ any member notified as unsuitable for employment by the Deputy Director or the Director, under Rule 77.9 ;

(6) The school follows the curriculum approved by and uses text-books sanctioned or recommended by *the appropriate authority* ;

(7) Admissions in the various standards are according to the rules and instructions of the Department/State Board of Secondary Education, as the case may be ;

(8) Promotions made from standard to standard are in accordance with the principles laid down by the Department/State Board of Secondary Education, as the case may be ;

(9) The rates of fees, the pay scales, allowances and conditions of service of the staff and amenities provided are according to the instructions issued by the Department, from time to time or the management undertakes to adopt the rates of fees and pay scales and allowances laid down and provide the necessary amenities within the time specified by the Department ;

(10) The school has adopted for its staff the conditions of service as prescribed by rules in this Code or as may be laid down by Government, from time to time ;

(11) The school maintains the necessary registers and records in a proper manner ;

(12) The records, statistical returns and certificates given by the school or the management are trustworthy ;

(13) The school undertakes to make provisions, to the satisfaction of the Department, that the general rules of discipline as laid down by Government from time to time are duly observed by the school employees as well as by the pupils ;

(14) The school undertakes to abide by such orders relating to any of the above conditions or to the working of the school or its hostel, as may be issued by the Department, either generally or in specific cases from time to time ;

(15) The management undertakes not to conduct or allow un-recognised schools or classes to be conducted in the premises of the school or elsewhere;

(16) The management shall adopt within the time specified by the Department : (i) in the case of aided schools Government Provident Fund Scheme for non-teaching staff ; and for those members of the teaching staff who were appointed prior to 1st April 1966 and have opted for such a scheme ; and (ii) in the case of un-aided schools Provident Fund Scheme based on the Government Provident Fund Scheme for its teaching and non-teaching staff.

3.3. (i) The management of a school not in receipt of any grant-in-aid, which fails to abide by the rules or orders of the Department already laid down or issued by it or that may be issued or laid down from time to time or to set right any irregularity committed by them, within the stipulated period, in spite of a specific warning to do so, shall deposit with Government such amount as may be prescribed by the Director with due regard to the merits of the case.

3.3. (ii) The deposit shall be liable to be forfeited in full or in part, if the action taken in abiding by the rules or in setting right irregularities is, in the opinion of the Director, inadequate or unsatisfactory or if similar breach of rules or irregularities is committed thereafter.

3.3. (iii) A fresh deposit to make up the forfeited amount or a larger amount will have to be given after the forfeiture of the previous deposits within fifteen days from the date of the Director's order to that effect.

3.3. (iv) In case, the management is found to persist in its defaults, in spite of these steps, the Department may proceed to withdraw the recognition of the school partially or fully as may be considered necessary. The condition of the school shall be tested by due inspection.

### **Provisional and Permanent Recognition :**

4.1. Schools shall, for a period of five years from their first year of recognition be recognised by *the appropriate authority* provisionally from year to year, provided they continue to fulfil the conditions of recognition, laid down in Rule 3.

*N.B.:* Attention of the schools is invited to the Maharashtra State Board of Secondary Education Regulations ; and they should take the necessary steps to obtain the recognition from the Divisional Board concerned, before the prescribed date, in order to enable themselves to present their students at the S. S. C. /H.S.S.C. Exams.

4.2. After the period of five years, they may be considered for permanent recognition by the Deputy Director, provided they continue to fulfil the conditions laid down in Rule 3.

### **Power to Grant Recognition :**

5.1. Schools will be recognised for the first time by the Deputy Director

5.2. Subject to the fulfilment of the conditions laid down and those that may be laid down, from time to time and subject to satisfactory working, *the appropriate authority* may continue the recognition of the school for the next year(s) after inspection.

### **Refusal of Recognition :**

6.1. When recognition to a school is refused for the first time by the Deputy Director or its further continuance is refused by *the appropriate authority* the officer concerned shall send a copy of the order to the correspondent showing the reasons for which the recognition or its further continuance is refused. The Deputy Director shall endorse a copy of his order to the Education Officer.

6.2. Such an order of refusal will be communicated to the correspondent before the end of January of the year concerned provided application for recognition was sent in time as per rules.

6.3. The management of the school, recognition to which is refused, may submit an appeal to the Secretary to the Government of Maharashtra in the Department dealing with Education within thirty days from the date of receipt of the order of refusal of recognition. The appeal shall be sent by registered post. Appeals received after the prescribed time-limit shall not be entertained.

### **Withdrawal of Recognition :**

7.1. When a school, including a permanently recognised school, has ceased in the opinion of the Department, to fulfil any of the conditions of recognition, recognition of that school may be withdrawn.

7.2. When recognition is to be withdrawn, the management will be allowed a full opportunity for its explanation. In such a case, the management will be informed of the specific defects and called upon to explain within a time-limit to be specified by the Deputy Director, why recognition of the school should not be withdrawn.

7.3. If the management is prepared to remove the defects communicated to it, a reasonable time to be fixed by the Deputy Director may be allowed to the management to do so. If the response of the management is, in the opinion of the Deputy Director, satisfactory, recognition may be continued, subject to such further conditions and instructions as may be deemed necessary. But if the response is not satisfactory, the recognition may be withdrawn.

7.4. The power of withdrawal of partial or total recognition, including permanent recognition shall rest with the Deputy Director.

7.5. The management of the school, the partial or the total recognition to which has been withdrawn by the Deputy Director, may submit an appeal to the Director within thirty days from the date of receipt of the said order. The appeal shall be sent by registered post. Appeals received after the prescribed time-limit will not be entertained.

## SECTION II

## ASPECTS OF SCHOOL MANAGEMENT

**Opening of Higher Standards :**

8.1. New schools shall not open standards for which permission has not been granted. No recognised school shall teach a standard or standards higher than those for which it has been recognised, without the previous permission of *the appropriate authority*.

8.2. Application for the recognition of a higher standard or standards shall be submitted to *the appropriate authority* not less than six months before the beginning of the school year in which it is proposed to open the higher standard or standards.

8.3. (i) No new additional division of a standard already recognised shall be opened unless the school makes adequate provision for additional accommodation, staff and equipment. *The appropriate authority* shall be informed about the arrangements made for opening the new division, ordinarily at least two months before opening of a new division of a standard. *The said authority* may ask the management to close down such a division, if the conditions for opening the additional new division are not satisfactorily fulfilled.

8.3. (ii) The above provisions shall also apply in cases where the sole object of dividing a class is better internal organisation, except when such division does not increase the total number of divisions in the school, already sanctioned.

*N.B:* Attention of aided schools is, however, invited to the provisions in *NB* (4) (ii) under Rule 90.1 when acting under Rule 8.3 sub-rules (i) and (ii) above.

8.3. (iii) In respect of opening of lower standards, *i.e.*, standards V to VII the school should obtain the previous sanction of the Deputy Director concerned. For opening these classes, application should be made through the proper channel, at least three months prior to the opening of these standards. He should decide these cases on merits.

**Channel of Correspondence :**

9.1. The Head of each recognised school shall act as correspondent with the Department so far as academic and administrative matters are concerned ; and it shall be the duty of the Head to keep the managing body of the school informed about the correspondence.

9.2. The name and address of the Head of the school shall be registered within fifteen days from the date of his appointment, in the offices of *the appropriate authority*.

9.3. Where the management desires to appoint a person other than the Head of the school, but who is a member of the School Committee, as the correspondent for attending to financial matters of the school, it shall obtain the written permission of the Deputy Director. The Deputy Director may grant such permission, if in his opinion, there is adequate justification for such appointment and on such conditions as he deems fit. The name and address of such correspondent shall also be registered with the offices of *the appropriate authority*, within fifteen days from the date, a resolution to that effect is passed by the management. In case of a change in the correspondent for financial matters, the name and address of the new incumbent shall be registered as prescribed above.

9.4. If the Head of the school and the correspondent for financial matters have to address the Director or the Deputy Director; they should do so through *the appropriate authority* in duplicate. If they so desire, they may send an advance copy of their letter/application to the above officers for information. In order to avoid delay, they should in no circumstances, correspond directly with the above officers.

### **Supplying Information, Reports to the Department and Boards :**

10-A.1. Recognised schools shall punctually supply to the Department and the State/Divisional Boards of Secondary Education concerned, returns and information required by them from time to time. Failure to do so, may entail such action as the above authorities may deem necessary with due regard to the circumstances of the case.

10-A.2. Schools shall also produce such material, documents, papers, etc. and furnish or cause to be furnished such other information either oral or documentary as may be required at the time of an enquiry by the Department. The Department may retain such of the material produced, as it may consider necessary.

### **Formation of School Committee and Academic Council :**

10-B. Every recognised school shall have a School Committee and an Academic Council. The composition and functions of the Committee and the Council are laid down in appendix THREE (A) and (B).

### **Contribution of Funds :**

11.1. A school shall not make it obligatory on its pupils to contribute to any fund such as a Building Fund, a School Day or Jubilee Celebration Fund or any other fund to be raised on the occasion of a farewell or birthday.

11.2. A school shall not receive any contributions, donations or payment of any kind, in cash or in kind, from parents or guardians of pupils as a condition for granting any special benefit from the school such as admission, promotion, etc.

11.3. A school may collect funds from and through pupils, purely on a voluntary basis, for any specific cause only after obtaining the prior approval of *the appropriate authority* to do so. The school shall produce detailed accounts and other records of such collections for inspection if so required by *the said authority*. It should, however, be seen that pupils are not put to any unnecessary strain or loss of studies in making such collections.

11.4. Any collections made contrary to the provisions in Rule 11.3 above shall be regarded as unauthorised and the school doing so, shall be liable to disciplinary action.

### **Change of Managements :**

12.1. When the management of a school is proposed to be changed, previous permission of the Deputy Director shall be obtained for effecting the change.

**12.2.** The transfer of a recognised school from one management to another shall be governed by the following sub-rules :

(i) The transfer shall not be effected without the previous approval of the Deputy Director ;

(ii) A previous notice of three months, for the intended transfer shall be given to the Deputy Director.

**12.3.** The Deputy Director may, at his discretion, dispense with the condition in sub-rule (ii) above.

**12.4.** If the condition laid down in Rule 12.2 (i) above is not complied with, the recognition of the school, should be deemed to have been withdrawn automatically from the date of change of management. In very special cases, however, the Director may, at his discretion, waive the condition in Rule 12.2 (i) above.

**12.5.** The school may be held eligible for grant-in-aid under the new management when the transfer has been effected with the permission of the Deputy Director ; or when the condition in Rule 12.2 (i) above is waived by the Director, unless he directs otherwise.

### SECTION III

#### ADMISSIONS AND WITHDRAWALS

##### Number of Pupils to be Admitted :

**13.1.** The maximum number of pupils to be admitted in each class shall be 40 subject to the following provisions :

(a) In special cases *the appropriate authority* is empowered to allow at his discretion admissions up to five more pupils in each class provided :

(i) There is accommodation and equipment for these additional pupils;

(ii) The relaxation is absolutely necessary ; and

(iii) The school is not in a position to open additional divisions.

(b) The room in which a class is held shall provide the requisite accommodation for the number of pupils actually admitted at the rate of not less than 8 *square feet* per pupil.

**13.2.** It will be obligatory on the school to admit children and/or wards of Government employees on transfer, if necessary, in excess of the prescribed limit at any time during the year, on the recommendations of *the appropriate authority* provided the students are otherwise eligible and there is necessary accommodation and equipment.

**13.3.** The Director may, however, relax any of the above clauses in very special circumstances and admit pupils in excess of the limits laid down.

##### Non-Refusal of Admission :

**14.** No pupil shall be refused admission to any recognised school, merely on the ground that he/she belongs to a particular community, caste or religion.

**Application for Admission :**

15. Application for admission shall be made to the Head of the school in writing by every parent or guardian if the candidate is a minor. If the candidate is a major he shall make the application himself/herself.

**Supply of School Rules to Parents and Guardians :**

16. Before a pupil is admitted, the parent or guardian should be supplied with a copy of the rules of the school, which should include the rates of fees charged and the prescribed rules of discipline. A statement should be obtained from the parent or guardian agreeing to abide by the rules.

**Production of School Leaving Certificate:**

17. No recognised school shall admit a pupil without a leaving certificate from the last recognised school which he had attended. The form of leaving certificate prescribed by Government is given in appendix FOUR. If no leaving certificate is produced on the ground that the pupil has not previously attended such a school, a declaration to that effect should be obtained from the parent or guardian.

**Admission of Pupils without School Leaving Certificate :**

18. If an applicant states that a leaving certificate from the last school attended has been refused to him, the Head of the new school will intimate to the Head of the former school that the pupil seeks admission to his school and that his leaving certificate may be sent to him. If within ten days he receives no satisfactory explanation of the omission to give a school leaving certificate, he will be entitled to admit the pupil provisionally, and report the matter immediately to *the appropriate authority* and take further action in the light of the instructions received from *the said authority*.

**Admission of Children Suffering from Contagious Diseases :**

19. No child suffering from a contagious disease shall be permitted to attend a school until a medical certificate is produced by the parent/guardian that the child is free from infection.

**Period of Admission :**

20.1. Admission shall ordinarily be given within a period of 20 days of the opening of a school for the new year. The Head of the school, however, may admit pupils after this period in special circumstances such as sickness, bereavement, transfer of guardian, change of residence from the original school of the pupil. The reasons for such late admission should be recorded in writing in each case. In all doubtful cases, the permission of *the appropriate authority*, should be obtained.

20.2. (a) A school following the academic year from June to May may admit a pupil in the month of January or later from a school following the academic year from January to December. The pupil so admitted will not, however, be eligible to appear for the next annual examination of the school to which he has been admitted unless he has completed attendance to the extent of at least 75 per cent of the total number of working days of the academic year of the school or schools in the standard in which he is so admitted.



**20.2.** (b) A school following the academic year from January to December may admit a pupil in the months of June or later from a school following the academic year from June to May. The pupil so admitted will not, however, be eligible to appear for the next annual examination of the school to which he has been admitted unless he has completed attendance to the extent of at least 75 per cent of the total number of working days of the academic year of the school or schools in the standard in which he is so admitted.

**20.3.** In the case of late admission of pupils to a school, the fee from the beginning of the first term shall be paid by the pupils unless the fee, for the period before admission to the new school, has been paid to the previous school(s).

#### **Conditions for Admission of Girls to Boys' School :**

**21.1.** Management of boys' schools admitting girls shall provide for separate sanitary arrangements and retiring rooms for girls. They shall fulfil all the conditions laid down by the Department in this behalf.

**21.2.** In boys' schools where girls are admitted, there should be at least one woman-teacher on the staff. Ordinarily in such cases there should be women teachers in the ratio of one woman-teacher for forty girls in the school.

#### **Admission from Other States/Union Territories/Countries :**

**22.1.** Admission of a pupil from any other State or Union Territory shall be made only if the leaving certificate of the pupil is countersigned by the Education Officer or an equivalent authority in that State/Union Territory; but if the leaving certificate is not so countersigned, the Head of the school may admit the pupil provisionally pending such countersignature, reporting at the same time, full-particulars of the case to *the appropriate authority*.

**22.2.** For the purpose of admission of students from other States and Union Territories and also from other regions of the State, in schools in this State the following formula of equivalence of school classes should be followed *viz.* :

(i) A pupil, migrating from a ten-year high school to another ten-year high school or from an eleven-year higher secondary school to another eleven-year higher secondary school, should be admitted to the same class as he was studying.

(ii) In the case of a pupil, migrating from a school where the duration of the school course is different from that in the school to which he is migrating, the top class leading to the High School Examination in the school from which he has migrated and the top class leading to the High School Examination in the school to which he intends to migrate should be considered equal and the equivalence in lower classes should be worked out on the basis of number of years required to reach the top classes.

(iii) A pupil migrating from an eleven-year higher secondary school to an eleven-year high school should be admitted to one class higher. A pupil migrating from an eleven year high school to an eleven-year higher secondary school should be admitted to one class lower ;

(iv) A pupil migrating from or to a twelve-year higher secondary school to or from an eleven-year high school should be admitted in the same class ;

(v) A pupil migrating from a twelve-year higher secondary school to a ten-year high school or to an eleven-year higher secondary school should be admitted to one class lower. A pupil migrating from an eleven-year higher secondary school or from a ten-year high school to a twelve-year higher secondary school should be admitted to one class higher;

(vi) A pupil migrating from a thirteen-year higher secondary school to a twelve-year higher secondary school or to an eleven-year high school should be admitted to one class lower. A pupil migrating from a twelve-year higher secondary school or an eleven-year high school to a thirteen-year higher secondary school should be admitted to one class higher.

*Note (1)*: At the primary stage *i.e.*, so far as standards I to VII in Maharashtra State are concerned and which are outside the jurisdiction of the Maharashtra State Board of Secondary Education and which have been defined as "primary school standards", the admission should be given in the same class. So far as Marathwada is concerned this refers to primary school standards I to VI (Old) or I to VIII (New).

*Note (2)*: The Head of a school admitting a pupil on the basis of the above equivalence formula should inform the facts of the case, within eight days of the date of admission to *the appropriate authority*, who should verify as early as possible whether the admission given is proper and in accordance with the above formula and inform the Head of the school accordingly.

**22.3.** A pupil from other countries shall not be admitted unless the Head of the school satisfies himself by referring to *the appropriate authority* that the pupil possesses the appropriate kind of *visa* covering the period he wants to study in the State. Such a pupil shall also be subjected to a test before he is admitted and should produce the leaving certificate or other similar documents showing the stage of his or her study there, duly countersigned by the Educational authorities of that country.

### **Admission of Pupils to Higher Standards :**

**23.** Except with the special sanction of *the appropriate authority*, no pupil shall be placed in a standard higher than that for which his leaving certificate shows him to be qualified. If a pupil has not previously attended any approved primary school or a recognised secondary school or he has previously attended such a school and left it for some time and seeks admission again to a secondary school, the Head of the school shall examine him in the studies of the standard, he would have normally completed on the basis of :

(i) One year one standard from leaving the last recognised school in the case of pupils who had attended some recognised school (primary or secondary) previously; or

(ii) One year one standard, taking the age 5+ for admission to a primary school in respect of other pupils.

He should then be placed in the standard for which he is found fit, with the approval of *the said authority*.

### **Admission from Un-recognised Schools :**

**24.1.** No admission shall be made on the strength of a leaving certificate from an unrecognised school. Admissions of students from such schools shall be regulated according to Rule 24.2 below.

**24.2.** An applicant for admission from an unrecognised school, who has not attended any recognised school or an approved primary school should on an affidavit being made by the parent or guardian before a stipendiary Magistrate be subjected to a regular written test in all the subjects and admitted provisionally by the Head of the school to the standard for which he is found fit, subject to confirmation by *the appropriate authority*. The affidavit should clearly state (i) the reasons why the pupil did not join any recognised school or an approved primary school, (ii) the name of the unrecognised school, (iii) the standards attended and the subjects studied by him and (iv) the examinations passed, if any.

**24.3.** If an applicant from an unrecognised school has previously attended a recognised school, (secondary or primary) and seeks admission to a recognised school, he should produce a leaving certificate, or a duplicate thereof, if necessary, from the recognised school attended by him previously. His parent or guardian should be required to furnish an affidavit made before a stipendiary Magistrate, and then the pupil should be subjected to a written test in all the subjects of the standard which he would have normally completed on the basis of one year one standard from leaving the last recognised school and admitted provisionally to the standard for which he is found fit, subject to confirmation by *the appropriate authority*. The affidavit should clearly state (i) the reasons for joining the unrecognised school, (ii) the name of the unrecognised school joined, (iii) the standard attended and subjects studied by him there, and (iv) the examination passed, if any.

**24.4.** Cases falling under Rules 24.2 and 24.3 above should be referred to *the appropriate authority* by the Head of the school, immediately along with the affidavit, the result of the test, the question papers set and the answer-scripts. The affidavit and the letter of confirmation when received from *the said authority* should be preserved by the school with the leaving certificate, if any.

*Note :* The report of the Head of the school to *the appropriate authority* will be in the form prescribed in appendix FIVE to this Code. The standard in the studies of which a pupil has to be examined would be that which he would have normally completed on the basis of one year one standard taking the age of 5 + as the age of admission to a primary school.

**24.5.** Parents or guardians taking admissions for their wards in unrecognised school or schools which have not been permitted by the Department will do so at their own risk. They should, therefore, ascertain before taking admission for their wards that the school is recognised or has been permitted by the Department.

#### **Admission to Vocational Schools from Ordinary Schools or Vice-versa :**

**25.** A pupil desiring to migrate from an ordinary school to a vocational school or *vice-versa* may be admitted up to Standard IX by the Head of the school concerned. In special cases, migration from an ordinary school to a Vocational School or *vice-versa* up to Standard X may be allowed with the permission of *the appropriate authority* provided he is satisfied that the necessary additional coaching in the studies and/or practicals of the subjects, of the course concerned not studied by the pupil is received by him, to bring him, to the level of the class.

#### **Entries in the General Register :**

**26.1.** A pupil's name should not be entered in the General Register until he/she is formally admitted.

**26.2.** (i) The date of birth of the pupils shall be entered in the General Register in words and figures from the date given in the school leaving certificate. (ii) In the case of a pupil joining a recognised school for the first time, the parent or guardian shall produce satisfactory evidence of the date of birth of the pupil such as an extract from the birth register from municipal or village records or a vaccination certificate or baptismal certificate. In such cases, while entering the date of birth, entry should also be made in the remarks column of the General Register regarding the nature of evidence produced. (iii) In the case of a pupil born on or after 1st April 1957 the date of birth may also be entered according to the new National Calendar. (iv) In the case of a pupil who had previously attended a recognised school and has left it for some time, the leaving certificate of the last recognised school attended by him should be obtained and the date of birth given in such leaving certificate should be entered in the General Register.

**26.3.** No alteration in the date of birth or other entries in the General Register shall be permitted without the previous permission of *the appropriate authority*. When such an alteration is made on the strength of the written order of *the said authority*, an entry to that effect should be made in the remarks column of the General Register by writing the number and date of the order of *the said authority*. The written order should be preserved as permanent record.

**26.4.** Applications for change of date of birth, caste, etc., in the General Register will be entertained only on behalf of a pupil, who is attending the school. The procedure to be followed in this respect is indicated in appendix six.

### **Scrutiny of Leaving Certificate :**

**27.** If the Head of a school suspects any unauthorised addition or alteration in a school leaving certificate, before or after a pupil is admitted, the fact should immediately be reported to *the appropriate authority*. If the pupil has not already been admitted he should not be given admission until a reply from *the said authority* is received. If such a pupil has already been admitted and the case has been reported to *the said authority* but no decision has been received from him, the pupil should be provisionally allowed to appear for the annual examination. His result should not be declared without getting the specific orders from *the said authority*.

### **Application for Leaving Certificate :**

**28.** Every application for a leaving certificate shall be made in writing by the parent or guardian. A candidate who is a major, however, can apply himself/herself. Schools should issue leaving certificates without unnecessary delay.

### **Refusal to Issue Leaving Certificate :**

**29.1.** Refusal to issue a leaving certificate without adequate justification or delay of over one week in issuing it or in giving a reply explaining why it cannot be issued may entail action against the school. The only grounds on which a leaving certificate may be refused are :

- (i) Non-payment of fee and/or other dues; and
- (ii) Rustication by the Director under Rule 34.

**29.2.** In the case of rustication under Rule 34 no leaving certificate shall be issued until the expiry of the period for which the pupil has been debarred from admission to a recognised school.

**Request for a Duplicate Leaving Certificate :**

**30.** In the case of a request for a duplicate copy of the leaving certificate once issued, the parent or the guardian should be asked to state in writing what happened to the original certificate already issued and why a duplicate is required. If the Head of the school is not satisfied with the adequacy of the reason, he may ask the parent or guardian to make an affidavit before a stipendiary Magistrate. Every duplicate copy of a leaving certificate shall be marked with the word " duplicate " in red ink at the top.

**Fees to be Charged for Leaving and Other Certificates :**

**31.** No fee shall, in any circumstances, be charged for a leaving certificate, if asked for, within a year from the date of leaving a school or from the date of the result of the public examination at which the pupil appeared from the school. After this period, a fee of Re. 1 may be charged for every subsequent year, subject to a maximum of Rs. 5. A fee of Rs. 3 may be charged for a duplicate copy of the leaving certificate or the date of birth or any other extract from the General Register.

**Validity of Leaving Certificate :**

**32.1.** No leaving certificate is valid unless it is in the form prescribed in this Code (*vide* appendix FOUR) and is signed personally by the Head of the school.

**32.2.** If, in the absence of the Head of the school, there is an urgent demand for the issue of a leaving certificate, a person authorised by the management will sign the leaving certificate as, in-charge Head of the school.

**Entry of Examination Result in the Leaving Certificate :**

**33.** A note to the effect that a pupil has been promoted or detained shall be entered in the remarks column of the leaving certificate in the case of pupils whose names are withdrawn at the end of the school year or before the opening of the school or at the beginning of the school year.

**Rustication of Pupils :**

**34.** A pupil shall be liable to be rusticated for such period as the Director may direct, or otherwise punished in the following and other similar cases :

(1) When a pupil has been found to have secured admission or attempted to secure admission by means of false or forged leaving certificate or by false representations of any kind ;

(2) When in the case of a pupil, it has been found that the entries in the leaving certificate have been tampered with ;

(3) When a pupil has been found to be guilty of fraud or malpractices in connection with any public examination ; and

(4) When a pupil has been found guilty of serious misconduct.

## SECTION IV

## EXAMINATIONS, CURRICULUM AND TEXT-BOOKS

**Provision for Testing Pupils :**

35. Every school shall make proper and satisfactory provision for testing the attainments of pupils from time to time in the various school subjects. It shall keep a proper record of the results of these tests in respect of all pupils. The record and the answer-scripts of the annual examinations as also of other examinations/tests held in the course of the year should be available for inspection by the Inspecting Officers till the next inspection.

**Annual Examination of Private Candidates :**

36.1. Any adult who has completed 18, 19 and 20 years of age may be permitted on application, subject to such other conditions as may be laid down in this respect, to appear as an external candidate at the annual promotion examination of Standard VIII, IX, and X, respectively, of any school.

36.2. A candidate appearing for such an examination shall be required to pay to the Head of the school a fee equal to the tuition fee for one month of the standard, for the examination of which he desires to appear, in addition to the examination fee equal to term-fee for one term, prescribed under Rule 50 (2).

36.3. The candidate's result should be declared on the basis of his performance at the examination.

**Promotions :**

37.1. Promotions from one standard to another should be made at the end of the school year. The record of year's work both curricular and co-curricular should be maintained properly and taken into account along with the results of the annual examination for the purpose of promotion of a pupil to a higher standard.

37.2. For those pupils, who cannot appear at the annual examination on genuine medical grounds and produce a medical certificate, the school may hold an independent annual examination later on, in June for such a student (s). Separate question papers should be set and assessed on the same lines as those set up for the regular annual examination.

37.3. No re-examination should be held for students who have appeared at the annual examination at the end of the academic year and failed therein.

37.4. Schools should follow the model rules of promotion laid down by the Department given in appendix SEVEN.

37.5. Schools, desiring a change in the rules of promotion given as a model by the Department, may do so, with the previous permission of the Deputy Director.

**Accelerated Promotions :**

38.1. A pupil shall not be examined without the previous permission of *the appropriate authority* in the studies of a standard higher than the one in which he is entitled to be placed.

**38.2.** Accelerated promotions shall not ordinarily be given. Exceptional cases may, however, be considered by *the appropriate authority* on their own merits.

**38.3.** Accelerated promotions shall not be granted beyond the ninth class. No accelerated promotion shall be given to a pupil more than once in his school career. No such promotion shall be granted without the previous sanction of *the appropriate authority*.

### **Progress Book :**

**39.1.** A progress book shall be maintained for each pupil. It will show his progress at the periodical examinations held by the school, his monthly attendance, receipts of fees from month to month and remarks about his progress and conduct. The progress book should be sent to the parent or guardian from month to month for his perusal and signature.

**39.2.** The reports of medical examination of the pupil and remarks regarding special interest shown by the pupil should be communicated to the parent or guardian at least once during an academic year.

### **Special Instruction to be Given to Retarded Pupils :**

**40.1.** Schools may arrange for, in their own schools, special instruction for pupils who are backward in studies or who are unable to cope up with the day-to-day work in the class.

**40.2.** The school should inform *the appropriate authority* about such an arrangement, with necessary particulars about the number of pupils, rate of fees, the remuneration to be paid to each of the teachers and the expenditure, if any, for holding such an extra class.

**40.3.** The number of pupils in such special classes shall not ordinarily exceed *twenty-five* and the time devoted for such work shall not exceed one hour per day. However, the number of pupils in a special class for English may be raised up to *thirty*. No pressure shall be exerted on parents/guardians to send their wards to these classes. The desire of the parent/guardian shall, in each case, be ascertained before admitting a pupil to such a class.

**40.4.** Fees may be charged for such special instruction which shall not exceed the amount required to meet the necessary expenditure on additional remuneration to teachers, teaching the class and to the clerk for the necessary clerical assistance required for the purpose.

**40.5.** A separate account of the receipts and expenditure of these classes shall be maintained which shall be open to inspection by the officers of the Department. Expenditure on such instruction will not be held admissible for grant-in-aid.

### **Eligibility of Recognised Schools to Present Pupils for Public Examinations :**

**41.1.** Schools are eligible to present their pupils at examinations conducted or prescribed by the Department.

**41.2.** As regards S.S.C., H.S.S.C. Examinations or Indian School Certificate Examination the eligibility to present the pupils shall be according to the regulations of the authority conducting the said examinations.

**41.3.** Schools recognised by the Department and teaching the top standard are eligible to send up pupils for the examination conducted by the Divisional Board of Secondary Education concerned or to the Indian School Certificate Examination according to rules prescribed by the concerned bodies or to a similar public examination recognised by Government if any. In case, such schools teach through a language which is not accepted by the Divisional Boards of Secondary Education as a medium of examination they may be permitted by the Director to send up their pupils for similar examinations outside the State.

### **Curriculum-Syllabus :**

**42.** Schools shall follow the syllabuses laid down or specifically permitted by the Department for use in classes V—VII and by the Maharashtra State Board of Secondary Education for classes VIII—X or XI or XII or by the Council for I.S.C. Examination as the case may be, from time to time.

### **Adoption of Variations or of Alternative Curricula :**

**43.1.** The managements of schools may have the freedom, within the general framework of the curriculum to adopt variations so far as the syllabus for classes V—VII are concerned, provided that such variations are brought to the notice of the Deputy Director and are duly approved by him. All such cases will be fully reported by the Deputy Director concerned to the Director.

**43.2.** Managements of schools may adopt alternative curricula for standards V—VII with the previous sanction of the Director, provided the curricula conform generally to the main objectives underlying the curriculum prescribed by the Department.

### **Text-Books :**

**44.1.** Schools shall not use text-books, copy books, or atlases other than those sanctioned by the Department, Maharashtra State Board of Secondary Education or the Council for Indian Schools Certificate Examination, as the case may be. Heads of schools are free to prescribe any suitable books for supplementary reading, subject to the general instructions, if any, of the Director for subjects and standards for which there are no books on the sanctioned list. Schools may use any suitable books with the previous approval of *the appropriate authority*.

**44.2.** No text-books once introduced shall be changed before the expiry of five years or before the expiry of period of their sanction whichever is earlier, without the previous permission of the Deputy Director concerned.

**44.3.** No school shall use keys, notes, guides, cram books, or such other books containing questions and answers on text-books, or reprints of examination question papers with model answers which encourage cramming. Schools and teachers shall discourage the use of such books even out of schools.

### **Religious instruction :**

**45.1.** No religious instruction shall be provided in any school wholly maintained out of State funds.

**45.2.** Nothing in Rule 45.1 above shall apply to a school which is administered by the State but has been established under any endowment or trust which requires that religious instruction shall be imparted in such school.

**45.3.** No person attending a school recognised by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in such school or to attend any religious worship that



may be conducted in such school or in premises attached thereto, unless such person or, if such person is a minor, his parent or guardian has given his consent thereto in writing in either of the Forms 'A' or 'B' as the case may be (given in appendix EIGHT) at the time of first admission to the school.

**45.4.** No school shall use a school function or festival like a school gathering, a prize-distribution function, a celebration in connection with a saint or a great man, School Day, etc., for preaching any religion or for other religious purposes.

**45.5.** The time spent by pupils on religious instructions or observance, in any school recognised by the State or receiving aid out of State funds, shall not be deducted from the prescribed period of the curriculum which shall be fixed on educational considerations alone.

**45.6.** The expenditure on religious instruction in any school recognised by the State or receiving aid out of the State funds shall not be admitted for purposes of grant.

**45.7.** The Inspecting Officers may, during the course of inspection, visit classes where religious instruction is given in school premises with a view to seeing that the above conditions are being fulfilled.

**45.8.** All schools shall impart education aimed at inculcating ethical, moral and social values and developing right attitudes among the pupils.

**45.9.** All schools shall begin the day's work with the community singing of the National Anthem (Jana Gana Mana).

### **Home-Work :**

**46.** Schools shall provide for suitable assignments in home-work with the object of encouraging self reliance and reading habits. Home-work should be suited to the capacities of the pupils and the requirements of the standards and should not be of such a character as would impose physical or mental strain on the pupils.

## **SECTION V**

### **HEALTH OF SCHOOL CHILDREN**

#### **Health and Physical Well-being of Children :**

**47.** The health of every child is of paramount importance. Schools shall, therefore, pay proper attention to all factors contributing to the health of school children and making them health-conscious. Schools shall pay particular attention to the following :

- (1) Personal and social hygiene of school children ;
- (2) Suitability of class-room furniture and proper postures of children ;
- (3) Provision, in the time-table, of necessary intervals of rest ;
- (4) Physical education including open-air games ;
- (5) Safety-first measures in respect of crossing roads, plying vehicles, etc. ;
- (6) Provision for pure drinking water ; and
- (7) Stopping of the sale of unhygienic or harmful food, drink or eatables in or near the school premises.

### Medical Examination :

48.1. Medical examination of every pupil in a secondary school should be taken three times during his school career, if the school has standards from V to XI, i.e. in Std. V, Std. VIII and Std. XI. And two times if the school has standards from VIII to XI; i.e. in Std. VIII and Std. XI.

48.2. Those who are found to be defective during a particular medical examination should be examined every year, following this examination, until the defect is corrected.

48.3. Pupils should be examined during the year by the school doctor, if they are at any time, referred to by the school teachers, who may detect in them any defect for which a medical examination is necessary.

48.4. Every fresh entrant in any standard in the school should be examined unless he/she submits his/her previous medical report along with the leaving certificate when he/she seeks admission to the school.

48.5. Physical measurements of all pupils in the school (height, weight, etc.) should be taken every year, *preferably by the physical education teachers.*

48.6. Record of medical examination of every pupil shall be maintained as per forms given in appendix NINE (ii), (iii), (iv) and (v); a specimen form of letter to the guardian is given in appendix NINE (i); chart of average height and weight for boys and girls is given in appendix NINE (vi); instructions to examiners in regard to the medical examination are given in appendix NINE (vii); a list of material and equipment for medical examination is given in appendix NINE (viii).

48.7. Physical measurements and the result of the medical examination should be intimated to the parent/guardian through the progress book of the pupil. Provision should be made in the progress book for such reports [see appendix NINE (ii) and NINE (iii)]. The parent/guardian should see the report and sign them when the progress book is normally signed and returned. A parent/guardian shall be advised to give the child proper medical treatment.

48.8. The same forms should be used in rural and urban areas.

48.9. Whenever a student leaves the school, the form given in appendix NINE (iii) pertaining to him should always accompany his school leaving certificate and for this purpose the schools should maintain up-to-date records.

## SECTION VI

### FEES AND FREE-STUDENTSHIPS

#### Tuition Fees :

49.1. Schools shall charge only standard rates of tuition fees. Aide schools, whose tuition fees at rates higher than the standard rates, were approved by the Department, shall continue to charge tuition fees at such approved rates.

**49.2.** The following standard rates of tuition fees are prescribed for different cities/areas of the State :

City/Area	Standards						
	V	VI	VII	VIII	IX	X	XI
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(a) Greater Bombay .. ..	5.00	5.50	6.00	6.50	7.00	7.50	8.00
(b) Cities of Poona, Nagpur and Sholapur	4.00	4.50	5.00	5.50	6.00	6.50	7.00
(c) Areas other than those in (a) and (b)	3.00	3.50	4.00	4.50	5.00	5.50	6.00

**49.3.** In the case of schools, situated in backward areas or attended mainly by poor children, and in other deserving cases, schools shall obtain specific sanction from the Director to charge fees at rates lower than the standard rates of tuition fees.

**49.4.** Unaided schools may be allowed to charge tuition fees at rates higher than the standard rates, with the previous approval of the Director.

**49.5.** In the case of Night High Schools the rates of tuition fees shall be fixed at half of the standard rates prescribed for the day schools in that area. [vide Rule 49.2 above.]

#### Admission Fees :

**49.6.** Schools are allowed to charge admission fees equal to an amount which is not more than one month's tuition fee of the standard to which the pupil is admitted.

