



GOVERNMENT OF KERALA

EDUCATION DEPARTMENT

GUIDE BOOK

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Government of Kerala

GOVERNMENT OF KERALA

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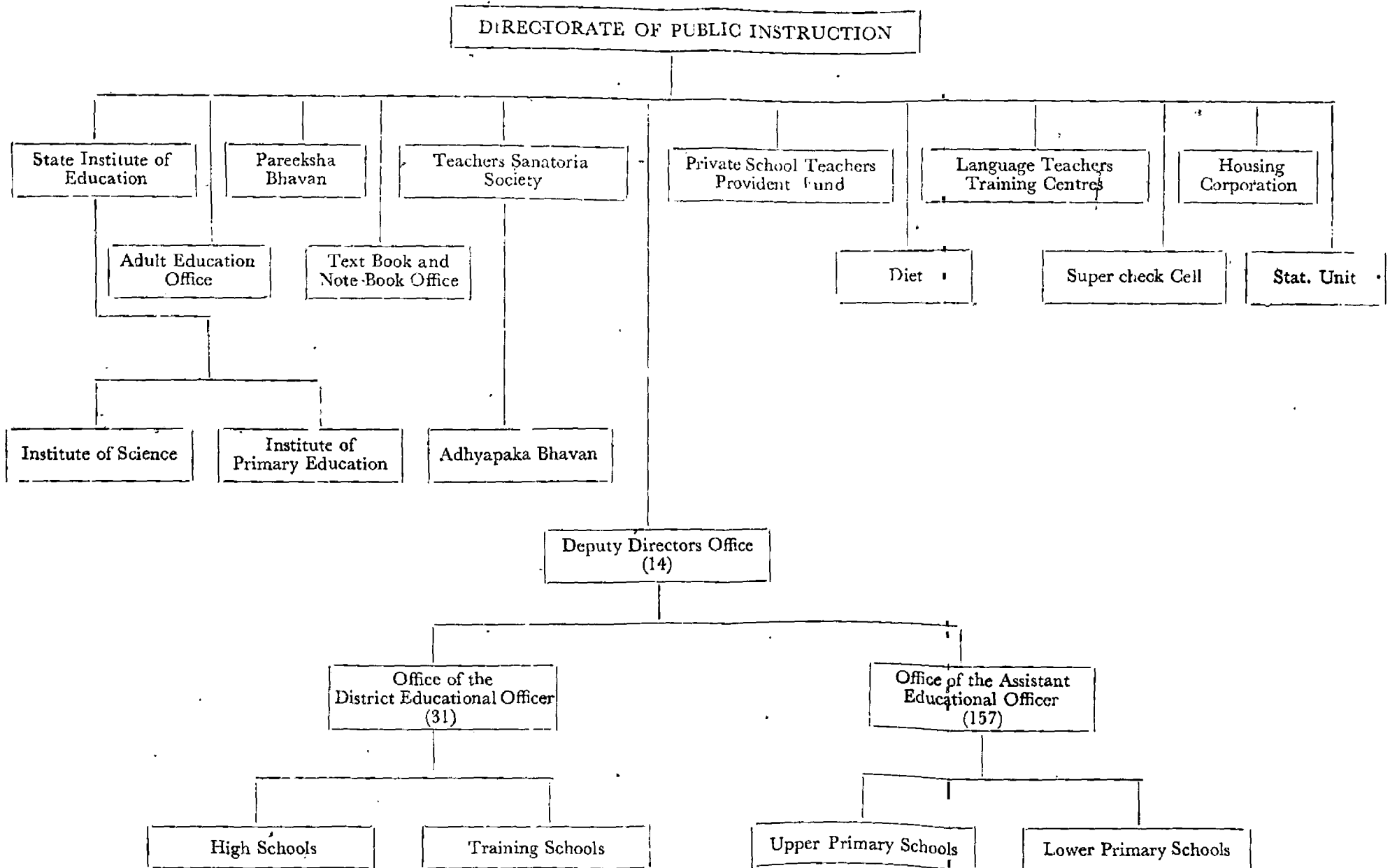
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Kottayam	0481	63095	
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Pathanamthitta at Thiruvalla	047811	2181	
Ernakulam	0484	802210	802202227
Thrissur	0487	22810	
Palakkad	0491	27469	
Malappuram	04935	4888	
Kozhikode	0495	73697	
Wayanad	04936	2593	
Kannur	0497	68349	
Kasaragod	04995	21033	

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Attingal	04726	413	
Kollam	0474	2346	
Pathanamthitta	04751	2229	
Kottarakkara	04757	363	
Alappuzha	0477	5467	
Mavelikara	047816	2206	
Thiruvilla	047811	2349	
Kottayam	0481	3750	
Palai	04821-92	2351	
Kanjirappally at Ponkunnam		357	
Thodupuzha	04862	2863	
Kattappana		27	
Ernakulam	0484	360983	
Muvattupuzha	04858	2346	
Kothanangalam	04855	2786	
Aluva	04854	4382	
Irinjalakuda	04888	2247	
Thrissur	0487	23263	
Chavakkad	04889	7343	
Cttappalam	04926	327	
Palakkal	0491	26801	
Tipur	04938	2302	
Malappuram	04935	4826	
Kozhikode	0495	73738	
Vadakkara	04932	2398	
Wayanad	04936	2264	
Thalassery	04984	20182	
Kannur	0497	68167	
Kasaragod	04995	20053	

GENERAL EDUCATION DEPARTMENT, KERALA
ORGANISATION CHART



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CHAPTER I

ORGANISATION OF THE DIRECTORATE OF PUBLIC INSTRUCTION

The Director of Public Instruction is the Head of the Department. All items of school education are attended to by the Directorate. In the Head Office, the Director is assisted by an Additional Director, Joint Director, Deputy Director, two Assistant Directors, the Administrative Officer (deputed from the Secretariat), Administrative Assistants, Finance Officers (deputed from the Secretariat), Accounts Officer and other staff.

Besides there are separate officers to attend to CARE Programme, Planning, Law, Statistics, Text Books and Note Books, Printing and distribution, Provident Fund of Private School Teachers, Sports etc.

The Director of Public Instruction is also the Commissioner for Government Examinations in the State. For the conduct of various Government Examinations, he is assisted by Joint Commissioner for Government Examinations, Secretary to the Commissioner, Assistant Secretary and other staff.

The State Institute of Education which works as the academic wing of the Department is headed by a Director of Joint Director's Grade. The Institute is engaged in the preparation of syllabi, text books, conduct of inservice courses/seminars workshops on work experience, evaluation, guidance programmes etc. The Director, State Institute of Education is assisted by various officers in each branch of specialisation including Sanskrit and Arabic/Urdu teaching. The Institute of Science and the Institute of Primary Education, Ramavarmapuram are organisations meant primarily for the improvement of Science Education and primary education and both the institutions are under the direct control of State Institute of Education.

For administrative convenience and for improving the efficiency in School Administration, 14 offices at the Revenue District level headed by a Deputy Director (Edn.) are functioning.

The Deputy Director (Education) is assisted by Administrative Assistant, Accounts Officer and other staff. Each Revenue District is divided into Educational Districts and further into Educational Sub Districts. Each District Educational Office is headed by the District Educational Officer and he is assisted by Personal Assistant and other staff. The District Educational Officer attends to the administration of High, Training and other special types of schools in the Educational District. There are altogether 31 District Educational Offices in the State. Each Educational sub district is headed by the Assistant Educational Officer (in the grade of Headmaster of a High School).

The Assistant Educational Officer is assisted by the suitable staff and he is primarily responsible for the administration of all primary schools within the sub district. There are 157 Assistant Educational Offices in the State.

Administrative units of the educational Department

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
1. Thiruvananthapuram	1. Neyyattinkara 2. Thiruvananthapuram 3. Attingal 4. Kollam 5. Kottarakkara	1. Neyyattinkara
		2. Parassala
		3. Kattakada
		4. Balaramapuram
		5. Thiruvananthapuram South
		6. Thiruvananthapuram North
		7. Kaniyapuram
		8. Attingal
		9. Nedumangad
		10. Palode
		11. Kilimanoor
		12. Varkala
		13. Chavara
		14. Chathanoor
		15. Karunagapally
3. Pathanamthitta	6. Pathanamthitta + 7. Thiruvalla 8. Mavelikkara	16. Kundara
		17. Kollam
		18. Chadayamangalam
		19. Anchal
		20. Kottarakkara
		21. Kulakkada
		22. Punaloor
		23. Sasthamcottah
		24. Veliyam
		25. Adoor
		26. Konni
		27. Kozhencherry
		28. Pathanamthitta
		29. Ranni
		30. Mullappally
31. Pullad *		
32. Thalavady *		
33. Thiruvalla		
34. Vennikulam		
35. Aranmula †		
36. Chengannur		
37. Kayamkulam		
38. Mavelikara		
39. Pandalam †		

* Partially in Alappuzha and Pathanamthitta District.

† Partially in Alappuzha and Pathanamthitta District.