#### Term Fees :

**50.1.** Schools shall not charge separate fees for drawing, physical education, supply of water, library, etc., which are normal items of school expenditure.

**50.2.** They may, however, charge a consolidated term fee up to the amount of the monthly tuition fee prescribed for standard V in the area (i.e., up to Rs. 5 in the case of schools in Greater Bombay, up to Rs. 4 in the case of schools in the cities of Poona, Nagpur and Sholapur and up to Rs. 3 in all other areas) to meet the expenses on incidental and extra items mentioned in Rule 50.6 on the conditions prescribed in Rule 50.4 of this Rule.

*N.B.:* These rates of term fees will be applicable to all schools irrespective of the actual tuition fees charged by them.

**50.3.** The rates of term fees in Night High Schools shall be half of the aforesaid rates of term fees prescribed for day schools in Rule 50.2 above.

**50.4.** The consolidated term fees are to be charged on the following conditions :

- (i) The term fee shall be charged only twice a year. It may, however, be collected in suitable instalments.
- (ii) Schools shall on no account derive more income from this source than they propose to spend during the year.
- (iii) The amount of this term fee shall be at the disposal of the Head of the school. A separate account of receipts and expenditure shall be maintained and surpluses carried over to the next year.

(iv) This account shall be inspected by Inspecting Officer to ensure that provisions made under this Rule are rigidly followed.

(v) Schools that have surpluses exceeding 10 per cent of the actual collection of term fees shall be required to reduce their term fee rates during the subsequent year.

**50.5.** Schools may charge extra fees up to Rs. 3 per annum from the pupils keeping bicycles in separate sheds provided by the schools for the purpose.

**50.6.** The following are the items on which term fees can be expended :

- (1) Medical inspection of pupils;
- (2) School magazine—manuscript and/or printed;
- (3) Examination expenses, i.e., printing including cyclostyling of question papers and supply of answer-books, if there is sufficient balance ;
- (4) Contribution to athletic and cultural associations, connected with school activities;
- (5) School functions and festivals;
- (6) Inter-class and inter-school tournaments;
- (7) Sports and games—major and minor;
- (8) Newspapers and magazines;
- (9) Curricular and co-curricular excursions and visits;
- (10) School competitions, such as elocution competition, etc.;
- (11) Scouting and guiding;
- (12) School band—equipment and accessories;
- (13) Social and cultural activities and equipment required for the same;
- (14) Vocational guidance in general;
- (15) Prizes for co-curricular activities;
- (16) Maintenance of play-ground;
- (17) Purchase of books for pupils' library;
- (18) Drawing and craft material;
- (19) Audio-visual education;
- (20) Equipment for physical education;
- (21) A. C. C., N. C. C., N. D. S., N. F. C., etc. ;
- (22) Any other curricular or co-curricular activities.

### **Free-studentships :**

**51.1.** Schools may award at their own cost free studentships to poor and deserving pupils. Government, however, will not compensate the schools for loss of fee income thus incurred.

**51.2.** In addition to the provision made in Rule 51.1 above, free studentships shall be granted to the sons and daughters of full-time teaching and non-teaching staff studying in any of the schools conducted by the managements employing this staff.

**51.3.** The award of free-studentships under this rule shall be on one year basis and subject to regular attendance, good conduct and satisfactory progress of the pupils concerned.

## SECTION VII

## SCHOOL TERMS, HOLIDAYS, SCHOOL HOURS

**School Terms :**

**52.1.** The school year will be divided into two terms. First term shall be from June to October and second term shall be from November to April. There shall be a short vacation generally in October/November to fit in with the Diwali Festival. The summer vacation shall ordinarily be from May to June. In order to secure uniformity in the date of opening of schools *the appropriate authority* concerned will fix uniform dates for all schools in the district and issue orders in good time before a school year begins. Changes, if any, may however, be allowed with the previous permission of *the said authority*.

*N.B. :* For School Terms of Anglo-Indian Schools see appendix TWENTY-FIVE (5).

**52.2.** The maximum number of holidays including all vacations in schools shall, in no case, exceed 80 days excluding Sundays and half holidays subject to the condition that the school must work for not less than 250 days and do actual full instructional work for not less than 195 days in an academic year.

*N.B. :* For the number of holidays for Anglo-Indian Schools see appendix TWENTY-FIVE (6).

**52.3, (a)** In the case of Night High Schools working for  $2\frac{1}{2}$  hours a day, the total working days shall not be less than 280 days in an academic year out of which not less than 260 days shall be instructional days.

**(b)** In the case of Night High Schools working for 3 hours a day, the total working days shall not be less than 240 days out of which not less than 220 days shall be instructional days.

**Holidays :**

**53.1.** Every school shall send to *the appropriate authority*, at the beginning of the school year, a list of holidays and vacations to be observed in the school.

**53.2.** All schools shall observe the public holidays declared by the State Government.

**53.3.** The schools may observe other holidays at their discretion subject to the conditions laid down in Rule 52.2.

**School Hours :**

**54.1.** Schools shall ordinarily meet for six hours and impart education for about five hours every day for five days in the week with due provision for a long and a short recess. On one day in the week, schools shall meet for two to three hours with due provision for recess. Schools shall, however, have 26 to 27 clock hours in a week for imparting education.

*N.B. :* (i) If schools so desire, they may spread these teaching hours over six days or restrict them to five days in a week.

(ii) For Anglo-Indian Schools see appendix TWENTY-FIVE (7).

**54.2.** During hot summer months schools may meet in the morning for less than six hours but shall provide instruction for not less than four hours a day.

**54.3.** The Night High Schools should meet for  $2\frac{1}{2}$  hours or for 3 hours per day, as the individual school decides for six days in a week. Provision for a short recess may be made beyond this time.

**Shift System :**

**55.1.** To meet the difficulty of accommodation, schools may be allowed by *the appropriate authority*, as an emergency measure to work in two shifts, provided that there is no other school of the same type in that locality which can conveniently accommodate pupils seeking admission in the former.

**55.2.** Permission to adopt the shift system will be given for one year in the first instance and may, thereafter, be continued with the specific sanction of *the appropriate authority*.

**55.3.** Schools allowed to work in shifts shall fulfil the following conditions :

(a) Arrangements shall be made in both the shifts for proper administration and supervision. If there are more than 20 classes in each shift, there shall be a separate Head for each shift; or, if this is not possible, there should be a separate Assistant Head for one of the shifts.

(b) There shall be an independent and full-time staff for each shift except in the case of teachers of special subjects who may not be working full-time. Teachers who work for the full period of 20 hours per week in one shift may be permitted, for sufficient reasons, to work part-time in the second shift, up to two hours per day.

(c) Hours of instruction per week to be put in by those schools will be the same as in the case of schools not working in shifts, i.e. 26 to 27 hours per week. However, if one of the shifts consists of lower Standards V to VII, the hours of instruction may be reduced suitably with the permission of *the appropriate authority*.

**SECTION VIII****PRINCIPLES OF DISCIPLINE FOR PUPILS****Principles of Discipline :**

**56.1.** Heads of schools shall see that the principles of discipline are properly observed. Regularity and implicit obedience should be insisted upon. Politeness and courtesy of speech and conduct as well as cleanliness of dress and person should be inculcated.

**56.2.** Pupils should realise that they are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or observed objectionable conduct out of the school, on the part of the pupils should make them liable for disciplinary action.

**56.3.** A pupil who fails consecutively twice in the same standard is liable to be asked to leave the school.

**56.4.** Parents or guardians are given to understand that they cannot dictate to the managements and that the managements have a right to say on what conditions they will admit or retain pupils in their schools provided

such conditions are in conformity with the provisions in the Code and the instructions issued by *the appropriate authority* from time to time. Pupils shall not take part in any political activities.

56.5. Any pupil who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractices in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour, or who, in the opinion of the Head of the school, has an unwholesome influence on his fellow-pupils, may be expelled permanently or removed from the school for a specified period by the Head of the school. The reasons thereof should be recorded in writing. The matter should be reported immediately by the Head to *the appropriate authority* and in no case later than 7 days of expulsion, with the name of the pupil expelled, together with full details of the reasons for the action taken.

## CHAPTER III

### STAFF SERVICE CONDITIONS, RECORDS AND INSPECTION

#### SECTION I

##### MAINTENANCE OF ADEQUATE STAFF

##### **Admissibility, Qualifications and Appointment of Staff :**

57.1. The teaching staff of the school shall be adequate and well-qualified having regard to the size of the school, the alternative courses provided and the optional subjects taught therein. Too many and / or too frequent changes in the staff militate against the efficiency of the school and shall, therefore, be avoided.

57.2. Schools shall maintain the necessary teaching staff on a permanent basis in accordance with the rules prescribed by Government, from time to time and shall not appoint teachers continuously on temporary basis from year to year. Schools found ignoring this directive and persisting in appointing teachers on a temporary basis from year to year will be liable for action.

57.3. All posts substantively vacant or substantively created must be filled in by substantive appointments, if eligible persons are available.

57.4. Management of schools shall give preference, other things being equal, to backward classes in general and Scheduled Caste and Scheduled Tribes in particular while making appointments to the posts of teachers to the extent of 20 per cent of the vacancies.

57.5. The number of clerical staff admissible to a school shall be as under :

<i>Size of the school</i>	<i>No. of clerks</i>
(1) Schools having pupils up to 500 ..	One Junior Clerk
(2) Schools having pupils over 500 and up to 1,000	One Junior Clerk and One Senior Clerk (Jr. Grade).
(3) Schools having pupils over 1,000 and up to 1,500	One Junior Clerk, One Senior Clerk (Jr. Grade), and One Senior Clerk (Sr. Grade).

57.6. The needs in respect of clerical staff of schools having more than 1,500 pupils and their pay-scale will be considered by the Director on the merits of each case.

57.7. The pay-scale for clerical staff will be as prescribed by Government (appendix TEN).

*N.B:* Clerical staff who have opted for Pre-1962 scale on 1st April 1966 will be allowed to retain it as per their option.

57.8. The number of full-time lower grade staff admissible to a school shall be as under :

- (i) Schools having up to 7 full-fledged .. .. Up to 4 classes.



- (ii) Schools with more than 7 classes .. One for every set of 7 classes or a part thereof, excluding the first 7 classes.

*N.B.:* The staffing pattern with regard to the non-teaching staff as on 1st June 1963, if already approved, may be continued.

57.9. The scales of pay for different categories of lower grade staff will be as prescribed by Government (appendix ELEVEN).

### **Deputation of Teachers for Training :**

58.1. Management of schools shall depute untrained teachers who were in service of the school on or before 15-7-1969 with salary and allowances for training courses of various types in accordance with the requirements of the schools and strictly in order of seniority of teachers in the school; provided the teacher deputed for training undertakes to work as a secondary school teacher in any recognised school in the State for a period of five years. Expenditure on all or any of the three items mentioned below, if incurred by the management on deputation for training of such a teacher will be held admissible for grant as before, but only for a period of five years, i.e., up to 31st March 1974 :

- (a) payment of full salary and allowances;
- (b) expenditure incurred, if any, on payment of fees of the training course on behalf of such a teacher; and
- (c) expenditure incurred, if any, on payment of travelling allowance of such a teacher for undergoing training.

58.2. The provisions in Rule 58.1 above is applicable to :

(i) untrained graduate or post-graduate teachers [i.e. purely graduate or post-graduate teachers or graduate or post-graduate teachers with S. T. C./T. D./Dip. Ed. (1 Yr.) /Dip. T. (1 year) qualification, which is considered lower than the B.Ed. or its equivalent qualification] deputed for training for B.Ed. or equivalent qualifications; and

(ii) untrained undergraduate teachers [i.e. purely S. S. C. or undergraduate teachers or S. S. C. or undergraduates teachers with S. T. C./T.D./Dip. E. D. (1 year) qualification which is considered as not equivalent to the D. Ed. qualification] deputed for training for D. Ed. qualification.

### **Obtaining Training Qualifications by Untrained Teachers :**

59. An untrained teacher shall acquire training qualifications within a period of five years from the date of his appointment.

### **Minimum age of employment :**

60. No recognised school shall employ a teacher who is under 18 years of age.

### **Appointment and Duties of Heads of Schools :**

61.1. (i) The management of a school shall give careful consideration to the question of filling up the post of the Head of a school and shall appoint a well-qualified and competent person from among those available including those already employed, in the schools run by the same management, as the Head. Seniority should be given due consideration in the appointment of the Head. In case, the management intends to deviate from this procedure the reasons for the same shall be communicated to the Director and his previous permission should be obtained.

61.1. (ii) Any teacher who considers that injustice has been done to him may appeal to the Director within one month from the date of the appointment of the Head.

61.1. (iii) Managements may make the appointment of the Head on probation and communicate his full particulars to *the appropriate authority*. The period of probation shall not exceed two years.

61.2. (i) The person to be appointed as the Head shall be a trained graduate (B. T./B. Ed. or its equivalent), with at least five years' total teaching experience in schools, out of which at least two years should be post training experience.

61.2. (ii) The condition about teaching experience mentioned in 61.2 (i) above may be relaxed by the Director at his discretion. In such cases the appointment shall not be made without obtaining the previous approval of the Director.

*Note:* In the case of graduates already in service for more than 15 years, on 1st June 1963, the condition regarding qualification may be relaxed by the Director.

61.3. The duties of the Head of the school shall be as shown in appendix TWELVE.

#### Appointment of Two Heads :

62. Managements of schools with more than 20 classes may appoint an Assistant Head to assist the Head in his administrative and supervisory duties.

#### Appointment of Supervisors :

63.1. (i) Schools with more than ten classes should appoint one or more supervisors subordinate to the Head with the approval of *the appropriate authority*.

63.1. (ii) The number of posts of supervisors should be regulated in the following manner :

- |  |    |  |
|--|----|--|
| (1) Schools with 10 or less than 10 classes. | .. | No Supervisor.   |
| (2) Schools with more than 10 classes. ...   |    | One post of supervisor for 10 classes or part thereof (excluding the first 10 classes) but not exceeding 4 posts of supervisors. |

63.1. (iii) The number of posts of supervisors admissible to a school on the above basis shall be reduced by one if the school has appointed an Assistant Head (vide Rule 62).

63.2. (i) Qualifications for supervisors shall be the same as for the Head of a school.

63.2. (ii) While appointing supervisors the claims of senior and qualified teachers already working in the school should be duly considered. Supervisorship need not be permanent but may be rotating.

63.2. (iii) No undergraduate teacher shall ordinarily be appointed as a supervisor.

#### Appointment of Untrained Teachers :

64. An untrained teacher other than a specialist teacher should not be appointed permanently in any recognised school. Special cases of teachers of outstanding merit, who may not possess the necessary academic and/or professional qualifications, should be referred to *the appropriate authority* for approval.

### Qualifications of Trained Teachers :

65. A teacher will be considered as trained only if he possesses any of the following qualifications :

(1) *For Graduate Teachers :*

- (i) The B. T./B. Ed. degree of any of the statutory Universities situated in this State or its equivalent ;
- (ii) The Teaching Diploma of any of the statutory Universities situated in the State if the person holding it is appointed before 1-9-1970 ;
- (iii) The S. T. Certificate of the Education Department of this State, if the person holding it is appointed before 1-9-1970 ;
- (iv) The Diploma in Education of the Graduates Basic Training Centres ;
- (v) The Diploma in Physical Education recognised by Government or its equivalent ;
- (vi) Any other degree, diploma or certificate which Government or the Inter-University Board may sanction as equivalent to any of the above qualifications.

(2) *For Undergraduate Teachers :*

- (i) The Diploma in Education of Nagpur and Bombay Universities which is awarded two years after S. S. C. Examination ;
- (ii) The S. T. Certificate of the Education Department or the T. D. of any other statutory Universities in the State, if the person holding it is appointed before 1-9-1970 ;
- (iii) Certificate in P. Ed. recognised by the Department if the person holding it is appointed before 1-9-1970 ;
- (iv) The (D. Ed.) Diploma in Education (Primary) awarded by the Government of Maharashtra ;
- (v) Any other equivalent diploma or certificate approved by the Department or Inter-University Board.

(3) *For Drawing Teachers :*

A Drawing Teacher's or a Drawing Master's Certificate or an Art Masters' Certificate.

(4) *For Craft Teachers :*

A Certificate of having completed the special course in craft run by the Directorate of Technical Education or any other equivalent course approved by the Department with a minimum duration of six months.

(5) *For Language Teachers (Arabic, Hindi, Persian, Sanskrit, etc.) :*

For Graduate Teachers any degree, diploma or certificate which Government or the Inter-University Board may sanction as equivalent to the professional qualification as stated under sub-Rule (1) above.

*Note :* Persons in service on 1st June 1963 with qualifications so far approved by the Department or for the posts held by them will continue to be considered as with approved qualifications.

### Cadres of Teachers :

66. This Rule is *deleted*.

## SECTION II

## CONDITIONS OF SERVICE

**Application of Rules of Conditions of Service :**

**67.1. (a)** Unless otherwise specifically mentioned, the service condition rules including the rules governing the termination of employment given in this section apply to both full-time and part-time teachers and the non-teaching staff employed in non-Government schools except that :

(i) the requirement of professional qualifications will not hold good in the case of the non-teaching staff who will be treated as permanent for all purposes on completion of two years' satisfactory service. However, the clerical staff shall have to undergo an inservice training course, if any, provided by the Department in order to be eligible for confirmation;

(ii) the lower grade staff will be treated as permanent for all purposes on completion of two years' satisfactory service;

(iii) the non-teaching staff will not be held eligible for any kind of vacation provided for the teaching staff, as they belong to the non-vacation department;

(iv) the service rendered in Night High Schools by the teaching and non-teaching employees will be regarded as part-time service and dealt with accordingly.

**Selection and Appointment of Staff :**

**67.1. (b)** Appointments of teaching and non-teaching staff in a school shall be made by the School Committee in consultation with the Head of the school concerned.

**67.2. (a)** For every appointment made in a school, for a part-time or a full-time post, or for a teaching or a non-teaching post, the candidates intending for being considered for appointment shall make an application in writing, giving full details regarding name, date of birth, educational and/or professional qualifications and experience, etc., attaching true copies of the original certificates/diplomas.

**67.2. (b)** A letter of appointment order in the form given in appendix THIRTEEN shall be given to a candidate appointed in the post. The letter of appointment must be accompanied by a statement giving the terms of employment and conditions of service which should not be contrary to the provisions in this Code. A receipt in token of having received these shall be obtained from the candidate appointed.

**67.3.** Every employee shall undergo a medical examination by a registered medical practitioner named by the management within three months of the appointment. The appointment would be conditional pending certificate that he is free from any communicable disease and that he is physically fit to be employed on the teaching or non-teaching staff of the school. This condition shall be specified in the statement giving the terms of employment and conditions of service issued to each employee with the appointment order.

**67.4.** The school shall maintain a register of addresses of all its employees. Any change of address shall be immediately intimated to the school by the employee concerned.

**67.5.** A service book in the *pro-forma* given in appendix FOURTEEN shall be maintained for each employee in the school within three months from the date of his appointment.

**67.6.** The entries in the service book, especially those relating to, date of birth, educational and professional qualifications, etc., should be verified by the Head of the school personally from the original record. A remark "the entry is in accordance with the original certificates" should be made in the respective columns and signed and dated by the Head after verification. The date of birth should be verified from the original school leaving certificate or S. S. C. Examination certificate. The educational and / or professional qualifications should be verified from the original certificates/diplomas/degree of the examinations passed by the candidates.

### Categories of Employees :

**68.1.** Employees may be permanent or non-permanent. Non-permanent employees may be either temporary or on probation.

**68.2.** A temporary employee is one who is appointed to a temporary vacancy for a fixed period.

**68.3. (a)** In the case of a permanent vacancy, a teacher should ordinarily be appointed on probation for a period not exceeding two years. In the event of unsatisfactory work or behaviour during the probationary period, the employee's services may be terminated after one calendar month's notice before the completion of the probation period.

**68.3. (b)** A teacher who has completed two years' post-training service in the school will be treated as permanent. The confirmation order should be issued immediately. For the purposes of termination of service and leave, the Department will treat such teachers as permanent even though the authority competent to appoint them may not have formally confirmed them.

**68.3. (c)** The managements of new schools provisionally recognised for grant-in-aid may appoint teachers temporarily for a period of two years. They should, however, obtain well in advance the permission of the Deputy Director in writing for continuing teachers on a temporary basis beyond two years. No teacher in such a school should, however be continued merely temporary for more than four years.

**68.4.** No untrained teacher on probation will be made permanent unless he is trained. No untrained teacher will ordinarily be retained in service for more than five years.

### Pay-Scales :

**68.5.** The pay-scales of teaching and non-teaching staff shall be as laid down by Government from time to time. The pay-scales applicable to all categories of teachers working in schools with effect from 1st April 1966 are given in appendix FIFTEEN.

### Vacation Pay :

#### (A) Non-permanent Employees :

**69.1. (a)** Non-permanent employees who have served in a school for three months in the first and four months in the second term and whose services have been terminated by the management, will be entitled to the salary

for the October or December and summer vacations, as the case may be, provided they were not serving in a purely temporary vacancy, such as leave, deputation or a temporary post created for a specific period.

69-1. (b) In the cases not falling under the above provision, the employees will have to be paid in addition to the vacation salary for the gap between the date of relief and the date of beginning of the vacation also, if *the appropriate authority* is satisfied that the relief was intentional.

**(B) Permanent Employees :**

69-2. (i) Permanent employees, who are relieved with compensation as laid down under sub-Rule (1) of Rule 77-2 shall not be eligible for vacation salary in addition to the amount of compensation.

(ii) Permanent employees, relieved because of reduction of establishment under Rule 77-4 shall be eligible for vacation salary.

(iii) Permanent employees, who retire after attaining the age of superannuation or after the expiry of the period of extension or re-employment granted to them, shall be entitled to vacation salary provided they satisfy the condition in Rule 69-1.

**Pension/Provident Fund :**

70-1. Every employee belonging to teaching staff on a full-time basis in aided and recognised schools (except those run by local bodies) who was appointed before 1-4-66 and who had exercised in writing his option for a pension scheme and those appointed on or after 1st April 1966 shall be eligible to get pension as per rules prescribed by Government.

70-2. Those members from the teaching staff appointed before 1st April 1966 and who have opted for contributory Provident Fund shall subscribe to that Fund, as per rules prescribed by Government, on that behalf.

70-3. The non-teaching staff working in recognised and aided schools shall subscribe to the contributory Provident Fund as per rules, prescribed by Government.

70-4. The managements of recognised but unaided schools shall have a Provident Fund scheme of their own, if they so desire, which should be got sanctioned by the Department. Otherwise, they shall follow the Provident Fund scheme on similar lines as the contributory Provident Fund scheme prescribed by Government except that the Government share equal to the management's share will not be paid by Government.

70-5. Part-time employees and those working in Night High Schools are not eligible either to the Provident Fund Scheme or to Pension Scheme.

### SECTION III

#### RULES OF DISCIPLINE AND LEAVE

**Rules of Discipline for Employees :**

71-1. All employees shall be subject to the general rules of discipline and conduct laid down by Government from time to time and such other rules and instructions as may be issued by the management as are not repugnant to the general rules prescribed by Government.

**71.2.** All employees shall, during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the school and shall make themselves in all respects useful to the school. They shall not on their own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or business.

**71.3.** In addition to the school work, teachers may be required to participate in and work for extra-curricular and corporate activities of the school including social education.

**71.4.** No full-time employee shall accept part-time gainful employment in another educational, cultural or literary institution without first obtaining written permission from the authorities of the school in which he is employed, on a full-time basis. If so permitted, he shall not work for more than two clock hours per day and shall not be allowed to take private tuitions while he so works.

**71.5. (i)** Subject to the rules and regulations relating to their conditions of service, employees may attend political meetings and become members of any political party other than a party whose policy or programme is declared by Government as unconstitutional or as involving the use of violence or the dissemination of ideas of communal disharmony or of national disintegration or of violence. They shall not, however, be office-bearers of any political parties.

**(ii)** Employees shall not engage in political activities while on duty or on school premises.

**(iii)** Any activity on the part of the employees (teaching as well as non-teaching) which tends to create communal disharmony or anti-social or anti-secular or bad feelings or ill-will amongst the different sections of the people of the country, including the pupils in secondary schools, would amount to grave misconduct. Such act should be viewed very seriously by the management, which shall take suitable disciplinary action, against such employees after due enquiry as per procedure laid down *including the one of removal from service*, if found guilty of such activities. The disciplinary action thus taken along with the charges levelled against the employees shall be reported by the management to *the appropriate authority*, who shall then consider whether the penalty imposed upon the employee is commensurate with the severity or gravity of the charges of the aforesaid types of activities. In case the said authority concludes from the enquiry report and the findings therefrom that the penalty imposed is inadequate or excessive he shall bring the same to the notice of the management, with a view to modify suitably the extent of disciplinary action.

#### **Breach of Service Condition Rules :**

**72.** If an employee of a school commits a breach of any of the service condition rules, the school authorities will hold an enquiry and if the breach is proved, the school authorities shall be free to warn the employee or to withhold his increment for a period not exceeding a year or to withhold his promotion.

#### **Hours of Work and Attendance for Teaching Staff :**

**73.1.** A full-time teacher shall be present on the school premises during the working hours of the school for 30 hours a week exclusive of daily recesses, according to the requirements of the school.

**73.2.** A full-time teacher shall do actual teaching work for at least 20 hours per week, exclusive of the recesses, and should utilise the remaining time for extra-curricular activities, correction and similar other work of the school.

*N.B. :* (i) All work provided in the school time-table should be included in the period of 20 hours of work.

(ii) A teacher should be given as far as possible full load of 20 hours of teaching work in the time-table of the school. But in cases where full load cannot be given for genuine reasons, it should not affect adversely the calculation of grant-in-aid.

(iii) The teaching work-load of a teacher may be suitably reduced, if the strength of classes in which he teaches exceeds 50.

**73.3.** The head of the school shall have the discretion to reduce the teaching work of teachers, wherever necessary, by not more than three periods per week provided the average of 20 hours per week per teacher is not affected thereby.

**73.4.** Provision should, however, be made for a fair and equal distribution of work to all teachers as far as possible.

**73.5.** For schools having more than 20 classes, the Head, the Assistant Head and the Supervisor shall do teaching work for at least 4, 8 and 10 hours per week, respectively. For schools having 20 or less classes, the Head, and the Supervisor shall do teaching work for at least 6 and 12 hours per week, respectively.

**73.6.** The teaching hours of a teacher in a Night High School shall be half of those prescribed for a teacher in a day school. Special teachers may, however, be an exception in this respect.

#### **Obtaining Permission for Absence :**

**74.** No employee shall ordinarily absent himself from his duties without first having obtained the permission of the Head of the school. In the case of an emergency, when he is unable to obtain necessary permission beforehand, he shall intimate to the Head the reasons of his absence at the earliest opportunity.

#### **Leave :**

**75.1.** Leave cannot be claimed as of right. Discretion to refuse or revoke leave is reserved to the Head of the school, the School Committee or the management, as the case may be.

#### **Casual Leave :**

**75.2.** (i) Casual leave may be given by the Head up to a maximum period of 15 days in an academic year subject to the condition that ordinarily not more than three days' casual leave can be enjoyed at a time to be extended to ten days only in exceptional circumstances. (ii) Not more than two holidays can be enjoyed in conjunction with any spell of casual leave whether by prefixing or by suffixing or by both and the total period of casual leave and holidays enjoyed continuously at one time should not exceed 7 days save only in exceptional circumstances when it may be extended up to 10 days. (iii) The number of holidays in excess of 2 prefixed or suffixed or both, to the casual leave will be treated as casual leave. Sundays and holidays interposed between two periods of casual leave should however, be treated as part of casual leave. (iv) Casual leave cannot ordinarily be prefixed or suffixed to vacations except with the previous permission of the Head of the school, the school Committee or the management,



as the case may be. (v) It is permissible to enjoy half day's casual leave if the period of absence is half or less than half of a working day. (vi) Absence on a Saturday, if it is a half working day or any other day if observed by the school as a half working day, is not to be treated as a half day's casual leave but casual leave for a full day.

### Half Pay Leave :

75.3. (1) (a) Half pay leave to the extent of 20 days may be granted for each completed year of service to permanent employees of a school, on private affairs or on medical certificate. Every application for leave on medical certificate made by an employee shall be accompanied by a medical certificate given by a registered medical practitioner, stating as clearly as possible the nature and probable duration of the illness.

(b) The *authority competent* to sanction leave may, at its discretion, secure a second medical opinion by requesting the Presidency or Civil Surgeon or District Medical Officer to have the applicant medically examined. Should it decide to do so, it must arrange for the second examination to be made, on the earliest possible date after the date on which the first medical opinion was given. It should forward the original medical certificate produced by the applicant to the Medical Officer by whom he is to be re-examined.

(c) This re-examination, if necessary, be arranged by the management at their own cost, if any and that, any expenditure on this account, will not be held admissible for grant.

(d) The maximum period of half pay leave should be limited to four months at a time.

### Commuted Leave :

75.3. (2) Commuted leave not exceeding half the amount of half pay leave due may be granted (i) on medical certificate from the Civil Surgeon or a registered medical practitioner named by the authority competent to sanction leave or (ii) for any valid reasons approved by the said *authority*, School Committee or management subject to the following conditions :—

(a) Commuted leave during the entire service shall be limited to a maximum of 240 days :

(b) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due ; and

(c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days ;

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

### Extraordinary Leave :

75.4. Extraordinary leave may be granted to an employee in special circumstances when no other leave is, by rule, admissible or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave. Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any one occasion. The authority competent to sanction leave may commute retrospectively periods of absence without leave, into extraordinary leave.

**Maternity Leave :**

75.5. (i) Maternity leave may be granted to female employees who have put in more than one year's service. It may be granted for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever, is earlier.

75.5. (ii) Maternity leave under Rule 75.5 (i) above shall be granted on half pay to an employee who has put in less than two years' service before the commencement of such leave.

75.5. (iii) Maternity leave under Rule 75.5 (i) above shall be granted on full pay to an employee who has put in two years' service on the day of commencement of such leave.

75.5. (iv) Maternity leave shall not be debited to the leave account. Leave of any other kind may be granted in continuation of maternity leave, if the request for granting it is supported by a medical certificate.

*Note :* Leave under this rule is admissible in case of miscarriage and abortion also.

**Earned Leave :**

75.6. (i) The earned leave admissible to permanent teaching employees in respect of any year in which they are prevented from availing themselves of the full vacations, is in such proportion of 30 days a year as the number of days of vacation not taken bear to the full vacation, provided that such an employee will cease to earn such leave when the earned leave due amounts to 180 days.

75.6. (ii) The non-teaching staff belongs to non-vacation department and is, therefore, prevented from enjoying vacation. The members of the non-teaching staff shall, therefore, earn earned leave per year of duty at the rate of 30 days for a completed year of service. The employee will cease to earn such leave when the earned leave accumulates to 180 days.

**Combination of Leave :**

75.7. Any kind of leave except casual leave may be granted in combination with or in continuation of any kind of leave.

**Leave to Non-permanent Employees :**

75.8. Non-permanent employees will not be entitled to any leave with pay other than casual and maternity leave. A non-permanent employee when appointed substantively to a permanent post will be credited with the leave which would have been admissible if his previous continuous duty was as permanent employee. Half pay leave at the rate of 20 days for each completed year may be granted to the non-permanent employees provided the authority competent to sanction leave has reason to believe that the employee concerned will return to duty on its expiry.

**Calculation of Leave Salary :**

75.9. (i) An employee on full pay leave, is entitled to leave salary equal to the greater of the amounts specified below :—

(a) The substantive pay on the day before the leave commences, or in respect of the first 60 days of the leave, the average monthly pay earned during the 12 complete months preceding the month in which the leave commences ;

(b) and thereafter the average monthly pay earned during the 36 complete months proceeding the month in which the leave commences.

(ii) An employee on half pay is entitled to leave salary equal to half the substantive pay or half the amount specified in clause (b) of Rule 75·9 (i) above, whichever amount is greater.

(iii) An employee on commuted leave is entitled to leave salary equal to twice the amount admissible under Rule 75·9 (ii) above.

(iv) An employee on extraordinary leave is not entitled to any leave salary.

**75·10.** Leave to the credit of an employee shall lapse on the date of his superannuation provided that if in sufficient time before that date he has formally applied for leave and it has been refused in the interest of the school, this refused leave up to a maximum of four months can be granted after the date of superannuation or after the period of his extension is over. An employee retained in service beyond the age of superannuation shall earn leave for the period of his extension at the rate mentioned in Rule 75·3 (1) (a) above which he can enjoy before the period of extension is over.

**75·11.** The leave account of every employee should be maintained in the form given in appendix SIXTEEN.

**75·12.** An employee on leave, with full or half pay, shall not accept any service with pay or remuneration during the period of leave, without first obtaining specific permission from his employer.

**75·13.** An application for leave or extension of leave or to proceed on leave after vacation, should ordinarily be made in good time before the date from which the leave or its extension is sought. If an employee does not apply for leave or for further leave, within seven days of the expiry of vacation or of leave as the case may be, he/she may be deemed to have abandoned his/her service.

**75·14.** An employee on leave may not be allowed to return to duty before the expiry of the leave except with the permission of the sanctioning authority.

**75·15.** Under exceptional circumstances of administrative necessity, the authority competent to sanction leave may call back to duty an employee who is on leave, explaining the nature of the emergency, and it will be incumbent on the employee to return to duty. If, however, the employee cannot return to duty as directed, he should satisfy the said authority about the *bona fide* circumstances of his inability.

#### **Private Tuition :**

##### **(A) Full-time Teaching Staff :**

**76·1.** (i) Heads and Assistant Heads of schools may give guidance to their pupils occasionally outside school hours, if absolutely necessary, without any remuneration. But they should not undertake any regular private tuition even without remuneration. The Heads/Assistant Heads may, however, be permitted by managements in writing to undertake the following items of work ;

(a) Working as guides for post-graduate research (with the approval of the University).

(b) Working as part-time lecturers in colleges or in the post-graduate departments of Universities; provided that (i) the work involved is small and does not interfere with their regular work in the school or with their presence in the school for the requisite period and (ii) their legitimate work is generally not allowed to suffer in any manner.

(c) Supervision of the primary section of the school, if any; and

(d) Any other similar type of work.

**76.1.** (ii) No teacher should do private tuition for more than two hours in a day or teach more than five pupils during his whole period of tuition in the day. The expression "five pupils" means the same five pupils and not batches of pupils. Day school teachers working in night schools may work for full duration of the night schools instead of two hours as mentioned in this rule provided they do not undertake private tuitions.

**76.1.** (iii) Every teacher must obtain the previous permission of the Head of the school before he undertakes any tuition. He should also submit to the Head of the school at the end of every month a statement signed by him showing the names of the pupils to whom he has been giving tuition, the period per day for which he is giving tuition the standards in which they are studying and the amount of remuneration received. These reports shall be available for inspection to *the appropriate authority*.

**76.1.** (iv) No teacher will be allowed to associate himself directly or indirectly with any coaching classes to prepare pupils for the internal or external examination of secondary schools or any other examining body. When the number of pupils taking private tuition from a teacher for internal or external examination exceeds five, it shall be deemed to be a coaching class.

**76.1.** (v) School building or any part thereof or of the premises should not be allowed to be utilised for private coaching classes, excepting for classes conducted by teachers for examinations in languages held by associations or bodies recognised by the Department. The time which the teachers spend in teaching these classes will be set off against the limit of two hours of private tuitions admissible under the rules.

**(B) Part-time Teaching Staff :**

**76.2.** (i) A part-time teacher must obtain the previous permission of the Head of the school before undertaking any tuition. He shall furnish the Head with the monthly statements as provided in Rule 76.1 (iii) above.

**76.2.** (ii) The total number of hours spent by a part-time teacher in teaching in one or more schools, as also the number of hours spent by him in tuition should not exceed the total number of hours spent in teaching in school plus the number of hours permitted for undertaking private tuition by full-time teachers.

**76.2.** (iii) The number of pupils to whom he may give private tuition may also be proportionately increased.

**76.2.** (iv) In no case should the total number of hours devoted to private tuition by a part-time teacher exceed four hours a day.

**(C) Non-teaching Staff :**

**76.3.** Non-teaching staff may be allowed by the school authorities to accept part-time work for not more than two hours a day on condition that it does not, in any way, interfere with their legitimate duties in the school.

**Termination of Employment :**

**77.1.** The service of a non-permanent employee may be terminated by the management at any time without assigning any reason after giving one calendar month's notice or by paying one month's salary (pay and allowances, if any) in lieu of notice. The notice should not, however, be given during vacation or so as to cover any part of the vacation or within a month after the vacation.

*N.B.:* A calendar month means one of the 12 months in which the year is divided according to the calendar ; also the space of time from any day of any such month to the corresponding day of the next month as opposed to the lunar month of four weeks. In computing time of calendar months time must be reckoned by looking at the calendar and not by counting days. Thus " One calendar month's notice " will be calculated from the day of notice to the day numerically corresponding in the following month, less one. However, when there is no corresponding day in the last month of notice, the employee's service will be terminated on the last day of such last month, so that an employee who was served with a notice of discharge will not be retained in service or the management will not be required to pay him salary, for a greater number of days than there are in the month in which he was served with the notice of discharge. Accordingly, the calendar month's notice given on the 23rd February, 1971, will terminate on the 22nd March which would only amount to 28 days.