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
	9. Alappuzha	40. Alappuzha 41. Ambalapuzha 42. Haripad 43. Mankompu 44. Cherthala 45. Thuravoor 46. Veliyanad
5. Kottayam	10. Kottayam	47. Changanacherry 48. Kottayam East 49. Kottayam West 50. Pambady
	11. Palai	51. Ettumanoor 52. Kuravilangad 53. Palai 54. Ramapuram 55. Vaikom 56. Kozhuvanal
	12. Kanjirapally	57. Erattupetta 58. Kanjirapally 59. Karukachal
6. Idukki	13. Thodupuzha	60. Arakulam 61. Thodupuzha 62. Adimalai
	14. Kattappana	63. Kattappana 64. Munnar 65. Peermade 66. Nedumkandam
7. Ernakulam	15. Ernakulam	67. Ernakulam 68. Mattancherry 69. Thrippunithura 70. Vypeen
	16. Muvattupuzha	71. Koothattukulam 72. Muvattupuzha 73. Kalloorkad 74. Piravam
	17. Aluva	75. Kolencherry 76. Aluva 77. Ankamali 78. Parur
	18. Kothamangalam	79. Perumbavoor 80. Kothamangalam

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>	
8. Thrissur	19. Irinjalakuda	81. Chalakudi	
		82. Iringalakuda	
		83. Kodungallur	
		84. Mala	
	20. Thrissur	85. Cherpu	
		86. Thrissur East	
		87. Thrissur West	
	21. Chavakad	88. Chavakkad	
		89. Kunnamkulam	
		90. Mullassery	
		91. Valappad	
		92. Wadakkancherry	
9. Palakkad	22. Palakkad	93. Alathur	
		94. Chittur	
		95. Kollengode	
		96. Mannarkkad	
		97. Palakkad	
		98. Parli	
		23. Ottappalam	99. Cherplassery
			100. Ottappalam
	101. Pattambi		
	102. Shoranur		
	103. Thrithala		
	10. Malappuram	24. Malappuram	104. Areacode
			105. Kondotty
106. Malappuram			
107. Mankada			
108. Manjeri			
109. Nilambur			
110. Perinthalmanna			
111. Wandoor			
25. Tirur			112. Edappal
			113. Kuttippuram
		114. Parappanangadi	
		115. Ponnani	
		116. Thanur	
117. Tirur			
118. Vengara			

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
11. Kozhikode	26. Kozhikode	119. Chevayur 120. Kozhikode City 121. Kozhikode Rural 122. Kunnamangalam 123. Thamarassery
	27. Vadakara	124. Vadakara 125. Balussery 126. Chombala 127. Kunnummel 128. Meladi 129. Nadapuram 130. Perambra 131. Quilandi 132. Thodannur
12. Wayanad	28. Wayanad	133. Sulthan Bathery 134. Vythiri 135. Mananthavadi
13. Kannoor	29. Kannoor	136. Kannoor North 137. Kannoor South 138. Irikkur 139. Madayi 140. Pappinissery 141. Thaliparamba North
	30. Thalassery	142. Taliparamba South 143. Payyannur 144. Mattannur 145. Chokli 146. Iritti 147. Kuthuparamba 148. Pannoor 149. Thalassery North 150. Thalassery South
14. Kasaragode	31. Kasaragode	151. Bekal 152. Cheruvathur 153. Hosdurg 154. Kasaragode 155. Kumbla 156. Manjeswar 157. Chittarickal

CHAPTER II

STATE INSTITUTE OF EDUCATION AND PROGRAMMES

The State Institute of Education, Kerala was established in 1964 with the object of implementing programmes for multisided qualitative improvement at all levels of School Education. It has worked as the academic wing of the Education Department. The main branches of the State Institute of Education are Institute of science, Thrissur and the Institute of Primary Education, Thrissur.

The main functions of the Institute are the following:

1. Improvement of curricula and text books
2. Organising Inservice Training Programmes for teachers at all levels and for Inspecting Officers.
3. Publication of literature for the professional improvement of teachers.
4. Supervision of academic aspects of Teachers Training Schools.
5. Work relating to specialised areas like Evaluation, Guidance and Counselling, work Experience, Health and Population Education, Audiovisual Education, Education for International Understanding, Research Projects, Extension etc.

In addition to the various activities listed above, the Institute has been collaborating with all agencies working for the qualitative improvement of education in the State. Collaboration with the extension departments of Teacher Training Colleges, the National Council of Educational Research and Training, New Delhi, the Department of Education of the Kerala University, the Central Institute of English, Hyderabad, the Regional Institute of English, Bangalore, the National College of Education, Mysore and the Central Institute of languages, Mysore have greatly enhanced the effectiveness of the Institute's Programme.

1. Science Institute

The Science Institute was established in 1964 and is functioning as a unit of the State Institute of Education. It aims at improvement of instruction of science subjects in the primary and secondary level. The various activities of the unit are science correspondence for primary school teachers, training in audiovisual equipments, study of equipment programme, preparation of new supplementary science readers and training to science club sponsors.

ORGANISATION OF SCIENCE FAIRS:

The unit has been organising science fairs at school level, district level and State level for the last few years as part of the programme for improving science education in schools. The cardinal aim is to develop scientific attitude in the young generation of the country.

The N. C. E. R. T. announces a focal theme for science fairs every year. The theme and sub themes are published as soon as the school reopens. The pupils prepare the exhibits based on the theme in their science clubs. The best exhibits will be presented in the district level exhibition. District level winners are allowed to participate in the State level science fairs and also for the South India Science Fair. The State level winners are selected for participating in the National level Science Fairs conducted by the N. C. E. R. T.

SCIENCE SEMINAR:

Every year, school level, district level and State level science seminar is conducted on a topic suggested by the National Council of Science Museum. The State level winners participate in the National level competitions.

Moreover science quiz for U. P. Section pupils and Science Talent Search Examination for High School pupils are also conducted at school level, District level and State level every year.

2. Mathematics Unit

The main objectives of the unit are:

(1) To revise the mathematics curriculum and text books from time to time to suit the needs of the society and on the basis of the feed back from practising teachers.

(2) To effect qualitative improvements in the teaching of mathematics.

This unit is also responsible for the conduct of the following programmes:

1. Summer Institutes in Mathematics
2. Training courses for:
 - (a) Mathematics club sponsors
 - (b) Resource persons
 - (c) H. S. As, and U. P. S. As.
3. Quiz programme in Mathematics for U. P. and H.S. pupils in District Level and State Level.

4. Mathematics talent search tests and enrichment camps.
5. Workshops for the discussion of syllabus.
6. Workshops for the preparation of:
 - (i) Source materials
 - (ii) Supplementary reading materials
 - (iii) Motivational materials
 - (iv) Enrichment materials
 - (v) Guide Books for teachers
 - (vi) Teaching aids
7. Project in teaching Mathematics through continuous assessment testing sequence.
8. Remedial classes for pupils backward in Mathematics.
9. Correspondence course for Mathematics teachers.
10. Consultant service.

The District Schools Mathematics Association organised at the District level is also assisting this unit.

3. Social studies Unit

Intensive training in the contents and methodology is essential for teaching Social Sciences especially Geography. The teachers must be well equipped in the Scientific approach and environment teaching of the subject. So, Summer Institutes to conduct depth course in the study of Geography for 28 days are organised from 1984-85 onwards. High School teachers and Teacher Educators get benefit from summer Institutes. In the beginning Summer Institutes were conducted at two centres. New Summer Institutes are conducted at three Centres. At each centre a professor in Geography will be the course Director and experts from the University will be resource persons. Experts from and outside Kerala will be invited as guest speakers. A one day field trip to historically and geographically important places will be a part of the Summer Institute.

For the qualitative improvement of the techniques of teaching Social Sciences especially geography training courses for Resource Persons are conducted at various centres, for the benefit of High School Teachers and Teacher Educators continuing education centres are also working. There will be a field trip to historically and geographically important places. The duration of the course is 20 days.

There are a large number of High School Teachers, teacher educators and primary teachers including new recruits who have not received any inservice training course so far. So ten-day inservice training courses are organised for the benefit of High School Teachers, teacher educators and primary teachers who handle social science subjects at various centres. At the end of each course a one day field trip to places of historical and geographical importance will be conducted.

Quiz competition in Social Sciences are held every year for the benefit of the High School pupils and Upper Primary pupils. These competitions help the pupils to master the subjects to develop extra reading habit and to acquire upto date general knowledge. District level quiz programmes are conducted in 31 Educational Districts under the auspices of the District Educational Officers. Cash awards are given to the first three rank holders and certificates are awarded to all the participants. Then State level quiz competition participating all the district level first rank holders is conducted at a convenient venue. The first three rank holders are given cash awards and all the participants are given certificates.

In tune with the change of syllabi in Social Sciences the unit prepared work books and hand books, work books to enable pupils for acquiring necessary skills. Handbooks enable teachers to provide instructions to pupils. Handbooks and work books were prepared by subject experts and entrusted to the curriculum unit for printing.

It is highly essential to organise District Social Science Associations. These associations can do much in the improvement of the teaching and learning Social Sciences. The activities of the Social Science Associations include conduct of seminars and discussions for teachers, organising workshops and planning pupil activities, etc.

4. English Unit

The English Unit at the State Institute of Education, organises inservice programmes in English Language teaching for the benefit of teachers both at the primary and secondary with a view to improving the quality of English teaching in school levels. 30 day courses for primary teachers are held at the two E. L. T. centres at Badagara and Mavelikkara. In addition 10 day orientation courses are also organised for primary teachers and they are held at different places in the State.