**77.2. (1)** The services of a permanent employee may be terminated by the management without assigning any reason on giving compensation as follows :—

(i) Twelve months' salary (pay and allowances, if any), to the employee if he/she has been in the service of the school for ten years or more ;

(ii) Six months' salary (pay and allowances, if any) to the employee, if he/she has been in the service of the school for less than ten years.

No employee should be removed under this rule without the prior approval of the Deputy Director concerned.

**77.2. (2)** The Management shall immediately inform *the appropriate authority* concerned of the action regarding the discharge of and payment made to such an employee. *The said authority* shall satisfy himself at the time of his visit or inspection that the payment to the employee was made forthwith. In cases falling under this rule, no employee should be relieved by the management without making payment of the prescribed compensation and failure to do so may entail such cut in grant-in-aid due to the school and other action against the management as the Deputy Director may consider appropriate.

**77.2. (3)** If a permanent employee is to be relieved from service in the school for being found medically unfit as certified by the Civil Surgeon or Presidency Surgeon, as the case may be, he may be given gratuity at the rate of  $\frac{1}{2}$  month's salary (pay and allowances, if any) for every completed year of service but not less than three month's salary in any case.

*N.B.:* An employee receiving gratuity under Rule 77.2 (2) (3) above will not be eligible to receive compensation as provided in sub-Rule 77.2 (1) of this Rule.

**77.3. (1)** In all cases of termination of services of permanent employees excepting those mentioned above, an inquiry shall be held through a properly constituted Inquiry Committee. Such an inquiry can be held only in the

case of insubordination, neglect of duties or misconduct (in each case of a serious nature).

### Composition of the Inquiry Committee :

(i) If the inquiry is against the employee who is not the Head of the school, the Committee shall consist of :

- (a) the Head of the school concerned ;
- (b) a person nominated by the employee concerned from amongst the members of the Executive or the Governing Council or from amongst the teachers in the same school, as the case may be ; and
- (c) a person nominated by the Management from amongst the members of the Executive or Governing Council.

*N.B.:* If the person nominated by the employee from amongst the members of the Executive or the Governing Council or from amongst the teachers in the same school is not available the employee may nominate an outsider.

(ii) If the enquiry is against the Head of the school, the Committee shall consist of a member nominated by him, from amongst the members of the Executive or Governing Council, the remaining two members being nominated by the Management out of the remaining members of the Executive or Governing Council.

*N.B.:* If no member from the Executive or Governing Council as nominated by the Head of the school is available he may nominate an outsider.

**77.3. (2)** The Management may suspend an employee during the course of the inquiry and if this is done, the employee shall have to be given full pay and allowances, if any, during the period of suspension.

### Procedure of Inquiry :

**77.3. (3) (i)** If an employee of a school is allegedly guilty of insubordination, neglect of duties or misconduct (in each case of a serious nature), the Secretary on behalf of the management shall communicate to the employee the allegations and demand from him a written explanation within a week.

(ii) If the Secretary finds that the explanation is not satisfactory, he shall if authorised by the management, proceed to constitute an Inquiry Committee and direct the employee concerned to nominate a person on the Committee on his own behalf within a fortnight, as provided for in sub-rule (i) or (ii) of Rule 77.3 (1) above.

(iii) The Inquiry Committee shall go through the allegations and the employee's explanation, if any, and if it feels that there is a case for inquiry, frame a charge-sheet and communicate it to the employee within a week of its constitution.

(iv) The Inquiry Committee shall then hold an inquiry after giving ten days' notice to the Secretary and the employee. The employee shall have the right to be heard in person and to lead evidence, if any. He shall also have the right to cross-examine the witnesses examined on behalf of the management. The management also shall have the right to lead evidence and a right to cross-examine the witnesses examined on behalf of the employee. The evidence thus collected shall be recorded in writing and endorsed both by the employee and the Secretary in token of its authenticity.

(v) The Inquiry Committee shall give to the employee a summary of the proceedings and allow him to take copies, statements of witnesses, if any, and allow him seven days to offer his further explanation, if any.

(vi) On receipt of the further explanation of the employee or, if no explanation is offered within 7 days, the Inquiry Committee shall complete the inquiry and record its findings and decision in writing within a week after the date fixed for receipt of further explanation and communicate the same to the Secretary and the employee immediately. The management shall communicate in three weeks' time to the Deputy Director concerned the charges levelled against the employee, the explanation given by him thereon, the Inquiry Committee's findings and the decision arrived at. If the employee does not take part in the inquiry deliberately or remains absent at the inquiry, *ex parte* findings may be arrived at and recorded by the Committee.

(vii) Either party shall have the right to prefer an appeal to the Deputy Director within 15 days of the receipt of the decision. If no appeal is preferred by either side, the decisions of the Committee shall be treated as final and binding on both the parties and shall be executed forthwith.

(viii) If an appeal is preferred, the Deputy Director shall take a decision on the appeal within two months of the receipt of the appeal after hearing both the parties, if they so desire, and communicate it to both the parties by registered post A. D. His decision shall be treated as final and binding on both the parties.

(ix) In cases of proved misconduct of a teacher, the Deputy Director shall stipulate the period during which the teacher concerned will not be re-employed in any other educational institution.

77.4. In cases of reduction of establishment owing to the reduction in the number of classes or fall in the number of pupils affecting the income of the school or a change in the curriculum affecting the number of certain category of teachers or closure of a course of studies or of the school itself or any other *bona fide* reasons of similar nature, management may, terminate the service of a permanent employee after giving three months' notice or three months' pay in lieu of notice. In such cases, the principle of seniority shall ordinarily be observed, but if for any special reasons, this principle is proposed to be departed from, by the management and a senior member of the staff is proposed to be retrenched when a junior member should have been retrenched, they shall obtain the prior approval of *the appropriate authority*. He shall, in all such cases, be bound to give his decision within one month of the receipt of the reference. If posts retrenched are revived or additional posts are created within one year from the date of any retrenchment as above, the permanent employee retrenched shall be given the first opportunity of rejoining service in the school. He shall be restored to his original position in pay and seniority. If no written reply is received from any employee within a fortnight from the date of acknowledgment, or refusal to receive by post such offer made by registered post A. D. is received by the management, the latter shall be free to fill the post or posts otherwise. For this purpose, the retrenched employee shall register his address in the school before he is relieved.

77.5. A management shall not delegate to any subordinate authority, other than the principal executive officer of the general body in the case of a registered society, power to terminate the service of an employee or to reduce his pay. The power to impose any other penalty may be delegated at the discretion of the management to the Head of the school, subject to such limitation as the management may consider desirable.

77.6. The expenditure incurred by the management on payment of compensation under Rule 77.2(1) above, and salary (pay plus allowances, if any,) in lieu of notice period under Rules 77.1 and 77.4 of this Rule should

not be held admissible for purposes of grant except in cases where the discharge of the employee is at the instance of Government.

**77-7.** No non-permanent employee shall leave service without giving one calendar month's notice or without paying one month's salary (pay and allowances, if any) in lieu of notice, to the management. Similarly, no permanent employee shall leave service without giving three calendar months' notice or without paying 3 months, salary (pay and allowances, if any) in lieu of notice, to the management. In either cases, the notice should not be given during the vacation or so as to cover any part of the vacation or within a month after the vacation.

**77-8.** The managements of schools should pay all legitimate dues to their employees as and when directed by the Department.

**77-9.** An employee dismissed or removed from service for misconduct under sub-rule (3) (ix) of Rule 77-3 by a school or from Government service or by a local body shall not be reemployed by any other recognised institution for such period as may be specified by the Deputy Director concerned or by the Director provided that the officer concerned is satisfied about the serious nature of the misconduct and has notified accordingly to that effect.

#### **Application for Another Post :**

**78-1.** If an employee serving in a school wishes to apply for a post elsewhere he shall forward his application for the post through the Head of his school under intimation to the management. In the case of the Head of a school such application shall be forwarded through the management. The application will be forwarded by the Head or management, as the case may be, promptly with due regard to the urgency of each case and in any case within a week from the date of receipt of the application. Advance copies may be sent by the applicants to the authorities concerned, this fact being made clear in the applications submitted through proper channel. In case the application sent through proper channel is not received in time by the school authorities to whom it is addressed, the advance copy of the application sent by the teacher may be considered on its own merits by those school authorities but the teacher shall not be taken in service unless he produces the Discharge Certificate etc. as provided for, under Rule 79 below.

**78-2** If a teacher, who has been in service of a school, applies direct for a post in a Government or non-Government school, he shall mention in his application the fact of his being in service in the school. If he fails to mention this fact and is consequently employed in the Government or non-Government school, to which he has applied, he shall be liable to pay penalty equal to double the amount of the notice period which he should have ordinarily given to the school where he was serving at the time of his application and the amount of penalty shall be credited to the account of the former school.

#### **Discharge Certificate :**

**79-1.** The Management shall give a discharge certificate in the form given in appendix SEVENTEEN to a teacher who leaves service after due notice or to a teacher whose services are terminated, provided the latter asks for such a certificate and it shall be obligatory on the school management to issue the discharge certificate at least within a week from the date of receipt of



his application . If the discharge certificate is refused, reasons for such refusal be given in writing within one week of the application for such a certificate. In the case of refusal of the discharge certificate by the management, the teacher may appeal to *the appropriate authority*. *The said authority* shall communicate his decision within a fortnight of the date of receipt of the appeal.

**79.2.** No teacher with previous service in a school shall be employed in another school unless he produces a discharge certificate or gives in writing that he is unable to give a discharge certificate despite a written request to the previous management. Unless the second management finds out from the previous management the reasons for the same and unless they are convinced of the *bona fides* of the teacher regarding satisfactory work and good conduct, the second management shall not continue the teacher in service.

### **Submission of Representations :**

**80.1.** All representations of whatever nature from an employee in connection with his employment or his school to the management or the Department shall always be addressed through the Head of the school.

**80.2.** Representations by the Head of the school to the Department shall similarly be routed through the management.

**80.3.** The Head/management of a school shall forward all representations mentioned in Rules 80.1 and 80.2 above, with their remarks thereon, if any, to the authorities to whom they are addressed, promptly and in any case within 7 days of their receipt.

### **Corporal Punishment :**

**81.** Corporal punishment shall not ordinarily be inflicted in any recognised school by a teacher but under very exceptional circumstances the teacher may in good faith administer moderate and reasonable corporal punishment to a pupil to enforce discipline.

### **Superannuation :**

#### **(A) Teaching Staff :**

**82.1.** A teacher or a headmaster shall compulsorily retire on the date on which he attains the age of 58 years. Under no circumstances he should be granted extension in service beyond the age of 58 years.

*Exception:* The age of compulsory retirement of a permanent teacher or a headmaster in service in a recognised non-Government secondary school in Vidarbha, on 31st December 1965 shall be 60 years.

**82.2.** If a management desires to retain in service a teacher or a headmaster beyond the age of 58 years, it may do so, provided the teacher or the headmaster concerned is physically and mentally fit and his continuance is clearly necessary in the interest of the school. Such a teacher or headmaster should, however, be re-employed in service. Re-employment should not be granted as a matter of routine or merely on compassionate grounds.

**82.3.** If the management, for reasons to be recorded in writing, desire to extend the period of re-employment of a teacher or headmaster even after he has attained the age of 60 years, it should approach *the appropriate authority* well in advance, for his previous permission to do so. *The said authority*

should grant permission for such further re-employment, after satisfying himself that the conditions mentioned in Rule 82.2 above, have been fulfilled, but for a period not exceeding one year at a time. A teacher or headmaster, who has attained the age of 65 years should not, however, be continued in service under any circumstances.

**82.4.** No management should make any appointments of members of the teaching staff on contract that would defeat the provisions of the clauses above.

**82.5.** No person other than a retired teacher or headmaster from a Government or non-Government secondary school, who has already attained the age of 58 years, should ordinarily be re-employed as a secondary school teacher or headmaster. Retired teachers or headmasters from Government or non-Government secondary schools, or retired Asstt. Masters/Lecturers/Principals of Government or non-Government Junior Colleges of Education or Colleges of Education, or retired Inspecting Officers of Zilla Parishads or Government may, however, be re-employed by schools as teachers or headmasters. The period and procedure of re-employment of such retired persons shall be subject to the provisions mentioned in Rule 82.2 above, and such other terms and conditions not in contravention of these rules and the general service conditions as may be mutually agreed upon between the employer and the employee.

**82.6.** On re-employment of a person in the manner specified in Rule 82.2, 82.3 or 82.5 above, his pay should not exceed the last pay (including special pay or additional pay, if any), drawn by him at the time of his retirement minus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension). Such pay should not, however, exceed the maximum of the time-scales of the post in which he is re-employed. Once the pay is fixed as mentioned above, the incumbent should be entitled to receive the benefits of annual increments even though the pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension) plus pay so fixed exceeds the last pay drawn by him at the time of retirement; but the total should not exceed the maximum of the time-scale of the post in which he is re-employed.

**82.7.** Pension may be allowed to be drawn as a separate entity and should not be held in abeyance in any case.

**82.8.** Members of the teaching staff will not be entitled to any notice for their relief after they attain the age of 58 years or after the expiry of the period for which re-employment has been granted. However, in cases where the period of re-employment is not specifically mentioned in the order granting such re-employment, the person concerned shall be entitled to one month's notice or salary (pay and allowance, if any), in lieu of such notice.

**82.9.** All doubtful cases should be referred to *the appropriate authority* for clarification.

**(B) Non-teaching Staff :**

**82.10.** A member of the non-teaching staff of a secondary school, shall normally retire on his attaining the age of 58 years. No school shall fix this age below 58 years. Extension or re-employment up to the age of 60 years may be given by the management at its discretion.

**82.11.** If a management, for any reasons, desires to give further extension/re-employment to a member of non-teaching staff beyond the age of 60 year-

it should obtain the previous permission of *the appropriate authority* who should grant extension/re-employment for a period not exceeding one year at a time on the merits of the case and subject to the person concerned being physically and mentally fit. A member of the non-teaching staff, who has attained the age of 65 years, should not, however, be continued in service under any circumstances.

**82.12.** No management shall make any appointment on contract that will defeat the provisions of the rules above.

**82.13.** No person other than a retired person from a Government or Non-Government secondary school, who has already attained the age of 58 years, should ordinarily be re-employed on the non-teaching staff of a non-Govt. secondary school. Retired persons from non-Govt. or Government secondary school may, however, be re-employed by non-Government secondary schools on their non-teaching staff, provided they are physically and mentally fit. The period and procedure of re-employment of such retired persons shall be subject to the provisions as mentioned in Rules 82.11 and 82.12 above, and such other terms and conditions not in contravention of these rules and general service conditions as may be mutually agreed upon between the employer and the employee. Such re-employed persons shall ordinarily be eligible to the starting salary prescribed by the Department but, in special cases a higher starting pay in the scale concerned may be given with the previous permission of the Director. A re-employed member of the non-teaching staff will not be eligible to the contributory Provident Fund Scheme.

**82.14.** Members of the non-teaching staff will not be entitled to any notice for their relief after they have attained the age of 58 years or after the expiry of the period for which extension or re-employment has been granted. However, in cases where the period of extension of re-employment is not specifically stated in the order granting such extension or re-employment, the person concerned shall be entitled to one month's notice or salary (pay and allowances, if any) in lieu of such notice.

**82.15.** All doubtful cases shall be referred to *the appropriate authority*, for clarification.

## SECTION IV

### RECORDS, REGISTERS AND INSPECTION OF SCHOOLS AND HOSTELS

#### **Records and Registers to be Maintained :**

**83.** Every school shall maintain *in situ* and produce at the time of inspection or visit the following records and registers :—

#### **(A) Pertaining to Pupils :**

1. General Register in the form given in appendix EIGHTEEN ;
2. Attendance Register for all students in the form prescribed in appendix NINETEEN ;
3. Leaving Certificates received from other schools ;
4. Counterfoils of Leaving Certificates issued to pupils ;
5. Records of pupils' attainments and/or examination results ;
6. Records of health and medical examination of pupils ;

7. Answer-books of the annual examination of the preceding year ;
8. Record of the pupils admitted with test prior to the inspection.

(B) *Pertaining to Staff :*

1. Service Books of school employees *vide* appendix FOURTEEN ;
2. Register of attendance and leave to employees ;
3. Discharge certificates received from teachers employed in the school ;
4. Headmaster's log books (observations, supervision notes, suggestions to teachers, etc.). The remarks made in the log book about the employees should be shown to the employees concerned and their signatures obtained in token of their having seen the same ;
5. Form of confidential reports on teachers. (*vide* appendix TWENTY).

(C) *Pertaining to School :*

1. Daily cash book ;
2. Ledger showing receipts and expenditure, including separate account for term-fees ;
3. Fees account book ;
4. Provident Fund account register ;
5. Vouchers ;
6. Register of dead stock articles ;
7. Laboratory and library registers ;
8. Inward and outward registers.

**Schools and Hostels Open to Inspection :**

**84.1.** All schools shall be open to inspection by the officers of the Department at all times. They will be inspected periodically with or without notice to the management. The Inspecting Officer will satisfy himself that the condition of the school is satisfactory and that it fulfils the requirements of this Code as well as those that may be laid down from time to time. In addition to regular inspections the schools shall be open to visits, with or without notice.

**84.2.** Officers of the Department have the right to inspect the hostels attached to the schools and satisfy themselves that they are properly managed. They will make the necessary observations and offer remarks and suggestions on the working of the hostels.

**Supply of Information by Schools :**

**85.** Managements of schools shall supply to the officers of the Department such statements and information as may be required for purposes of inspection or for any other purpose.

**CHAPTER IV**  
**GRANTS-IN-AID**

**SECTION I**

**MAINTENANCE GRANT**

**Administration and Eligibility for Grant-in-aid :**

86.1. Moneys annually granted from public funds for aiding secular education in Maharashtra State are administered under the control of the Director in accordance with the conditions set forth in these rules.

86.2. Proprietary schools (*i.e.*, schools not registered under either the Societies' Registration Act XXI of 1860 or the Bombay Public Trust Act, 1950, or any other Act that may be specified in this behalf by Government), communal schools and schools which have been permitted by Government on non-grant-in-aid basis, will not be eligible for any grant-in-aid from public funds.

**Kinds of Grants :**

87. Recognised schools are eligible for the following kinds of grants which may be paid at the discretion of the sanctioning authority subject to availability of funds and subject to the condition that the Societies running these schools are registered under the Bombay Public Trust Act, 1950, as amended from time to time :—

- (1) Maintenance grant ;
- (2) Equipment grant ;
- (3) Building grant ; and
- (4) Such other grants as may be sanctioned by Government from time to time.

**Maintenance Grant :**

88. Subject to funds being available, all recognised secondary schools including vocational secondary schools having commercial, agricultural bias etc. which are under the control of the Directorate of Education (excluding Vocational Secondary Schools and Technical High Schools which are governed by Rule 92), and Night High Schools recognised in the previous academic year, will be eligible for maintenance grant during a year as per the following formula :—

(A) (i) Entire anticipated expenditure for that year itself on salaries and allowances and the contribution of the management of the school to the State Provident Fund Scheme at sanctioned rates, in respect of its non-teaching staff and such of the teaching staff appointed before 1-4-66 who have opted for Contributory Provident Fund Scheme, as per approved scale; plus

(ii) Entire expenditure of the preceding year on rent as admissible under rules in force ; plus

(iii) Entire actual expenditure of the preceding year on admissible items, other than staff and rent, or 12 per cent of the total admissible expenditure of the preceding year, whichever is less ; plus

(iv) Per capita grant at the rate of rupee one per student (per year) on the roll of the school on 1st March of the preceding year.

*Minus the following :*

(B) (i) Total amount of sanctioned tuition fees recoverable from fee paying students only, during the preceding year, pertaining to the months of the preceding year ; plus

(ii) contribution payable by the management of the school (calculated at 1 per cent of the total admissible expenditure of the preceding year in respect of the schools in rural areas and 2½ per cent of the total admissible expenditure of the preceding year in respect of the schools in urban areas).

### **Special Provision in respect of Night High Schools :**

In respect of Night High Schools, the following provision shall be applicable, so far as, item B (i) of the above formula is concerned :—

In respect of students who are enrolled in Night High School, at the beginning of the academic year, but who leave the school for good, during the course of the year, the following explanation will apply, while calculating the "recoverable fees" in terms of the new grant-in-aid formula :

#### **Explanation :**

The names of such students shall be continued on the General Register of the school for a period of 2 months following the month of their last attendance. These 2 months shall not be reckoned for the purpose of calculation of recoverable fee under the new formula.

This provision is effective from 1-4-1967.

*N.B.:* (1) Towns with a population of 50,000 and above according to the latest census would be considered as urban areas for this purpose.

(2) The term "tuition fees" referred to in item B (i) of the above formula means tuition fees only and does not include other authorised fees such as term fees, admission fees etc. levied by the schools.

(3) The word "rent" mentioned in item A (ii) above means admissible rent of the school building as well as the school play ground.

(4) In item A (i) of the above formula pertaining to the anticipated expenditure on salaries, allowances and provident fund contribution, (i) the increments in the sanctioned scale accruing during the year to the existing approved staff of the school, (ii) the salaries, allowances, at sanctioned rates etc., payable to the additional staff, if any, recruited during the year by the school as per approved scale for manning additional divisions of existing classes or classes of higher standards opened with the prior approval of the Department and (iii) emoluments payable to teachers who have entered into service on or before 15th July 1969 and deputed by the school for training before 15-7-1974 and (iv) the salaries and allowances of the substitutes appointed in place of teachers deputed for training during the year ; will always get reflected.

(5) So far as Item A (i) of the above formula is concerned, *the appropriate authority* will at the beginning of the year, call from the managements of the schools the estimates of their anticipated expenditure for that year on salaries, allowances and provident fund contribution of the staff which has opted for P. F. Scheme together with definite reasons by way of justification in support of any increase in expenditure anticipated under this item as compared to the expenditure on the same item during the preceding year. After scrutiny of the estimates so received, the reasonable amount of anticipated expenditure under this item will be roughly assessed and the first and second quarterly instalments of grant will be calculated accordingly and released before the due dates. Preferably before releasing the third instalment but, in any case, before releasing the fourth instalment, the progress of expenditure incurred during the first six months or nine months of the year on this item, will be checked and the estimates of anticipated expenditure received from the schools at the beginning of the year will be revised, if necessary. If the original estimates are found to be on the higher side, as compared with the revised estimates based on the progress of actual expenditure, the amount of third and/or fourth instalment of grant will be released on the basis of such revised estimates only.

(6) Free studentships granted under Rule 51.2 of this Code to the sons and daughters of full time teaching and non teaching staff studying in any of the secondary schools conducted by the managements employing this staff should be continued in future and the students enjoying this fee concessions should not be considered as fee paying students *vide* item B (i) above. If, however, free studentships are awarded to poor and deserving pupils by the schools as per Rule 51.1 of this Code such students should be treated as fee paying students for the purpose of the above formula.

(7) A pension scheme for the teaching staff in non-Government secondary schools has been sanctioned with retrospective effect from 1st April 1966, under Government Resolution, Education and Social Welfare Department, No. SSN-3365-G, dated 4th November 1966. No expenditure would therefore be incurred by the management of the school on the contribution towards State Provident Fund Scheme in respect of those teachers who were in service on 31st March 1966 and who opt for pension under the scheme, as also in respect of those teachers recruited on or after 1st April 1966, who would automatically be governed by the new Pension Scheme,

(8) The above formula comes into effect from 1st April 1967. In consequence of the above formula there will be no reimbursement of tuition fees pertaining to the period from the month of April 1967 (inclusive) onwards to the managements of non-Government secondary schools on account of F. B. C. concession holders, Vidarbha concession holders, scheduled castes and scheduled tribes concession holders and Freedom Fighters' concession holders and only the authorised fees *other than tuition fees* (for example admission fee, term fee etc.) on behalf of the aforesaid fee concession holders of different types will continue to be reimbursed to the schools. However, in respect of the following categories of schools tuition fees on behalf of the aforesaid concession holders should be reimbursed :—

(a) To a new secondary school recognised on *aided basis*. Reimbursement of tuition fees should be allowed for the period of the first year of recognition only, as the school will not be eligible for any maintenance grant during the first year such amount of tuition fees reimbursed should be allowed to be retained by the school and will not be liable to be deducted while assessing the maintenance grant in the succeeding year.

(b) To a school already recognised on *aided basis* : Reimbursement of tuition fees should be allowed in respect of students, eligible for different types of fee concessions, studying in any class of that school for which no maintenance grant is paid because of non-fulfilment of the rule of average attendance (*vide* Rule 98 of this Code).

(c) To a school recognised on *unaided basis* and charging tuition fees at prescribed standard rates or at rates not more than one and half times the standard rates *laid down in the Secondary Schools Code*.

*N.B.* : (1) The reimbursement of tuition fees as above in respect of fee concession holders should have effect from the year 1967-68.

(2) The schools should continue to invite applications for exemption from payment of fee from eligible students, scrutinise them and get them sanctioned by the competent authorities in accordance with the existing procedure as in the past.

### List of Items Admissible and Inadmissible for Grant :

**89.1.** Items of expenditure held admissible for grant-in-aid are listed in schedule A and those held inadmissible for grant-in-aid in schedule B. Grants are payable only if all relevant conditions are satisfied.

**89.2.** The rates of grant in this rule are those of maximum grants admissible to schools. Grants are payable to those schools that satisfy in all respects the conditions enumerated in the rules laid down in this Code or modifications or relaxations thereto sanctioned by Government from time to time. Failure to satisfy the Department in regard to any of these conditions will entail reduction in grants at the discretion of the Director. The decision of the Director as to whether conditions are fulfilled in any case or not shall be final.

### Teachers' Salaries :

**90.1.** The payment of teachers' salaries (including allowances) will be the first charge on the maintenance grant paid to schools. The schools should disburse the salaries and allowances of their staff and credit the Provident Fund contribution in respect of such of the employees as are governed by

P. F. Rules, in any case before the 7th day of every month. Any default in this respect will be viewed as serious irregularity and the schools will be liable to suitable penal action therefor.

**90.2.** Payment of salaries to the teaching and non-teaching staff in the schools shall be made by cheques at such places where there are banks, to such members of the staff as desire payment in this manner. The members of the staff shall put dates of receipt and actual amounts received while signing the pay register or acquittance roll.

**90.3.** In view of the abovementioned new formula for grant-in-aid, the management of non-Government secondary schools should not find any difficulty in disbursing the full pay and allowances of teaching and non-teaching staff punctually. However, in case of failure on the part of a management to pay fully and punctually the salaries of its teaching and non-teaching staff action as follows may be taken to mitigate the hardship of the staff :

### **Disbursement of Teachers' Salaries in Certain Circumstances :**

(i) After intimating the management full particulars of the complaints received and holding such enquiry as he may deem necessary to hold, if the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, is satisfied, that :

(a) though the past instalments of maintenance grant due to a recognised non-Government aided secondary school had been paid, the management of that school had failed to pay the due salaries and allowances to its teaching and non-teaching staff for a period of not less than two months ; or

(b) owing to some internal dispute within the management of a recognised non-Govt. aided secondary school it is not possible for him to disburse the maintenance grant due to that school, with the result that the salaries and allowances of its staff have remained to be paid for a period of not less than two months;

he may submit a report accordingly to the Deputy Director concerned.

(ii) On going through the report submitted by the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, if the Deputy Director deems fit, he may issue an order authorising him to draw the unpaid amount of maintenance grant which has become due and payable to such school and have that amount utilised for paying pro rata the members of the staff of that school against their salaries and allowances which have remained in arrears. Detailed accounts with particulars regarding the disbursement of such amount should, however, be maintained separately and care should be taken to see that the amount so drawn is not utilised for any other purpose. If the amount so drawn or any part thereof remains undisbursed after the lapse of a month, from the date on which it was drawn, the same should be credited back to the Government treasury by the said officer.

(iii) Before paying to the members of the school staff as stated in (ii) above, the Education Officer of Zilla Parishad/Educational Inspector, Greater Bombay, may require each of them to execute an indemnity bond to the effect that if it is subsequently found that the amount paid to any of them or any portion thereof was in *not* really due to him/her, such amount or portion thereof shall be liable to be recovered from him/her.



(iv) The amount of maintenance grant drawn and utilised as stated in (ii) above by the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, for payment to the school staff against their outstanding salaries and allowances would stand set off against the grant due to the school.

### Token Grants :

90.5. New schools may be considered by the Director at his discretion for the payment of token grants during the first year of the recognition, provided necessary funds are available.

### Additional Discretionary Grants :

91.1. In addition to the maintenance grants mentioned in the above rule, the Director may sanction at his discretion out of savings, if any, in the sanctioned budget provisions, additional grants not exceeding five per cent of the admissible expenditure to selected schools both from urban and rural areas, which deserve special consideration and help. Necessitous schools, schools finding themselves in deficit with normal grants, girls' schools in small towns and schools in backward areas may generally be given preference for these additional discretionary grants.

91.2. Schools maintaining high standard of efficiency and those undertaking educational experiments likely to contribute to the improvement of secondary education may also be considered by the Director for *ad hoc* discretionary grants, from the savings, if any, based on merits of each case.

### Grants to Vocational and Technical Schools :

92.1. Recognised non-Government Technical High Schools (including technical sections of secondary schools and Multipurpose High Schools) and Vocational High Schools, which are under the control of the Directorate of Technical Education will, subject to availability of funds, be eligible for maintenance grant on their total admissible expenditure, in accordance with the following revised formula :

(A) (i) Entire anticipated expenditure for that year itself on salaries and allowances at sanctioned rates and the contribution of the management of the schools to the State Provident Fund Scheme on account of the non-teaching staff and such of the teaching staff appointed before 1-4-66 who opted for contributory Provident Fund Scheme, as per approved scales; plus

(ii) Entire expenditure of the preceding year on rent as admissible under the rules; plus

(iii) Entire actual expenditure of the preceding year on admissible items other than staff and rent and covered under item (iv) below, or 12 per cent of the total admissible expenditure of the preceding year after excluding expenditure covered by item (iv) below, whichever is less; plus

(iv) Per capita workshop contingent grant at the rate of Rs. 20 per student per annum on the roll of the school on 1st March of the preceding year or the actual expenditure in the preceding year on such items, whichever is less (list of admissible items of expenditure is given in schedule C); plus

(v) Per capita grant at the rate of rupee one per student per annum, on the roll of the school on 1st March of the preceding year.

*Minus the following:*

(B) (i) Total amount of the sanctioned tuition fees recoverable from the fee paying students only, during the preceding year pertaining to the months of the preceding year ; plus

(ii) Contribution payable by the management of the school [calculated at  $\frac{1}{2}$  per cent of the total admissible expenditure of the preceding year *i.e.* in respect of items A (i), (ii), (iii) and (iv) above].

92.2. (1) In item A (i) above, pertaining to the anticipated expenditure on salaries, allowances, and provident fund contribution, (i) the increments accruing during the year to the existing staff of the school, (ii) the salaries, allowances, etc. payable to the additional staff, if any, recruited during the year by the school, as per approved scale, for manning additional divisions of existing classes or classes of higher standards opened with the prior approval of the Department, and (iii) emoluments payable to any teacher deputed by the school for training and the salaries and allowances of the substitutes appointed in his place during the year, would always get reflected.

92.2. (2) So far as item A(i) of the above formula is concerned, the sanctioning authority should, at the beginning of the year, call from the managements of the schools the estimates of their anticipated expenditure for that year, on salaries, allowances and provident fund contribution together with definite reasons by way of justification in support of any increase in expenditure anticipated under this item as compared to the expenditure on the same item during the preceding year. After scrutiny of the estimates so received, the reasonable amount of anticipated expenditure under this item should be roughly assessed and the first and second quarterly instalments of grants should be calculated accordingly and released before the due dates. Preferably before releasing the third instalment, but in any case, before releasing the fourth instalment, the progress of expenditure incurred during the first six months or nine months of the year on this item, as the case may be, should be checked and the estimates of anticipated expenditure received from the schools at the beginning of the year should be revised, if necessary. If the original estimates are found to be on higher side, as compared with the revised estimates based on the progress of actual expenditure the amount of third and/or fourth instalment of grant should be released on the basis of such revised estimates only.

92.2. (3) The present list of admissible and inadmissible items of expenditure as given in schedules and as amended from time to time shall be adhered to, for the purpose of items A(i), (ii) and (iii) in the abovesaid revised formula. As regards items A(iv), the list of admissible items of expenditure for that purpose shall generally be as in Schedule C. For the purpose of item B (ii) above, all these three lists shall be adhered to.

**92.2.** (4) The rate laid down in item A (iv) above, *viz.* Rs. 20 per student, per annum, is subject to revision after period of three years of application of the revised formula *i.e.* after April 1970.

**92.3.** In the case of the schools to which maintenance grants are payable both by the Directorate of Education, and the Directorate of Technical Education, for their academic and technical sections, respectively, expenditure on staff on the technical side and tuition fees from technical students should be shown separately. Whilst releasing the final instalment of the maintenance grant the Director of Technical Education, should, in consultation with the Director of Education, verify that the school does not get excess grants. This should not, however, delay the payment of final instalment beyond the prescribed dates.

**92.4.** According to the above revised formula as the maintenance grants which would be paid to the schools during a year would be assessed on the anticipated expenditure of the year itself on the salaries, allowances, and provident fund contribution of their staff, there should be no difficulty for the schools in paying punctually the full sanctioned salaries and allowances and provident fund contribution of their staff. The schools should, therefore, be required to disburse the salaries and allowance of their staff and to credit the provident fund contribution in respect of them, in any case before the 7th of every month. Any default in this respect would be viewed as a serious irregularity and the schools would be liable to suitable penal action therefor.

**92.5.** (i) There will be no reimbursement of tuition fees from the month of April 1967 (inclusive) onwards to the managements of non-Government aided Technical High Schools and Vocational High Schools on behalf of the holders of Economically Backward Classes concessions, Vidarbha educational concessions, Scheduled Castes/Scheduled Tribes concessions and Freedom Fighters' concessions; and from the period from 1st April 1967 onwards only the authorised fees, *other than the tuition fees* (for example admission fees, term fees, etc.), on behalf of the aforesaid fee concession holders of different types will continue to be reimbursed to the schools.

**92.5.** (ii) However, tuition fees on behalf of different types of concession holders should be reimbursed only in the following cases, subject, of course, to the fulfilment of the relevant rules governing grant of those concessions :

(a) To a new Secondary Technical School recognised on aided basis during any year, *for the period of that first year only*. Such amount paid by way of reimbursement of tuition fees, shall be allowed to be retained by the school and will not be liable to be deducted while assessing the maintenance grant in the succeeding year. Such schools will not, however, get any maintenance grant during the first year of its recognition and it will be eligible for maintenance grant only from the second year of its recognition as per normal rules.

(b) To a school already recognised on aided basis, in respect of students eligible for different types of fee concessions studying in any class in that school for which no maintenance grant is paid because of the non-fulfilment of the rule of average daily attendance (*vide* Rule 98). This should be

given effect to from the year 1967-68 onwards, and the arrears by way of reimbursement of tuition fees amount on this account should be paid in the subsequent year.

(c) To a school recognised on unaided basis and charging tuition fees at rates not more than one and half times the standard rates prescribed.

92.5. (iii) In view of above, the schools should as in the past, invite application for exemption from payment of fees (fee concessions) from eligible students, scrutinise them and get them sanctioned by the competent authorities in accordance with the existing procedure.

92.5. (iv) A pension scheme for the teaching staff in non-Government secondary schools including Technical High Schools and Vocational schools managed by private bodies has been sanctioned with retrospective effect from 1st April 1966.

92.6. Institutions maintaining a large and expensive Mechanical or Electrical Workshop or Laboratory and/or requiring specialised equipment and catering for a diploma or a higher certificate, will be eligible for grant-in-aid at the rate of (1) 50 per cent of their admitted expenditure, or (2) the difference between the local assets and total authorised or approved (recurring) expenditure plus 10 per cent of the admitted expenditure whichever is less, subject to the usual conditions prescribed and non-recurring equipment grant up to 50 per cent of the actual expenditure on purchase of equipment for which prior approval of the Director of Technical Education is obtained. The extra 10 per cent surplus grant admissible should be set apart as a reserve fund to be utilised for recurring as well as non-recurring school expenditure from time to time.

#### **Applications for Registration for Grant-in-aid :**

93.1. Schools desirous of grant-in-aid from the Department must apply in the form given in appendix TWENTY-ONE to *the appropriate authority* at least six months before the commencement of the academic year in which the school is to receive the grant. Schools once taken on the list of aided schools will continue to get grant-in-aid from year to year so long as they continue to fulfil the conditions of recognition and to observe other rules and instructions issued by the Department, from time to time.

93.2. Schools desirous of token grants in the first year of their recognition shall also apply to *the appropriate authority* by the 1st January of the year in which grant is to be paid.

#### **Grants Paid in Instalments :**

94.1. The maintenance grant assessed according to the formula prescribed should be paid to the managements of recognised non-Government aided schools in four quarterly instalments every year, *i.e.*, the first instalment should be paid on or before 30th April and the subsequent instalments on or before 31st July, 31st October and 31st January, respectively. Any amount paid in a year on the basis of estimated expenditure *vide* item A (i) of the formula referred to in Rules 90.1, and 92.1 if subsequently found, on the basis of actual expenditure, of that year, to be in excess or to be falling short, the difference should be adjusted by deduction or by paying additional amount to that extent, while releasing the quarterly instalments of grant during the next year.

### Payment of Final Instalment of Grant :

94.2. The final quarterly instalment of grant due in a year shall not be paid until a copy of the audited statement of accounts of the previous year has been submitted.

94.3. When the accounts of recognised institutions in receipt of grant-in-aid from Government are audited by Registered Accountants/Chartered Accountants, one copy of the audited statement of accounts together with the audit report thereon should be forwarded by the school concerned every year to the Accountant-General, Bombay/Senior Deputy Accountant-General, Nagpur, for his review and it would be open to that officer to give such instructions as may be necessary to the Registered Accountant/Chartered Accountants concerned in regard to the audit. The accounts together with all the relevant papers of the institutions receiving aid from Government shall be open to check by the audit office of the Accountant-General/Senior Deputy Accountant-General at his discretion at any time. The school concerned should also forward every year a copy of each of the audited statement of accounts together with the audit report thereon to the Director and to *the appropriate authority*.

### Assessment of Grants :

94.4. Memos of inadmissible expenditure shall be supplied to managements of schools within a fortnight after inspection and their representation, if any, will be duly taken into account by *the appropriate authority* before fixing their admissible expenditure and assessing grants thereon.

94.5. The managements who have to make any representation, shall do so within a fortnight from the date of receipt of the memo to Deputy Director failing which the representation is liable to be rejected.

### Salary Grants :

94.6. In view of the revised formula for payment of maintenance grant, no salary grants should ordinarily be paid. However, in the case of new schools started by the societies formed by teachers, in place of old schools which have ceased to function due to derecognition or any other reasons the Deputy Director, after considering each case on merits, may pay salary grants during the first year of recognition to such schools when no maintenance grant is payable to them, subject to adjustment of such grant against the grant payable during the succeeding year in the normal course. The salary grant so paid should be adjusted within a period of two years from the year in which the regular maintenance grant is paid, after considering each case on merit.

### Reserve Fund :

95. Every school shall maintain reserved fund, which will be not less than its 4 months normal expenditure.

### Submission of Bills :

96.1. *The appropriate authority* will intimate to the management the amount of grant sanctioned for the school and the latter will forward a bill for the said amount.

96.2. Grants will be liable to lapse, if not claimed within one month of the date of the intimation received from *the appropriate authority* and in any case before the 31st March of the year for which the grant is sanctioned.

### **Reductions in Grants :**

97.1. Grants may be reduced by the Deputy Director concerned after due warning given to the management, if it is found that the provisions of the rules laid down in this Code are not duly maintained and that the school has deteriorated in general efficiency.

97.2. In cases of gross mis-management, serious deterioration of standard of efficiency and discipline and in cases of breach of instruction or order issued by the Department or infringement of the provisions of a rule or rules in the Code, which in the opinion of the Deputy Director is of a serious nature, the grant may be reduced or withdrawn without any previous warning.

97.3. The managements may appeal to the Director against the decision of the Deputy Director given under Rules 97.1 and 97.2 above within a fortnight from the date of the order.

97.4. The decision of the Director in the appeal shall be final.

### **Relaxation of Average Attendance :**

98.1. No grant will be paid for any class in a secondary school with less than an average daily attendance of 30 pupils. However, the Deputy Director concerned may at his discretion relax the condition in the following cases :—

- (i) Batches of students admitted during the first five-years of the existence of a school ;
- (ii) Schools exclusively for girls ;
- (iii) Schools exclusively in Scheduled areas ;
- (iv) Schools for children of minority language groups teaching through the medium of one or more of the following minority languages, viz., Gujarati, Kannada, Tamil, Telgu, Urdu, Sindhi, Hindi, Malayalam ;
- (v) Schools which have been started at places which were planned in the Educational Survey of 1957.

98.2. The rule may be relaxed by the Deputy Director concerned in the case of standards with a strength of 50 or more pupils which have been split up into classes for imparting instruction effectively, and in other deserving cases. No relaxation shall be made in cases that may result in local unhealthy competition.

98.3. Relaxation of the condition of average attendance for certain temporary period has been indicated in appendix TWENTY-TWO.

### **No Grants to Schools Charging Higher Fees :**

99. Schools charging tuition fees at rates higher than one and half times the standard rates prescribed for their areas are not eligible for grant-in-aid of any kind.

### **Physical Education Grant :**

100. Approved expenditure on physical education will be admitted for maintenance grant.

## SECTION II

### BUILDING GRANTS

#### **Purpose of Building Grants :**

**101.1.** Building grants may be given subject to availability of funds to managements of schools for erecting, purchasing, extending or re-constructing school buildings.

#### **Rates of Building Grants :**

**101.2.** A building grant may be paid at the rate of one-third of the total expenditure in the case of ordinary secondary schools, or one-half of the total expenditure in the case of Vocational High Schools (including hostels and workshops attached to them). It is not to be assumed that maximum grants will always be given. Each case will be considered on merits having regard to funds available for the purpose. The cost of the building would be as per valuation certificate of the Executive Engineer.

#### **Application for Building Grants :**

**101.3.** Applications for building grant should be made to the Director in the form given in appendix TWENTY-THREE. They will ordinarily be considered according to priority of receipt but the Department reserves to itself the fullest discretion in disposing them of, with due consideration for the requirements of various schools and localities, and according to funds available.

#### **Requirements to be Fulfilled Before Getting Building Grants :**

**101.4.** Before building grant is sanctioned management must satisfy the Government on the following points that :—

(i) the management is prepared and able to defray its share of expenditure on the proposed building. A declaration to this effect should be appended to the application for building grant ;

(ii) the building is intended and will be devoted only for the purpose for which the grant is sanctioned ;

(iii) the management possesses a site of its own and that its title to the site on which the building is to be erected is clear ;

(iv) the soil of the site is suitable for building construction ;

(v) the plans, estimates and specifications are in accordance with the departmental rules. A copy of the same signed by a qualified engineer should be enclosed with the application ; and

(vi) the construction of the building will be completed within twelve months of the sanction of the building grant. The period of the completion of the building may be extended, if necessary, by the Department for sufficient reasons.

#### **Commencement of Building Construction :**

**101.5.** A building for which an application for a grant is to be made, is not to be commenced until the plans (including the site plan) and estimates have been approved in writing, by the authorities of the Education, the Public Health and Buildings and Communications Departments.

### **Agency for the Construction of Buildings :**

**101.6.** The construction of buildings by a private agency shall be permitted up to any amount subject to the conditions that :

(a) no deviations in the sanctioned plans are made without the previous permission, in writing, of the competent authority of the Buildings and Communications Department ; and

(b) the authorities of the Buildings and Communications Department who approve the plans are satisfied as to the competency of the private agency by which the work is to be carried out.

### **Production of a Valuation Certificate :**

**101.7.** A grant shall not be paid unless the Executive Engineer concerned certifies that the work for which it is claimed is in accordance with the approved plans, is in good condition, and is, to the best of his knowledge and belief, of a certain value. The amount of grant actually to be given depends on the value of the building as estimated by him, as laid down in Rule 101.2 above.

### **Grants for Sites :**

**101.8.** A grant may be paid for the purchase of a site in the same proportions as in Rule 101.2 above. The conditions specified in Rule 101.2 for building grants shall apply *mutatis mutandis* to grants for the purchase of sites. If a site required for a buildings belongs to Government, it may be granted free, or else its estimated value may be recovered from the grantee, less the amount of grant calculated as above.

### **Other Building Grants :**

**101.9.** In addition to building grants as aforesaid, Government will consider applications for grant-in-aid for building hostels, laboratories, libraries, observatories, school workshops, or gymnasia or for providing play-grounds provided that funds are available, and subject to such of the foregoing conditions as may be declared applicable by the Department, or to any other that may be imposed. Grants made under this rule are exceptional and Government are not pledged to give any fixed proportion but will deal with each case on its merits and subject to financial considerations.

### **Loans :**

**102.** Applications for loans for the construction and/or extension of school buildings and/or purchase of sites for school building and/or play-ground on certain conditions to be laid down from time to time will be considered by the Director, if funds permit. For details, the school should approach the Education Officer concerned.

### **Execution of Trust Deed or Agreement :**

**103.** (1) No portion of building grant shall be paid to the management of a school unless and until they execute or agree to execute a trust deed or an agreement, as the case may be, in accordance with the requirements of the Rule 103.2 below. If, however, the building is erected on a site already covered by a trust deed, a receipt may be sufficient.



### Execution of an Agreement :

**103.2.** If the total amount of the building grant does not exceed Rs. 10,000 and the building is, in the opinion of the Director of such a description that it is not worthwhile requiring the execution of a trust deed, the Director may accept from the management a written agreement undertaking :

- (a) to maintain the building in proper repairs ;
- (b) to manage the school in accordance with the rules and regulations of the department ;
- (c) to keep the school open for inspection by the Department ;
- (d) to use the building as a school devoted to secular education and not to loan it to or allow it to be used by any political body for purposes of meeting, propaganda, etc ;
- (e) to keep the building insured in the names of the management and the Governor of Maharashtra jointly subject to the provisions of Rule 103; and
- (f) in the event of default by the management in respect of any of the preceding conditions, to repay on demand by the Director the aggregate amount of all building grants paid by the Government in respect of the school.

**103.3.** In every case the management shall execute a trust deed in such form as shall from time to time, be approved by Government, either generally or specially in this behalf embodying conditions regarding :

- (a) the construction and maintenance of the building;
- (b) the insurance of the building subject to the provision of Rule 103;
- (c) the times at which and the instalments in which the building grant shall be paid;
- (d) the management and inspection of the school; and
- (e) such other matters as Government thinks necessary.

**103.4.** Provision shall also be made in every trust deed to the effect that in the event of default by the management in the performance of any of the conditions thereof :

(a) the building grant, or so much of the same as may not yet have been paid, shall lapse ; and

(b) the aggregate amount of the building grant or grant's, from time to time advanced by Government for the school shall be repayable to Government and (except in cases where the site is granted by private person on conditions that it should revert to him in the event of the site ceasing to be used for a school or any other conditions which precludes a transfer to the Governor of Maharashtra) the building site, if granted by Government, may be resumed by it.

**103.5.** The building, if any, constructed on it may be entered upon and taken possession of, by Government and may be used or disposed of, by Government, at its discretion for educational or other purposes. Every trust deed shall be prepared at the cost of the management by the Law Officers of the Government.

**103.6.** With reference to Rules 103.2 (f) and 103.4 (b) above, if Government is satisfied that the school was closed through no default of the management, account may be taken of any depreciation in the value of the building after expert revaluation, which will take account of the state in which the building has been maintained by the management, and a proportionate reduction may be made in the amount to be claimed from the management. If the Government grant extends to the acquisition of a site, account may be taken, after expert revaluation of any enhancement in the value of the site, and the proportionate share in such enhancement in the value of the site, and the proportionate share in such enhancement may operate as a set off, either total or partial, against the reduction to be made in the refund due in respect of the grant for buildings.

#### **Insurance of Building :**

**104.** Building in respect of which a building grant has been given must be insured irrespective of its value, for a sum representing the value of all work above the plinth level including flooring, in the name of the school management and the Governor of Maharashtra, jointly, provided that it shall not be necessary to insure a school building if the Executive Engineer certifies that, in his opinion, the risk of fire is not so great as to render insurance necessary.

### **SECTION III**

#### **OTHER GRANTS**

#### **Equipment Grants :**

**105.** Expenditure on equipment such as school furniture, library, laboratory, workshop, audio visual and other teaching aids including equipment on crafts, etc., will be shown under ordinary expenditure for the year and will be admissible for maintenance grant, provided it is up to the limit of 12 per cent of the total actual expenditure (exclusive of expenditure on equipment). Expenditure on equipment exceeding this limit will be eligible for *ad-hoc* grants up to 25 per cent of such expenditure. These grants will be given subject to such conditions as the Department may impose, and subject to availability of funds.

#### **Grants to Hostels :**

**106.1.** Reasonable expenditure on hostels attached to secondary schools in rural areas, such as salaries or allowances of the hostel superintendent and his assistants, if any, the rent of the hostel building and other necessary expenses connected with the proper management of hostel may be admitted for the maintenance grant provided the hostel is managed on the basis of self-help and has at least 20 pupils.

#### **Conditions for Hostel Grants :**

**106.2** Managements of residential schools which are recognised by the Department must observe the following conditions in respect of their hostels :—

- (1) The hostels shall be maintained on a purely non-communal basis.
- (2) They should have a common mess for all pupils irrespective of their caste or religion, except that separate cooking and eating arrangements for vegetarian and non-vegetarian boarders will be permissible.

(3) There must be a resident superintendent properly qualified who will be responsible for cleanliness and sanitary conditions, satisfactory food arrangements, home-work, extra-curricular activities, regular attendance and general discipline.

(4) The general aim in the conduct of such hostels should be to organise and maintain them as active centres of corporate life.

(5) They follow the principle of self-help to a substantial extent.



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## SCHEDULES

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**Schedule A :** List of admissible items

**Schedule B :** List of inadmissible items

**Schedule C :** List of semi-consumable and consumable items for a  
Technical school

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## SCHEDULE A

[ *Vide* Chapter IV, Section I, Rule 89. 1 (2) ]

*List of items of expenditure admissible for grant-in-aid to aided and recognised non-Government secondary schools*

1. *Staff Salaries and allowances :*

(a) The actual expenditure on salaries according to approved pay scales as laid down by Government on the number of teachers considered necessary by the Inspecting Officer according to the size and number of the classes in the school and the optional subjects taught therein and on the salaries of the clerical and lower grade staff to the extent laid down in Rules 57.5 and 57.8.

(b) In the case of schools with more than 10 classes, one or more but not exceeding 4 supervisory posts below the Head of the school [as laid down in Rule 63.1] with an allowance of Rs. 30 per month may be allowed with the previous approval of *the appropriate authority*. All supervisors must also do a fair amount of teaching work and should be duly qualified to discharge the supervisory duties.

(c) The expenditure on clerical staff within the limits prescribed under Rules 57.5 and 57.6.

(d) The expenditure incurred on the salaries of re-employed Government servants will be restricted to their retiring pay less gross pension.

*N.B:* Gross pension means net pension plus pension equivalent to death-cum-retirement gratuity. In this connection attention is invited to the B. C. S. R. 9 (40).

(e) *Leave Allowances :*

The expenditure incurred by the managements of schools on account of leave allowances paid to their employees serving under them provided the leave granted is within the limit of the leave rules.

*(N.B:* The expenditure on leave allowances should be shown separately in the memorandum of expenditure under the head of actual pay including leave salary of Head of the school, teachers and clerk, etc.).

(f) *Bad Climate Allowance :*

The expenditure incurred by schools situated in bad climate areas on account of bad climate allowance paid to its staff provided that the expenditure is restricted to the amount admissible as bad climate allowance to Government servants stationed at those places.

(g) *Water Allowance :*

The expenditure on water allowance to the staff of schools situated at places where water allowance is sanctioned by Government at rates admissible to Government servants at these places.

*(h) Leave Salary :*

The leave salary of teachers in the former State-managed secondary schools transferred to private managements in respect of the leave earned by them for their service prior to their transfer should be paid by managements in the first instance in accordance with the leave rules applicable to the teachers prior to their transfer and the expenditure incurred by the managements of such non-Government secondary schools should be reimbursed to them in full by Government at the time of payment of grant-in-aid due to them. The leave salary due to the teachers in respect of their service after the date of their transfer to private managements should be paid by these managements accordance with their leave rules.

*(i) Actual Salaries :*

Actual salaries paid for which vouchers are produced. The expenditure on boarding and lodging in respect of which acquittance rolls signed by teachers are produced will be considered as part of the salary.

*(j) Training of Teachers :*

The expenditure incurred on deputation allowances of teachers deputed for training. The expenditure incurred on the following items by school in connection with deputation of these teachers for approved training courses :

(i) Payment of full salary and allowances, if the teacher is deputed on duty pay basis ;

(ii) Payment of leave allowance, if the teacher is granted leave with allowances in accordance with leave rules approved by the Department;

(iii) Stipend or lump sum help paid, if any;

(iv) Expenditure incurred, if any, on the payment of fees of the training course;

(v) Expenditure incurred on payment of travelling allowance to the teacher for training;

(vi) The expenditure incurred by schools on the pay and allowances of the substitute;

(vii) The expenditure incurred by schools on payment of special compensatory allowance (at Rs. 40 for teachers receiving training in Greater Bombay and Rs. 30 per mensem for teachers receiving training at places other than Greater Bombay) to teachers deputed to the private Craft Training Centres/Classes recognised by the Director of Technical Education, Bombay;

(viii) Expenditure incurred on the payment of remuneration at Rs. 20 per mensem to teacher-councillors with diploma in vocational guidance, provided they are required to do extra work of testing pupils, collecting data regarding their past records, interviewing pupils and their parents, etc.



*(k) Pension or Gratuity :*

The expenditure incurred by the managements of certain schools in contributing to pension funds or gratuity schemes introduced before 1st June 1939 is admissible annually for a special grant-in-aid subject to certain conditions as laid down in Government Resolution, Education Department, No. 7586 of 21st July 1942 and the Director of Public Instructions No. S. 69 (b)-6-General-C of 24th August 1942.

*(l) Gratuity :*

The expenditure on gratuity paid to permanent employees under sub-rule (2) (3) of Rule 77.

*(m) Appointment of Librarian :*

The schools having the strength of 1,000 or more pupils may appoint a full-time or part-time librarian as shown below :

Schools having 1,000 to 1,500 pupils—a part-time librarian.

Schools having more than 1,500 pupils—a full time librarian.

The librarian should hold a Certificate or Diploma in Library Science.

The scale of pay for a full-time librarian should be Rs. 70—3—100—E.B.—4—140—5—150. Each case may, however, be decided on its own merit by the Education Officer.

*(n) Provident Fund :*

The contribution paid by the managements of schools to State Provident Fund for employees of schools or the expenditure incurred by schools on the contribution paid towards their own provident fund schemes which have been allowed to be retained in preference to the State Provident Fund scheme for employees of schools subject to the maximum limit of the contribution payable by the managements under the terms of the State Provident Fund Scheme.

**2. Rent, taxes and Insurance—(a) Rent :**

(i) Reasonable rent for the school building provided the rent is actually paid and a certificate regarding reasonableness is obtained from the Executive Engineer.

(ii) The portion of the school building not covered by the building grant (already paid) means the portion, the cost of which is arrived at after deducting the actual amount of building grant paid by Government from the total cost of the building.

*Example :* The total cost of a school building is Rupees one lakh. It is assumed that a building grant of Rs. 20,000/- was paid by Government to the school for construction of the school building and the remaining amount of Rs. 80,000/- was collected from donations and/or their own fund and/or loans from Government and /or from any other source. The portion worth Rs. 80,000/- will thus be not covered by the building grant and  $7\frac{1}{2}$  per cent of this cost (Rs. 80,000) would be admissible as rent for maintenance grant, provided the Executive Engineer of the area concerned certifies that the amount of rent so charged is reasonable.

(iii) In the case of building owned by a school, a reasonable nominal rent to be calculated on the following basis namely :

- (a)  $7\frac{1}{2}$  of the capital value of the building *plus* Municipal taxes ;
- (b) Six per cent of the cost of the site on which the building is constructed; *plus* ;
- (c)  $10\frac{1}{2}$  per cent of the cost of sanitary fittings and water supply fittings of the building.

Provided the Executive Engineer of the B and C Department having jurisdiction certifies that the amount of rent charged is reasonable. Where site for construction of school building was granted by Government to a management free of charge, that is without charging any occupancy price, the question of any rent on the cost of the site would obviously not arise.

(iv) Where a school is located in a building owned by the management and the building was built from donations, its own funds or from loans, whether from Government or others and Government has not paid any grant towards the cost of construction, an amount not exceeding  $7\frac{1}{2}$  per cent of the cost incurred as is certified by the Executive Engineer as reasonable rent.

(v) Expenditure on account of the rent of school building for which loan has been advanced by Government according to the usual rates in that behalf during the repayment of loan and also thereafter.

*(b) Taxes :*

(i) Charges on account of taxes on school buildings, provided these are actually paid by the management, in respect of school buildings for which no rent is paid.

(ii) In the case of rented buildings where the certificate regarding the reasonableness of rent issued by the Executive Engineer does not include municipal and other taxes, the expenditure on payment of such taxes.

(iii) In Bombay City certain taxes such as 3 per cent increase in General Tax, Education Tax and Water Tax in the extended areas of Greater Bombay are directly recovered from the tenants. These taxes, if they are actually paid by the school, provided the rent certified by the Executive Engineer is exclusive of the taxes.

*(c) Insurance of Buildings :*

Insurance charges on account of school buildings owned by the school and even built partly from Government funds.

*(d) Rent of School Playground :*

A reasonable rent for the school playground provided the rent is actually paid and a certificate regarding its reasonableness is obtained from the Executive Engineer of the area. In the case of a playground owned by the school, reasonable nominal rent to the extent of 1 per cent of the cost (purchase price) of the playground provided the Executive Engineer certifies that the amount of rent so charged is reasonable.

### 3. *Office Contingency :*

(a) Reasonable charges on this account ;

(b) The expenditure on printing of letter-heads, circulars, rules, regulations prospectus, etc., and other reasonable printing charges up to a reasonable limit each case being considered on its merit ;

(c) Printing charges on account of advertisements for recruitment of teachers and those on account of forms, registers, etc., ordinarily required for secondary schools ;

(d) *Conveyance :* —

Reasonable expenditure on conveyance for school purposes from the school contingency.

4. (a) Books for which a special grant has not been claimed.

(b) Reasonable expenditure on binding of books.

### 5. *Furniture and Equipments :*

(a) Expenditure on school equipment, such as school furniture, library, laboratory, workshop, and other teaching aids including equipment on craft, etc., will be shown under ordinary expenditure for the year provided it is up to the limit of 12 per cent of the total actual expenditure (exclusive of expenditure on equipment). Expenditure on equipment exceeding this limit will be eligible, for *ad-hoc* grant up to 25 per cent of such expenditure. These grants will be given subject to such conditions as the Department may impose and subject to availability of funds.

(b) Expenditure incurred on insurance of furniture, etc.

### 6. *Current Repairs :*

(a) Charges on account of ordinary repairs to school buildings which are not rented to the extent of 5 per cent. [including the expenditure on account of item (b) below] of the total direct expenditure of the school or  $1\frac{1}{2}$  per cent of the cost of the building calculated under Government Resolution, Education Department, No. 2321 of 1st September 1923, as modified by Government Memorandum, Education and Industries Department, No. 6526-6104-E, of 31st October 1947, whichever is less.

(b) *Repairs to Furniture and Equipment :*

Charges on account of repairs to furniture and equipment up to 5 per cent [including the expenditure on account of item (a) above] of the total expenditure.

### 7. *Miscellaneous :*

(1) Reasonable expenditure on the maintenance of a school garden.

(2) *Physical Education :*

The expenditure incurred by schools on physical education is to be included in the ordinary expenditure of the school and is to be treated in the same way as the ordinary recurring expenditure.

**(3) Prizes :**

Reasonable expenditure on prizes given to pupils for proficiency in physical education.

**(4) Co-operative Stores :**

Expenditure on account of an allowance to a teacher managing the pupils' co-operative stores if the allowance is actually paid to the teacher from the school fund and not either directly or indirectly from out of the funds of the co-operative stores. But if the co-operative stores are being worked at a profit, the allowance of the teacher should be debited to it and no grant should be allowed on it.

**(5) Registration Fees :**

The expenditure on account of fees paid by a school to the S. S. C. Examination Board for its registration.

**(6) Maintenance of Tiffin Rooms :**

Reasonable expenditure actually incurred by schools on the maintenance of tiffin rooms. The expenditure incurred, on the actual food supplied however, is not admissible for grant.

NOTE: "Tiffin Room" does not include a restaurant or a tea shop run by the school management on a commercial basis.

**(7) Bonus to Drawing Teachers :**

The actual expenditure incurred by a school on account of the grant of a bonus or extra remuneration to a drawing teacher subject to the following limits :—

(i) Up to Rs. 40/- if the number of candidates prepared by the drawing teacher for the Drawing Examinations is not less than 15 and not more than 40. No bonus should be admitted if the number is less than 15.

(ii) A proportionately higher bonus may be admitted for grant if the number exceeds 40.

**(8) Electrical Charges :**

Reasonable expenditure incurred on the supply of electric energy for school purpose only.

**(9) Telephone Charges :**

Charges for telephone calls including trunk calls are calculated in two ways :—

(a) Fixed charges irrespective of the number of calls ;

(b) Fixed rent *plus* charges for calls ;

(i) In respect of (a) above, the actual expenditure incurred by schools on payment of fixed charges.

(ii) In respect of (b) above, the expenditure should be limited to Rs. 260/- per annum excluding the trunk calls. The expenditure on trunk calls if the Education Officer is convinced of the expenditure being unavoidable.

**(10) Expenditure in connection with Conferences :**

Reasonable expenditure on contributions of subscriptions to not more than three conferences in a year. Conveyance or travelling allowance of one representative of the school for not more than three such conferences in a year.

**(11) Subscriptions to Educational Associations etc. :**

Reasonable expenditure on the subscriptions actually paid to not more than three educational and professional associations in a year.

**(12) Medical Charges:**

Reasonable expenditure in connection with medicine such as Iodine, Boric Powder, first-aid material etc.

**(13) (A)** The schools may debit the expenditure on the following items either to the term fee account or to the general fund ;

- (1) Purchase of books for pupils' library;
- (2) Drawing and craft material;
- (3) Equipment for physical education;
- (4) Audio visual education;
- (5) Curricular visits and excursions.

**(B)** The expenditure on the above items, if debited to the general fund of the school.

**(14) Audit of School Accounts:**

The expenditure incurred by schools on audit of accounts by registered accountants in accordance with the scale given below :

Admitted Expenditure	Rs.	..	Rs.
Up to	5,000	..	75
	10,000	..	100
	20,000	..	125
	30,000	..	150
	40,000	..	175
	50,000	..	200
over	50,000	..	250 to 300

**(15) Sales Tax and General Tax:**

The expenditure incurred on payment of Sales Tax and General Tax if it is actually incurred by the schools and is supported by necessary vouchers.

**(16) Scholarships:**

Expenditure on merit scholarships, provided these scholarships are paid by schools directly from their school funds and not from donations, endowments etc.

**(17) Science Clubs:**

Reasonable expenditure on recurring items of science clubs established in a school under a scheme sponsored by the Government of India or on the approval of the authorities of the Department.

**SCHEDULE B**

[Vide Chapter IV, Section I, Rule 89·1 (2)]

*List of Items of Expenditure Inadmissible for Grant-in-aid*

**Note:** Items of expenditure disallowed for the purpose of Grant-in-aid should be communicated to school managements in the prescribed form (appended as Annexure "A" along with the inspection report on each school) **within a fortnight after the inspection.**

**1. Staff:****(a) Supervision charges:**

Supervision charges on account of persons who do not do teaching work, except in cases where the special sanction of the Director has been obtained.

**(b) Salaries and Income-Tax:**

The expenditure on account of payment of (i) salaries in excess of the standard rates and (ii) Income-tax.

**(c) Nominal Salaries:****(d) Notice Pay and Compensation:**

The expenditure incurred by the managements on payment of compensation under Rule 77 (2) (1) of this Code, salary (pay and allowances, if any) in lieu of notice period under Rules 77 (1) and 77 (4) or salary (pay and allowances, if any) for the notice period during which a teacher does not actually serve, *i.e.*, the period after he quits actual service under Rules 77 (1) and 77 (4), except in cases where the discharge of the teacher is at the instance of Government.

**(e) Life Insurance Premia:**

Contributions made to Life Insurance Companies by managers of schools on behalf of teachers unless the rules, under which the policies are subscribed for by the schools are approved by the Department.

**(f) Pension or Gratuity:**

(i) Charges on account of the contribution made by the school to a pension fund or a gratuity scheme or on account of the pension or gratuity paid to former teachers. (ii) Charges on account of pensions to widows of deceased teachers.

**2. Rent, Taxes and Insurance:****(a) Rent:**

(i) The rent charged for portion of a school building for which a building grant was paid by Government.

(ii) Charges on account of rent for any part or parts of the building or buildings used for residential purposes or for hostels.

**(b) Taxes :**

(i) The expenditure on account of municipal taxes in respect of rented buildings if the same are included in the rent certified as reasonable by the Executive Engineer.

(ii) The expenditure on repayment of loan out of school funds, if any.

(iii) The expenditure incurred on rent of the building constructed out of the grant sanctioned by the Government of India.

**(c) Insurance of Buildings :**

(i) The expenditure on insurance charges in respect of rented buildings.

(ii) Charges on account of the Executive Engineer's certificate for obtaining the valuation of school building for insurance purposes being of a non-recurring nature.

**3. Prizes :**

Charges connected with the prize distribution etc. except the actual cost of prizes (if these are paid from school funds).

**4. Current Repairs :**

Expenditure on repairs of buildings for which rent is claimed as such repairs are to be done by the landlord.

**5. Miscellaneous :****(a) Refreshment :**

The expenditure on tiffin, refreshment etc., on account of tournament matches.

**(b) Legal Expenses :**

Legal expenses as they are non-recurring charges. Exceptional cases should, however, be referred to the Director with pertinent details for orders regarding the admissibility of the expenditure.

**(c) Arrears Expenditure :**

Except with the approval of the Deputy Director concerned the expenditure for any previous period incurred during and included in the expenditure of the year on which grant is based.

**(d) Collection of Subscriptions :**

Expenses of school employees or office or members of an association for collecting subscriptions, etc.

**(e) Religious Instruction :**

The expenditure incurred on religious instruction in schools.

**(f) Repayment of Loans, etc. :**

Repayment of loans or the amount transferred to the Reserve Fund.

**(g) Electric Charges :**

Expenditure on installation and wiring, etc., in the case of rented buildings.

**(h) Notice-pay and Compensation :**

An amount equal to that received by a school from a teacher in lieu of due notice for relief from service.

**(i) Medical Inspection :**

The expenditure incurred by schools on medical inspection of pupils.

**(j) Expenditure on Play-ground :**

Expenditure incurred on account of acquisition of play-ground or purchase of play-ground or its maintenance including expenditure on leasing, levelling, fencing, repairs, etc.,

**(k) Scholarship :**

Expenditure on account of scholarships paid from State Funds, Endowments, or from the amount of donations received for the purpose.

**(l) Repairs to Buildings :**

Charges on account of the construction of, and extension to, a school building and special repairs for which a separate grant can be applied for.

**(m) Expenditure from Term Fee Account :**

Expenditure incurred on various items shown under Rule 50 (6) from the Term Fee account subject to the condition laid down under item 7 (13) of Schedule A.

**(n) Expenditure on Travelling Allowance :**

Expenditure incurred, if any, on payment of travelling allowance to a teacher on account of his transfer from one school to another school conducted by the same management under the rules of the management.



**SCHEDULE C**

[ *Vide* Chapter IV, Section I, Rule 92·1. ]

*List of items covered under item A (iv) of the revised formula for payment of maintenance grant to non-Government Technical High Schools and Vocational High Schools under the control of the Director of Technical Education.*

**(A) Semi-Consumable Materials :**

1. Emery Wheel
2. Tools (Planes-Jack, smoothing, etc., Chisels, Hammers, Foot-rule, Try Square, Marking Gauge, Mortise Gauge, Malletes, Saw, etc.)
3. Measuring Tapes
4. Hand Drills
5. Brace
6. Vices
7. Pliers
8. Shooting Boards
9. Callipers
10. Wood Turning Tools
11. Oil Stones, Carboranmomdum Stones
12. Drawing Instruments (Drawing Boards, Tee-Square, Instrument Box, Set-Square, Protractor, Bow Pon, French Curves, Geometrical Models)
13. Gimlets
14. Bradawls
15. Tower Plier
16. Nail Puller
17. Saw Sets
18. Rasps File etc.
19. Oil cane
20. Wing Compass.
21. Measuring Tape
22. Bevel
23. Glue Pot
24. G Clamps
25. Tools and Accessories Try Square, Callipers, Chisel, Odd legs, Dividers, Hammers, Tool Set, Tool Hoders, Screw Driver, Punch Centres, Files, Vices, Drills, Reaming Socket, Spanners, Hack saws, Punching Letters and Figures, etc.)
26. Moulders Tools
27. Tools and Accessories (Top and Bottom Swages, Punchies, Fullers, Hardies, Vices, Hammer, Tongs, etc.)
28. Electrical accessories (Switches, Ceiling, Rose Plugs, Holders, Adopters, Kit-Kat-Fuses, Pliers, Screw Drivers, Knives, Saws, Scissors, etc.)

29. Milling Cutter
30. Ladle
31. Welding Screen
32. Apron, Asbestos
33. Stakes
34. Groover
35. Tools Bits
36. Metric Weights
37. Compass Needle
38. Spoke Shave
39. Mitre Square
40. Pulleys

**(B) Consumable Materials :**

- |  |                                  |                      |
|--|----------------------------------|----------------------|
| 1. Timber  | 2. Sand                          | 3. Lubricating Oil   |
| 4. Kerosene  | 5. Greese                        | 6. Soap              |
| 7. Cotton Waste  | 8. Mild Steel                    | 9. Non-Ferrous Scrap |
| 10. Iron Scrap   | 11. Coolent Oil                  | 12. Molasses         |
| 13. French Polish  | 14. Methylated Spirit            | 15. Sand Paper       |
| 16. Abrasive Greese  | 17. Glue                         | 18. Coal             |
| 19. Coke   | 20. Furnace Oil                  | 21. Cotton Wool      |
| 22. Electrodes   | 23. Rubber & Plastic Wire        | 24. Lead Wires       |
| 25. Fuse Wires   | 26. Solder                       | 27. Cleats and Clips |
| 28. Wooden Block   | 29. Nails and Screws             | 30. Plastic Tape     |
| 31. Dry Battery  | 32. Hydrometers                  | 33. Storage Battery  |
| 34. Distilled Water  | 35. Wire Mesh                    | 36. Diesel Oil       |
| 37. Turpentine Oil   | 38. Lamp Blow                    | 39. Wax Candles      |
| 40. Mulmul Cloth   | 41. Paints                       | 42. Rope             |
| 43. Glass Plate  | 44. Hacksaw Blades               | 45. File Handles     |
| 46. Bells  | 47. Tool Bits                    | 48. Filaments bulbs  |
| 49. Plane Cutters  | 50. Plywood                      | 51. Pipe             |
| 52. Brush  | 53. Rivets.                      | 54. Stove            |
| 55. Cement   | 56. Clay and Brick               | 57. Linseed Oil      |
| 58. Buckets  | 59. Baskets                      | 60. Goggles          |
| 61. Dowel Pins   | 62. Welding Rod                  | 63. Shellac Resin    |
| 64. Bar Wire   | 65. Hinges, Staples, Hooks, etc. |                      |
| 66. Hammer Handles   | 67. Nuts, Bolts, Washers, etc.   |                      |
| 68. Glove  | 69. Petrol                       |                      |
| 70. First-Aid Material (Iodine-Mercury Chrome, Burnol, Gauge, Cotton Wool, Sal Ammoniac, etc.) |                                  |                      |

*Annexure A*

Form for communicating details of items held inadmissible for grant

*Memo. showing the expenditure of the  
for the year and the items  
disallowed for grant :*

	Rs.
Total recurring expenditure returned ..	
Expenditure disallowed for grant ..	
<i>(vide details given below)</i>	
Net admitted expenditure ..	

Serial No.	Item	Amount disallowed	Reason for disallowing the expenditure
---------------	------	----------------------	--

Total

Education Officer/Educational Inspector/Additional Educational Inspector,  
Greater Bombay, Inspectress of Girls' Schools, \_\_\_\_\_

Place :

Date :



## **APPENDICES**

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**ONE TO TWENTY-FIVE**



## APPENDIX ONE

FORM OF APPLICATION FOR PERMISSION TO OPEN  
NEW SCHOOLS[ Vide *Chapter II, Section I, Rule 2-1.* ]

[To be sent by registered post so as to reach the Education Officer (in triplicate) before 15th October of the year, previous to that in which the school is proposed to be opened or such date as may be prescribed by Government from time to time]

1. Name of the school proposed to be opened ..
2. Medium of instruction .. ..
3. Name of the management which wants to open the school ..
4. (i) Whether the management is registered? ..
- (ii) If so, under what Act (Attach a copy of the registration certificate).
- (iii) If not, whether it is intended to get it registered ..

(Note: Enclose a copy of the constitution of the society or body and of the lists of members of the managing committee with their occupation and addresses.)

5. Whether the management conducts any other secondary schools. If so, give their names and addresses etc. } 1.  
} 2.  
} 3.
6. Name of the village/locality/town (with Taluka and District) where the school in (1) above will be located ..
7. Population of the village/area/town, according to last census ..
8. (a) Surrounding villages/areas from which pupils are likely to join the school with their population ..