15 day orientation courses in E. L. T. are organised for the benefit of High School Assistants. In addition to these courses short refresher courses are also organised for inspecting officers like Assistant Educational Officers and Headmasters both Primary and Secondary Schools.

The unit take steps to select and depute High School Assistants and Teacher Educators to the Regional Institute of English, Bangalore to undergo 4 month course in ELT on a regular basis. The Regional Institute of English runs two courses a year and 25 teachers are deputed for each course. The unit also takes steps to depute H.S. As., to the CIEFL Hyderabad to undergo the 9 month postgraduate Diploma course in E.L.T.

The unit extends professional assistance to the Evaluation unit in the preparation of question papers and to the curriculum unit in the preparation of text books and other teaching-learning materials in English.

The unit also provides professional assistance to external agencies by way of extension service.

5. Work Experience Unit

This programme was introduced from the academic year 1969-70.

The work experience programme is already implemented in 3078 primary schools and S. U. P. W. (Socially Useful Productive Work) in a total of 220 U. P. schools and 2202 High schools.

This programme is now implemented in the State in four different lines.

1. Work experience programme in Primary Schools
2. Work oriented education in Secondary Schools
3. Socially Useful Productive Work (SUPW) (U.P.S. & H.S.)
4. Pre-vocational work experience courses in standards IX and X.

The items 1 and 2 is intended to impart training to students in some specific areas to inculcate a motivation towards work. The general programme introduced under these items are paper craft, card board work, book binding, fish—net making, agriculture, cycle assembling and repair, making of teaching aids, plaster of paris-moulding, waxmoulding, Electronics, photography, coir crafts, weaving, repair and maintenance of domestic appliances and Engineering trades like fitting, Carpentry, Sheet metal work, Electrical wiring, Welding, Turning, Moulding, Smithy, Fruit preservation, Clay modelling etc.

In the 3rd item the following productive programmes have been implemented under "Earn while you learn" scheme. Manufacture of exercise books, writing-chalk, door mats, office file boards, file tags and office covers, school uniforms and ready made garments, squash, jam and pickles, teaching aids using plaster of paris and paper pulp, agarbathi, candle, umbrella, ball pen refills, printing jobs, fibre extraction and fibre products, palm leaves products, screw pine embroidery, pottery, bamboo work, grass mats, school bag, sealing wax and gum, cloth dyeing and printing, dolls, fish net, volley ball net and badminton net, umbrella cloth stitching, black beard dusters (Flot type).

As per Government order No. G.O. (Rt) 925/87/G.Edn. dated 27-3-1987 Pre-Vocational courses were introduced as a compulsory subject in Standards IX and X of all High Schools of the State from the academic year 1986-87. The undermentioned subject areas were selected for the first year of implementation.

Technical drawing, surveying, masonry, food processing and preservation, cloth dyeing and printing, cooking and catering, garment making, electric wiring, repair and maintenance of domestic appliances, composing and proof reading and agriculture.

Syllabus and a combined text book for standards IX and X for the eleven subjects were also distributed to schools.

Government have also accorded sanction to introduce 20 more new subjects in schools.

By Pre-Vocationalization it is meant to prepare the pupils of standards IX and X in any of the selected courses according to their aptitude and interest as far as possible, that would enable them to take up vocationalization at the plus two stage.

At present the students, after their secondary education do not have the proper thinking of choosing an area appropriate to their aptitude and interest for vocational studies. This is because they are unaware of the various occupational activities and do not get the experience in that line as the learning up to this level is confined to mainly theoretical. They do not get the opportunity to work with their own hands, to know the different kind of production process and to familiarise the various tools, implements, equipment and materials. Hence it is necessary to give a prior knowledge and practical experience before getting into the vocational stream.

In total 7190 teachers have been called for orientation training. Essential tools and equipments for each subject have been listed out. Purchase have been effected for the supply of tools, equipments etc. to the schools in the flood affected areas.

6. The Text Books and Syllabus Research Unit

All matters relating to Educational Development and research are dealt with in this Unit, the main functions being the monitoring of the revision and preparation of curricula, syllabi and instructional materials for the school level and elementary teacher training level of education and their review and up-dating.

The pattern and schemes of curricula to be followed in the schools in Kerala from 1984-85 onwards were prepared by an expert committee and they were approved by the steering committee consisting of expert educationists and the Hon'ble Minister for Education as the Chairman. The activities of the unit centre round the implementation of the revised curriculum. The Commissioner for Educational Development and Research in the State Institute of Education, who is in overall charge of the curriculum revision work, guides and supervises the activities of the unit.

The syllabi and instructional materials are prepared by selected specialists from within the Department of Education, Universities and affiliated Colleges and Schools. The materials prepared are placed before expert committees for scrutiny and approval before being introduced in schools.

The decision of the Government is that, as a policy, the revised curriculum shall be introduced in a phased manner. Accordingly, the curriculum for the core subjects for standards V to X were revised and new text books, prepared on the basis of the revised curricula, were introduced.

New Readers for English, Malayalam, Tamil and Kannada were introduced.

The text books that were introduced were subjected to thorough review and scrutiny. The criticisms and suggestions on the textual materials were taken into serious consideration and changes, if found necessary, were effected and additions incorporated consequently. All these operations will be over before the reprint of the books.

In addition to these, the curriculum for the Elementary teacher-training course will be revised and steps taken for the preparation of instructional materials. All these activities will be carried out with the co-ordination and co-operation of other units of the S.I.E.

The State Institute of Education has hitherto been able to give shape to 154 new text books following the revised curriculum. They have been prepared on the basis of modern educational techniques and principles.

The text books have been able to maintain international standards. Text books upto standard VII are printed with multi-colour pictures and those of standards VIII, IX & X in single colour—black. Internationally accepted size, types, self-descriptive illustrations, provisions for self-study etc. have all been included in designing them. It is envisaged to prepare instructive work books for pupils and descriptive hand books for teachers to make the teaching learning process more effective and fruitful.

7. Malayalam Unit

A separate unit for Malayalam Language was constituted from March 1985 onwards. The unit is in the process of many creative programmes. The unit is responsible for the organisation of expert committee meetings and revision of syllabus according to the needs and aspirations of the society. It is the duty of the unit to organise workshops for the preparation of Kerala Readers for Standards I to X and related instructional materials like work book, hand books, vocabulary list, pictorial glossary, supplementary readers etc. and inservice

training courses for L.P., U.P. and H.S. Teachers. The unit has to organise Educational Programmes with the help of the A.I.R.C., Dooradarsan and collaborative programmes with CIIL Mysore and NGERT.

The ultimate aim of the unit is to raise the standards of the language proficiency of the pupils and professional competence of the teachers.

8. Education Techniques Unit

The main objective of the unit are:

1. Organising and conducting Pre-service and Inservice Training of Primary School Teachers.
2. Organising and conducting Inservice training of teacher education.
3. Training out new techniques and strategies of instruction at Primary Teacher Education level.
4. Co-ordinating and monitoring the programmes of the centres of continuing education.
5. Arranging deputation of teachers for undergoing training programmes out-side the State, organised by NCERTT, RCE, CCRT, etc.

In order to achieve the above objectives, the following programmes are undertaken in the unit.

1. *T.T.C. Programme:*

There are 100 T.T.Is. in the State which function as Pre-service and Inservice Centres of teacher education at primary level. The academic activities and supervision of these institutes are directly related to this unit. The unit is also responsible for the preparation of curriculum and other materials related to the T.T.C. Course.

2. *Continuing Education Programme:*

There are 7 centres of continuing education in the State which have been set up as collaborative ventures between the State Government and N.C.E.R.T., the recurring expenditure being shared on 50:50 basis. These centres are functioning with a view to improving the professional competence of school teachers by conducting Inservice Courses in all subjects—both in content and methodology. At least six sub-centres are attached to each centre of continuing education, for getting a wider coverage in physical achievement. About seven thousand school teachers are trained every year, by this programme.

9. Guidance Unit

Guidance unit is undertaking programmes in the field of Educational and Vocational Guidance in schools. This programme was introduced in Secondary Schools during the third five year plan period. Trained graduate teachers were selected and given intensive

training to implement minimum programmes in guidance and counselling in their schools. Their main work relating to this is career information service namely collection, compilation and dissemination of educational and occupational information. As a follow up activity district level seminars of career masters are being organised. Career day is being celebrated in one selected High School in each Educational District. State career day is also celebrated in order to give wide publicity on guidance activities in schools. Career conference and career exhibition are the main activities of the day. Career guidance camps for High School Students, and coaching camps for educationally gifted children in the State are also being organised.

Based on the recommendations of Kothari Commission, guidance programme was introduced in Primary Schools also.

Steps have been taken for the establishment of a guidance clinic at the State Institute of Education.

A series of guidance literature for the benefit of both teachers and pupils have been published by the unit.

10. Primary Education Research Unit

The following two schemes are undertaken by this unit.

(a) Educational Extension Services.—The main function of this office is to attend qualitative improvement of education. There are 11 Education Extension Officers in the State attached to the following Government B.T.S. one each.

1.	Government	B. T. S.,	Neyvattinkara
2.	Do.		Kottarakkara
3.	Do.		Thiruvalla
4.	Do.		Vellur
5.	Do.		Karupampady
6.	Do.		Chalakudi
7.	G.T.T.		Ramavarmapuram
8.	Government	B. T. S.	Anakkara
9.	Do.		Tirur
10.	Do.		Vadakara
11.	Do.		Kannur

They are engaged in conducting inservice courses for teachers in preparation of teaching aid etc.

(b) Removal of Educational Backwardness including the education of girls.—The main aim of the scheme is to increase enrolment rate and to decrease droppage rate among the students. There are 35 primary Education Extension Officers in the State attached to the office of the Assistant Educational Offices working in the pockets identified as educationally backward areas. They are organising inservice courses for teachers, conferences of head of schools and parents, supply of educational materials to poor and needy children to attract them to school etc.

11. Integrated Education of the Disabled (Revised Scheme)

A cell for the integrated education of the handicapped children has been established to integrate handicapped children in normal schools. The scheme for the integrated education has been revised by the Government of India. The following category of children will come under the scheme:

- (a) Children with locomotor handicap
- (b) Mildly and moderately hearing impaired
- (c) Partially sighted children
- (d) Mentally handicapped-educable group with 50--70
- (e) Children with multiple handicaps
- (f) Children with learning disability.

This is a 100% Centrally sponsored scheme. The assistance will be issued through District Educational Officers concerned.

The financial assistance and equipments will be issued on the basis of medical assessment arranged by the concerned District Educational Officers with the help of the Specialist Doctors. After the medical assessment, eligible handicapped children will be given financial assistance as per the following rates as per the revised scheme.

Type of handicap	Item of financial assistance	Financial assistance		Remarks
		Amount per annum	for equipments for 5 years	
		Rs.	Rs.	
1. Blind & Partially sighted.	Books, stationary allowances	459	100	No income limit
2. Defects partially hearing	do.	450	400	
3. Orthopaedically handicapped	do.	150	2000	
4. Severely orthopaedically handicapped children with lower extremity	Escort allowance	750	..	
5. Mentally handicapped children	..	450	..	
6. All handicapped children	T.A.	800	..	Those who have to travel beyond 2 kms. are eligible

12. Sanskrit Unit

The unit organises schemes for the development of Sanskrit Education. It is a centrally sponsored scheme. The following are the scheme under the programme:

- (1) Organisation of Inservice Courses for Junior Sanskrit Teachers, HSA(Sanskrit) and Sanskrit Council Secretaries.
- (2) Arrangements for distribution of incentive scholarships to pupils who study Sanskrit in academic schools. The amount of scholarship is Rs. 120.
- (3) Distribution of reference books to school libraries.
- (4) Conduct of State level Sanskrit Festivals to encourage Sanskrit learning.

13. The Evaluation and Examination reforms unit

This unit undertakes programmes such as the instruction of internal assessment in Primary Classes in selected schools, Contact Courses for Teachers and Headmasters in internal assessment, case study of selected schools, preparation of minimum essential materials, preparation of question Banks in workshops of Evaluation trained subject experts etc.

14. Hindi unit

This unit organises inservice training courses for High School teachers and U.P. School teachers. This unit is also responsible for the work relating to the revision and development of curriculum text books and preparation of handbooks for teachers. Enquiries regarding the application of grants from State and Central Governments by the Voluntary Organisations are conducted by the Unit. The arrangements for the various training programmes such as Resource Persons Training, Orientation Course in Hindi etc. are conducted by the unit.

15. Population Education

Kerala joined the National Population Education Project in 1981 and the population cell was established in the State Institute of Education as per G.O. (Rt.) No. 109J/82/G.Edn. dated 20-4-1982. The project gets academic support from UNESCO and NCERT and the financial assistance (50%) from UNFPA (United Nations Fund for Population Activities). The State meets the rest of the Project expenditure. Funds from UNFPA are made available in advance every year.

The Director, State Institute of Education is the honorary Director of the project and he is the Population Education Implementing Officer in the State. In addition to the Director, the cell consists of the following four Project personnel.

- | | |
|---|--------------------|
| 1. Project Officer | (D.E.O. Cadre) |
| 2. Project Co-ordinator
(Material Development) | (Headmaster Cadre) |
| 3. Project Co-ordinator
(Training) | (Headmaster Cadre) |
| 4. Project Co-ordinator
(Evaluation, Research &
Co-curricular activities) | (Headmaster Cadre) |

This unit undertakes programmes which provides for a study of the population situation in the family, community, nation and world with the purpose of developing in the students a rational and responsible attitude and behaviour towards that situation. The following are the programmes.

1. Integrating population education elements in text books.
2. Inservice training to teachers and Headmasters.
3. Giving related messages through Radio and T.V.
4. Conducting co-curricular activities such as competitions in painting, essay writing and story writing on population situation.

16. Pre-primary Education Unit

The functions of the unit are many fold. Recognition of pre-primary teachers training and pre-primary institutions, reorganisation of curricula for the pre-primary teacher training, conducting inservice training to teachers, inspection and supervision of pre-primary and pre-primary teacher training institution, studies on child development and developing appropriate models of pre-primary programmes and materials for different cultural groups of children in Kerala State.

17. C.C.R.T. Programme

Arrangements are made by this unit for the deputation of teachers for participating in the puppetry course and orientation course, organised by the CCRT, New Delhi. Follow up and assessment of activities of persons who have undergone training previously are undertaken by the unit.

CHAPTER III

TEACHERS TRAINING COURSE

Teachers Training Course

The T. T. C. discontinued in 1971, was revived with effect from January 1977. Private candidates and departmental candidates are selected for the T.T.C. course as per rules in Chapter XXV K. E. R.

The selection of private candidates under open quota is done in each Revenue District by a selection committee consisting of the Deputy Director (Edn.), a nominee of the P. S. C., Headmaster of one Government Basic Training School etc. Selection is made on the basis of marks obtained at the examination in S.S.L.C., Pre-degree and observing the rules for communal rotations.

Out of the total number of seats in Government Schools, 80 per cent is reserved for private candidates and 20 per cent for untrained P. D. Teachers in Departmental Schools.

In the case of Aided Training Schools other than minority schools, 20 per cent of the total seats will be filled up by the Manager 20 per cent by the Departmental candidates and the remaining 60 per cent from the private candidates selected by the selection committee.

In minority schools selection to all seats will be done by the Managers. Subject to the interim directions and final decision in the W. A. S. pending with the Hon'ble High Court of Kerala.

Against the 20 per cent seats reserved for Departmental quota, the selection is made by the Director of Public Instruction, on the basis of strict seniority. If sufficient number of departmental candidates are not available, the remaining seats will be filled by candidates under open quota.

Of the 80 per cent seats reserved for private candidates, 50 per cent is allotted for S.S.L.C. holders and 50 per cent for Pre-degree holders.

In each Revenue District 6 seats will be reserved for Ex-service Personnel, The seats left over after the selection of Ex-service personnel will be assigned to the wives and children of these personnel subject to the conditions that they would have put in a minimum service of five years in the defence forces. 2 seats in each Revenue District will be reserved for the members of the family of serving Jawans. If sufficient number of applications are not available from dependents of Jawans, Ex-servicemen and dependents of Ex-service men in any year the remaining seats will be filled up by other eligible candidates. (G.O.Ms.) 52/82/G.Edn. dated 15-4-1982).

3% of the seats of the total seats under open quota is reserved for the T.T.C. Course for qualified orthopaedically handicapped, including blind persons, subject to the condition that if sufficient number of applicants possessing the requisite qualification is not available against the reserved quota, the selection will be made from the open quota (G.O.Ms. No. 38/81/G.Edn. dated 27-2-1981).

The applicants under open quota should not be below the age of 16 years and above 31 years as on 1st July.

Teachers undergoing T.T.G. course can be granted eligible leave during the period of training if they apply for it (G.O.Rt. No. 2407/77/G. Edn. dated 2-6-1977).

Departmental Trainees are eligible for subsistence allowance at Rs. 100 P.M., as per G.O.MS.116/82/G.Edn. dated 23-8-1982. P.D. Teachers belonging to Scheduled Caste/ Scheduled Tribes recruited under special recruitment programme, are eligible for the minimum pay and usual allowance attached to the posts to which they were recruited, during the period of training. Teachers belonging to Scheduled Castes/Scheduled Tribes recruited under reservation quota will also be paid the minimum of the scale of pay plus usual allowances. during the period of their training as per G.O. (Ms) 42/84/G.Edn. dated 7-3-1984.

The Headmasters of Training Schools will draw and disburse the subsistence allowance.

These teachers who were once selected, but the selection was cancelled at their requests, will not be eligible for subsistence allowance/Stipend on selection in any subsequent year.

B.Ed. Course

Untrained leave-reserve graduate teachers in Departmental High Schools, Untrained graduate language teachers in departmental and aided High Schools and U. P. Schools graduate P.D. teachers in departmental and private schools, specialist and craft teachers with graduation, and clerks in offices and other institutions under the Directorate will be selected for the B.Ed. course under the departmental quota of seats in Government Training Colleges, Thiruvananthapuram, Thrissur, Kozhikode and Thalassery. The number of seats allotted for departmental candidates in each Government College will be ascertained from the Principals of the College every year. The selection is made according to seniority.

The departmental trainees will be eligible for subsistence allowance at the rate of Rs. 125 P.M. as per G.O.Ms.116/82/G.Edn. dated 23-8-1982. Those trainees who belong to Scheduled Caste/ Scheduled Tribe communities who are recruited under special recruitment programme are eligible for minimum of the scale of pay and usual allowances attached to the posts to which they were recruited, during the period of training (Govt. letter No. 26546/C3/78/G.Edn. dated 21-6-1975).