(A rough sketch map of the surrounding villages in relation to the particular village/locality/town should be supplied.)

Village/area	Distance from the village where the proposed secondary school is to be located	Population of the village
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(b) Number of primary schools and pupils in the village itself and surrounding villages shown in (a) above

Teaching up to IV std.		Teaching up to VII std.	
No. of Schools	No. of pupils in standard IV	No. of Schools	No. of pupils in std. VII

9. Names of nearest places round about having a secondary school and their distances from the place where the new school is proposed to be opened

Name of the school	Standardwise number of pupils	Distance of the proposed school
--------------------	-------------------------------	---------------------------------

10. Standards proposed to be opened in the first year with their expected strength and fee rates proposed to be charged

Standards	V	VI	VII	VIII	IX	X	XI	Total
Classes	..							
Pupils' strength	..							
Tuition fee	..							
Term Fee	..							

11. Percentage of free-studentships to be given at the school's own cost, if any :

12. Accommodation that would be provided (enclose a rough plan) :

	No. of Rooms	Size-Area Sq. ft.
(a) (i) Class rooms	..	..
(ii) Drawing hall	..	..
(iii) Laboratory room	..	..
(iv) Teachers' room	..	..
(v) Head Master's room and office rooms.	..	..
(vi) Other rooms.	..	..
(b) Whether it would be owned, rented, or rent-free.		



- (c) Whether it would be at one place or at different places? If so, give the distance between the places ..
- (d) Whether the school will have a playground? What would be its area and distance from the school? Would it be owned or rented?
13. Arrangements made for necessary furniture and apparatus—
- (i) Whether it is already available. ..
- (ii) If not, whether it would be ready by the time of opening of the school.
- (iii) Amount proposed to be spent on it ..
- (a) Amount spent already, if any ..
- (b) Amount proposed to be spent by the time of actual opening of the school—
1. Furniture. .. ..
  2. Science apparatus .. ..
  3. Teaching aids .. ..
  4. Teachers' library. .. ..
  5. Pupils' library .. ..
14. Staff proposed to be appointed stating number of teachers with qualifications and previous teaching experience ..
15. Funds at the disposal of the management in addition to those in 13 above.
- for (i) Reserve Fund .....
- (ii) Running Expenses .....
16. Whether the school would be open to pupils of all communities irrespective of caste, creed, etc?
17. (a) Whether the school needs a regular grant at the prescribed rate as per rules in force?
- (b) Whether the school will be in a position to run without any grant-in-aid from Government?
18. Any other information .. ..

### UNDERTAKING

The management hereby agrees that it is willing to and shall abide by the orders and rules laid down by the Department or that will be laid down hereafter regarding recognition, grant-in-aid, conduct of secondary schools, etc.

Certified that the information given above is correct.

Place :

Signature.

Date :

Designation.

*N.B.* The managements are requested to acquaint themselves with the contents of the Secondary Schools Code.

## APPENDIX TWO

FORM OF APPLICATION FOR RECOGNITION  
OF SCHOOLS[ *Vide* Chapter II, Section I, Rule 3·1 ]

1. Locality and name of the school ..
2. Subjects taught and medium of instruction ..
3. Name of the Society or controlling body and the date of its establishment ..
4. Names, designations, occupations and addresses of the members of the Managing Body .. Attach a copy.
5. Date of opening of the school ..
6. Information about the staff .. Attach a copy giving the following information :  
Names of the Headmaster, Assistant Masters, their ages, their academic and professional qualifications in full, date of passing the Examinations and the names of the Universities and Boards.
7. Present pay of the members of the staff and their scales of pay .. Attach a copy.
8. Rates of fees .. .. .
9. Number of pupils enrolled division-wise :  
(a) boys .. .. .  
(b) girls .. .. .
10. Details of financial position and resources other than school fees ..
11. Estimated expenditure of the year on :  
(a) Teaching staff .. .. .  
(b) Non-teaching staff .. .. .  
(c) Contingencies .. .. .  
(d) Equipment .. .. .
12. Information regarding the following items :  
(a) Building :  
(1) Class-rooms with dimensions ..  
(2) Laboratory .. .. .  
(3) Other rooms with dimensions, including retiring room for girls, Art Room. .

(b) Science apparatus .. .. .	Rs.
(c) Teaching aids .. .. .	Rs.
(d) Furniture .. .. .	Rs.
(e) Play-ground and provision for games, etc.	
(f) Separate sanitary arrangements for boys and girls .. .. .	
(g) Hostel facilities .. .. .	

Place :

Date.....19 .                      Signature of Head of the School.

### APPENDIX THREE

#### (A) SCHOOL COMMITTEE

[*Vide* Chapter H, Section H, Rule 10-B]

1. (a) Every recognised school shall have a School Committee which will be responsible to Government for the management of the school.

(b) A Society or Trust conducting a large number of schools shall have a Co-ordination Committee for all the schools conducted by the Society or Trust or for a group of schools of the Society or Trust in addition to the School Committee of each such school.

2. The School Committee shall consist of :

(a) Representatives of the Parent Body consisting of the President of Governing Body or his nominee and three members nominated by the Governing Body. The President of the Governing Body or his nominee shall be the Chairman of the Committee.

(b) One member, from amongst the permanent teachers from the school in order of seniority by annual rotation.

(c) The Head of the school.

The Head of the school shall be ex-officio Secretary of the School Committee and shall keep a record of the proceedings of the Committee's meetings.

3. In the case of proprietary school recognised by Government the School Committee shall include so far as 2 (a) above is concerned, founder-members up to four. If there is only one founder-member, he may nominate three other members as his representatives on the Committee.

4. Functions of the School Committee shall be as under :

- (i) Management and regulation of the finance of the school, keeping of accounts and making investments of the funds of the school ;
- (ii) Preparation of budget estimates ;
- (iii) Appointment of teachers (other than the Head of the school) and other employees of the school ;
- (iv) Institution of new teaching courses ;
- (v) Confirmation, promotion of and punishment to the teachers, subject to such conditions and regulations as may be laid down in the Code or directions issued by the Department in this behalf ;
- (vi) Grant of leave other than casual leave, to the staff other than the Head of the school whose leave will be granted by the Parent Body ;

- (vii) Framing bye-laws and regulations for the conduct of its business ;
- (viii) Reporting to the Parent Body on matters relating to the school.

5. The Co-ordination Committee shall consist of :

- (a) The President (or his representative of the Parent Body).
- (b) The Head of each school conducted by the same management or of each school in the group of schools in a locality for which the Co-ordination Committee is formed, and ;
- (c) A member of the School Committee of each school or group of schools, representing the Parent Body.

6. The Co-ordination Committee will in general co-ordinate the activities of the School Committees of the schools under the same management or a group of schools in the same locality and will have the powers of appointment, promotion and transfer of employee in the schools under its control.

7. The term of the School Committees or Co-ordination Committee shall be co-terminus with that of the Parent Body.

8. No individual member of the School Committee or Co-ordination Committee excepting the Head of the school shall directly or indirectly interfere with the internal administration of the school, the discipline of the school and the duties of the teachers.

### APPENDIX THREE

#### (B) ACADEMIC COUNCIL

[Vide Chapter II, Section II, Rule 10-B]

1. Every recognised school shall have an Academic Council to advise the Head of the school on the day-to-day academic matters of the school.

2. The Academic Council shall consist of :

- (a) The Head of the school as Chairman ;
- (b) Representatives of permanent teachers, from three to five depending upon the size of the school by annual election with at least *one each* from the following categories :
  - (i) more than fourteen years' permanent service ;
  - (ii) with eight to fourteen years' permanent service ;
  - (iii) less than eight years' permanent service.

The teachers' representative shall be elected by preferential voting.

- (c) A nominee of the School Committee who is not a teacher.
- (d) President of the Parents' Association of the school. The total number of members of the Academic Council shall not exceed eight.

3. The Academic Council shall meet at regular and frequent intervals, as may be decided by the Head of the school and shall perform the following functions :

- (a) to discuss the progress of studies in the school ;
- (b) to bring to the notice of the School Committee the educational and financial needs of the school ;

(c) to make recommendations to the Head of the school or the School Committee for improving academic efficiency in the school ;

(d) to advise the School Committee and the Head of the school on matters relating to the internal management of the school and discipline among the students ;

(e) to make recommendations to the Head of the school regarding promotions and detention of pupils on the result of the school examination ;

(f) to make recommendations to the School Committee with regard to the school budget, particularly regarding the purchase of school equipment, library books and such accessories ;

(g) any other matters referred to the Council by the School Committee or the Head of the school.

4. The Academic Council shall be a purely advisory body tendering advice mainly on academic problems of the school.

#### APPENDIX FOUR

#### FORM OF LEAVING CERTIFICATE

[*Vide* Chapter II, Section III, Rule 17]

(No change in any entry in this certificate shall be made except by the authority issuing it and any infringement of this requirement is liable to involve the imposition of penalty such as that of rustication.)

**Register No. of the Pupil :**

*Name of School :*

1. Name of pupil in full .. ..
2. Caste and sub-caste only in the case of pupils belonging to Backward Classes and category among Backward Classes (*e.g.*, S. C./S. T., etc.).
3. Nationality .. ..
4. Place of birth .. ..
5. Date of birth, month and year according to the Christian era, both in words and figures ..
6. Last school attended .. ..
7. Date of admission .. ..
8. Progress .. ..
9. Conduct .. ..
10. Date of leaving school .. ..

11. Standard in which studying and since when —
12. Reason of leaving school .. ..
13. Remarks .. .. .

Certified that above information is in accordance with the school register.

Dated.....19 . Class Master. Head of the School.

- N. B. :*
1. Entries regarding the date of birth according to the Christian era and the New National Calendar, and the standard in which studying in columns 5 and 11 of the leaving certificate should be made both in figures and in words.
  2. These entries shall be in manuscript and not typewritten.
  3. Accelerated promotion earned by the pupil during his/her school career should be specified in the Remarks column, indicating the standard, year and the school in which the accelerated promotion was given.

## APPENDIX FIVE

### FORM OF REPORT REGARDING ADMISSION OF PUPILS FROM UNRECOGNISED SCHOOLS

[ *Vide* Chapter II, Section III, note below Rule 24.4 ]

1. Serial No. .. .. .
2. Name of the pupil .. .. .
3. Standard to which admission is sought .. .. .
4. Name of the unrecognised school from which he comes .. .. .
5. Standard in which studying in that school and since when .. .. .
6. Recognised school attended, if any, previous to joining the school mentioned at serial No. 4 .. .. .
7. Standard from which he left the school and on what date .. .. .
8. Reasons for joining an unrecognised school .. .. .
9. Standard for which eligible according to the leaving certificate of the recognised school .. .. .
10. Standard in the studies of which the pupil was examined .. .. .
11. Result of the test .. .. .
12. Remarks by the Head of the school

Place :

Dated :

Head of the School.

## APPENDIX SIX

### RULES AND PROCEDURE FOR CHANGES IN NAMES, SURNAMES, CASTE/SUB-CASTE AND DATES OF BIRTH OF PUPILS READING IN SCHOOLS

[Vide Chapter II, Section III, Rule 26.4 ]

With a view to securing uniformity in the procedure followed in dealings with applications received by the Department in connection with the changes in entries in the record of schools such as names, surnames, caste/sub-caste, date of birth, etc., the following instructions are issued :

(1) No change in the entries once made in the school register shall be made without obtaining the previous written sanction of the Education Officer concerned or any other officer of his rank in-charge of inspection of the schools where the pupil concerned is studying. When such a sanction is obtained, the Head of the school shall change in red ink under his initials the relevant entry as permitted, quoting in the Remarks column or at an appropriate place the No. and date of the letter of the Education Officer or such other officer who has sanctioned such change.

(2) An application for a change in the entries in the school register shall be submitted by the parents or guardian of the pupil, if the pupil is minor or by the pupil himself, if he is major, in the form prescribed for the purpose through the Head of the school where the pupil is studying, to the Education Officer or any other officer of his rank in-charge of the inspection of the schools where the pupil concerned is studying.

(3) No change in the date of birth as entered in the school record shall be allowed after the pupil has left the school. Similarly no change in the date of birth as entered in the Secondary School Certificate issued by the Examination Boards shall be allowed except for correcting a clerical error. In view of this and in order to make the parent or guardian of the pupil aware of the birth date recorded in the school registers, the school shall enter the birth date of every pupil in the progress book or calendar which shall be signed by the parent or guardian.

(4) No fee shall be charged for application for change in the date of birth in respect of pupils attending schools.

(5) Heads of schools while forwarding the application shall satisfy that they have verified the signature and that the application is made by the parent or guardian or the pupil.

#### **Change in Date of Birth :**

(6) The application shall be submitted in Form No. 1 accompanying these rules. It should clearly explain how the wrong entry came to be made.

(7) In support of the change suggested, documentary evidence must be produced, such as :

- (i) A certified extract from the Birth Register;
- (ii) A certified copy of the vaccination certificate;
- (iii) A certified copy of the Baptismal certificate in the case of Christians;
- (iv) An affidavit made before stipendiary Magistrate by the parent or guardian declaring the pupil's correct date of birth;
- (v) Any other documentary evidence.

(8) No change in the date of birth shall be sanctioned unless documentary evidence produced clearly identifies the child and the parent, and is of such nature as to leave no doubt that a genuine mistake has been made. Reasons for sanctioning the change must be placed on record in writing by the sanctioning authority.

**Change in the Name and Surname :**

(9) For change in names, the following documentary evidence must accompany the application and no change should be allowed without carefully examining the following evidence and being satisfied about it :

(a) In case of change due to adoption, the original adoption-deed or a certified copy of that deed or a certificate of a stipendiary Magistrate showing the name changed as a result of adoption.

(b) In the case of change due to marriage, a declaration by the parent or guardian attested by two witnesses and the girl herself or a certified copy of the certificate of registration of marriage.

(c) In all other cases, an affidavit made before a stipendiary Magistrate by the parent or guardian.

(10) If the change in name is sanctioned, in the case of a pupil who has passed a public examination he/she should be required to notify the change in his/her name in Maharashtra Government Gazette. It is not, however, necessary to notify the change in name due to marriage in the Maharashtra Government Gazette.

(11) The application shall be submitted in Form No. 2 accompanying these rules.

**Change in Caste or Sub-caste (in respect of B. C. Pupils only) :**

(12) For making changes in caste or sub-caste of Backward Class pupils the guardian of the pupil shall make an application in Form No. 3 accompanying these rules.

(13) Permission may be given to change the entries in the general register of the school in respect of "caste" or "sub-caste" of Backward Class pupils in the following circumstances :

- (i) due to wrong entries made initially;
- (ii) due to change in religion;
- (iii) if the caste previously treated as non-Backward was subsequently declared by Government as Backward or vice-versa;
- (iv) due to adoption;
- (v) due to inter-caste or inter-religion marriage;
- (vi) due to any other reason.

(14) For this purpose, the necessary certificates from the following authorities must accompany the application for change of caste or sub-caste :

(a) For reasons, (i), (ii) and (iii) above :

In Greater Bombay .. .. (a) The Chief Presidency Magistrate or the Presidency Magistrate authorised by him ; or



- (b) Justice of Peace; or
- (c) Social Welfare Officer, Greater Bombay, Bombay.
- In other areas .. .. (d) The District Magistrates or Executive Magistrates authorised by them ; or
- (e) Honorary Magistrates ; or
- (f) The Social Welfare Officer of the district concerned.

(b) **Due to adoption :** The original adoption-deed or a certified copy off that deed or a certificate from stipendiary Magistrate showing the changed name (if any) and the caste or sub-caste changed as a result of adoption should accompany the application for change in caste or sub-caste.

(c) **Due to inter-caste or inter-religion marriage :** A declaration by the parent or guardian attested by two witnesses and the student himself/herself or certified copy of the certificate of registration of marriage should accompany the application for change in caste or sub-caste along with the certificate from the concerned competent authority mentioned in (a) above showing that the caste or sub-caste has changed as a result of the marriage.

(d) **Due to any other reason :** An affidavit made before a stipendiary Magistrate by the parent or guardian should accompany the application for change in caste or sub-caste.

*N.B. :* The term " Backward Class " means and includes the following categories :

- |                       |  |
|-----------------------|--|
| 1. Scheduled Castes : | } As per the Scheduled Castes and Scheduled Tribes Lists Modification Order, 1956, as adopted for Maharashtra State <i>vide</i> Part VII-A of the Seventh and Eighth Schedules of the Bombay Reorganisation Act, 1960. |
| 2. Scheduled Tribes : |  |

3. Other Backward Classes, which will include :

- |   |  |
|---|--|
| (a) Nav Buddhas, i. e., Scheduled Castes converted to Buddhism. |  |
| (b) Tribals residing outside the specified areas of Vidarbha.   |  |
| (c) Nomadic Tribes  | } As per the Govt. Resolution, Education & Social Welfare Deptt., No. CBC 1361-M, dated the 21st November, 1961. |
| (d) Vimukta Jatis   |  |
| (e) Other Backward Classes based on caste.                      |  |

**General :**

(15) An appeal against the decision of the Education Officer or such other officer who has sanctioned the change shall be submitted to the Deputy Director concerned within 30 days of the receipt of the Education Officer's orders rejecting the application. His decision shall be final.

## FORM No. 1

*Application for change in the date of birth*

1. Name of the applicant (parent/  
guardian) with place of residence ..
  2. Date of application .. ..
  3. Name of the pupil whose date of  
birth is proposed to be changed  
and standard in which studying ..
  4. Name of the school and standard in  
which studying ..
  5. Relation of the pupil with the  
guardian ..
  6. Date of birth entered in the general  
register of the present school ..
  7. Date of birth after change applied  
for ..
  8. Date entered in the original age  
certificate signed at first admission.
  9. Was the age certificate signed by  
the father? If not, by whom? (his  
relation with the pupil to be given).
  10. How did the wrong date of birth  
come to be entered in the age  
certificate? ..
  11. What led the applicant to detect the  
mistake? ..
  12. Full names of the children (living  
and dead) born to the mother of  
the pupil with birth dates against  
the name of each ..
  13. Signature of the applicant .. ..
- N.B.:* This application should be accompanied by a certified extract from the birth register, a certified copy of the vaccination certificate and other documentary evidence.
14. Remarks and recommendations of  
the Head of the school in which  
the pupil is studying ..

Place:

Date:

Signature of the Head.

## FORM No. 2

*Application for change in name / surname*

1. Name of the applicant (guardian)  
with place of residence .. .. .
2. Date of application .. .. .
3. Name of the pupil whose name/  
surname is proposed to be changed.
4. Name of the school and standard in  
which studying .. .. .
5. Relation of the pupil with the  
guardian .. .. .
6. Name/surname after change applied  
for such as adoption, marriage, etc.
7. Reasons for the change applied for  
such as adoption, marriage, etc. ..
8. In cases other than those mentioned  
in item 6 above, how the wrong  
entry was made .. .. .
9. What led the applicant to detect the  
mistake ? .. .. .
10. Evidence in support of the request
11. Signature of the applicant .. .. .

*N.B. :* (i) In case of adoption the application should be accompanied by the original adoption-deed or a certified copy of that deed or a certificate of a stipendiary Magistrate showing the name changed as a result of adoption.

(ii) In case of change due to marriage a declaration by the parent or guardian attested by two witnesses and the girl herself or a certified copy of the certificate of registration of marriage.

(iii) In all other cases an affidavit made before a stipendiary Magistrate by the parent or guardian.

12. Remarks and recommendations of  
the Head of the school in which  
the pupil is studying .. .. .

Place :

Date :

Signature of the Head.

## FORM No. 3

*Application for making changes in caste or sub-caste  
(in respect of B. C. pupils only)*

1. Name of the applicant (guardian)  
with place of residence .. ..
  2. Date of application .. ..
  3. Name of the pupil in whose case  
change in caste or sub-caste is to  
be made .. ..
  4. Name of the school and standard in  
which studying .. ..
  5. Relation of the pupil with the  
guardian .. ..
  6. (a) Caste /sub-caste originally  
entered in the school register ..  
(b) the new caste/sub-caste desired  
to be entered by modifying the  
original entry .. ..
- [If the change in caste/sub-caste amounts to change from non-Backward to Backward Classes, the category among Backward Classes (e. g., Scheduled Castes/Scheduled Tribes, etc.) should also be mentioned in clause (b) above.]
7. Reasons for applying for change in  
caste or sub-caste .. ..
  8. Evidence in support of the request  
(along with copies of certificates  
from the competent authorities) ..
  9. Signature of the applicant.. ..
  10. Remarks and recommendations of  
the Head of the school in which  
the pupil is studying .. ..

Place :

Date :

Signature of the Head.

## APPENDIX SEVEN

## MODEL RULES OF PROMOTION

[Vide Chapter II, Section IV, Rule 37.4]

1. Promotion of students from one standard to another should be made at the end of the school year mainly on the basis of the results of the annual examination conducted by the schools.
2. To be eligible for promotion, a student must secure at least 35 per cent in each subject.
3. Twenty per cent marks in each subject should be reserved for internal assessment of the students' work during the year. The average of the marks obtained at the quarterly examinations held during the year should be taken into account for this purpose.
4. Failure to pass in one or more subjects at the annual examination should be condoned in the following manner :
  - (a) Failure in **one** subject should be condoned if the student secures at least 15 per cent marks in that subject, provided he/she obtains 35 per cent marks in aggregate.
  - (b) Failure in **two** subjects should be condoned if the student secures at least 20 per cent marks in each of the two subjects in which he/she fails, provided he/she obtains 35 per cent marks in aggregate.
  - (c) Failure in **three** subjects should be condoned if the student secures at least 25 per cent marks in each of the three subjects in which he or she fails, provided he/she obtains 35 per cent marks in aggregate.
5. Condonation of failure in the manner stated in (4) above should be made in classes V—IX in Western Maharashtra and Marathwada and classes V—VIII in Vidarbha, only after 20 per cent marks for internal assessments are added up to the marks obtained by him/her at the written annual examination held at the end of the year.
6. In the case of pre-Secondary School Certificate/H.S.C. class, *i. e.*, class X in Western Maharashtra and Marathwada and class IX in Vidarbha in ordinary schools and class X in Vidarbha and XI in Marathwada in Higher Secondary Schools, the schools should follow the rules of promotion prescribed for S. S. C. Examination or H. S. C. Examination of the respective Boards.

**APPENDIX EIGHT**

**FORM OF PARENT'S OR GUARDIAN'S OR PUPIL'S LETTER REGARDING RELIGIOUS INSTRUCTION**

[ Vide Chapter II, Section IV, Rule 45-3. ]

**FORM " A "**

**To be filled in by the Parent/Guardian**

(In case, the pupil is a minor, *i.e.*, below 21 years of age)

1. Name of the student .. .. .
2. School and standard .. .. .
3. Date of birth of the student .. .. .
4. Name of the parent or guardian .. .. .
5. Address .. .. .
6. Occupation .. .. .

1. I am aware that the above-mentioned school imparts religious instruction to its pupils.
2. I hereby allow/do not allow my child/ward to attend the religious instruction or prayers conducted by the above-mentioned school.

Place :

Date :

Signature of the Parent/Guardian.

**FORM " B "**

**To be filled in by the Pupil**

(When he is a major, *i.e.*, above 21 years of age)

1. Name of the student .. .. .
2. School and standard .. .. .
3. Date of birth .. .. .
4. Address .. .. .

1. I know that the school imparts religious instruction.
2. I attend/do not attend the religious instructions or prayers conducted by the above-mentioned school.

Place :

Date :

.....  
(Signature of the Pupil.)

APPENDIX NINE (I)

LETTER TO GUARDIAN FOR INFORMATION AND HISTORY

[ Vide Chapter II, Section V, Rule 48·6 ].

School.....

Place .....

Date .....

Dear Sir/Madam,

The medical examination of (name of the pupil).....  
 .....Std.....Div..... is to be  
 taken on.....

Kindly fill up the information for the same as required below and send it  
 with the pupil.

*Signature of the Head of the School.*

1. Has the pupil suffered from any of the following diseases ?

Please write the year in which he/she has so suffered :

- (1) Smallpox .. .. .
- (2) Measles .. .. .
- (3) Diptheria .. .. .
- (4) Complaints about tonsils and throat
- (5) Diseases of the ear .. .. .
- (6) Diseases of the eye .. .. .
- (7) Rickets .. .. .
- (8) Any other diseases (name it with date)

2. Was the pupil operated upon for anything? If so, please mention  
 when the operation was made. A copy of the report of the operation,  
 if available, should be produced.

3. Preventive measures against:  
 Smallpox—Vaccination when done :  
 Smallpox—Revaccination (B. C. G.) if done, when :  
 Triple vaccine when done :  
 Any other preventive measure :

4. Any ailments that the pupil usually suffers from :

Date :

.....  
*Signature of the Guardian.*

**APPENDIX NINE (II)**  
**LETTER TO THE DOCTOR**  
 [ *Vide* Chapter II, Section V, Rule 48·6 ]

School :  
 Date :

Dear Doctor,  
 Address

Please carry out the medical examination of the following pupil and send us your report in 4 days' time.

Yours faithfully,

Headmaster.

High School..... Examining Doctor.....  
 Pupil's name.....Std. ....Div.....  
 Age..... Health Class.....Ht. ....Wt. ....

1. Eyes findings (H. S. ) remarks :
2. E. N. T. findings (H. S. ) remarks :
3. Teeth finding (H. S. ) remarks :
4. Surgical finding (H. S. ) remarks :
5. Medical finding (H. S. ) remarks :
6. Consultant's signature :
7. Date :
8. Anything special may be written on the reverse, if need be :

**APPENDIX NINE (III)**  
**FORM OF MEDICAL EXAMINATION**  
 [ *Vide* Chapter II, Section V, Rule 48·6 ]  
**(A) Report of the Medical Examination taken on**

Name of the school

Place

1. Name of the pupil in full (beginning with surname in block capitals) ..
2. Birth date .. .. .
3. Guardian's name .. .. .
4. Guardian's address .. .. .
5. Guardian's occupation and annual income ..



6. Permanent physical deformity, if any :
7. Previous illness, if any :  
Record dates against the disease.  
(Note : It may be desirable to obtain this information from the guardian.)
- |                  |                           |
|------------------|---------------------------|
| (i) Small-pox    | (v) Disease of eye        |
| (ii) Measles     | (vi) Disease of ear       |
| (iii) Diphtheria | (vii) Rickets             |
| (iv) Tonsils     | (viii) Any other diseases |
8. Preventive measures taken [See note above *vide* 7 (b)]
- |                        |                                   |
|------------------------|-----------------------------------|
| (a) Vaccination date   | (d) Triple Vaccination date       |
| (b) Revaccination date | (e) Any other preventive measures |
| (c) B. C. G. date      |                                   |
9. Operations done, if any : [See note above *vide* 7 (b)]

*Physical Measurements*

(To be taken every year, seven / four columns one for each year)

- |                                    |   |
|------------------------------------|---|
| (1) Date                           | : |
| (2) Standard and division          | : |
| (3) Age in completed years         | : |
| (4) Height in Cms.                 | : |
| (5) Weight in Kgm.                 | : |
| (6) Chest expiration               | : |
| inspiration                        | : |
| difference                         | : |
| (7) Abdomen in Cms.                | : |
| (8) Milk, if taken daily, how much | : |

**(B) Medical Examination (seven/four Columns)**

1. General Build and Constitution :  
A—Very good, B—Good, C—Poor :  
Build Stature :  
T—Tall, M—Medium, S—Short
2. Illness since the last examination ..
3. Sight with glasses .. R. E. : ..  
L. E. : ..  
Sight without glasses .. R. E. : ..  
L. E. : ..
- Disease, if any .. .. — ..
4. Ear—Hearing disease .. ..
5. Nose .. ..
6. Throat/Tonsils other defects ..

- |  |    |    |    |
|--|----|----|----|
| 7. Teeth—Carries/Dirty   | .. | .. | .. |
| 8. Speech .. .. .  | .. | .. | .. |
| 9. Cardiovascular System   | .. | .. | .. |
| 10. Respiratory System ..  | .. | .. | .. |
| 11. Digestive System ..  | .. | .. | .. |
| 12. Genits—Urinary System  | .. | .. | .. |
| Males—Hernia ..  | .. | .. | .. |
| Hydrocele ..   | .. | .. | .. |
| Phimosis ..  | .. | .. | .. |
| Testes ..  | .. | .. | .. |
| Cleanliness ..   | .. | .. | .. |
| Females—Menstrual history ..   | .. | .. | .. |
| 13. Skin— Scabies ..   | .. | .. | .. |
| Ringworm ..  | .. | .. | .. |
| Other diseases ..  | .. | .. | .. |
| 14. Glands, Bones, Joints, Feet, posture ..  |    |    |    |
| 15. Nervous System .. .. .   | .. | .. | .. |
| 16. Personal cleanliness—hair, nails, etc.   |    |    |    |
| *17. Other defects, if any ..  | .. | .. | .. |
| 18. Remarks and advice .. .. .   | .. | .. | .. |
| †19. Follow up : Reference to the results  |    |    |    |
| 20. Previous suggestions carried out or not  |    |    |    |
| ‡21. Exemption from physical exercise, if any. If advised, the nature of the same. |    |    |    |

Date :

*(Signature of the School Doctor)*

\* Underline a defect in red.

† Mention the serial Nos. of defects against Serial No. 17, and the nature of advice.

†† Write the reference to whom in column 19 and the result after the follow up is completed.

‡ Against Column 21 write the nature of exemption, if suggested. If temporary, the period and from what type of exercises.

N. B. : The guardian should note the defects pointed out vide Sr. Nos. 1 to 21 of the Part (B) above and should write below as to what step he proposes to take to remedy the same (i. e. strike out the sentences out of the four alternatives mentioned below which are not wanted and retain only one or two sentences which is/are wanted.).

Date :

*(Signature of the Headmaster)*

1. We will do the needful for the defects noted above.
2. The school authorities are requested to do the needful.
3. We will pay the full/partial cost of the same.
4. We will not be able to pay any cost for the same.

Date :

*(Signature of the Guardian)*

## APPENDIX NINE (IV)

## CONSOLIDATED MEDICAL EXAMINATION RECORD FORM

[ Vide Chapter II, Section V, Rule 48.6.]

## Name of the High School

- |                                 |    |    |    |    |
|---------------------------------|----|----|----|----|
| 1. Serial No.                   | .. | .. | .. | .. |
| 2. Standard/division            | .. | .. | .. | .. |
| 3. Name of the pupil            | .. | .. | .. | .. |
| 4. Guardian's remarks           | .. | .. | .. | .. |
| 5. Birth date                   | .. | .. | .. | .. |
| 6. Age                          | .. | .. | .. | .. |
| 7. History of previous diseases | .. | .. | .. | .. |
| 8. Primary vaccination          | .. | .. | .. | .. |
| 9. Re-vaccination               | .. | .. | .. | .. |
| 10. Physical education, school  | .. | .. | .. | .. |
| 11. Physical education, home    | .. | .. | .. | .. |
| 12. Height in Cms.              | .. | .. | .. | .. |
| 13. Weight in Kgs..             | .. | .. | .. | .. |
| Stature                         | .. | .. | .. | .. |
| (1) Short—S.                    | .. | .. | .. | .. |
| (2) Tall—T.                     | .. | .. | .. | .. |
| (3) Normal                      | .. | .. | .. | .. |

*Class*

- |                               |    |         |       |    |
|-------------------------------|----|---------|-------|----|
| 14. Health                    | .. | ..      | A.    | .. |
| 15.                           | .. | ..      | B.    | .. |
| 16.                           | .. | ..      | C.    | .. |
| 17. <i>Eyes Refraction</i>    | .. | ..      | Right | .. |
| 18.                           | .. | ..      | Left  | .. |
| 19. Diseases                  | .. | ..      | ..    | .. |
| 20. Ears                      | .. | ..      | ..    | .. |
| 21. Nose                      | .. | ..      | ..    | .. |
| 22. Throat                    | .. | ..      | ..    | .. |
| 23. Tonsils                   | .. | ..      | ..    | .. |
| 24. <i>Teeth</i>              | .. | Carries | ..    | .. |
| 25.                           | .. | Dirty   | ..    | .. |
| 26. Circulatory System        | .. | ..      | ..    | .. |
| 27. Respiratory System        | .. | ..      | ..    | .. |
| 28. Digestive System          | .. | ..      | ..    | .. |
| 29. Renal System              | .. | ..      | ..    | .. |
| 30. Nervous System            | .. | ..      | ..    | .. |
| 31. Skin diseases             | .. | ..      | ..    | .. |
| 32. Joints, Bones and Muscles | .. | ..      | ..    | .. |
| 33. Lymph Glands              | .. | ..      | ..    | .. |
| 34. Genital System (boys)     | .. | ..      | ..    | .. |

- |                        |    |    |    |
|------------------------|----|----|----|
| 35. Genitory (girls)   | .. | .. | .. |
| 36. Special points     | .. | .. | .. |
| 37. Guardian's consent | .. | .. | .. |

*Defects Noted*

- |                    |    |    |    |    |
|--------------------|----|----|----|----|
| 38. Eyes           | .. | .. | .. | .. |
| 39. E. N. T.       | .. | .. | .. | .. |
| 40. Teeth          | .. | .. | .. | .. |
| 41. Surgical       | .. | .. | .. | .. |
| 42. Medical        | .. | .. | .. | .. |
| 43. Date           | .. | .. | .. | .. |
| 44. Remarks        | .. | .. | .. | .. |
| 45. Margin Sr. No. | .. | .. | .. | .. |

**APPENDIX NINE (V)****INFORMATION TO BE INCLUDED IN THE PROGRESS BOOK**[ *Vide* Chapter II, Section V, Rule 48.6. ]**Physical Measurements**

- |                    |    |    |    |
|--------------------|----|----|----|
| 1. Birth date      | .. | .. | .. |
| 2. Height in Cms.  | .. | .. | .. |
| 3. Weight in Kgs.  | .. | .. | .. |
| 4. Chest in Cms.   | .. | .. | .. |
| expiration         |    |    |    |
| inspiration        |    |    |    |
| difference         |    |    |    |
| 5. Abdomen in Cms. | .. | .. | .. |
| 6. Health Class    | .. | .. | .. |

**Medical Examination**

Medical Examination was taken on.....and the following defects were found:

- 1.
- 2.
- 3.
- 4.

Please consult your medical adviser and do the needful.

Date :      Signature of the Headmaster.                      Signature of the School Doctor.

**Follow up :**

The guardian should write below, whether the follow-up of the defects noted above will be undertaken by him or if he desires the school authorities to do the needful for which he will be prepared to pay the cost.

(Keep what is wanted).

1. We will do the needful for the defects noted above.
2. The school authorities are requested to do the needful.
3. We will pay the full/partial cost for the same.
4. We will not be able to pay any cost for the same.

Date.....

Signature of the Guardian.

## APPENDIX NINE (VI)

AVERAGE HEIGHT AND WEIGHT FOR BOYS AND GIRLS  
(GIVEN SEPARATELY) WHICH IS TO BE FOLLOWED BY  
THE SCHOOLS WHILE GIVING HEALTH CLASS TO THE  
PUPILS.

[ *Vide* Chapter II, Section V, Rule 48.6. ]

## BOYS 10 TO 18 YEARS OF AGE

10 years			11 years			12 years		
Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.
4	1	48	4	2	50	4	4	55
4	2	50	4	3	52	4	5	58
4	3	52	4	4	55	4	6	60
4	4	54	4	5	57	4	7	63
4	5	56	4	6	60	4	8	66
13 years			14 years			15 years		
Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.
4	6	61	4	9	70	4	11	78
4	7	64	4	10	73	5	0	81
4	8	66	4	11	77	5	1	85
4	9	69	5	0	80	5	2	88
4	10	73	5	1	85	5	3	92
16 years			17 years			18 years		
Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.
5	1	87	5	2	93	5	2	95
5	2	90	5	3	96	5	3	98
5	3	93	5	4	99	5	4	101
5	4	97	5	5	101	5	5	104
5	5	100	5	6	104	5	6	107

## GIRLS 10 TO 18 YEARS OF AGE

Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.	Feet	Inches	Wt. in lbs.
10 years			11 years			12 years		
4	1	47	4	3	52	4	5	57
4	2	49	4	4	55	4	6	60
4	3	52	4	5	58	4	7	64
4	4	54	4	6	60	4	8	67
4	5	57	4	7	63	4	9	70
13 years			14 years			15 years		
4	7	66	4	9	75	4	10	82
4	8	69	4	10	78	4	11	85
4	9	72	4	11	82	5	0	88
4	10	76	5	0	86	5	1	91
4	11	79	5	1	90	5	2	94
16 years			17 years			18 years		
4	10	85	4	10	87	4	10	87
4	11	88	4	11	89	4	11	90
5	0	91	5	0	92	5	0	93
5	1	93	5	1	96	5	1	96
5	2	96	5	2	98	5	2	99

Note: (i) The above table is for normal average stature. Any height at the particular age below lowest height will be called as short stature and that above the highest will be tall stature.

(ii) Both in the case of boys and girls, the underlined figures at particular age are the average normals, weight-up to 5 per cent, below the weight for that height will be called as A (i.e., good health grade), from 5 to 10 percent, below average weight to the height will be graded as B (i.e., average health standard), weight to the particular height below 10 percent to be graded as 'C' Health standard (i.e., poor health).