If the selection once made is cancelled, no subsistence allowance will be paid when selected subsequently. This fact should be recorded in the service book when the selection is cancelled.

The trainees will be granted eligible leave to undergo the training, if they apply for it (G.O.Rt.5239/76/G.Edn. dated 31-12-1976).

Language Teachers Training Course

Language teachers training course is conducted for Malayalam, Hindi, Tamil, Sanskrit, Arabic, Kannada and Urdu at various training centres.

50 per cent of the seats are reserved for private candidates (open quota) and 50 per cent of language teachers working in schools, departmental and private.

The applicants under open quota should not be below the age of 17 years and above 33 years as on 1st January, the relaxation in upper age limit is admissible for 3 years in the case of O. B. C. candidates and 5 years for Scheduled Castes/Scheduled Tribes candidates. The upper age limit is 33 years, as on 1st January.

The selection is made on the basis of marks obtained for the oriental title examination observing the rules on communal rotation. In the case of open quota and to departmental quota selection is made considering the seniority of the teachers applied for the course.

The departmental candidates will be granted eligible leave for the period of training if they apply for it (G.O.Rt.2407/77/G.Edn. dated 2nd June 1977).

Departmental trainees will be eligible for Rs. 125 P.M. as subsistence allowance during the period of training.

CHAPTER IV

GENERAL EDUCATION ANNUAL PLAN 1990-91

1st year programme of Eighth Five Year Plan 1990-95

<i>Sector</i>	<i>Approved outlay for 1990-91 Rs. in lakhs</i>
1. Elementary Education in Schools	142.00
2. Secondary Education	96.00
3. Special Component Plan	43.00
4. Tribal Sub Plan	13.00
5. Teacher Education Scheme	7.00
6. Other Programmes	13.00
7. Sports and Youth Services	8.00
8. Centrally Sponsored Scheme	1370.00
Grand Total	1692.00

THE EIGHTH FIVE YEAR PLAN 1990-95

1 Year Programme 1990-91

Rs. in lakhs

Code No.	Name of Schemes	Head of Account	Amount approved for the year 1989-90	Amount approved for the year 1990-91	Implementing Officers
<i>Elementary Edn. MNP</i>					
GEN 001	Construction of school building and staff quarters (TSP)	4202-01-201-02	18.00	20.00	Chief Engineer (PWD) and Liaison officers (DPI's office)
		03	2.00	3.00	
		04	4.00	5.00	
		05	1.00	2.00	
GEN 002	Construction of building for L.P./U.P.S. buildings	4202-01-201-01	76.00	100.00	do.
GEN 003	Supply of furniture to L.P./U.P. schools	2202-01-010-03	No provision	No provision	
GEN 004	Improvement of facilities (provision of teaching aids other than laboratory equipments)	2202-01-101-13	2.00	No provision	
GEN 005	Removal backwardness including education of girls	2202-01-800-03	2.00	2.00	Director, SIE
GEN 006	Pre-primary Edn. (Nursery schools)	2202-01-101-03	5.00	2.00	Director, SIE
GEN 007	Institute of Primary Edn.	2202-01-800-01	3.00	No provision	

NCERT/UNICEF Central Aided Schemes:

GEN 008	NCERT Assisted schemes Edn. centres attached to Basic Training Schools (State share)	2202-01-800-01	4.00	No provision	
GEN 009	Community Edn. and CAPE projects	2202-01-800-06	4.00	2.00	Director, SIE
GEN 010	Experimental project for non-formal centrally sponsored	No provision	
GEN 011	Work oriented Edn. in primary schools	2202-01-101-04	5.00	5.00	Director, SIE
	Improvement of Science	2202-01-101-05	2.00	1.00	Director, SIE
GEN 012	Education including supply of Laboratory equipments to primary schools	2202-01-800-05			
<i>Secondary Education:</i>					
GEN 013	Building and facilities	4202-02-202-01	30.00	60.00	Chief Engineer P.W.D. Liaison Officer, DPI's office
GEN 014	Furniture	2202-02-800-07 2202-02-001-04		No provision	No provision
GEN 015	Improvement of Science Education including supply of Laboratory equipments to Departmental Schools	2202-02-800-01 2202-02-109-01	2.00	1.00	Director, SIE

1 year Programme 1990-91 (Contd.)

Rs. in lakhs

<i>Code No.</i>	<i>Name of Schemes</i>	<i>{Head of Account</i>	<i>Amount approved for the year 1989-90</i>	<i>Amount approved for the year 1990-91</i>	<i>Implementing Officers</i>
GEN 016	Work Oriented Education	2202-02-800-02 2202-02-109-05 2202-02-004-01 2202-02-109-04	10.00	15.00	Director, SIE
GEN 017	Vocational Guidance Programme	2202-02-800-09	2.00	2.00	Director, SIE
GEN 018	Development of school libraries and laboratories in Departmental High Schools	2202-02-800-10	2.00	2.00	Director, SIE and A.A. purchase
GEN 019	Examination reforms	2202-80-800-04	2.00	4.00	Director, SIE
GEN 020	Revision of curriculum	2202-80-800-05	5.00	5.00	Director, SIE
GEN 021	Popularisation of Science Literature	2202-02-800-08	1.00	1.00	Director, SIE
GEN 022	Introduction of Vocational courses in selected schools and up-grading them	2202-02-800-14 2202-02-001-05			Separate Director has been constituted
GEN 023	Creation of scholarship unit and enhancement of scholarships	2202-05-800-04	No provision		
GEN 024	Contribution to Raja Ram Mohan Roy foundations and allied matters	2202-02-800-03	2.00	1.00	State librarian, Public Library, Thiruvananthapuram
GEN 025	Educational Research and Training Institutions	2202-80-003-02 (2202-80-004-05)	1.00	1.00	Director, SIE

GEN 026	State Institute of Education	2202-80-004-02	2.00	2.00	Director, SIE
GEN 027	Institute of Science including appointment of subject inspectors in science	2202-80-004-03	2.00	2.00	Director, SIE

Special Component Plan:

GEN 028	Award of scholarship to scheduled caste students (S.C.P.)	2202-02-107-06	20.00	23.00	Deputy Director, Education and N. Section
GEN 029	Coaching classes for S.C. students (S.C.P.)	2202-02-107-06	20.00	20.00	Deputy Director, Education
GEN 030	Appointment of Hindi Teachers	2202-02-109-06	No provision		

Tribal Sub Plan:

GEN 031	Award of scholarship to scheduled tribe students (T.S.P.)	2202-02-107-07	2.00	2.00	Deputy Director of Education and N. Section
GEN 032	Coaching classes for scheduled tribe students (T.S.P.)	2202-02-107-07	2.00	2.00	Deputy Director, Education
GEN 033	Population Education State share	2202-02-800-13	4.00	3.00	Director, SIE

Teacher Education:

GEN 034	Inservice Training to Primary School Teachers	2202-01-107-01 (2202-02-110-01)	5.00	5.00	Director, SIE
GEN 035	Inservice Training to Secondary School Teachers including Language Teachers	2202-02-105-01 2202-05-102-05	3.00 2.00	1.00 1.00	Director, SIE

1 year Programme 1990-91 (Contd.)

Rs. in lakhs

Code No.	Name of Schemes	Head of Account	Amount approved for the year 1989-90	Amount approved for the year 1990-91	Implementing Officers
<i>Other Programmes:</i>					
GEN 036	Improvement of facilities in special schools	2202-80-800-16 2202-02-109-12	5.00	10.00	Joint Director, Deputy Director (General) and M. Section
GEN 037	Development of Sanskrit Education	2202-05-103-08 2202-05-103-02 2202-05-103-03 2202-05-103-04 2202-05-103-05	0.50 0.25 0.25 2.00	3.00	Director, SIE and N. Section
GEN 038	C.A.S.V. Balusery	2202-05-103-06	Nil		D.P.I.
<i>Sports and Youth Service:</i>					
SYS 001	Physical Education, Sports	2204-00-101-04 2204-00-103-01 2204-00-103-03	8.00	8.00 2.00 2.00	P.R.O. and Sports Organisor Separate Director has been formed
SYS 002	Assistance to Sports Schools and Sports Division	2204-00-104-10	3.00	3.00	do.
<i>Nutrition:</i>					
NUT 004	Special Mid-day Meals Programme	2202-01-800-02	960.00	No provision	S.A.A. DPI's Office
NUT 005	Special Component Plan	2202-01-800-08	434.00	No provision	do.
NUT 006	Tribal Sub Plan	2202-01-800-09	25.00	No provision	do.

General Education 100% Centrally Sponsored Schemes:

GEN 057	Social (Adult) Education	2202-04-001-01	50.00	50.00	State Adult Education Office, Thiruvananthapuram
GEN 058	Educational Technology Cell	2202-80-004-04	90.00	25.00	Director, SIE Thiruvananthapuram
GEN 059	Integrated Education of the Handicapped	2235-02-101-05	115.00	120.00	do.
GEN 060	Operation Black Board	2202-80-800-17 4202-01-800-06	400.00 100.00	400.00 100.00	Project Officer DPI's Office
GEN 061	Establishment of District Institute of Education and Training	2202-01-107-03	137.00	175.00	do.
GEN 062	C. Improvement of Science Education	2202-80-800-18 2202-02-004-01	500.00	500.00	do.

Social Services General Education Centrally Sponsored Schemes having 50% Centrally Assisted:

	N.C.E.R.T. Assisted Scheme Education Centres attached to B.T. Schools	2202-01-800-07	4.00	No provision	
GEN 244	C. Non-formal Education for age group 6-14 (Experimental Project for Non-formal Education)	2202-01-800-04	No provision		
GEN 245	C. Population Education in Secondary Schools	2202-02-800-13	4.00	6.00	Director, SIE

CHAPTER IV

TEXT BOOKS AND NOTE BOOKS

A. Distribution and Sale of Text Books

The Text Books Branch, a wing of the Directorate (Edu.) is functioning as a commercial undertaking. The branch is responsible for arranging the printing, distribution and sale of all Text Books, Teachers' Hand Books and Work Books etc. During 1987 one Slate with two Slate pencils and all Readers including Arabic Text Books were freely supplied to the children of Standard I.

There are three Central Text Book Stores functioning under the Text Book Wing with Headquarters at Thiruvananthapuram, Ernakulam and Shoranur. One Text Book Depot is attached to each Education District. Each District Text Book Depot is under the administrative control of the District Educational Officer. The Text Books required for each Depot are supplied on indent from the Central Text Books Stores.

The Central Text Book Store, Thiruvananthapuram supplies Text Books, printed by private printers to the District Text Book Depots of Thiruvananthapuram, Kollam, Pathanamthitta, Alapuzha, Kottayam, Idukki and Ernakulam Revenue Districts. Similarly the Central Text Book Store, Ernakulam supplies Text Books printed at Kerala Books and Publication Society, Thrikkakara to all the Depots in the State and the Central Text Book Store, Shoranur supplies the books printed at private presses to the Depots of Palakkad, Wayanad, Ma'appuram, Kozhikode, Kannur, Kasaragode and Thrissur Revenue Districts.

A sale commission of 10 per cent of the sale proceeds is allowed to School Co-operative Societies, Assistant Educational Officers/Headmasters as the case may be. The immediate charge of the District Text Book Depot is vested in a Store Keeper in the cadre of Junior Superintendent/U.D. Clerk who is assisted by an L.D. Clerk and one or two Counters. The Store Keeper is responsible for the stocks and issue of Text Books and shall periodically submit all reports and returns to the District Educational Officer for scrutiny.

The function of the District Educational Officer in respect of the Text Book Depots are indicated below:

1. To assess the requirement of Text Books for a year and to ascertain whether there is adequate supply of Nationalised Text Books. The number of copies sold during the previous year shall be taken into consideration in deciding the requirement of Text Books, in the case of reprints in each case. In the case of Text Books, which are revised edition (new books) the anticipated roll strength shall be taken into consideration.

2. To check up whether all books are served by school Co-operative Societies or a union of Primary Schools having one society. In schools where Co-operative Societies do not exist it has to be ensured whether the Headmasters of High Schools or Assistant Educational Officers in the case of Primary Schools have taken initiative to secure text books and to make them available to pupils.

3. To Examine whether the Text Books are issued to the School Co-operative Societies etc. on the basis of the latest price list notified as per indent passed by the District Educational Officer or an authorised officer (The District Educational Officer shall keep a copy of the price list in his custody). The District Educational Officer will also see whether there is delay in the issue of Text Books. If there is any delay arrangements shall be made to provide additional staff by deputation from the District Educational Office.

4. To check up whether the credit sale of Text Books permitted to School Co-operative Societies does not normally exceed Rs. 12,000 in the case of Single School Society and Rs. 15,000 in the case of Group Societies.

5. To scrutinise whether the Daily Sales Register, Stock Register and all other Registers including Cash Books and Receipt Books are written up punctually.

6. To ensure that adequate precaution is made to protect the shortage from the attack of white ants, rats etc.

7. To insure that proper vigilance is exercised to see that there has been no loss, damage or pilferage of book from the shortage being an abuse of code of conduct of the business of the Text Books Depot.

8. To render such periodical returns as have been prescribed by the Depot on the due dates.

9. To inspect the Depot periodically and make reports about the condition and short comings and to arrange for conducting physical verification of stock at least once in a year by a person other than the Store Keeper or other employees in the Depots.

10. To ensure, that there is adequate supply of Teachers' Hand Books, Guide Books, Question Banks etc. prepared by the Department as reference book to Teachers and encourage the sale of these publications among teachers.

11. To provide additional accommodation for the District Text Book Depots.

12. To be in charge of funds allotted to meet the expenditure connected with the loading and unloading of text books etc. in the District Text Book Depots.

B. Manufacture and Distribution of Note Books Under Work Experience Programme

Manufacture of Note Books by the School Children for the use of students with the paper allotted by the Government of India at concessional rate has been brought under Work Experience Programme during 1975-76. The scheme continues to operate with increased coverage every year. The scheme is operated under the guidance of Text Books Officer, Note Books Officer and the Special Officer, Work Experience Programme of State Institute of Education. The Note Books Officer is responsible for the effective implementation of the scheme.

Schools are selected as Manufacturing Centres on the recommendation of the Deputy Director (Education) taking into account the availability of electricity, machineries, transport and storage facilities.

The Text Books Officer arrange the distribution of white paper allotted by Government of India to the Manufacturing Centres through the concerned Central Stores along with Calico, Straw Boards and Printed covers. The Controller of Stationery with the concurrence of the Departmental Purchase Committee arrange the purchase of Calico etc.

Orientation course is conducted by Special Officer, Work Experience Programme to Teachers in cutting, ruling and binding of Note Books. The course is intended for imparting training to students in turn and to supervise the work during manufacture of Note Books.

The School Centres purchase machinery, equipments and tools utilising the accumulated balance under special fee account. According to the availability of funds in the budget, funds are also allotted to few departmental Schools for the purchase of cutting and ruling machines. In Schools where there are no machinery for cutting and ruling private arrangements are being made.

MANUFACTURE OF NOTE BOOKS

Three categories of Note Books are usually manufactured in Schools viz. 192 pages, 120 pages and 80 pages (both ruled and un-ruled). The production of the book is carried out during class hours allotted for Work Experience Programme. But it is also carried outside class hours as the time allotted is not enough to complete the work. The School Centres can utilise the amount under special fee account as advance amount for meeting the initial expenditure for the purchase of needle, twine, gum etc. required for the purpose which is to be reimbursed as soon as the manufacturing charges are received. An amount equal to 50 per cent of the anticipated manufacturing charge is sanctioned to the Centres

in advance by the Deputy Director (Education) to be adjusted in the final claim on completion of the work. The District Adult Educational Officer is authorised to conduct audit of manufacturing accounts of each centre in the District. The cutting wastes and other wastes occurring during the process of manufacture are sold in public auction by the Heads of Schools and the amount is deposited in a separate fund called 'Manufacturing fund' which can be retained for future investment in building up capabilities of the institutions to undertake such manufacture on a regular basis. If any School discontinue the manufacturing of Note Books, the balance amount under the fund has to be credited to Government.

WASTAGE AND INCENTIVE BONUS

A total of 1 per cent wastage is allowed to the raw materials used for the manufacture of note books. Incentive bonus will be given to the institutions which avoid wastage of raw materials and utilise them fully for the manufacture of exercise books. Double rate of manufacturing charges will be paid to the books manufactured out of 1 per cent wastage.

DISTRIBUTION

Distribution of Note Books commences from 15th May of every year. Each manufacturing Centre will also be the distribution centre. Schools are grouped for each distribution centre. Books are distributed to the schools in each group based on the indent passed by the District Educational Officers. Indents are passed according to the norms passed by Government for distribution to the students. School Co-operative Societies purchase Note Books and distribute them to the students. The heads of Schools make purchase of Note Books and distribute them to the students where there are no Co-operative Societies.

CREDIT FACILITIES

Credit facilities upto Rs. 7500 are allowed to school/School Co-operative Societies. Credit sale will be allowed only upto 31st July and the accounts should be settled before 15th August. Interest at the rate of 10 per cent will be levied on dues outstanding upto 31st August i.e., 15th August to 31st August. From 1st September, interest at the rate of 12½ per cent (10% interest + 2½% penal interest) per annum will be levied. The rate of 10 per cent is applicable only for the remittance made during 15th August to 31st August. 5 per cent distribution commission to school/School Co-operative Societies and 1 per cent distribution commission to the Centres on the gross value are also allowed.

The Deputy Directors (Education) are in-charge of implementation of the scheme at the Revenue District level. They are assisted by the District Adult Education Officers in this work. Manufacturing charges are sanctioned by the Deputy Directors (Edn.) based on the approved rate fixed by Government. 10 per cent of the balance amount of manufacturing charges after meeting the contingent expenditure is paid to the participating students as wages. 20% is paid as remuneration to the supervising teachers and 5 per cent is paid to the Headmasters.