## APPENDIX NINE (VII)

## INSTRUCTIONS TO EXAMINERS IN PHYSICAL MEASUREMENTS AND MEDICAL EXAMINATION

[ Vide Chapter II, Section V, Rule 48. 6.]

**Medical Examination :***A. Physical measurements :*

1. The equipment required for physical measurements should be kept ready before the work is started.

2. The personal information and history part of the forms should be filled up before physical measurements are taken.

3. The height should be taken, without shoes, after making the pupil stand with his heels touching the stand or wall and keeping head erect. Keep the right angle measure against his head and wall and ask the pupil to move out and take reading in cms.

4. For chest measurements, ask the pupil to take off his clothing. Keep the tape touching the axillary folds above, the nipple line. Ask the pupil to breathe in and out a few times and take the reading as it is done.

5. For abdominal measurement, take it around the umbilicus.

**B. Medical Examination :**

1. Divide the work if there are other helpers. It is desirable that the same work is done for all pupils by the same person.

2. General builds and constitution should be taken in the beginning. This is the impression that the pupil makes. It is desirable to keep as little clothing as possible at the time of examination.

Write A—for very good, B—for good and average, C—for poor, below average condition.

See nutrition, build, muscular and other general development.

Write below this T—Tall, M—Medium or S—Short.

3. Medical examination forms should be of different colours for boys and girls.

4. The following special examination wherever possible should be taken once in seven years :

(i) Mental test ;

(ii) Mass screening ;

(iii) Urine examination ;

(iv) Blood pressure ;

(v) Special examination of defects detected in the course of the routine medical examination.

. Study of diet in detail.

School should be graded in three categories :

(a) *First grade* : Where medical examination, follow up and health education is done satisfactorily.

(b) *Second grade* : Where medical examination follow up and health education is done to certain extent.

(c) *Third grade* : Where only medical examination is done.

7. Fees for detailed medical examination should be at least 50 paise and medical check up 25 paise compulsorily. School should be authorised to collect from guardians up to rupees two per defect for managing follow up work of the defective pupils.

8. Medical examination report should be inspected by a medical man and not by the Educational Officer.

9. The defects should be underlined in red pencil or ink.

10. Year to year health record certificate must accompany the School Leaving Certificate.

11. The record should not be destroyed without the previous permission of the Department.

## APPENDIX NINE (VIII)

## EQUIPMENT AND MATERIAL REQUIRED FOR PHYSICAL MEASUREMENT AND MEDICAL EXAMINATION

[ *Vide* Chapter II, Section V, Rule 48.6. ]

1. Good weighing machine in kg.
2. Tape measures in Cms.
3. Height stand
4. Right angle measure
5. Charts for testing sight in the language of the pupil
6. Tongue depressors
7. Torch : head light and head mirror
8. Bowls for water and disinfectants
9. Disinfectants such as dettol/solutions
10. Napkins, towels, etc.
11. Wash basin, soap
12. Enclosures screens for examination
13. Table for examination and writing chairs, stools
14. Forms, stationery, writing material and red pencil and ink.

## APPENDIX TEN

## PAY-SCALES FOR CLERICAL STAFF AS PRESCRIBED BY GOVERNMENT

[ *Vide* Chapter III, Section I, Rule 57.7. ]

- Senior Clerk : (1) Rs. 150—10—230—E.B.—10—270—15—300 (Senior Grade)  
 (2) Rs. 150—8—190—10—220—E.B.—10—270 (Junior Grade)
- Junior Clerk : Rs. 115—4—135—5—160—E.B.—5—185—6—215

## APPENDIX ELEVEN

## PAY-SCALES FOR DIFFERENT CATEGORIES OF LOWER GRADE STAFF AS PRESCRIBED BY GOVERNMENT

[ *Vide* Chapter III, Section I, Rule 57.9. ]

1. Naik—Rs. 80—2—98—3—110
2. Mali—Rs. 80—2—100—E.B.—2—110
3. Laboratory Hamal or Hamal—Rs. 75—1—80—2—90—E.B.—2—100
4. Peon—Rs. 75—1—80—2—90—E.B.—2—100
5. Watchman or Night  
 Watchman,/Chowkidar } Rs. 75—1—80—2—90—E. B.—2—100
6. Sweeper—Rs. 75—1—80—2—90—E.B.—2—100
7. Call woman—Rs. 75—1—80—2—90—E.B.—2—100
8. Kamathi—Rs. 75—1—80—2—90—E.B.—2—100
9. Attendant—Rs. 75—1—80—2—90—E.B.—2—100
10. Oilman—Rs. 80—2—100—E.B.—2—110.
11. Machine attendant—Rs. 80—2—100—E.B.—2—110
12. Laboratory attendant—Rs. 75—1—80—2—90—E.B.—2—100



## APPENDIX TWELVE

## DUTIES OF THE HEAD OF THE SCHOOL

[Vide Chapter III, Section I, Rule 61.3.]

The Head of a recognised school shall be generally responsible for the efficient administration of the school and also effective education of the pupils in the school. In pursuance of these duties he/she shall exercise powers and perform functions in the matters specified below :

- (a) Admission, examination and promotion of students ;
- (b) Receipts, expenditure and maintenance of accounts of the school ;
- (c) Correspondence of the school ;
- (d) Prompt supply of such information as may be called by the Departmental authorities ;
- (e) Preparing time-tables ; classwise and teacherwise
- (f) Proper maintenance of school registers and records ;
- (g) Supervision control and co-ordination of the work of the staff (teaching as well as non-teaching) ;
- (h) Pupils' discipline ;
- (i) Staff meetings to discuss organisational and academic problems relating to the school ;
- (j) Regular and punctual attendance of the members of the staff ;
- (k) Issue of leaving certificates ; and
- (l) Prescription of text-books.

## APPENDIX THIRTEEN

## ORDER OF APPOINTMENT

[Vide Chapter III, Section II, Rule 67.2 (b).]

From

To

Shri/Smt./Kum.....

With reference to your application dated ....., I have pleasure in informing you that you have been appointed as an..... on Rs. ...., per month in the scale of Rs. .... with effect from ..... You will be given Compensatory Local Allowance Rs....., House Rent Allowance Rs..... and Dearness Allowance Rs. .... per month and as sanctioned by Government from time to time.

2. Your appointment is purely temporary for on probation for..... year/s. permanent

3. The conditions for service are attached hereto.
4. you will have to undergo a medical examination by\* Dr..... within 3 months of the appointment. The appointment would be conditional pending certificate that you are free from any communicable disease and that you are physically fit to be employed on the staff of the school.
5. If a reply accepting the appointment is not received within..... days the place will be filled up otherwise.

Yours faithfully,

Head of the School  
Secretary of the Management.

\*To be named by the management.

### APPENDIX FOURTEEN

#### FORM OF SERVICE BOOK

[Vide Chapter III, Section II, Rule 67.5.]

(for teachers in schools)

1. Name in full .. .. .
2. Permanent Address .. .. .
3. Local Address .. .. .
4. Date of birth (both in words and figures).....
5. Details of the evidence on which the date ..  
of birth has been recorded in the Service  
Book (*viz.*, the P. S. C., S. S. C., Matriculation Certificate, etc.)
6. (a) Mother-tongue .. .. .  
(b) Language through the medium of ..  
which the teacher is qualified to teach
7. Personal marks for identification .. .. .
8. Academic qualifications in full:

Serial No.	Examination	Subjects taken	University	Year of passing	Class obtained	Distinctions etc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Professional (Teaching) Qualifications in full :

Serial No.	Examination	Subjects in which the teacher is trained to teach	University	Year of passing	Class obtained	Distinction etc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

10. Special qualifications, if any :

Serial No.	Examination	University	Year of passing	Class obtained	Distinctions etc.
(1)	(2)	(3)	(4)	(5)	(6)

11. Signature of the Teacher .. .. .

12. Signature of Headmaster/Headmistress .. .. .

Service Summary

School	Designation	Service		Total			Pay scale	Pay	
		From	To	years	months	days		starting	closing
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Name of School	Date of appointment	Designation	Subjects taught and Standards	Tenure permanent or probationary or temporary; part-time or full-time; Date of confirmation	Pay as on 1st June	Increment date and amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Allowances				Leave				
Dearness	House rent	Compensatory Local	Any other (indicate the nature)	Nature and whether with or without pay	Duration/period			
					From	To	Months	Days
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Date of termination of appointment	Remarks, if any	Date and signature of	
		Head of the school	Teacher
(17)	(18)	(19)	(20)

Extract from the remarks by Head of the school and Inspecting Officer

Year	Remarks	Inspecting Officer	Head master/Head mistress	Date and initial of Teacher
(1)	(2)	(3)	(4)	(5)

**APPENDIX FIFTEEN**  
**PAY-SCALES OF ALL CATEGORIES OF TEACHERS**

(in force from 1-4-1966)

[Vide Chapter III, Section II, Rule 68. 5.]

Categories of teachers (1)	Scale of pay (2)
1. Untrained Matric or S.S.C., or Intermediate.	(i) For incumbents who were in service on or before 31st March 1966 : Rs. 115-4-135. (ii) For those joining on or after 1st April 1966 : Rs. 105-4-125.
2. Matric or S.S.C., or Intermediate; S.T.C./T.D. (1 year)/D. Ed. (1 year)/Dip. T. (1 year).	(i) For those who were in service on 31st March 1966 : Rs. 120-4-140-5-165-E.B.-5-190-6-220 plus special pay of Rs. 8 per month to only those who have been teaching or teach Std. VIII or any higher standards for at least 1/3rd of the prescribed number of periods of workload. (ii) For those who have entered service on or after 1st April 1966 and may enter service till 30th September 1970 : Rs. 120-4-140-5-165-E.B.-5-190-6-220. (iii) For those who enter service on or after 1st October 1970 : Rs. 105-4-125.
3. Matric or S.S.C., or Intermediate; Diploma in Education of the Government of Maharashtra.	Rs. 120-4-140-5-165-E.B.-5-190-6-220 plus special pay of Rs. 8 per month to only those who have been teaching or teach Std. VIII or any higher standards for at least 1/3rd of the prescribed number of periods of workload.
4. Untrained Graduates .. .. .	Rs. 150-5-170. (One advance increment for Science Graduates).
5. B.A./B.Sc./B. Com./B.Sc. (Agriculture). S.T.C./T.D. (One year)/D. Ed. (One year)/Dip. T. (One year).	(*) For those who are in service or may enter service till 30th September 1970 : Rs. 155-6-185-7-220-E.B.-7-255-10-285. (One advance increment for Science Graduates). (ii) For those who enter service on or after 1st October 1970 : Rs. 150-5-170. (One advance increment for Science Graduates.)
6. B.A./B.Sc./B.Com./B.Sc. (Agri.), Dip. in Education of the Government of Maharashtra.	Rs. 155-6-185-7-220-E.B.-7-255-10-285. (One advance increment for Science Graduates).
7. B.A./B.Sc./B. Com./B.Sc. (Agri.); Dip. T. (2 Years Course).	Rs. 160-7-195-8-235-E.B.-8-275-10-325. (One advance increment for Science Graduates).
8. B.A./B.Sc./B. Com./B.Sc. (Agri.); B.T. or B. Ed.	Rs. 165-10-265-E.B.-10-325-15-400. (One advance increment for Science Graduates).
9. M.A. (II class)/M.Sc. (II Class)/M. Com. (II Class)/M.Sc. (Agri.) (II Class); B.T./B. Ed.	(1) For those who teach Higher Secondary Standard in Higher Secondary Schools : Rs. 220-10-260-15-350-E.B.-15-410-20-550. (i) One advance increment for B.T./B. Ed. (ii) One advance increment for M.Sc. (II class). (2) For others : Rs. 220-10-280-15-340-E.B.-15-430-20-470. (i) One advance increment for B.T./B. Ed. (ii) One advance increment for M.Sc. (II class)

Categories of Teachers (1)	Revised scales of pay (2)
<b>I. Sanskrit Teachers :</b>	
1. Shastri without S. T. C. . . . .	(i) For incumbents who were in service on or before 31st March 1966 ; Rs. 115—4—135. (ii) For those joining on or after 1st April 1966 ; Rs. 105—4—125.
2. Shastri with S. T. C. . . . .	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
3. Shastri (Graduate) without S. T. C. . .	Rs. 150—5—170.
4. Shastri (Graduate) with S. T. C. . .	Rs. 155—6—185—7—220—E.B.—7—255—10—285.
<i>N.B.</i> In the case of persons having Shastri qualifications which is recognised as equivalent to M.A. they should be paid an additional pay of Rs. 10, Rs. 15 and Rs. 25 as per higher qualifications for Pass class, II class and I class in the final Shastri Examination respectively.	
<b>II. Hindi Teachers :</b>	
<i>A—Untrained</i>	
1. Matric with Kovid (Rashtrabhasha Prachar Samiti, Wardha), or Pravin (Maharashtra Rashtrabhasha Sabha, Poona) or Visharad (Dakshin Bharat Hindi Prachar Sabha, Madras) or any other Hindi Examination regarded as equivalent to Intermediate, by the Government of India.	(i) For incumbents who were in service on or before 31st March 1966 ; Rs. 115—4—135. (ii) For those joining on or after 1st April 1966 ; Rs. 105—4—125.
2. B. A. with Hindi without H. S. S. . .	Rs. 150—5—170.
<i>B—Trained</i>	
<i>(a) Holders of Junior H. S. S.</i>	
1. Graduate with Junior H. S. S. . . .	Rs. 155—6—185—7—220—E.B.—7—255—10—E.B.—285.
2. Matric/S. S. C./Inter with Junior H. S. S. or Hindi Shikshak Sanad.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<i>Note :</i> (i) A Graduate/Intermediate/Matriculate (S. S. C.), Junior H. S. S. in 1st and 2nd Class, should be given two advance increments and one advance increment, respectively in his appropriate scale.	
(ii) A trained Graduate/Intermediate/Matriculates (S. S. C.) with Junior H. S. S. in First, Second or Pass Class should be given three, two and one additional increment(s) respectively in his appropriate scale.	
<i>(b) Holders of Senior H. S. S.</i>	
1. A Graduate with Senior H. S. S. . . .	Rs. 155—6—185—7—220—E.B.—7—255—10—285. (two advance increments provided, he is teaching Hindi for 3/4th periods of his total hours of workload).
2. A Matric or Intermediate with Senior H. S. S.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<i>Note :</i> (i) A Graduate with 2nd class Senior H. S. S. should be given three advance increments in his scale and a Graduate with 1st class in Senior H. S. S. should be given 4 advance increments.	
(ii) A Matric, S. S. C. or Intermediate with 2nd class in Senior H. S. S. should be given three advance increments in his scale and one with first class in Senior H. S. S. should be given four advance increments.	
(iii) A trained Graduate with Senior H. S. S. and a trained undergraduate with Senior H. S. S. should be given an additional allowance equal to two increments in his scale.	

Categories of Teachers (1)	Revised scale of pay (2)
10. Drawing Teachers :	
(i) Drawing Teachers Certificate and Drawing Masters Certificate.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
(ii) G. D. Art .. .. .	Rs. 150—5—170.
(iii) Art Masters .. .. .	Rs. 165—10—265—E.B.—10—325—15—400.
11. B.Sc. (Agri.) with B.T./B.Ed. ..	Rs. 220—10—280—15—310—E.B.—15—430.
	This scale is prescribed for only those teachers who teach the subject "Agriculture" in Multi-purpose Schools. These teachers should not be held eligible for additional pay for higher qualification [for holding the B.Sc. (Agri.) Degree in I, II, III Class.]
12. Head Master/Mistress (Enrolment up to 300).	Rs. 250—20—450—25—475 or alternative allowance of Rs. 65.
13. Head Master/Mistress (Enrolment 301—500).	Rs. 300—20—460—25—510 or alternative allowance of Rs. 125.
14. Head Master/Mistress (Enrolment 501—1000).	Rs. 360—20—460—25—560—30—650 or alternative allowance of Rs. 175.
15. Head Master/Mistress Enrolment above 1000).	Rs. 400—30—640—45—730—50—830 or alternative allowance of Rs. 225.

A post-graduate degree (M.A., M.Sc., M.Com.) by research is treated as equivalent to post-graduate degree in second class.

*Advance increment for Science Teachers in Secondary Schools:* Advance increment provided for Science Graduates and the advance increment provided for B.Ts./B.Eds. in the scale prescribed for M.A. (II Class)/M.Sc. (II Class)/M.Com. (II class)/M.Sc. (Agri.) (II Class) B.T./B.Ed. should be available to the existing holders also, i.e. it should be taken into account for the purpose of fixation of initial pay in the revised scales.

*Additional pay for higher qualifications:*

(a) S. S. C. with Dip. T. .. .. .	Rs. 7	
(b) B.A./B.Sc. in II Class .. .. .	Rs. 7	
(c) B.A./B.Sc. in I Class .. .. .	Rs. 20	
(d) B.T./B.Ed. in II Class .. .. .	Rs. 7	
(e) B.T./B.Ed. in I Class .. .. .	Rs. 15	
(f) M.Ed. in Pass Class .. .. .	Rs. 7	
(g) M.Ed. in II Class .. .. .	Rs. 15	
(h) M.Ed. in I Class .. .. .	Rs. 20	
(i) M.A./M.Sc./M.Com./M.Sc. (Agri) in Pass Class..	Rs. 10	
(j) M.A./M.Sc./M.Com./M.Sc. (Agri.) in I Class ..	Rs. 10	To those who have B.T./B.Ed. qualification and are, therefore, entitled to any of the scales mentioned at Serial No. 9.
(k) B.Com. in Pass Class .. .. .	Rs. 10	
(l) B.Com. in II Class .. .. .	Rs. 15	
(m) B.Com. in I Class .. .. .	Rs. 25	
(n) B.Sc. (Agri.) in Pass Class .. .. .	Rs. 10	To those who are not eligible for the special scale of Rs. 220—430.
(o) B.Sc. (Agri.) in II Class .. .. .	Rs. 15	
(p) B.Sc. (Agri.) in I Class .. .. .	Rs. 25	
(q) M.A./M.Sc./M.Com./M.Sc. (Agri.) in Pass Class	Rs. 10	
(r) M.A./M.Sc./M.Com./M.Sc. (Agri.) in II Class ..	Rs. 15	To only those who are untrained and are entitled to the scale of Rs. 150—170.
(s) M.A./M.Sc./M.Com./M.Sc. (Agri.) in I Class ..	Rs. 25	

Total additional pay not to exceed Rs. 40

*Note 1*—A post-graduate degree (M.A., M.Sc., M.Com.) by research is treated as equivalent to post-graduate degree in II Class.

*Note 2*—The term "Science Graduates" shall mean those graduates who have passed their B.Sc. degree Examination with any of the following subjects (either as "Principal" or as "Subsidiary" subject) viz., Mathematics, Physics, Chemistry, Biology, Zoology or Botany, at the said examination.

*Note 3*—Higher Secondary Standards shall mean standard XI in Vidarbha and Std. XII (New) in Marathwada.

*Note 4*—All the scales shown in column No. 2 of this statement are D. A. unmerged scales of pay.

*Note 5*—The Additional pay for higher qualifications prescribed above should be granted to teachers irrespective of the fact whether they opt for the existing scale of pay or come over to the revised scales of pay.

Categories of Teachers (1)	Revised scales of pay (2)
<b>III. Physical Instructors :</b>	
1. Physical Training Instructor (Graduate) or Kandivali Trained [B.A./B.Sc./B. Com./B.Sc. (Agri.) and Dip. Ed.]	Rs. 165—10—265—E.B.—10—325—15—400 (one advance increment for holders of B.T. qualification).
2. Non-matric Physical Instructor ..	Rs. 120—4—140—5—165—E. B.—5—190—6—220 (for existing incumbents only).
3. Matric with short-term course in Physical Education.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
4. Matric with one year's certificate course in Physical Education.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<i>Note:</i> (1) The scale in category 3 above should be treated as personal to those teachers who are working as Physical Instructors at present and not to new entrants.	
(2) Persons in category 4 above should be given two advance increments.	
<b>IV. Drawing Teachers (Marathwada) :</b>	
1. Junior Drawing Teacher .. ..	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
2. Senior Drawing Teacher .. ..	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
3. Special Drawing Teachers .. ..	Rs. 155—6—185—7—220—E.B.—7—255—10—285.
<b>V. Craft Teachers :</b>	
(i) Primary School Certificate Examination passed plus a certificate and / or Diploma and/or Tailoring and/or Embroidery courses approved by the Director of Technical Education.	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
(ii) Matric with Craft Certificate .. ..	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<b>VI. Music Teachers :</b>	
1. Matric/S.S.C. with Sangit Visharad ..	Rs. 155—6—185—7—220—E.B.—7—255—10—285.
2. Sangit Visharad without Matric ..	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<b>VII. Shorthand and Typewriting Instructor</b>	Rs. 135—5—170—6—188—E.B.—6—200—8—240—10—290.
<b>VIII. Field Assistant .. .. .</b>	Rs. 120—4—140—5—165—E.B.—5—190—6—220.
<i>Note 1:</i> Orders issued from time to time equating certain special qualifications in Hindi, Sanskrit, etc. with S. S. C., Intermediate, B.A., B.Ed., M.A. etc., should continue to remain in force for the purpose of pay fixation in the aforesaid revised scales.	
<i>Note 2:</i> The term "Trained Graduate" means—	
(i) A graduate with B. T. or B. Ed. or any other equivalent qualification ;	
(ii) A graduate with Dip. T. (Two Years) qualification ;	
(iii) A graduate with D. Ed. (One Year) or Dip. T. (One Year) or T.D. (One Year) or S.T.C. AND who has entered into service as a teacher till 30th September 1970 ;	
(iv) A graduate with Diploma in Education instituted by the Government of Maharashtra.	
<i>Note 3:</i> The term "Trained Under-Graduate" means—	
(i) A Matriculate/S. S. C. or Intermediate with D. Ed. (One Year) or Dip. T. (One Year) or T. D. (One Year) or S. T. C. AND who has entered into service as a teacher till 30th September 1970.	
(ii) A Matriculate or S. S. C. or Intermediate with Diploma in Education instituted by the Government of Maharashtra.	
<i>Note 4:</i> All the scales of pay shown in column No. 2 of this statement are D. A. unmerged scales of pay.	



## APPENDIX SIXTEEN

## FORM OF LEAVE ACCOUNT

[Vide Chapter III, Section III, Rule 75·11.]

Name of employee.....Date of birth.....

Date of commencement of continuous service .....

Date of compulsory retirement.....

Note 1: Period of extraordinary leave taken should be noted in red ink in Column (24) for remarks.

Note 2: The entries in columns (10) and (11) should indicate only the beginning and end of completed years of service at the time the half pay leave commences. In cases where an employee completes another year of service while on half pay leave the extra credit should be shown in columns (10) and (14) by making suitable additional entries and this should be taken into account when completing column (23).

Note 3: Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, *i.e.*, fraction below half should be ignored and that of half or more should be reckoned as a day.

## Earned Leave

Duty			Leave earned (in days)	Leave at credit (in days) columns (9 + 4) sub. to appropriate limit	Leave taken			Balance on return from leave [columns (5)—(8)] (9)
From	To	Period (in days)			From	To	No. of days	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

Half Pay Leave			On private affairs and/or Medical certificate		Leave taken		
Length of Service			Credit of leave		Against the earning on half pay		
From	To	Number of completed years	Leave earned (in days)	Leave at credit [columns (29)+(13)]	From	To	Number of days
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Commutated leave on Medical Certificate on full pay limited to 240 days in entire service)			Commutated leave converted into half pay leave [twice of col. (20)]	Total half pay leave taken [columns (17)+(21)] (22)	Balance on return from leave [columns (14)—(22)] (23)	Remarks
From	To	Number of days				
(18)	(19)	(20)	(21)			(24)

## APPENDIX SEVENTEEN

## FORM OF DISCHARGE CERTIFICATE

[Vide Chapter III, Section III, Rule 79. 1.]

1. Name and address of the school issuing the certificate
2. Full name of the teacher .. ..
3. Qualifications : .. ..
  - Degree/Diploma .. ..
  - Class .. ..
  - Year .. ..
  - University .. ..
4. Whether temporary/permanent ..
5. Service rendered (inclusive) .. from ..... to....
6. Pay drawn : (a) .. ..
  - Rs.....in the scale :
  - of .....(b).....
  - Allowance, if any (c).....
  - Date of next increment .. ..
7. Whether due notice by either party was given or not\* ..
8. (a) Whether subscribing to the Government Provident Fund ..
- (b) Postal Saving Bank Account No...
9. Whether he has returned all school money and books, etc. ..
10. Remarks .. ..

Place :

Date :

Signature of the Head  
of the School.

\* In the case of removal or dismissal it should be stated whether a regular enquiry was held into the charges framed against him.

## APPENDIX EIGHTEEN

## FORM OF GENERAL REGISTER

[Vide Chapter III, Section IV, Rule 83-A. 1.]

1. Register No. .. .. .
2. Name in full .. .. .
3. Caste with sub-caste [only in the case of pupils belonging to Backward Classes and Category among Backward Classes (e.g., S. C./S.T. etc.).]
4. Place of birth .. .. .
5. Date of birth, month and year according to the Christian era, both in words and figures.
6. Attestation of parent or guardian ..
7. Last school attended .. .. .
8. Date of admission .. .. .
9. Paying or free .. .. .
10. Standard and class into which admitted
11. Progress .. .. .
12. Conduct .. .. .
13. Date of leaving .. .. .
14. Standard and class from which left ..
15. Remarks (Reason for leaving, fees paid or unpaid etc.).

*N. B. :* In the case of pupils born on or after 1st April, 1967 the date of birth shall also be entered according to the New National Calendar.

## APPENDIX NINETEEN

## FORM OF ATTENDANCE REGISTER

[Vide Chapter III, Section IV, Rule 83-A. 2.]

*N. B. :* No erasures of any kind are permissible in this return; corrections should be made in red ink and initialled.

School or Institution.....  
 Attendance roll of division.....Standard.....  
 Class Teacher: Shri/Smt./Kum.....  
 for the month of.....19 ..

1. Serial No. .. .. .
2. General Register No. .. .. .
3. Free studentship or concession, if any ..
4. Total due including current month's fee
5. Fees paid.....Date .....
6. Name of the student .. .. .
7. Attendance for the month .. .. .
8. Total days of attendance of the month..
9. Remarks, if any.. .. .

## APPENDIX TWENTY

FORM OF CONFIDENTIAL REPORT FOR TEACHERS  
IN RECOGNISED SCHOOLS

[Vide Chapter III, Section IV, Rule 83-B.5.]

For the period from .....  
 Name of the teacher in full .....  
 Qualifications .....  
 Designation .....  
 Tenure (Permanent or Temporary) .....  
 Length of service in the institution on 1st April .....  
 Scale of pay ..... Pay on 1st April .....  
 Next increment on .....  
 Special pay or allowances .....  
 Subjects taught .....  
 I have formed the following opinion about the teacher's ability, work  
 etc. ....  
 For the period from ..... to .....

**I. Class work :**

- (a) Knowledge and preparation of subject :  
 (b) Knowledge of :  
     (i) Medium of instruction :  
     (ii) Hindi :  
     (iii) English :  
 (c) Power of exposition, illustration, questioning, etc. :  
 (d) Ability and desire to create interest among pupils :  
 (e) Class control and discipline :  
 (f) Influence over pupils, parents and colleagues :  
 (g) General remarks on the class work :

**II. Extra-Class activities :**

- (a) Interest taken in sports, physical education, scouting, etc. :  
 (b) Sincerity, loyalty, etc. :  
 (c) Inclination to co-operate with the colleagues :  
 (d) Fidelity in carrying out the instructions :  
     issued by the Head of the school :  
 (e) General remarks :

**III. Special remarks, if any :**

I give him the general remarks (excellent, very good, very fair, fair, poor) :

Place :

Date :

Signature of Headmaster.

## APPENDIX TWENTY-ONE

## FORM OF APPLICATION FOR GRANT-IN-AID

[Vide Chapter IV, Section I, Rule 93.1.]

1. Name of the school with full address..
  2. Type of school .. .. Boys/Girls; Ordinary/Vocational
  3. Medium of instruction .. ..
  4. Name of the Society or controlling body and the date of its establishment and registration quoting the Act, etc. ..
  5. Name and postal address of the Correspondent with the Department, and the Secretary of the Society ..
  6. Date of opening of the School.. ..
  7. No. and date of the order of recognition together with the period of recognition. ..
  8. Present pay of the members on the staff and their scales of pay .. ..
- |                 |                 |           |              |
|-----------------|-----------------|-----------|--------------|
| (Attach a copy) |                 |           |              |
| Name of teacher | Qualifi- cation | Salary on | Scale of pay |
| (1)             | (2)             | (3)       | (4)          |
9. Rates of fees standard-wise .. ..
  10. Number of pupils enrolled division-wise:
  11. Details of financial position and sources of income other than school fees
    - (a) Endowment .. ..
    - (b) Subscriptions .. ..
    - (c) Donations .. ..
  12. Expenditure of the year on :
    - (1) Teaching staff .. ..
    - (2) Non-teaching staff .. ..
    - (3) Contingency .. ..
    - (4) Equipment .. ..
    - \* (a) Expenditure up to 31st December
    - \* (b) Estimated expenditure from 1st January to 31st March
    - \* (c) Actual expenditure for the preceding year

\*N. B. : 11 (a) and (b) apply to schools seeking token grant and 11 (c) applies to schools seeking normal grant.

Place :

Dated :

Signature of the Headmaster.

**APPENDIX TWENTY-TWO**  
**RELAXATION OF AVERAGE ATTENDANCE**  
 [ Vide Chapter IV, Section I, Rule 98.3.]

कोणत्या भागातील किंवा कोणत्या प्रकारच्या शाळा	वर्गाचे प्रकार				शेरा
	प्रकार १	प्रकार २	प्रकार ३	प्रकार ४	
(१)	(२)	(३)	(४)	(५)	(६)

प्रत्येक वर्गासाठी दररोजच्या सरासरी हजेरीची अट कोठपर्यंत शिथिल करावी

अ-(१) अल्पभाषिकांसाठी असलेल्या माध्यमिक शाळांतील वर्ग व अनुसूचित, डोंगराळ, जंगल किंवा विरळ वस्तीच्या भागांतील माध्यमिक शाळा.	१५	२०	२५	कोणत्याही बाबतीत * ३० ही किमान सरासरी हजेरीची अट शिथिल करण्यात येऊ नये.
(२) वरील (१) खाली ज्या शाळा येत नाहीत अशा ग्रामीण भागांतील (म्हणजे १०,००० पेक्षा जास्त वस्ती नसलेल्या भागांतील) शाळांतील वर्ग.	२०	२५	रकाना क्र. १ खाली क्र. (१) मध्ये उल्लेखिलेल्या वर्गाशिवाय इतर कोणत्याही प्रकारच्या वर्गाला ३० ही मर्यादा सर्वसाधारणपणे लागू करावी. फक्त खालील विशेष बाबतीत ती शिथिल करावी :	"

(३) (अ) नागरी भागातील शाळांचे वर्ग (म्हणजे १०,००० पेक्षा जास्त वस्ती असलेल्या भागातील), (ब) नागरी भागातील गलिच्छ वस्तीच्या (Slum area) भागातील शाळांचे वर्ग.

(४) मुलींच्या शाळा किंवा मुला-मुलींची शाळा विभागल्यामुळे मुलींच्या स्वतंत्र तुकड्या सुरू केल्यास.

याच रकान्यामध्ये वर (१) ते (३) समोर दर्शविलेली त्या त्या प्रकारच्या वर्गासाठी असलेली मर्यादा याही बाबतीत लागू करावी.

याच रकान्यामध्ये क्र. (१) ते (३) समोर दर्शविलेली मर्यादा लागू करावी.

३०

३०

(१) वर्गात ५० किंवा जास्त मुले असल्यामुळे त्या वर्गाचे शैक्षणिक सुविधेसाठी दोन वर्ग केल्यास : वर्ग विभागल्यापासून जास्तीत जास्त २ वर्षेपर्यंत सरासरी हजेरीची अट २५ पर्यंत शिथिल करावी.

(२) वर्गात ५० किंवा जास्त मुले नसताही द्विविधलक्षी किंवा व्यवसायिक किंवा तांत्रिक शिक्षणाचे वर्ग सुरू केल्यामुळे शैक्षणिक वर्गाचे दोन किंवा जास्त वर्ग केल्यास : असे वर्ग सुरू केल्यापासून ५ वर्षांमध्ये सरासरी हजेरीची अट २० पर्यंत शिथिल करावी.

असे वर्ग सुरू केल्यापासून ५ ते १० वर्षांमध्ये सरासरी हजेरीची अट २५ पर्यंत शिथिल करावी.

असे वर्ग सुरू केल्यापासून १० वर्षांनंतर सरासरी हजेरीची ३० ही अट आवश्यक समजावी.

(३) वर्गात ३० मुले बसणे जागेच्या अभावी अशक्य असल्यास : वर्गाच्या क्षेत्रफळाला ८ चौ. फू. ने भागून वेणारी मुलांची संख्या किंवा २५ पर्यंत, यापैकी जी संख्या मोठी असेल, तेथपर्यंत अट शिथिल करावी.

(४) जवळच दुसरी माध्यमिक शाळा सुरू करण्यास शासनाने परवानगी

कोणत्याही बाबतीत ३० ही किमान सरासरी हजेरीची अट शिथिल करण्यात येऊ नये.

”

वर्गचि प्रकार

कोणत्या भागातील किंवा कोणत्या प्रकारच्या शाळा	वर्गचि प्रकार				शेरा
	प्रकार १	प्रकार २	प्रकार ३	प्रकार ४	
	नवीन माध्यमिक शाळांतून सुरु झालेले वर्ग (म्हणजे संबंधित इयत्तेचा वर्ग सुरु झाल्यापासून पहिल्या ५ वर्षासाठी)	सुरु असलेल्या शाळांतून ५ वर्षपेक्षा जास्त परंतु १० वर्षपेक्षा कमी वर्षे अस्तित्वात असलेले वर्ग	सुरु असलेल्या शाळांतून १० वर्षपेक्षा जास्त परंतु १५ वर्षपेक्षा कमी वर्षे अस्तित्वात असलेले वर्ग	सुरु असलेल्या शाळांतून १५ वर्षपेक्षा जास्त वर्षे अस्तित्वात असलेले वर्ग	
(१)	(२)	(३)	(४)	(५)	(६)

दिल्यामुळे, जर अगोदरच सुरु असलेल्या माध्यमिक शाळेतील सरासरी हजेरीवर अनिष्ट परिणाम झाला असेल तर अशा शाळेतील सरासरी हजेरीची अट नवीन शाळेतील वर्ग सुरु झाल्यापासून ३ वर्षेपर्यंत २५ पर्यंत शिथिल करावी.

ब-(१) माध्यमिक शाळेला ई. ५ ते ७ हे निम्न माध्यमिक वर्ग जोडलेले असल्यास.

(१) अशा वर्गाच्या बाबतीत दररोजच्या सरासरी हजेरीच्या अटीमध्ये सूट देण्यात येऊ नये. कारण हे वर्ग चालविणे ही प्रामुख्याने स्थानिक स्वराज्य संस्थांची जबाबदारी आहे. परंतु अशा वर्गात ५५ पेक्षा जास्त मुले असतील व त्यामुळे एका वर्गाचे दोन वर्ग करणे आवश्यक असेल तर सरासरी हजेरीची अट शिथिल करण्याच्या बाबतीत विभागीय शिक्षण उपसंचालकांनी माध्यमिक शाळा संहितेच्या नियम क्रमांक ९८ प्रमाणे स्वेच्छाधीन शक्तीनुसार निर्णय घ्यावा. म्हणजेच वरील 'अ' गटातील रकाना क्र. (४) मधील विशेष बाब (१) मधील मर्यादा, म्हणजे असे वर्ग विभागल्यापासून जास्तीत जास्त ३ वर्षेपर्यंत ही अट २५ पर्यंत शिथिल करावी.

(२) केवळ अल्पभाषिक मुलांसाठी असलेले ई. ५ ते ७ हे निम्न माध्यमिक वर्ग खाजगी माध्यमिक शाळेला जोडलेले असल्यास.

(२) या बाबतीत पाच रकान्यामधील वरील व (१) मधील आदेश लागू करावे म्हणजेच सर्वसाधारणपणे सरासरी हजेरीमध्ये सूट देऊ नये. तथापि एखाद्या ठिकाणी स्थानिक स्वराज्य संस्थेने ई. ५ ते ७ (किंवा मराठवाड्यामध्ये ई. ५ ते नवीन ८) चे वर्ग अल्पभाषिकांसाठी सुरु करण्यास असमर्थता दर्शविली व केवळ याच कारणामुळे अल्पभाषिकांसाठी असेच वर्ग खाजगी माध्यमिक शाळेमध्ये सुरु करण्यास परवानगी देण्यात आली, तर ई. ८ ते ११ वी साठी वरील अ मध्ये त्या त्या प्रकारच्या वर्गासाठी दर्शविलेल्या मर्यादा येथे लागू कराव्या.



- प्रौढ महिला विद्यालयांसाठी :•
- (१) संबंधित वर्ग सुरू झाल्यापासून पहिल्या ५ वर्षाकरिता—सरासरी हजेरीची अट १५ पर्यंत शिथिल करावी.
  - (२) संबंधित वर्ग सुरू झाल्यापासून ५ ते १० वर्षाकरिता—सरासरी हजेरीची अट २० पर्यंत शिथिल करावी.
  - (३) संबंधित वर्ग सुरू झाल्यापासून १० ते १५ वर्षाकरिता सरासरी हजेरीची अट २५ पर्यंत शिथिल करावी.
  - (४) संबंधित वर्ग सुरू झाल्यापासून १५ वर्षांनंतर—सरासरी हजेरीची अट ३० आवश्यक समजावी.

**शेरा \*टीप :** (१) येथील (अ) या गटासमोर दर्शविलेले वर्ग व सरासरी हजेरीची अट शिथिल करण्याच्या मर्यादा या सर्वसाधारणपणे माध्यमिक शाळांतील ई. ८ ते ११ वी च्या वर्गासाठीच आहेत असे समजावे. जर माध्यमिक शाळेला ई. ५ ते ७ चे निम्न माध्यमिक वर्ग जोडलेले असतील तर अशा वर्गाच्या (ई. ५ ते ७) बाबतीत दिलेले ब (१) व (२) मधील आदेश पहावे.

(२) १९५७ च्या शैक्षणिक सर्वेक्षणाप्रमाणे योजलेल्या ठिकाणी सुरू झालेल्या माध्यमिक शाळा 'अ' खालील क्र. (१) ते (४) मध्ये बसत असल्यामुळे अशा ठिकाणाच्या शाळांच्या बाबतीत तेच आदेश लागू होतात. म्हणून याबाबतीत स्वतंत्र आदेश काढलेले नाहीत.

**शारा †टीप :** येथे अल्पभाषिक मुलांसाठी स्थानिक स्वराज्य संस्थेने (जिल्हा परिषदा धरून) चालविलेल्या वर्गसाठी शासनाने खालीलप्रमाणे सवलती दिल्या आहेत :

(१) {वदर्भ व मराठवाडा विभागामध्ये, प्राथमिक शाळेतील एका वर्गात कमीत कमी १० अल्पभाषिक विद्यार्थी किंवा शाळेत एकूण ४० अल्पभाषिक विद्यार्थी असल्यास, स्थानिक स्वराज्य संस्थेला अल्पभाषिकांसाठी स्वतंत्र वर्ग सुरू करण्यास परवानगी दिली जाते. सदर सवलत पश्चिम महाराष्ट्राला लागू करण्याचा प्रश्न शासनाच्या विचाराधीन आहे.

(२) जिल्हा परिषदेने चालविलेल्या माध्यमिक शाळांतून सुरुवातीला ई. ८ वी मध्ये कमीत कमी १५ अल्पभाषिक विद्यार्थी किंवा ई. ८ ते ११ वी मध्ये कमीत कमी ६० विद्यार्थी असल्यास, जिल्हा परिषदेच्या माध्यमिक शाळांतून अल्पभाषिकांसाठी स्वतंत्र वर्ग सुरू करण्यास परवानगी दिली जाते.

## APPENDIX TWENTY-THREE

## FORM OF APPLICATION FOR BUILDING GRANT

[Vide Chapter IV, Section I, Rule 101-3.]

1. Name of the school .. .. .
2. Locality .. .. .
3. Class of the school under the Grant-in-aid Code (Chapter 1) ..
4. The purpose for which the grant is claimed ..
5. Amount of grant .. .. .
6. The total estimated cost and the proportion the grant bears to it ..
7. Whether the school has received a building grant and/or loan before; if so, how much, and under what orders ..
8. If a deed has been executed, the last Government Resolution in the matter ..
9. Whether the site has been granted by Government; if so, under what orders and terms ..
10. Whether the school possesses site of its own and whether the title of the management to the site is good ..
11. Whether the plans and estimates have been approved by the authorities of Buildings and Communications, the Education & the Public Health Departments ..
12. Whether the management is willing to execute a trust deed or agreement in case the grant is given ..

Place :

Date :

(Signature)

## APPENDIX TWENTY-FOUR

OFFICERS WHO ARE DESIGNATED AS COMPETENT/  
APPROPRIATE AUTHORITY

Page number is indicated in the bracket at the end of each rule number.

- (1) Director .. 3-2(6)(4); 44-1(18); 56-4(25)
- (2) Deputy Director .. 2-6(3); 4-1(5); 71-5(iii)(33)
- (3) Education Officer/Educational Inspector/Additional Educational Inspector, Greater Bombay/Deputy Director of Technical Education 2-6(3); 3-2(5)(4); 4-1(5); 5-2(6); 6-1(6); 8-1(7); 8-2(7); 8-3(i)(7); 9-2(7); 9-3(7); 9-4(8); 11-3(8); 13-1(a)(9); 13-2(9); 18(10); 20-1(10); 22-1(11); Note 2 below 22-2(vi)(12); 22-3(12); 23(12); 24-2(13); 24-3(13); 24-4(13), Note below 24-4(13); 25(13); 26-3(14); 27(14); 38-1(16); 38-2(17); 38-3(17); 40-2(17); 52-1(23); 53-1(23); 55-1(24); 55-2(24); 55-3(c)(24); 56-4(25); 56-5(25); 61-1(iii)(28); 63-1(i)(28); 64(28); 69-1(b)(32); 76-1(iii)(38); 77-2(2)(39); 77-4(41); 79-1(43); 82-3(43); 82-9(44); 82-11(45); 82-15(45); N. B. (5) under 88(48); 93-1(54); 93-2(54); 94-3(55); 94-4(55); 96-1(55); 96-2(55) schedule A 1(b)(65)
- (4) Inspectress of Girls' Schools .. 9-2(7); 9-4(8); 11-3(8); 61-1(iii)(28); 76-1(iii)(38)
- (5) Maharashtra State Board of Secondary Education/Council for Indian School Certificate Examination. 3-2(6)(4); 13-1(a)(9); 44-1(18).

## APPENDIX TWENTY-FIVE

## SPECIAL RULES APPLICABLE TO ANGLO-INDIAN SCHOOLS

1. *Definition* : Anglo-Indian schools are those that teach through the medium of English and which were formerly governed by separate code and which, with their sections, primary, middle and secondary as one unit prepare for the Indian School Certificate Examination and which are ordinarily under an obligation to provide education to the children of the Anglo-Indian Community.

2. All existing Anglo-Indian schools in the State will continue to be recognised subject to the fulfilment of usual conditions.

3. The inspection and administration of Anglo-Indian schools shall be placed as far as possible under a single officer for the whole State.

4. The Government continues to recognise the courses of training for the Maharashtra Kindergarten and Junior School Teachers' Certificate and Trained Teachers' Certificate as are taught at present in the two training colleges in the State *viz.*, (i) St. Mary's Training College, Poona and (ii) St. Margaret's Training College, Bombay, and to conduct the relevant examinations.

5. Anglo-Indian schools may have different terms. The first term may be from January to April and the second term from June to December with a short mid-term break for a few days in September, the terms varying slightly in accordance with the location of the school and climatic conditions.

6. Anglo-Indian schools shall not have less than 185 working days and 160 instructional days during an academic year.

7. Anglo-Indian schools may spread their teaching over six days or restrict them to five days in a week.

## **ANNEXURES**

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**ONE TO FORTY-NINE**



**ANNEXURE (1)****Teachers in Non-Government Secondary Schools Taking Part in Political Meetings**

2. The Head of the institution should ordinarily decide whether the policy or programme of any political party offends against the limitations prescribed in (i) of Rule 71.5. Government may on its own accord, or on a reference from the Head of an institution declare that the policy or programme of a political party is such as to come within the limits in clause (i) of Rule 71.5.

(D. E.'s letter No. 600-C, dated 7-6-1963 to Heads of secondary schools in the State)

**ANNEXURE (2)****Payment of Grants to Newly Opened Schools**

It has been decided that in case of new schools which have been recently taken on the aided list and have less than five years standing the Education Officer of the district concerned is allowed to pay the instalments of grants provided that :

(i) The school is actually inspected or visited by the Education Officer or his representative before the issue of the first instalment of the grant and that the Education Officer is fully satisfied about the satisfactory working of the school.

(ii) Reports of such visit should be placed on the records of the office of the Education Officer.

(D. E.'s letter No. S-67 (c)-95-Genl-C-1, dated 9-9-1963 addressed to all E.O.)

**ANNEXURE (3)****Service in Other States for Pay Fixation Purposes**

Government is pleased to direct that the previous service put in, by a teacher in approved schools in the areas of the former Bombay State and in the areas of other States which now form part of the Maharashtra State should be counted for purposes of fixation of pay subject to the condition that the pay to be granted on appointment in a school in this State should be the last pay drawn in the scales of pay existing in those States or the pay admissible in this State by counting the previous service, whichever is less.

(Government Resolution, Education & Social Welfare Department, No. 1062-G of 25-9-1963)

**ANNEXURE (4)****Permission to Open Parallel English Classes in Secondary Schools**

Government is pleased to direct that the powers to permit the schools to introduce the English medium in the secondary schools or to run parallel English classes in the secondary schools on usual conditions should be delegated to the Regional Deputy Directors of Education.

(Government letter No. SSN 1663-102882-F of 22-10-1963 to D. E.)

**ANNEXURE (5)****Non-Government Secondary Schools  
Disciplinary action against the..**

According to Rule 10 of the S. S. Code, recognition of a school may be withdrawn as a disciplinary measure after following the procedure prescribed in the said rule. In this connection, it is pointed out that recognition of a school is a matter of satisfying academic standards and other facilities for teaching as laid down in Rule 3 of the Code. Withdrawal of recognition of a school in matter such as a dispute between it and one of its members for non-payment of dues etc., would, therefore, be unjustified and also unfair to the students. In such cases, action against the school concerned may be taken as per provisions of Rule 3-16 or Rule 97 of the Code.

(Director of Education's letter No. S-67 (c) 146/G. 1/C of 30-11-1963 to E. Os., E. I., Gr. Bombay, I. G. Ss. and Regional Dy. D. E.)

[Rule 10 mentioned above is Rule 7; Rule 3-16 is Rule 3-3 and Rule 97 is Rules 97-1 and 97 (2) in this S. S. Code]

**ANNEXURE (6)****Permission to Open Lower Standards V-VII in a Secondary School**

Government is pleased to direct that the powers to permit opening of lower standards V-VII in secondary schools, which run higher standards should be delegated to the Regional Dy. Director of Education. While granting such permission, he should consider each case strictly on merits, the main consideration being whether there is a need for the lower standards in the school and whether opening of the same is likely to lead to unhealthy local competition.

(Government Letter No. SSN. 3863/104106-E of 14-1-1964 to D. E.)



## ANNEXURE (7)

**Admissibility of Items of Audio-Visual Education for Purposes of Grant-in-aid**

The approved list of the various items pertaining to audio-visual education admissible for grant-in-aid is given below :—

**A. Recurring :**

- (a) Charge for the upkeep of the projection equipment such as repairs of the equipment, cost of the projection lamps and other accessories for working of the projection equipment ;
- (b) Electricity charges if there is any separate meter for this purpose ;
- (c) Radio licence fee ;
- (d) Postage charges incurred in the despatch of film parcels ;
- (e) Allowance to peon looking after audio-visual equipment ;
- (f) Remuneration to the teacher in charge of audio-visual section of the school ;
- (g) Stipend and T. A. to teachers attending Audio-Visual Training Course and Seminars ;
- (h) Expenditure on arranging audio-visual exhibitions.

**B. Non-Recurring :**

Expenditure on the purchase of the following equipment and material :—

- (1) 35 m. m. filmstrip projector,
- (2) Epidiascope,
- (3) 16 m.m. Sound/Silent projector,
- (4) Generator where electricity is not available,
- (5) Overhead projector,
- (6) Gramophone,
- (7) Radio,
- (8) Tape Recorder,
- (9) Films and Filmstrips.

(Govt. letter No. VES. 2563/156356-G, of 24-3-1964 to D.E.)

## ANNEXURE (8)

**Service Conditions of Teachers under Municipal Committee**

In case of conflict between service conditions of teachers serving in secondary schools managed by the Municipal Committee governed by the Statute and the service conditions of the teachers laid down in the Grant-in-aid Code for secondary schools, the former will prevail.

(Government letter No. SSN 3064/34764-G of 17-4-64 to the Dy. D. E., Nagpur.)

## ANNEXURE (9)

**Confidential Record of Teachers**

Each non-Government secondary school should maintain annual confidential reports about the work done by the teachers in the school, in the form laid down in Appendix 16 of the Secondary School Code.

(Appendix 16 above is Appendix 20 in this S. S. Code.)

**ANNEXURE (10)****Introduction of Sanskrit from June 1964 in standard VIII**

Sanskrit should be introduced in Standard VIII from June, 1964 as it helps to improve the pupils' knowledge of Marathi and Hindi. Three periods per week should be devoted for its teaching by reducing one period each from mother-tongue, social and cultural activities and Hindi or English or Craft.

(Government letter, No. CAC 1064/36924-E of 7th May 1964 addressed to the Director of Education.)  
(Director of Education's Circular letter No. S-68/84(2)-H, dated 29th May, 1964.)

**ANNEXURE (11)****Giving Proper Guidance in Selection of Subjects**

It has been brought to the notice of this Department that students particularly those coming from rural areas who appear for the S. S. C. Examination need to be given proper guidance at the time of selection of subjects particularly the optional subjects, with a view to enabling them to pursue study of the subjects in colleges after passing the S. S. C. Examination, if they intend to do so. Students experience great difficulty in seeking admission to courses which they have in view, as the subjects selected by them for the S. S. C. Examination do not necessary fit in with the scheme of subjects which they intend to select for study in colleges after the S. S. C. Examination. The Heads of schools should give proper guidance to the students in selecting subjects at the appropriate time.

The Heads of schools should treat this, as one of their obligations to guide the students appropriately in selecting group of subjects and optional subjects and such guidance at the appropriate time may help students to study subjects which will help them for further study as well as for further pursuit in life.

2. The Heads of schools should also be asked to give proper guidance to the students in selecting S. S. C. Examination centres. All centres do not necessarily provide for the exam. of subjects taken up by the students for the S. S. C. Examination. A Student may take typewriting as one of the subjects and examination of typewriting may not be provided at the S. S. C. Examination centre which is close to the school.

(Director of Education's letter No. S-45 /290-C, dated 23-7-1964, addressed to E.O.'S.)

**ANNEXURE (12)****Admissibility of Expenditure on Transit Pay**

The provisions in B. C. S. Rules are not applicable to teachers in non-Government secondary schools. The transit pay in respect of teachers transferred from one place to another by a management conducting a number of schools cannot therefore be held admissible for the purposes of Government grant-in-aid.

(Government letter No. SSN-1064-787383-E of 18-9-1964 to D. E.)

A-241-10-B.

**ANNEXURE (13)****Payment of Grants to the Newly Recognised Secondary Schools**

The Education Officer should release the grant-in-aid bills for the first two quarters in respect of non-Govt. secondary schools which are less than 5 years standing before they are actually visited or inspected by the Education Officer or his representative so that it may not cause hardships to teachers in receiving their pay.

(Director of Education's Letter No. S-67(c)-95-Genl-C-1 of 26-2-1965 to Chief Executive Officers of Zilla Parishads.)

**ANNEXURE (14)**

**Unrecognised Non-Government Secondary Schools  
Precautions Against Admissions to Unauthorised Classes  
Run by the—**

It has come to the notice of Government that some secondary schools which are unrecognised or whose recognition has been withdrawn, continue to function and admit pupils in their unauthorised classes. At the end of the academic year, representations are made to Government for grant or restoration of recognition on the plea that if this is not done the pupils admitted will suffer. This puts Government in a very embarrassing position.

2. Government has considered the matter carefully and has decided that as soon as such unauthorised schools are detected or recognition of a school is withdrawn for any reason, parents of the pupils should be informed by the Parishad Education Officer, Educational Inspector, Gr. Bombay/Inspectress of Girls' Schools of Regions that the school is unauthorised or that its departmental recognition has been withdrawn and that if they send their children to such a school they shall do so at their own risk and Government will not be responsible for any loss sustained by them as a result thereof. Govt. also desires that wide local publicity should be given in the local press by the Parishad Education Officer/Educational Inspector, Gr. Bombay/Inspectress of Girls' Schools of Regions notifying names of unauthorised and derecognised secondary schools at least twice in a year i.e. at the beginning of each school term.

(Government Circular, Education and Social Welfare Department, No. SSN 3-865-E of 26-3-1965.)

**ANNEXURE (15)**

**A Statement Showing the Particulars of Some of the Important  
Registers and Records Maintained in Non-Government Secondary  
Schools and the Minimum Period of their Preservation**

Serial No.	Name of Records	Category and minimum period up to which the record must be preserved
(1)	(2)	(3)
1	General Admission Register	A—Permanent.
2	Stock Register for Furniture, Library, Laboratory equipment etc.	A—Permanent till the Registers are full. New Registers may be opened after carrying over of all live entries under the signature of Head Master.

Serial No.	Name of Records	Category and minimum period up to which the record must be preserved
(1)	(2)	(3)
3	Circular and order files .. ..	A—Permanent.
4	Provident Fund Account Register	A—Permanent.
5	Head Master's Log Book .. ..	A—Permanent.
6	Cash Book .. .. .	B—30 years.
7	Pay rolls, Acquittance and pay fixation statement of staff.	B—30 years.
8	Inspection-Reports, including Audited Statements.	B—30 years.
9	Statistical Returns .. ..	B—30 years.
10	Service Books .. .. .	B—Till the teacher is working in the school and 2 years thereafter.
11	Discharge certificate received from teachers employed.	B—To be kept with the service book of the teacher and preserved accordingly.
12	Leaving Certificate received from other schools for incoming students.	C (1)—10 years
13	Leaving certificates (countersigned) issued to outgoing pupils.	C (1)—10 years.
14	Fee Receipt Books .. ..	C (1)—10 years.
15	Contingent Register and Bills and Vouchers.	C (1)—10 years.
16	Fee Collection Registers .. ..	C (1)—10 years.
17	Catalogue, Attendance Registers of pupils and staff.	C (1)—10 years.
18	Hostel Room Rent Register ..	C (1)—10 years.
19	Miscellaneous correspondence of important nature.	C (1)—10 years.
20	Applications for free studentships and scholarships including office copies of the various concessions bills.	C (1)—10 years.
21	Ledger showing receipt and expenditure including separate account for Term Fees.	C (2)—5 years.
22	Inward and Outward Register and stamp account.	C (2)—5 years.

Serial No.	Name of Records	Category and minimum period up to which the record must be preserved
(1)	(2)	(3)
23	Answer books of the Annual Examinations of all standards (not to be returned to pupils).	D—18 months after the result of the Examination is declared.
24	Casual leave applications from teachers and other staff.	D—18 months (New file to be opened for each year).

A—Permanent ;                      B—30 years ;                      C (1)—10 years ;  
C (2)—5 years ;                      D—18 months ;

(Director of Education's letter No. S-67 (c)-C, dated 25th April 1965, addressed to Head of Secondary schools.)

### ANNEXURE (16)

#### Opening of New Secondary Schools by Zilla Parishads

Government have decided that Zilla Parishads should be allowed subject to prior approval of Government to open secondary schools in/at the following areas/places :—

- (1) Scheduled and Backward areas of the State which should be given priority; and
- (2) Places mentioned in the Education Survey 1957, where private agencies are reluctant to come forward for opening of such schools.

The above is of course subject to the fulfilment of the conditions laid down from time to time in the Secondary Schools Code. Secondary schools that will be started with standards VIII to XI by the Zilla Parishads should be held eligible for grant-in-aid on the same lines as admissible under the rules to non-official voluntary organisations running secondary schools. The uncovered expenditure should be borne by the Zilla Parishads from their own resources.

(G. R., E. & S. W. D., No. SSN-3804-E of 25-8-65.)

### ANNEXURE (17)

#### Increment of Teachers on Extraordinary Leave

The increment of a teacher who is on extraordinary leave stands postponed by the period for which he has been on extraordinary leave.

(Govt. letter No. SSN-2165-111970-G of 11-12-1965 to the Director of Education.)

**ANNEXURE (18)****Permission to Contribute towards the National Defence Fund  
from Savings in Term Fee Account**

Non-Government secondary schools should be allowed, if they so desire, to contribute towards the National Defence Fund from the savings in the term fee account by curtailing expenditure particularly on school functions, festivals, excursions, visits etc., provided the other legitimate activities for which the fee is meant do not suffer.

(Government letter No. SSN-1065-131404-E, dated the 24th December 1965, addressed to the Director of Education.)

**ANNEXURE (19)****Shastri Degree of the Varanasi Sanskrit Viswa Vidyalaya**

Government is pleased to accept the recommendation of the Standing Sanskrit Committee to recognise the Shastri Degree of the Varanasi Sanskrit Viswa Vidyalaya as equivalent to B.A. Degree for the purpose of employment as teachers to teach Sanskrit in Government and non-Government secondary schools and for the purposes of pay scales etc.

(Government Resolution, Education and Social Welfare Department, No. SSN-3265-E of 3-2-1966.)

**ANNEXURE (20)****Shastri Shiksha Examination of the Kendriya Sanskrit Vidyapeeth,  
Tirupati**

Government is pleased to accept the recommendations of the Standing Sanskrit Committee to recognise the Shastri Shiksha Examination of the Kendriya Sanskrit Vidyapeeth, Tirupati, as equivalent to the examination of B.A., B.Ed. in this State for the purpose of employment as sanskrit teachers in Government and non-Government secondary schools in the State provided they teach sanskrit for at least  $\frac{2}{3}$  of the total duration of their work.

(Government Resolution, Education and Social Welfare Department, No. SSN-32-3-E of 24-3-1966.)

**ANNEXURE (21)****Appointment of Headmasters**

No distinction should be made between life members and non-life members in the matter of appointment to the posts of Headmaster/Assistant Headmasters/Supervisors in non-Government secondary schools; and such appointments are made strictly as per provisions of Secondary Schools Code.

(Government letter No. SSN-2166-130272-G of 5-4-1966 to the Director of Education.)

**ANNEXURE (22)****Relaxation of Minimum Average Attendance**

Government is pleased to clarify that the Dy. Directors of Education/Technical Education are empowered to relax rule 98 of the Secondary Schools Code, regarding minimum average attendance in deserving cases. The rule covers all secondary schools including Vocational and Multipurpose schools and also provides for relaxation in all deserving cases.

(Govt. letter No. GTS-3462-27679-T of 5-8-66 addressed to D. E.)

**ANNEXURE (23)****Admission of Pupils Coming from Ceylon**

It has been brought to the notice of Government that a number of students whose parents left Ceylon for India for good were refused admission to schools in India on the grounds that the school leaving certificates of schools from Ceylon were not attested by the Inspector of School in Ceylon. As far as Ceylon is concerned the school leaving certificates are signed only by the respective Principals / Heads of Institutions for all official purposes and they are not required to be countersigned by the Inspector of Schools. The admission to pupils coming from Ceylon should, therefore, be granted on the strength of leaving certificates produced by them from schools in Ceylon without insisting on the counter-signature of Inspector of Schools in Ceylon. Other rules of admission, however, should be observed in such matters as usual.

(D. E.'s letter of No. S-36/134-C of 6-9-1966 to all E. Os.)

**ANNEXURE (24)****Rent of School Building**

It has been decided that the rent of the school building for the purpose of annual grant in-aid payable to the schools should be determined on the strength of a certificate from the Executive Engineer concerned showing the cost of the school building, inclusive of the cost of the material received free, free labour, etc. (and not on the valuation certificate of the building).

(D. E.'s letter No. S-67 (c) 20 (2) -C of 7-10-1966 to all E.O.s.)

**ANNEXURE (25)****Change in the Date of Birth**

In any circumstance, no permission to effect a change in the date of birth in the school register of an individual who is not studying in a school or one who has passed S. S. C. Examination once and has enrolled himself again in the school for additional subjects, should be granted.

(D. E.'s letter No. S-37/27-C of 23-12-1966 addressed to all C. E. O's. and E. I., Gr. Bombay.)

**ANNEXURE (26)****Shastri Sanskrit Degrees of Swadhyaya Mandal, Pardi**

Government is pleased to accept the following new equivalence to Shastri Sanskrit Degrees of the Swadhyaya Mandal, Pardi, with academic qualifications in this State for the purposes of employment as teachers in Government and Non-Government secondary schools provided they teach sanskrit for at least  $\frac{3}{4}$  of the total duration of their work for the purposes of pay scales.

<i>Name of Examination</i>	<i>Equivalent Status</i>
Kovid .. ..	S. S. C.
Pravin .. ..	Intermediate
Sahitya Ratna .. ..	B. A. Degree
Acharya. .. ..	M. A. Degree

(Government Resolution, Education and Social Welfare Department, No. SSN-3264-E of 21-1-1967.)

**ANNEXURE (27)****Photographs of National Leaders****Display of . . .**

Government have decided that the photographs of the following national leaders should be displayed in educational institutions:—

1. The President of India;
2. Mahatma Gandhi;
3. Chhatrapati Shivaji Maharaj;
4. Dadabhai Naoroji;
5. Lokmanya Tilak;
6. Sardar Patel;
7. Shri Jawaharlal Nehru;
8. Dr. Babasaheb Ambedkar;
9. Dr. S. Radhakrishnan;
10. Dr. Rajendra Prasad;
11. Shri. Lal Bahadur Shastri.

(Government Resolution General Administration Department, No. PPS-1063-B of 24-1-61, PPS-1064-9876-1538-B of 30-7-1964, PPS-1065-B of 12-7-65 and PPS-1065/66329-B, dated 11-4-1967.)

**ANNEXURE (28)****Termination of Services of a Teacher under Rule 77·2 (1) of the Secondary Schools Code**

A teacher would be entitled to the D. A. rates prescribed as per orders which were in force on the date of his discharge, accepted as proper and in accordance with the rule by the competent authority i. e. the Regional Deputy Director of Education. If subsequently i. e. after the date of discharge the D. A. rates come to be revised with retrospective effect, the discharged teacher would, not be entitled to the benefit of such revised D. A. rates.

(Government letter No. INS-1067-68526-G, dated 6-9-1967, to Director of Education.)



**ANNEXURE (29)****District Committee for Consideration of Applications for Opening Secondary Schools**

A District committee, to consider the applications received from private agencies and local bodies for the opening of secondary schools would consist of :—

- (1) The Chairman of the Education Committee of the Zilla Parishad ;
- (2) The Education Officer of the Zilla Parishad ; and
- (3) A member of the concerned Divisional Board of the Maharashtra State Board of Secondary Education nominated by that Board.

(Government letter No. SSN-3867-E, dated the 27th December 1967, addressed to the Secretaries of Divisional Boards of State Secondary Education Board.)

**ANNEXURE (30)****Collection of Caution Money by Higher Secondary Schools**

Higher Secondary Schools are allowed to levy caution money at the rate of Rs. 10 per student in class X & XI (old) i. e. classes XI and XII (new) (in Marathwada) only on the condition that it should be refunded at the end of the session and not after the student leaves the school. This should be done at the initiative of the school authorities themselves without waiting for students' or their guardians' request for refund of their caution money.

(Government Letter No. INS-1067/115792-E, dated the 30th January 1968, addressed to the Director of Education.)

**ANNEXURE (31)****Eligibility of Higher Pay Scale when the Qualifications have been Obtained without taking Prior Permission**

If the employee appears for the examination without permission from the management, it is breach of discipline and suitable action can be taken by the management against him. But if he is continued in service after taking such action he will be eligible for pay according to qualifications.

(Director of Education's letter No. 907-20-C of 20-3-1968 to Chairman, School Committee N. E. School, Poona.)

**ANNEXURE (32)****Staff of the Non-Government Aided Secondary Schools  
Disbursement of Pro-rata Salaries and Allowances of the—  
by the Education Officer of Zilla Parishad**

Government is pleased to direct that :

(i) If the Education Officer of the Zilla Parishad/Educational Inspector for Greater Bombay is satisfied, after intimating to the management full

particulars of the complaints received and holding such enquiry as he may deem necessary to hold, that :

(a) though the past instalments of maintenance grant due to recognised non-Government aided secondary school had been paid, the management of that school had failed to pay the due salaries and allowances to its teaching and non-teaching staff for a period of not less than two months ; or

(b) owing to some internal dispute within the management of a recognised non-Government aided secondary school it is not possible for him (the Education Officer of Z. P./Educational Inspector, Gr. Bombay) to disburse the maintenance grant due to that school, with the result that the salaries and allowance of its staff have remained to be paid for a period of not less than two months; he may submit a report accordingly to the Deputy Director of the region.

(ii) On going through the report submitted by the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, if the Regional Deputy Director of Education deems fit, he may issue an order authorising the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay to himself draw the unpaid amount of maintenance grant which has become due and payable to such school and have that amount utilised for paying *pro-rata* the members of the staff of that school against their salaries and allowances which have remained in arrears. Detailed particulars (accounts) regarding the disbursement of such amount should however be maintained separately and care should be taken to see that the amount so drawn is not utilised for any other purpose. If the amount so drawn or any part thereof remains undischarged after the lapse of a month from the date on which it was drawn, the same should be credited back to the District Fund (so far as the Education Officers of Zilla Parishads are concerned) or to the Government Treasury (so far as the Educational Inspector, Gr. Bombay, is concerned), as the case may be.

(iii) Before paying to the members of the school staff as stated in (ii) above the Education Officer of Zilla Parishad/Educational Inspector, Greater Bombay, may require each of them to execute an indemnity bond to the effect that if it is subsequently found that the amount paid to them or any portion thereof was not really due to him/her, such amount or portion thereof shall be liable to be recovered from him/her.

(iv) The amount of maintenance grant drawn and utilised as stated in (ii) above by the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, for payment to the school staff against their outstanding salaries and allowances would stand set off against the grant due to the school.

(G. R., E. and S. W. D., No. SSN-1868-G, dated 17th April 1968.)

### ANNEXURE (33)

#### Termination of Service as per Rule 77 · 2 (1)

As laid down in Rule 7·2 (1) of the S.S. Code, a management can, with the prior approval of the Deputy Director of Education concerned, terminate the services of a permanent employee without assigning any reason, on giving

him/her the prescribed compensation. The aforesaid provision obviously means that the management while acting under the said rule need not assign any reason to the permanent employee concerned whose services it is terminating, but that does not mean that the management need not communicate the reasons for terminating the services of the permanent employee to the Deputy Director. It will be impossible for him to decide whether to give his prior approval or not to the management terminating the services of a permanent employee unless the management first communicates to him, the reasons for such termination and he is convinced of the reasons. If the management refuses to give reasons in support of its proposal to terminate the services of a permanent employee he may refuse his prior approval to such proposals.

2. The normal procedure for terminating the services of a permanent employee would be after holding a regular open enquiry against him/her for any of the charges for which his/her services are sought to be terminated. Only two exceptions, are visualised to the aforesaid normal rule which may justify terminating the services of a permanent employee without assigning any reasons and without an open enquiry which if held may create more problems than solving them. The first is when the services of a permanent employee are required to be terminated, because of his / her immodest or immoral behaviour with a female/male student or such other action involving moral turpitude into which, if an open enquiry is held, undesirable social consequences may follow and which the school and the Deputy Director of Education are convinced, need to be avoided. The second is when the services of a permanent employee are required to be terminated for any anti-national activities, holding of an open enquiry into which, may not be advisable in the interest of national security or with a view to giving necessary protection to the person on whose information or complaint, the anti-national activities of the employee came to light. Barring these two types of cases, generally speaking, in other cases, the services of the permanent employees should be terminated only after holding an open enquiry as per the prescribed procedure.

3. However, there may be peculiar cases, not falling within any of the two types of cases mentioned in para 2 above, in the circumstances of which the Deputy Director of Education may feel personally convinced that the services of the permanent employee concerned may be allowed to be terminated without holding an open enquiry and without assigning any reasons. In such cases the Deputy Director of Education should be free to exercise his discretion and use his powers conferred on him by rule 77-2 of the S. S. Code.

Such cases would, however, be exceptional by their very nature.

(Vide G. L. No. SSN-1867/80582-G, dated 13-5-1968.)

### **ANNEXURE (34)**

#### **Pension Schemes for the Teaching staff in the Non-Government Secondary Schools**

I. Government directs that the pension, gratuity and other retirement benefits admissible to the Maharashtra State Government servants under the Revised Pension Rules, 1950 contained in Appendix XIV-C of Bombay Civil Services Rules, Volume II, as amended from time to time, the Family Pension

Scheme sanctioned in Government Resolution, Finance Department, No. PBN-1464-3-64-X, dated the 8th May 1964 as amended from time to time should be made applicable to the full time teaching staff in recognised and aided non-Government secondary schools in the State who retires on or after 1st April 1966.

II. For the purposes of this scheme :

(a) a non-Government secondary school includes an Indian English Middle School, a Middle School, declared as a Secondary School, a Multipurpose Higher Secondary School or a Higher Secondary School managed by a private body, and recognised by the competent authority as such for the purpose of grant-in-aid from Government. Secondary schools run by the Zilla Parishads or other local bodies shall thus stand excluded from the purview of this scheme.

(b) for the purpose of pensionable pay, pay means and includes :

- (i) Pay in the prescribed scale of pay ;
- (ii) Personal pay granted to a teacher to save him from a loss in pay due to revision of pay scales ;
- (iii) Additional pay for additional academic and professional qualifications admissible under the orders issued by Government from time to time ;
- (iv) Alternative allowance drawn in the post of a Headmaster in lieu of the Headmaster's scale :
- (v) Supervisor's allowance drawn by Supervisors appointed under Rule 63 of the Secondary Schools Code.

*Note* : If a teacher has, during the last three years of his service, been absent from duty on leave with allowance, his pay for that period should be taken at what it would have been, had he been on duty at any time during the first six months of the period of leave :

Provided that the benefit of higher officiating or temporary pay should be given only if it is certified that the teacher concerned would have continued to hold that higher officiating or temporary appointment but for his proceeding on leave.

(c) A "Teacher" means a full time teacher and includes a Headmaster/Headmistress and a full-time special teacher working in a Non-Government secondary school.

(d) "Post training service" means the services rendered by a teacher after having obtained any professional qualification (viz. B.Ed., Dip. Ed., etc. or other equivalent qualification) recognised by the Department as a training qualification and in the case of deemed trained teachers, the service rendered with effect from the date on which he is treated as deemed trained.

2. The Regional Deputy Director of Technical Education in the case of technical high schools shall be the competent authority to sanction pension, gratuity, family pension and other retirement benefits admissible under the scheme.

3. (i) The teachers who were in service in non-Government secondary Schools on 31st March 1966 and the teachers who were due to superannuate before 1st April 1966 but who were granted extension in service with the previous approval of the Education Officer concerned, for a period beyond 1st April 1966 and were eligible for the contributory provident fund benefits, should be given an option to elect either to continue under the Contributory Provident Fund Scheme or to come under this scheme. The teachers who have retired on or after 1st April 1966 and prior to the date of issue of this resolution should exercise their option on or before 30th June 1969. The teachers who were in service on 31st March, 1966 but who have not retired on the date of issue of this resolution should exercise their option on or before 30th June 1969. The option once exercised shall be final. The options should be exercised in writing in the form prescribed (Appendix 'A') and communicated to the Regional Deputy Director of Education or the Regional Deputy Director of Technical Education through the Education Officers concerned. The teachers who do not exercise the option within the stipulated period shall be deemed to have opted for the retention of the benefits admissible to them before 1st April, 1966. Where a teacher has died on any date from 1st April, 1966 to 30th June, 1969, both days inclusive, without exercising any option or where a teacher who was entitled to exercise an option in accordance with these rules has died without it before the expiry of the date on or before which he had to exercise the option, his family may be given the benefit of these rules or may be allowed the benefits of contributory Provident Fund whichever is more favourable to them. The Pension sanctioning authorities should work out the benefits admissible under both alternatives (i.e. the existing Contributory Provident Fund and the Revised Pension Rules, 1950) after taking into account the quantum of Contributory Provident Fund as well as family pension and prepare pension papers accordingly with necessary sanctions.

(ii) The teachers who have opted for the pension scheme may be allowed to credit to their Provident Fund maintained by the private managements their own contribution under the non-contributory Provident Fund Scheme in future. On retirement the amount of contribution made by them together with interest standing to their credit in the Provident Fund may be paid to them.

(iii) The amount of contribution paid by the managements of non-Government secondary schools together with interest thereon standing at the credit of the teachers opting for pension scheme on 30th June, 1969 should be credited to the State Governments under the head of Account "XLVIII, contribution and recoveries towards Pension and other retirement benefits," after the correctness of the amount are verified and certified by the Regional Deputy Director of Education or Regional Deputy Director of Technical Education.

4. Teachers recruited on or after 1st April, 1966 shall automatically be governed by this scheme. Such teachers will not be allowed to opt for the Contributory Provident Fund Scheme.