CHAPTER VI

GOVERNMENT EXAMINATIONS

S.S.L.C. Examination

The examination is conducted twice in a year i.e. in March and September. From 1990 March the Examination is conducted in one scheme (New Scheme) as per the portions prescribed for the pupil of standard X for the academic year 1989-90. Group minimum introduced as per G.O. (P) No 253,75/G. Edn. dated 16-10-1985 and the subject minimum introduced as per G.O. (P) 111/83/G. Edn. dated 6-7-1983 are applicable for the examination. There are two groups for the examination viz;

1. The Language Group
2. The Subject Group.

The minimum marks that a candidate should secure for a pass is 90/250 for the language group and 120/350 for the subject group. There is separate minimum for all languages/subjects within a group.

ADMISSION TO THE EXAMINATION

(a) *School Candidates*: Those who have undergone the prescribed course of study in any recognised High School in the State can be presented for the Examination, provided the pupil has put in not less than 85 per cent attendance in Standard X.

(b) *Private Candidates*: The following categories of candidates are eligible to appear for the examination privately.

- i) Appearance as full course candidates.
- ii) Over aged candidates.

Pupils, whose studies have interrupted due to reasons such as poverty, prolonged illness, migration of parents, nomadic living, non-existence of Schools in rural, backward, tribal areas, seeking employment for livelihood, etc., are allowed to appear for the examination, provided they have completed 17 years of age on the 1st day of the month of examination viz., 1st March.

The persons who are employed in Government, Quasi Government Department, Public Sector undertakings, Nationalised Banks etc are allowed to appear for the examination provided they have completed 20 years of age as on the 1st day of the month of Examination i.e. 1st March. G.O. Ms. 105/71/S. Edn. dated 4-8-1971, G.O. Ms. 89/74/G. Edn. dated 20-5-1974, G.O. Ms. 91/1983 dated 30-4-1988 and G.O. Ms. 126/88/G. Edn. dated 2-8-1988. In rare and extreme hardship cases where the pupils happen to discontinue their study in any recognised schools under special circumstances such as migration of the students and his parents from another State or from abroad, the Commissioner for Government Examinations can grant relaxation in minimum age to appear as private overaged candidates subject to the minimum age requirements prescribed for regular school candidates.

2. Candidates who have failed under any of the defunct scheme of examination as full course or compartmental.

3. Candidates who have undergone the prescribed course in full in any of the recognised school in the State and who could not appear for the examination due to unavoidable circumstances, provided they are otherwise eligible for the examination.

4. School candidates who had completed the course and not been presented for the examination for want of attendance can recoup the deficiency of attendance and appear for the examination.

5. War service Personnel who have studied upto standard X (or Form VI) of a recognised school in State.

6. Teachers who possess Rashtra Bhasha Visharad or Dakshina Bharat Hindi Prachar Sabha or Hindi Bhooshan Certificate of Travancore Hindi Prachar Sabha or Hindi Vidwan Certificate of the Kerala University.

7. Full-time Teachers in recognised schools under Education Department and Harijan Welfare Department and Fishery Department who have not less than three years of approved service as full-time Teachers to their credit as on the last date prescribed for receipt of application.

8. Those who have failed the examination in both Groups in the previous appearances.

Special Appearance: 1. Holders of Indian Army Certificate of Education (I Class, need appear for only First Language and if they secure a minimum of 40% marks they will be declared eligible for Civil Employment.

2. Holders of S.S.L.C. or any equivalent examination of former Travancore, Travancore-Cochin or Madras are allowed to appear for Hindi alone of the examination, if Hindi was not one of the subjects for their S.S.L.C. examination. On securing a minimum of 35% marks, they will be issued a pass certificate.

3. Those who have failed to secure a pass in any one of the Groups in the previous appearance.

If a candidate's name is registered for the Examination it will be considered as an appearance even if he is absent for the examination. Unless he applied in writing to the Secretary to the Commissioner for Government Examinations on or before the first day of the Examination for cancellation of candidature.

Candidates who have passed the S.S.L.C. Examination and who wish to appear again for the examination with a view to securing better marks in all subjects will be permitted to re-appear for the examination without cancelling the previous result within three years from the last successful appearance (G.O. Ms. 7/79/G Edn. dated 12-1-1979). But such candidates should appear for all the papers according to the scheme of examination existing at the time. This concession will not be allowed to candidates who have joined a College or Public Service after passing the S.S.L.C. Examination.

Examination Fees:

The examination fee will be as follows:

(a) S.S.L.C. full course	Rs. 15
(b) Appearance for First Language only	„ 4
(c) Appearance for Hindi only	„ 3
(d) S.S.L.C. Group A or B only	„ 10
(e) Fine for late remittance	Re. 1

EXEMPTION FROM PAYMENT OF EXAMINATION FEES

(a) Students appearing for the S.S.L.C. Examination after the completion of the course in any Government or Aided School of the State are exempted from the payment of fees for the first appearance (G.O. Ms. No. 532/70/S.Edn. dated 24-12-1970) provided such appearance is at the close of the academic year in which the candidate studied in standard X for the first time (G.O. Ms. 32/74/G Edn. dated 18-2-1974).

(b) Students belonging to Scheduled Castes and Other Eligible Community including Kudumbies and converts from among them as notified as such by the Director of Harijan Welfare are eligible for exemption from payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination. Students belonging to Scheduled Tribes are eligible for exemption from the payment of examination fees for five years inclusive of the benefit enjoyed by them prior to February, 1981 [G.O. (Rt.) 680/81/G. Edn. dated 25-2-1981]

(c) Students appearing for the S.S.L.C. Examination of Kerala Government after completing standard X of Mahe area and Lakshadweep Islands (Union Territory) are exempted from payment of fees for the first appearance with usual benefits of two years concession for Scheduled Caste and Scheduled Tribe candidates (G.O. Rt. 13/67/1/S. Edn. dated 17-6-1971).

(d) Students except Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and converts from among them appearing for the S.S.L.C. Examination after completion of their course in Unaided Recognised Schools should pay examination fees.

Cost of S.S.L.C. Books (Rs. 5)

1. Each School candidate has to pay Rs. 5 towards the cost of S.S.L.C. Book.

2. All S.S.L.C. failed/passed candidates who possess the new model S.S.L.C. Book issued for the examination of March 1989 and now appearing for the examination should remit the cost of the book.

3. All S.S.L.C. failed/passed candidates who possess new model S.S.L.C. Book for the entry of Public Examination marks should also remit the cost of an additional volume.

CONCESSIONS TO THE BLIND, DEAF AND DUMB AND ORTHOPAEDICALLY HANDICAPPED CANDIDATES

(a) Blind candidates will be exempted from question in Drawing, Graphs etc. They will be allowed 15 minutes more for every hour of examination as they have to write in Braille system. Blind pupils appearing for the public examinations will be allowed the service of a scribe each on a remuneration of Rs. 5 per paper. Blind pupils answering the S.S.L.C. Examination papers utilising the services of scribes will be granted extension of time of ten minutes per hour per paper. The scribe appointed for the purpose should be persons who do not possess qualifications higher than the examinations for which they are appointed. [G.O. (P) 412/69/Edn. dated 18-11-1969 and G.O. Ms. 142/80/G.Edn. dated 9-9-1980]. S.S.L.C. failed or passed persons with no other additional qualifications alone should be appointed as scribes. The District Educational Officers concerned are competent to sanction the above benefits.

(b) The Deaf and Dumb Candidates will be given additionally 25% of the marks secured by them in theory papers as they are backward in Language ability [G.O. (P) 150/72/S. Edn. dated 30-10-1972]. Chief Superintendents should make necessary notings on the facing sheet of the main answer books of such candidates. Deaf students are exempted from the study of 2nd and 3rd Languages if they desire so, subject to the provisions contained in the G.O. Rt 1697/83 dated, 4-6-1983.

(c) Orthopaedically handicapped students, who cannot freely use their hands due to the handicap in their upper limbs will be granted an extra time of 15 minutes for every hour of the examination and they will be exempted from the question in drawing diagrams and geometrical figures on the basis of a certificate to the effect that the nature of the handicap in hands is such as would warrant the grant of exemption given by a qualified medical specialist in Physical Medicine and Rehabilitation of Orthopaedics [G.O. (P) 150/72/S. Edn. dated 30-10-1972, G.O. Ms. No. 134/80/G. Edn. dated 19-8-1980 and G.O. (MS) 159/85/G. Edn. dated 23-7-1985]. The District Educational Officers shall conduct a test for such candidates and issue a certificate to that effect in order to get exemption from the office of the Commissioner for Government Examinations.

PROVISION FOR SCRUTINY AND REVALUATION OF ANSWER SCRIPTS:

(a) Application from candidates in the prescribed form for scrutiny of valued answer scripts will be accepted only if received by the Secretary, within 15 days from the date of publication of results. Belated application will not be accepted. Scrutiny fee is Rs. 5 per paper.

(b) Application for revaluation of answer scripts from the candidates in the prescribed form will be considered only if the Public Examination marks are less than the average of Unit test marks of Std. X by 10% or more. The fee for revaluation of answer scripts is fixed at Rs. 50 for every paper. The fee should be remitted in the name of the candidate under the head of account '0202-01-102-07 other receipts' and the chalan receipt produced along with the application. Application for revaluation should be submitted within 15 days from the date of publication of results.

(c) The fee for scrutiny of revaluation should be remitted into the Treasury under the head of account '0202-01-102-07 other receipts' in the name of the candidate himself/herself and the original chalan should be sent along with the application for scrutiny. Remittance made in the name of persons other than the candidate will be summarily rejected. Also scrutiny and revaluation fee will not be accepted in cash or by money order.