5. The age of superannuation for the purpose of these orders will be 58 years in the case of teachers in non-Government secondary schools in Western Maharashtra and Marathwada regions. In the case of teachers who were in permanent service on 1st January, 1966 in non-Government secondary schools in Vidarbha, the age of superannuation will be 60 years and for others it will be 58 years.

6. The teachers who have completed more than two years' of continuous post training service will be treated as holding permanent posts substantively for the purpose of this scheme.

7. In computing the length of qualifying service for pension under this scheme, all previous service, whether temporary, officiating or permanent, either in one or more than one non-Government secondary school, shall be taken into account. Subject to the general condition that the period of each break does not exceed 6 months and the total period of six breaks hereinafter referred to do not exceed two years, breaks in service on account of any of the reasons listed below *not exceeding six in number*, should not be treated as interruptions entailing forfeiture of past service :

(1) Break in service on account of resignation of the teachers from a non-Government secondary school, provided it is followed by his taking up service as a teacher in another recognised non-Government secondary school and is not intervened by his taking employment in any other capacity. Out of the maximum number of six breaks that can be condoned, not more than three breaks should however be on account of such resignations.

(2) Termination of service due to no fault of the teacher or on account of the circumstances beyond the control of the teacher. If the services of a teacher have been terminated on disciplinary grounds after following the prescribed procedure, such break in service cannot be condoned and the services rendered by the teacher in the school from which his services are so terminated on disciplinary grounds will not account for pension.

8. The teachers who have been taken by the managements on their own supervisory staff should be eligible for the benefits of pension provided such persons were originally appointed as teachers and have put in a minimum service of five years as teachers and are reverted back to their posts of teachers within a period of six months from the date of issue of this resolution. The service rendered by them as supervisors will be counted for pension as a special case. This concession will not be applicable to teachers who will be appointed to the posts of supervisors on or after the date of issue of this resolution. Supervisors appointed under Rule 63 of the Secondary Schools Code will be eligible for pension as in the case of other teachers.

9. The salary scales of teachers are unrationalised in the sense that the element of dearness allowance is not merged in these scales. The new scales of pay that will be decided in the light of the State Pay Commission's recommendation and brought into force from 1st April, 1966 will be the rationalised scales of pay. In the case of those teachers who do not elect the rationalised scales of pay term 'Pay' for the purpose of pension and gratuity will include dearness pay the quantum of which will be calculated in accordance with the orders issued by Government from time to time in respect of Government servants drawing pay in the unrationalised scales of pay.

10. The general provisions of Chapter XI of Bombay Civil Services Rules, Volume I, will be applicable in granting retirement benefits to teachers under this scheme, except where otherwise provided.

11. The pension papers of the teachers entitled to pension, gratuity, etc. under this scheme should be prepared by the Educational Inspector, in the case of teachers working in non-Government secondary schools in Greater Bombay, and by the Education Officer of the Zilla Parishad concerned, in the case of teachers working in Government secondary schools in the districts on the basis of the service records maintained by the managements of the school concerned. The entries in the service books of the teachers will be made and attested by the managements of the schools concerned. Such entries should be verified annually by the Education Officers of the district concerned or by the Educational Inspector, Gr. Bombay, as the case may be, and a certificate of verification recorded in the service books. The Educational Inspector, Greater Bombay or the Education Officer, Zilla Parishad concerned, as the case may be, should forward the pension papers duly completed with his recommendations to the Regional Deputy Director of Education or to the Deputy Director of Technical Education concerned, who will sanction the pension, gratuity etc. and forward the pension papers to the Accountant General, Bombay or the Senior Accountant General, Nagpur, as the case may be. The pension, gratuity etc. so sanctioned will be payable from Government Treasuries. The Accountant General, Bombay/Senior Deputy Accountant General, Nagpur, will pre-audit the claim and issue a pension payment order and/or a gratuity payment order on the treasury from which the pensioner desires to draw pension/ gratuity under intimation to the Regional Deputy Director of Education or Regional Deputy Director of Technical Education as the case may be.

III. The grant of anticipatory pension and / or gratuity to such of the teachers as are governed by the scheme will be regulated in accordance with the Government Resolution Finance Department No. PEN-1066/33/66-X, dated the 1st December, 1966 and the pension and / or gratuity will be authorised, drawn and remitted or disbursed by the pension sanctioning authorities.

(Government Resolution, Education and Social Welfare Department, No. SSN-3365-G, dated the 4th November, 1968)

### ANNEXURE (35)

Government have accepted the following recommendations of the Night School Committee:—

#### *Recommendations*

Sr. No.

- 1 The institution of night high school should be retained after re-organising it on efficient lines and special encouragement should be given for opening such schools where a need for them arises.
- 2 The day schools should be permitted to run night high schools as an extension shift.
- 3 In future, as far as possible day school managements should be allowed to organise night high schools as an additional part-time activity.
- 4 The Municipal Corporations should be allowed to come in the field and to establish night high schools.

*Recommendations*

## Sr. No.

- 5 Night high schools started by the Municipal Corporation should be held eligible for grant-in-aid on the same basis as the other non-Government schools.
- 6 Part-time schools on the night school pattern should not be permitted for the present for boys and men but part-time afternoon or morning schools may be permitted to be opened for those girls and women who cannot attend a day high school.
- 7 The size of a class of a night school should be up to 40 and Rule 13 of the Grant-in-aid Code laying down the maximum number of pupils in different standards should be suitably amended.
- 8 The option of having  $2\frac{1}{2}$  hours or 3 hours work per day should be given to the individual schools and that the total number of working hours for each kind of night high school should be prescribed.
  - (1) For Night High Schools working for  $2\frac{1}{2}$  hours a day, 282 total working days should be prescribed out of which 260 days should be instructional days.
  - (2) For Night Schools working for 3 hours a day; 240 total working days should be prescribed, out of which 220 days should be instructional days.
- 9 While admitting pupils to night high schools, the Headmaster should satisfy himself that they cannot attend a day high school on account of a genuine personal difficulty of the type referred to above and before admitting them record a certificate to the effect that he has satisfied himself after due enquiry that the pupils cannot attend a day high school.
- 10 While effecting admissions to night high schools, a certificate of the previous school attended by the pupil should be insisted upon. If there is a lapse of some years, a test should be given and the admission so effected that the pupil should be able to appear for the S. S. C. examination before he or she attains the age appropriate for appearing as a private candidate, but in no case direct admission to the top standard of a night high school should be allowed.
- 11 In framing of the time-table in a night high school, the traditional practice of framing time-table on the lines of day high school should be given up and the time-table should be so framed as to provide intensive teaching in periods of longer duration in those subjects which are proposed to be taught by the usual class-room teaching method.
- 12 With regard to the teaching methods also, good deal of new experimentation will have to be done. The emphasis in teaching should, therefore, shift from verbalism on the part of the teacher to the form of assignments which the teacher should briefly explain to the pupils. Pupils will then study the topic on the lines of the assignment.



*Recommendations*

Sr. No.

- 13 The night high schools should organise extra curricular activities on Sundays or holidays. This, no doubt, amounts to encroachment on the few holidays that the boys employed in factories get; but considering that after all they are only boys, possibly a few hours spent in extra curricular activities on a holiday will make their holiday actually more enjoyable. The only precaution that will have to be taken will be not to make presence at the extra curricular activity on a holiday obligatory.
- 14 (a) The basis of the grant-in-aid to the night high schools should continue to be the same as at present. They will continue to get grants as day high schools get i. e. according to new formula (vide Government Resolution, Education and Social Welfare Department, No. GAC-1068-E, dated 15-4-1968);
- (b) The fee rates should also continue to be at one-half the fee rates prescribed for the day high Schools.
- 15 No cut should be imposed for results above 20 % of passes and for 20 % and less passes, a cut should be imposed on the following lines:—

<i>Result percentage</i>	<i>Amount of cut</i>
0 to 10 .. .. .	10 Per cent
11 to 15 .. .. .	7½ Per cent
16 to 20 .. .. .	5 Per cent

Subject to the remarks the percentage of cut in maintenance grant, so far as aided Night High Schools in Western Maharashtra are concerned, should be imposed for the low percentage of S. S. C. Examination result as follows:—

<i>Percentage of Result</i>	<i>Amount of cut</i>
0 to 10 .. .. .	5 Per cent
11 to 15 .. .. .	2½ Per cent
16 to 20 .. .. .	1 Per cent

- 16 The condition of minimum daily average attendance in a class in respect of night high schools should be relaxed to 20 pupils for deciding the eligibility of grants payable in 1967-68 and 1968-69 (Vide Government Resolution, Education and Social Welfare Department, No. SSN-1067-E, dated 22-2-1968.)

(G. R., E. and S. W. D., No. 3464/36304(II)-E of 21-11-1968)

**ANNEXURE (36)****Mention of Caste and Sub-caste in School Record**

It has been decided by Government that the words "Caste" and "Sub-caste" except in the case of pupils belonging to Backward classes, should not be used in the records of educational institutions.

(G.R., E. and S. W. D., No. GAC-1068-47948-E, dated the 23rd December 1968)

**ANNEXURE (37)****Payment of Grants during the First year to Newly Started Secondary Schools by the Teachers' Societies.**

Government have decided that the new secondary schools started by the societies formed by teachers may be paid salary grants under Rule 93 of the Secondary Schools Code on consideration of the merits and circumstances of the case of each individual school, on the clear understanding that they are liable to be adjusted against grants which may become payable to these schools in future years in normal course. At the time of such adjustment (or recovery) in future, any argument that such adjustment would adversely affect the financial position of the schools and that they will not be able to pay the salaries of the teachers at that time will not be entertained. The proposal to treat such schools as "Old Schools" and give them normal maintenance grant from the very first year of their opening cannot be accepted nor can any token grants be paid to them owing to non-availability of funds.

(Government Letter No. SSN-3368/68798-E, dated the 20th February 1969, addressed to the Deputy Director of Education, Nagpur)

(Rule 93 in this circular is Rule 95'3 in this S. S. Code.)

**ANNEXURE (38)****Disbursement of Salaries of the Staff of Non-Government Secondary Schools in Vidarbha for the Month of March**

Government have directed that the practice prevalent in Western Maharashtra and Marathwada regions, of disbursement of salaries, allowances etc. for the month of March being paid in April in respect of the teaching and non-teaching staff of non-Government secondary schools should be made applicable to the non-Government secondary schools in Vidarbha region also from the year 1968-69.

(Government Letter No. GAC-1069/16088-E, dated the 25th February 1969, addressed to the Director of Education)

**ANNEXURE (39)****Treating Persons Deputed to Attend Scout Rallies/Jamborees on Duty**

Whenever teachers from Government as well as non-Government secondary schools, Officers of Education Department like Assistant Deputy Educational Inspectors, Education Inspectors etc. who are required to attend to duties on the eve of any functions, Rallies, Jamborees, instructional courses in future arranged by or under the instructions of the Maharashtra State Bharat Scout and Guides, Bombay or Vidarbha Branch of Maharashtra State Bharat Scouts and Guides, Nagpur, should be treated as on duty and they should be held eligible for travelling allowance and daily allowance as admissible under the rules and the expenditure on this account should be met from their respective establishments. The period of their absence from headquarters should be treated as on duty for the purpose of Rule 74 of the Bombay Civil Services Rules.

The expenditure on account of travelling allowance and daily allowance of the Heads of non-Government educational institutions should be held admissible for grant at the rate of T. A. and D. A. as per Government rules and should be met from the provision made for payment of maintenance grants to such institutions.

The expenditure on travelling allowance and daily allowance that will be incurred by the Zilla Parishads on account of deputation of Heads of Government institutions transferred to Zilla Parishads should be admitted for grant as per rules.

(G. R., E. and S. W. D., No. SCG-1069-C-84590 of 10th October 1969)

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### ANNEXURE (40)

#### Teachers Holding B. A. Qualifications with Physics, Chemistry to be Treated as Science Graduates

Government is pleased to direct that the teachers who have passed B. A. Examination with Physics and Chemistry and who teach Physics and Chemistry in secondary schools should be treated as science graduates in accordance with the clarification contained in column 3 of Statement 'A' accompanying Government Resolution, Education and Social Welfare Department, No. INS-1069-G of 30-8-1969.

(G. R., E. and S. W. D., No. INS-1069-G of 28-3-1970)

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### ANNEXURE (41)

#### Salient Features of the Revised Procedure for Disbursement of Grant-in-aid

(i) The Director of the concerned Department will nominate one or two Gazetted Officers under him in each area, namely, account jurisdiction under the Pay and Accounts Officer, Bombay/Accountant-General, Maharashtra, Nagpur Branch, Nagpur/Accountant-General, Maharashtra, Bombay, as Drawing and Disbursing Officer for the purpose of grants sanctioned by Government, by him or by his immediate subordinates. No authority from the audit office for the withdrawal of such funds is necessary.

(ii) The Drawing and Disbursing Officer will prepare a bill in the form given in Appendix I to this annexure and attach thereto a copy of the sanction for payment of grants-in-aid. The certificates regarding fulfilment of conditions which may be pre-requisite for the payment of grants-in-aid will also be furnished on the body of the bill. The bill, duly completed, shall be presented at the District Treasury for arranging payment.

(iii) *Local payments of grant-in aid bills* will not be made in cash. All local payments will be made only by Bank Drafts or by Cheques. The State Bank of India at Poona, where the payment will normally be made, has agreed to issue Bank Drafts on their City Branch in Poona, if requested to do so and on

other Branches of the State Bank of India in the State as also on any Treasury Agency. At places, where there are no remittance facilities, Bank Drafts on the adjoining Sub-Treasury/Branch of the State Bank of India/Hyderabad may be obtained in consultation with the grantee institutions.

(iv) For outstation payments, a formal application should be made to the Treasury Officer for a Demand Draft in favour of the grantee when submitting the bill to him and the manner in which the payment is desired should also be indicated in the drawer's receipts on the bill as prescribed in Clause (XII) of the Maharashtra Treasury Rule, 1953.

(v) The Drawing Officer should arrange for the disbursement of the grant-in-aid in cash or by delivery of Cheque/Demand Draft to the grantee either in person or by registered post as may be necessary and obtain acquittance in the form given in Appendix II to the annexure. The acquittance should be passed on to the Accountant-General, Maharashtra, Bombay/The Pay and Accounts Officer, Bombay/Accountant-General, Maharashtra, Nagpur Branch, Nagpur, as the case may be, on receipt after giving reference to the bill in which the amount was drawn. The receipts may be forwarded to the Accountant-General, Maharashtra, Bombay/The Pay Accounts Officer, Bombay/Accountant-General, Maharashtra, Nagpur Branch, Nagpur, as the case may be, in two batches on 1st and 15th of each month.

(vi) The Drafts or Cheques should be sent immediately to the grantees concerned and it should be ensured that no funds are withdrawn towards the close of the financial year with a view to avoiding lapse of grants.

(vii) The Drawing Officer should keep a Register of Valuables in the form given in Appendix III to this annexure for watching the disposal of Drafts or Cheques obtained in favour of grantees.

(G. R., F. D., No. GIA-1170-2308-70-VII, dated 5th December 1970.)

## APPENDIX I

State

### Grant-in-aid Bill ( For use by Departmental Authorities)

Plan / Non-Plan

No.

Head of Account :

Received the sum of Rs. .... (Rupees.....)  
being the amount sanctioned under Government of Maharashtra,.....  
.....Department, *vide* Resolution No.....  
dated..... (copy enclosed) for disbursement to.....  
.....

\*Certified that —

(i) The grantee has executed the requisite bond/has been exempted from executing a bond, in consultation with Finance Department / Law and Judiciary Department.

\*Strike out whatever certificate is not applicable.

(ii) I have no reason to believe that the grantee institution is involved in corrupt practices.

Signature of Drawing Officer.....

Place..... Stamp of Office .....

Date.....

APPENDIX II

(Form of Acquittance for Grant-in-aid)

Received a sum of Rs.....

(Rupees.....)

by Cash / Cheque / Demand Draft from.....

on account of grant-in-aid sanctioned, *vide*.....

dated.....

(Signature of grantee)

Date.....

Before me

Date.....

(Signature of Drawing and Disbursing Officer)

### APPENDIX III

#### Register of Valuables

Serial No.	No., date and amount of the grant-in-aid bill through which the amount is drawn	Name of the party in whose favour cheque/demand draft is required	Number, date and amount of cheque/demand draft along with date of receipt	Number and date of letter forwarding cheque/demand draft to the party/individual	Signature of drawing officer	Date of receipt of the acquittance of party/individual	Date of cancellation (in case cancelled)	Date of correction, etc.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

## ANNEXURE (42)

**Rules for the Scheme of Extension of Government Guarantee to loans offered by Scheduled Banks to Managements of Private Aided Secondary Schools for Construction of or Extension to their School Buildings.**

**1. Objective :**

The objective of the scheme is to extend Government guarantee to loans offered by Scheduled Banks to managements of private aided secondary schools for construction of or the extension to their school buildings.

**2. Scope and Eligibility :**

An application for Government guarantee will be entertained only for a loan offered by a Scheduled Bank for construction of or extension to a school building of an *aided* secondary school in existence for *at least five years* and managed by an educational institution registered under the Bombay Public Trust Act, 1950.

**3. Mode of Submission of Application :**

(i) When an institution applies to a Scheduled Bank for loan for construction of or extension to its school building and intends to apply subsequently for Government guarantee for such amount of loan as may be offered to it by the Bank, the institution should initially endorse a copy of its application for bank loan to the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay.

(ii) If the Bank concerned informs the institution of its willingness to advance loan to it, the institution should apply for Government guarantee to the loan offered, in the prescribed form appended to these rules, together with the documents listed below. The application for Government guarantee should be addressed to the Secretary to the Government of Maharashtra, Education, Sports and Social Welfare Department, Sachivalaya Annexe, Bombay-32 (BR), but should be submitted through the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, who should forward it with his remarks to the Regional Deputy Director of Education of the region for onward transmission, with his own remarks to Government.

**Documents to be Attached with the Application :**

(a) Certified copy of the Certificate of Registration and of the up-to-date Declaration of the Trust (*i.e.*, the Constitution of the Institution) ;

(b) The letter or the certificate (in original) from the Scheduled Bank declaring its willingness to advance loan of a specified amount to the institution and for which guarantee is sought from Government ;

(c) Copies of annual report and audited statement of accounts together with Auditor's report thereon, for each of the three years preceding the year in which the application for Government guarantee to the bank loan is made;

(d) A certified copy of the record of rights or extract of City Survey records of the land on which construction of the proposed new school building or extension to the existing school building is proposed to be undertaken;

(e) Copy of the plans and estimates of the proposed construction work of the school building duly approved by Chartered Architects.

(f) A statement or certificate, duly supported by documentary evidence showing that the institution has collected on its own at least twenty-five per cent of the cost of the proposed construction work of the school building.

#### 4. *Limit and Conditions of Government Guarantee :*

(i) The maximum amount of bank loan for which Government guarantee may be extended in an individual case shall not exceed Rs. 50,000 or the amount equal to fifty per cent of the cost of the proposed school building construction work, whichever is less.

(ii) Where the institution has not been able to collect in advance its full contribution towards the cost of the building (*i.e.*, the cost of the building not covered by the Bank loan), the Bank should release the loan in two instalments as under :

(a) Half of the amount of the loan should be released on production of satisfactory proof by the institution that it has collected its own contribution of equal amount ;

(b) The remaining half amount of the loan should be released on production of satisfactory proof by the institution that it has collected its own further contribution equal to the said amount.

(iii) The institution shall have to execute in favour of Government an undertaking to the effect, *inter alia*, that :

(a) it will produce to Government its records and accounts to prove its stability and soundness ;

(b) Government shall have the right to conduct an inspection of its records and accounts at any time during the pendency of guarantee ;

(c) in case of default in payment of the bank loan, it shall be open to Government to recover from the institution, without prejudice to other remedies, the amount due as arrears of land revenue.

(iv) In addition to the undertaking mentioned in (ii) above, the institution shall have to execute in favour of Government in the prescribed form a guarantee bond, indemnity bond, a deed of second mortgage, and/or such other documents as the Government may prescribe from time to time.

(v) If the institution does not avail of the bank loan within a period of three months from the date of approval of Government guarantee to such loan, the guarantee shall stand automatically terminated.

#### 5. *Guarantee Fee :*

A fee should be charged annually for the facility of Government guarantee made available to the institution, at such rates as may be laid down by Government from time to time.

#### 6. *Admissibility of Rent for Purposes of Grant-in-aid :*

Rent of the school building constructed out of bank loan guaranteed by Government will be admitted for grant in accordance with the usual sanctioned rates in that behalf. The expenditure on repayment of the bank loan will not, however, be admissible for grant.

(G. R., E. S. & S. W. D., No. SSN 1170/31184-W, dated 6-1-1971.)



*Form of application for Government guarantee to loan offered by a Scheduled Bank to an institution running an aided secondary school for construction of or extension to its school building*

To

The Secretary to the Government of Maharashtra,  
Education, Sports and Social Welfare Department,  
Sachivalaya Annexe, 4th Floor,  
Bombay-32 (BR)

(Submitted through the Education Officer, .....

(Name of the Zilla Parishad)

Zilla Parishad/Educational Inspector, Greater Bombay, Bombay)

Sir,

I / We .....

(Name(s) and designation(s) or office(s) held under the Institution)

hereby apply for Government guarantee to a loan of Rs.....

(amount in numbers)

Rupees .....

(amount in words)

offered to us by .....

(Name and address of the Scheduled Bank)

.....for construction of/extension to the

building for.....

(Name of the school)

.....

(Name of place of location of school)

District.....

(Name of the district)

I/We have gone through the rules for the scheme of extension of Government guarantee to loans offered by Scheduled Banks to managements of private aided secondary schools for constructors of or extension of their school buildings, approved by Government and set out in Appendix A attached to Government Resolution, Education, Sports and Social Welfare Department, No. SSN 1170 / 31184—W, dated 6-1-1971 and undertake strictly to abide by them.

I/We furnish below the required particulars to enable Government to consider this application. I/We certify that they are true and correct to the best of my/our knowledge. I/We attach the prescribed documents herewith.

1. Name of the Institution (*i.e.* the Public Trust managing the school for the building of which loan has been sought)
2. When was the Institution registered under the Bombay Public Trust Act, 1950? (A Certified copy of the Certificate of Registration and of the up-to-date Declaration of the Trust, *i.e.* of the Constitution of the institution should be attached. A copy of the Annual Report and audited statement of accounts together with the Auditor's Report thereon, for each of the three preceding years should also be attached.)
3. Name of the secondary school (for the building of which the loan has been offered by the Bank) and its location, and the year in which it was started.
4. The standards which the school is recognised to teach and the present strength of pupils in each of the standards as also the total number of pupils in the school.
5. Whether the school is held at present in rented premises or its own premises? Give brief particulars of the present accommodation of the school. (such as total number of rooms, area, etc.)
6. Name of the Scheduled Bank which has offered the loan and the amount of loan for which Government guarantee is sought (The letter or the Certificate from the Scheduled Bank concerned offering a specific amount of loan should be attached in original.)
7. Particulars of land, building and such other fixed assets mortgaged by the Institution to the Bank as security for loan and the estimated value of each such item of security.

8. The purpose for which the Bank loan has been offered, *i.e.* whether for construction of new building or extension of the existing building (A copy of the plans and estimates of the construction work approved by Chartered Architects should be attached.)
9. Whether the institution holds clear title to the land on which the building is proposed to be constructed (A certified copy of the record of rights or of the extract from City Survey records should be attached.)
10. How does the institution propose to meet the residual cost of construction? (Mention the amount which the institution has already collected on its own as Reserve Fund, Building Fund, etc., and where it is deposited. Documentary evidence for the amount actually collected for the construction work should be adduced.)
11. Whether any building grant and/or loan by Government in the past has been sanctioned to the institution and if so, how much? If the institution was sanctioned any loan by Government what is the amount of loan and interest still remaining to be repaid? Has the institution paid the due instalments of loan and interest regularly in the past?
12. Whether the institution is prepared to pay annually the prescribed guarantee fee if the Government decides to extend guarantee to the loan offered to it by the Bank?
13. Whether the institution is ready to execute guarantee bond, indemnity bond, mortgage deed, and such other documents as the Government may prescribe as a condition precedent to the extension of guarantee and also abide by other conditions, if any, which the Government may deem fit to impose? If so, name(s) and designation(s) or office(s) held of the person(s)

or body (*i.e.* Committee, etc.) competent to sign these documents on behalf of the institution may please be specified.

Yours faithfully,

Name :

Designation or Office held  
under the institution :

(Signature of Applicant)

Name :

Designation or Office held  
under the institution :

(Signature of Applicant)

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#### ANNEXURE (43)

#### **Pilot Scheme for Payment of Salary and Allowances of Teaching and Non-teaching Staff of Non-Government Aided Secondary Schools through Banks**

Government has decided that a scheme should be introduced on an experimental basis in five districts (one in each of the Educational Divisions) mentioned below for arranging payment of salaries and allowances of the teaching and non-teaching staff of non-Government aided secondary schools through a District Co-operative Bank (or its Branches) or through the Branches of one of the nationalised Banks. The scheme should come into force immediately.

#### *Names of Districts*

- (1) Greater Bombay,
- (2) Thana,
- (3) Nagpur,
- (4) Aurangabad,
- (5) Poona.

The details of the scheme are as outlined below :

(i) In districts other than Greater Bombay, a Committee should be constituted consisting of the following :

(a) Chairman, Education Committee of the Zilla Parishad .. Chairman.

(b) One M.L.A. from the district to be nominated by }  
Government. } Members.

(c) One non-official from the district to be nominated by }  
Government. }

(d) Education Officer of the Zilla Parishad .. .. Member Secretary.

Orders regarding the composition of a similar Committee for a Greater Bombay area will be issued separately.

(ii) If an application from any member of the staff of non-Government aided secondary school is received by the Education Officer/Educational Inspector alleging that the payment of salary and allowances by the management of that school is not prompt and regular or is not made in full, the application should be referred to the aforesaid Committee for its consideration and for deciding whether the concerned management should be required to follow the procedure indicated hereinafter for disbursement of salaries and allowances of teaching and non-teaching staff in that school.

(iii) If the Committee concludes that such procedure should be adopted, the management will be required by the Education Officer/Educational Inspector to pass a resolution and open an account in its own name in the Head Office or in one of the branches of the District Co-operative Bank or any of nationalised Banks as may be conveniently accessible from the school. *This account (hereinafter referred to as the Bank Account) should, however, be operated only jointly by the representative of the management and the Education Officer/Educational Inspector.* It shall also be incumbent on every member of the teaching and non-teaching staff of the school to open his individual bank account in the Head Office/Branch of the same Bank.

(iv) Fee receipts realisable by and "salary grant" payable to the school should be credited by the management in the Bank Account opened in the manner explained in (iii) above.

(v) The amount in the Bank Account should be used exclusively for the purpose of disbursement of monthly salary and allowances of the teaching and non-teaching staff of the school.

(vi) The management should prefer a quarterly bill to the Education Officer/Educational Inspector for advance salary grant indicating the balance in the Bank Account and the fee receipts realisable during the quarter.

(vii) The Education Officer/Educational Inspector should pass the advance salary grant bill after due scrutiny and obtain the necessary payment order from the Treasury and forward it to the Bank Head Office/Branch concerned for realising the amount of the bill and crediting it to the Bank Account by book adjustment if such arrangement is possible. Alternatively a cheque should be obtained from the Treasury for the amount of the advance salary grant bill and sent to the Bank Head Office/Branch, for crediting it into the

Bank Account. When both these courses are not possible, the amount of advance salary grant bill should be obtained in cash by the Education Officer/Educational Inspector and credited into the Bank Account. The arrangement to be followed in this regard should be decided in consultation with the authorities of the Bank and of the Government Treasury.

(viii) The monthly salary and allowances cheque or withdrawal form should be drawn by the management after taking into account the salary and allowances payable to the members of the teaching and non-teaching staff in the school and should be submitted to the Education Officer/Educational Inspector *before 25th of every month positively* for his signature and onward transmission to the Bank Head Office/Branch. A statement *in quadruplicate* giving relevant particulars, such as name of each member of the staff ; amount of salary and allowances payable to him ; his individual Bank Account No. etc., should accompany the monthly salary cheque or withdrawal form. The management would be responsible for the accuracy of the information and the amounts shown in the said statements as payable to individual staff members as salary and allowances, after taking into account factors such as leave, Provident Fund and other deductions, if any, etc.

(ix) The salary cheque/withdrawal form drawn on the Bank Account and the three copies of the statement referred to in para (viii) above should be sent to the Bank Head Office/Branch together with an advice for transferring and crediting the amount of salary and allowances due to every member of the staff into his individual Bank Account. The Bank Head Office/Branch will, after the transfer and credit entries have been made, send one copy of the statement to the school concerned and one copy to the Education Officer/Educational Inspector. The third copy will be retained by the Bank Head Office/Branch for its own record.

(x) The Education Officer/Educational Inspector should preferably be in headquarters during the first week and last three or four days of the month so that there is no delay in preferring cheques and payment through Bank transfer of the salary and allowances of the school staff.

(xi) The residual amount of maintenance grant, *after deduction of the advance salary grant paid*, should be disbursed as before to the management of the school in quarterly instalments after adjusting past recoveries if any, in suitable instalments, if necessary.

(G. R., E. S. & S. W. D., No. SSN-1867-G, dated 6th April 1971.)

#### ANNEXURE (44)

### **Pilot Scheme for Payment of Salary and Allowances of Teaching and Non-teaching Staff of Non-Government Aided Secondary Schools Through Banks**

Government is pleased to direct that if any management desires to follow the revised procedure of the pilot scheme for payment of salaries and allowances of its school staff as sanctioned under G.R., E. S. & S. W. D., No. SSN-1867-G, dated 6th April 1971; the said procedure may be allowed to be adopted straightway.

(G. R., E. S. & S. W. D., No. SSN-1867-6, dated 25th June 1971.)

## ANNEXURE (45)

**Seniority List of Teachers in the Non-Government Secondary Schools**

Government has decided to lay down the following revised guidelines for fixation of seniority of teachers in non-Government secondary and higher secondary schools.

2. For the purpose of fixation of seniority of teachers in non-Government secondary and higher secondary schools the following categories of teachers in the ladder of seniority should be taken into account :

*Category A* : This category is applicable to

**HIGHER SECONDARY SCHOOLS ONLY**

M.A., II/M.Sc., II/M.Com., II/M.Sc. (Agriculture), II, B.T./B.Ed.

Teachers of the above qualification appointed in higher secondary schools and teaching a subject offered by them at their Master's Degree Examination to the top standard of the higher secondary school.

*Category B* : Holders of :

M.A./M.Sc., B.T./B.Ed. or its equivalent ; or

B.A./B.Sc., B.T./B.Ed. or its equivalent ; or

B.A./B.Sc., Dip. T. (old two-year Course) ; or

B.A./B.Sc., S. T. C./Dip. Ed./Dip. T. (one-year Course) with 10 years post S. T. C., etc., service.

*Category C* : Holders of :

B.A./B.Sc., S. T. C./Dip. Ed. (one-year Course) or its equivalent.

*Category D* : Holders of :

S. S. C., S. T. C./Dip. Ed./Dip. T. (one -year Course) or its equivalent.

*Category E* : Untrained Graduates or holders of equivalent qualifications.

*Category F* : Untrained Matriculates or holders of equivalent qualifications.

*Category G* : The rest.

Note 1 : For the purposes of categories B, C and D mentioned above, teachers with S. T. C. T. D., Jr. P. T. C., Dip. T., Dip. Ed. (Post S. S. C. One-Year Course) qualifications appointed on or after 1st October 1970 will be considered as untrained and their seniority should be fixed in the E or F Category of untrained teachers, as the case may be.

Note 2 : The following training qualification which can be secured two years after S. S. C. Examination should, however, be considered as training qualification for the purpose of seniority even after 1st October 1970 :

(i) D. Ed. (2 years).

(ii) T. D. (Bombay University).

(iii) Dip. Ed. (Nagpur University).

3. The categories mentioned above represent the ladder of seniority and have been mentioned in descending order. The *inter se* seniority of teachers falling in any single category should be determined on the basis of their length of continuous service in that category, in a single school or in schools run by the same management.

4. If a management runs S. S. C. level school(s) as well as Higher Secondary School (s), higher seniority of M.A., II/M.Sc., II/B.T./B.Ed. teachers (by virtue of their falling in category A) should be considered only while making appointment to the post of Headmaster of Higher Secondary School. For the purpose of making appointments to the posts of Headmaster/s and Supervisor/s in its S. S. C. level schools M.A., II/M.Sc., II, B.T./B.Ed. teachers should NOT be considered as belonging to a higher (category A) category of seniority. They should be considered as part of teachers in category B, the *inter se* seniority of teachers in this category B (to be considered while making appointments to the posts of Headmaster/s and Supervisor/s in S. S. C. level schools) being determined in accordance with provisions of paragraph 3 above.

5. The seniority of non-Government secondary school teachers in Nagpur Region (now Nagpur and Amravati Regions) who were appointed on 31st December 1965 should not be disturbed. Their seniority should continue to be determined as per statutory provisions contained in the M. P. Secondary Education Act, 1951 and the rules made thereunder. If any of such teachers, however, improves his qualifications and goes to the higher category these revised guidelines of seniority will apply so far as the determination of his seniority in the higher category is concerned.

6. Seniority lists of non-Government secondary school teachers prepared as per D. E.'s circular No. 907/65-C, dated 27th July 1966, should be revised in the light of these guidelines. However, appointments of Headmasters already made after taking into consideration seniority of teachers determined on the basis of old guidelines should not be cancelled. The persons concerned should continue as Headmasters.

7. Any departure from the aforesaid revised guidelines by any management should be allowed only after the prior approval of the Regional Deputy Director of Education concerned, who may consider each case on its merits.

(E. E.'s Circular No. AMS-6169-10440-C, dated 11th May 1971.)

## ANNEXURE (46)

### Appointment of Special Subject Teachers as Headmasters/Supervisors

A special teacher in Sanskrit, Hindi, etc., who holds special qualifications which have been specifically declared by Government as equivalent to B.A./M.A., B.T./B.Ed. etc. should also be held eligible for promotion to the post of Headmaster/Assistant Headmaster/Supervisor in schools provided he fulfils the other conditions regarding the teaching experience as laid down in Rule 61.2 of the Secondary Schools Code.

(G. L. No. SSN-1868-113030-G, dated 29th September 1970.)



## ANNEXURE (47)

**Appointment of Special Teachers as Headmasters**

A graduate teacher with Diploma in Physical Education (Kandewali) qualification should be held eligible for promotion to the post of Headmaster/Assistant Headmaster, provided the teacher concerned possesses at least five years total teaching experience in secondary schools out of which at least two years should be post D.P.Ed. service.

(G. L. No. SSN-1868-113030-G, dated 26th August 1970 )

## ANNEXURE (48)

**Special pay to Teachers Teaching Higher Secondary Classes : Clarification of—**

A special pay of Rs. 50 per month has been sanctioned under Government Resolution, E. and S. W. D., No. INS-1069-G, dated 30th August 1969 to trained graduate teachers (with more than 10 years' teaching experience) teaching higher secondary standard XI in Vidarbha and XII in Marathwada, over and above their pay in the appropriate scale to which they are entitled according to their qualifications provided they fulfil the following conditions :

- (i) They must be teaching at least 6 periods in a week to the higher secondary standard (*i.e.*, class XI in Vidarbha and class XII in Marathwada);
- (ii) They must be teaching the higher secondary class that subject which was their special subject at the degree examination ;

Government is pleased to clarify that the 10 years' teaching experience required to be possessed as above need not necessarily be post B.T. experience of teaching in recognised secondary schools or as assistant masters in junior colleges of education or as Assistant Deputy Education Inspector.

(Govt. Resolution, E. S. and S. W. D., No. INS-1071-G, dated 20th May 1971.)

## ANNEXURE (49)

**माध्यमिक शाळा संहितेच्या नियम ७७.३ (१) प्रमाणे संस्थाचालकांनी शिक्षकाबाबत करावयाच्या चौकशीविषयी**

(१) माध्यमिक शाळा संहितेच्या नियम ७७.३(१) प्रमाणे संस्थाचालकांनी शिक्षकाबाबत अगर मुख्याध्यापकाबाबत करावयाची अंतिम चौकशी कोणत्याही परिस्थितीत चौकशी समिती नेमल्यापासून दोन महिन्यात संपूर्ण करून कारवाई करावी. त्याप्रमाणे संस्थेने वरील मुदतीत कारवाई न केल्यास याबाबतचा खात्याचा अंतिम निर्णय दोन्ही बाजूवर बंधनकारक राहिल.

(२) शिक्षकांनी चौकशी समितीवर निवडलेला प्रतिनिधी, चौकशीचे वेळी हजर ठेवण्याची जबाबदारी संबंधित शिक्षकावर आहे. व त्याप्रमाणे ती जबाबदारी त्याने पार न पाडल्यास पुढील चौकशी, चौकशी समितीवरील इतर सभासदांनी पूर्ण करावी व त्यावरील निर्णय शिक्षकावर बंधनकारक राहिल.

(शिक्षण संचालक यांचे पत्र क्र. अमाशा-४१६९/२५६१६-क, दिनांक ८-१०-७०.)