T.T.C. Examination

At present the examination is being conducted under the new scheme as modified as per G.O. (Ms.) 77/88/G. Edn. dated 15-5-1986 and as per the new curriculum of the 1st year T.T.C. The new scheme is sanctioned in G.O. Ms. 141/77/G. Edn. dated 23-6-1977 and G.O. Ms. 173/77/G. Edn. dated 10-8-1977 and G.O. Ms. 77/86 G. Edn. dated 15-5-1986.

The Examination under the new scheme is intended for the following categories of candidates:

(a) The trainees who have undergone training from June 1978 onwards (Vide G.O. Rt. 2396/79 G. Edn. dated 16-6-1979).

(b) Failed candidates under the new scheme.

(c) T.T.C. Examination under reintroduced course has been discontinued as per G.O. (Rt.) No. 13/82/G Edn. dated 1-1-1982. The failed candidates under reintroduced scheme are allowed to appear for the corresponding subjects under the reorganised scheme (new scheme) such candidates should remit Rs. 4 in addition to the examination fee to meet the cost of new T.T.C. book.

FULL COURSE AND COMPARTMENTAL APPEARANCE:

(a) The first appearance of a candidate for the examination should be as full course candidate for all subjects in the new scheme.

(b) Candidates who have failed in any one of the subjects under the New Scheme are allowed to appear for the failed subjects only as compartmental candidates.

REGISTRATION OF CANDIDATES FOR THE EXAMINATION:

(a) *School candidates*:—The trainees who are appearing for the examination towards the close of their academic year are treated as school candidates.

(b) *Private candidates for Theory paper only*:—All candidates who have already appeared for the examination but failed to secure a pass in the examination and now appearing again are treated as private candidates.

(c) *Private candidates for Practical Examination also*:—The candidates appearing for the examination should hand over his/her application form duly filled up along with their T.T.C. books and fee to the Headmaster of the Training Institute where he/she has undergone training. The private candidates who are appearing for both II year theory and practical examination and the II year school candidates who are appearing simultaneously for I year, should hand over his/her application form duly filled up along with their T.T.C. books and examination fees to the Head of the Training Institute where he/she has undergone training. A & B lists relating to the above categories of candidates should be got prepared and forward to the Chief Superintendent as in the case of school candidates. The names of private candidates who had attended the community leaving camp during the last vacation should also be included in the A & B lists even if they have not submitted their application.

(d) The candidates who have undergone training in full and secured minimum of 85 per cent of attendance by the end of the February as required under Rule 7 (2) Chapter VII of K.S.R. alone are eligible to appear for the examination. However necessary condonation for the shortage of attendance up to the prescribed minimum can

be obtained from the competent authority concerned. Even when they countersign the application of a private candidate this aspect has to be examined, in case his appearance for the examination is for the first time.

EXAMINATION FEE:

	Rs.
Full course I year	25
For each paper	5
Full course II year (Both Theory and Practical)	40
Full course II year (Theory only)	5
Part II Practical (Student teaching)	10
Part IV Sessional work (Internal)	Nil
Fine for late remittance	1

Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and X'ian converts from among them are exempted from payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination. Other communities are not eligible for exemption from payment of fees.

COST OF ADDITIONAL VOLUME OF T.T.C. BOOKS:

The candidates whose certificates have no further page to enter the Public Examination marks should pay the cost of an additional volume of T.T.C. Book of Rs. 4 to the Institute along with the examination fee. Candidates who are appearing under the existing scheme and who are in possession of duplicate copies of their certificates should also remit the cost of another volume of the T.T.C. Book. The Head of the Institute should remit such amount in a separate chalan under the head of account '0202-01-102-01-Examination Fees' and forward the chalan receipt along with a statement containing the list of candidates who required fresh books or additional books as the case may be.

APPLICATION FORM FOR PRIVATE CANDIDATES:

(a) Printed application forms are not available and therefore will not be supplied. The form should be exactly similar in every respect of the form furnished in the Notification. The entries should be carefully filled up by the candidates in their own handwriting and each such application with fee and the T.T.C. Book should be handed over to the Head of the school selected as the Centre for the examination.

(b) The Headmasters and the candidates should note that the application forms as prescribed in the notification will be accepted and in case any other form is used it will be summarily rejected and the Department cannot be held responsible for any loss to the party on this account.

RETURN OF T.T.C. BOOKS:

(a) The T.T.C. books will be sent to the Chief Superintendent concerned immediately after the publication of the results of the examination. The T.T.C. books of the school candidates should be collected from the Chief Superintendents and distributed to the candidates by the Heads of Training Schools concerned after obtaining proper acknowledgement.

(b) The complaint regarding the non-receipt of certificate books, mistake in the entry of marks, etc. should be brought to the notice of the Commissioner immediately on the receipt of the certificate books.

(c) The T.T.C. books not claimed from the Headmasters or from the Chief Superintendent of the Centre within a period of three months from the date of publication of the result should be returned to the Secretary to the Commissioner for Government Examinations. Such Certificates will be issued to the candidates through the concerned Headmaster on payment of penalty fee as detailed below:

	<i>Rs.</i>
(i) Penalty fee for the certificates not claimed by the candidates within 3 months after the publication of the examination upto five (5) years.	5
(ii) Penalty fee if the certificates are not claimed within 5 years upto 10 years.	10
(iii) Penalty fee if certificates claimed after 10 years.	25

Head of account for remittance of penalty fee:

'0202-01-102-07 other receipts'

SCRUTINY OF VALUED ANSWER SCRIPTS:

Application from candidates in the form prescribed for scrutiny of valued answer scripts will be accepted within 15 days from and including the date of publication of result. The fee for scrutiny at the rate of Rs. 5 per paper should be remitted in the name of the candidate into the Treasury under the head '0202-01-102-07-other receipts' and the original chalan attached to the application.

Application from candidates for revaluation of their answer scripts in theory part will be accepted on the following conditions:—

(a) Application for revaluation should be submitted within 15 days from the date of publication of results.

(b) Revaluation fee will be Rs. 50 for every paper and remitted under the head of account '0202-01-102-07-other receipts' in the name of the candidate.

(c) Revaluation will be done by two different examiners not below the rank of an additional Chief Examiner.

(d) If there is a difference of 10% or more (of the maximum) between the original mark and the average marks given by the two examiners on revaluation, then the average mark given in revaluation will be taken as the mark of the candidate.

(e) If the difference between the original marks and the average marks given on revaluation is less than 10% of the maximum marks, the marks obtained in the original valuation will remain unchanged.

(f) In case where the marks are altered on revaluation as provided for in item (d) above, the amount of fee remitted will be refunded to the candidates concerned after deducting Rs. 5 per paper as handling charges.

Anglo Indian School Trained Teachers Certificate Examination

(1) This Examination is held at St. Theresa's Anglo Indian Training School, Cannanore. The examination is being conducted by the Commissioner for Government Examinations, Kerala as per approved syllabus and scheme vide G.O. (Ms) 45/79/G. Edn. dated 15-3-1979.

(2) According to this scheme the examination will be conducted in two phases—one at the end of first year of training and other at the end of the second year of training.

Examination in the following subjects will be conducted in the first year:

- (i) Principles of Education
- (ii) School Administration and Hygiene

Examination in the following subjects will be conducted in the second year:

- (i) Educational Psychology and Child Study.
- (ii) Content and Methods of Teaching English.
- (iii) Content and Methods of Teaching Mathematics.
- (iv) Content and Methods of Teaching Science.
- (v) Content and Methods of Teaching History and Geography.

Language Teachers Training Course Examination

There will be two Examinations i.e. during the last week of May and first week of October. Candidates who have secured 85 per cent of attendance as per rule and completed satisfactorily the prescribed course of studies in the Language Teachers Training Institution alone are eligible for admission to the examination. The rates of fee to be paid for admission to the examination are as follows:

For whole examination	Rs. 25
Supplementary Examination	Rs. 5 per subject

Applications from candidates for scrutiny of their valued answer scripts will be accepted within 15 days from the date of publication of the examination result.

Diploma Examination in Hindi Teaching

The Examination will be held at the Government Hindi Teachers Training Institute, Ramavarmapuram, Thrissur and the Regional Institute of Language Training, Thiruvananthapuram.

The candidates who have failed or those who have completed the training course in any one of the Government Hindi Training Institutes at Thiruvananthapuram and Thrissur alone are eligible for admission to the examination.

The fee for admission to the examination for all subjects is Rs. 25 and that for each subject is Rs. 5 subject to a maximum of Rs. 25.

Candidates appearing for the examination for the first chance should remit the fee for the whole examination irrespective of the fact whether they appear for all subjects or not.

Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Christian converts will alone be allowed exemption from payment of examination fee for two chances. Others should pay the examination fees.

Arabic Teachers Examination

Arabic Teacher's Examination was introduced by Government vide G.O. Ms. No. 114/81/G. Edn. dated 22-6-1981 and published in the Kerala Gazette dated 4th August 1981.

The candidates for the examination should have passed VII Standard Examination and should have completed 15 years of age.

The candidates who have once appeared and failed for the examination under New Scheme alone are eligible for compartmental appearance. No compartmental system will be allowed for the first appearance.

The minimum qualification fixed for appearing for the examination is a pass in Standard VII. The candidate who have passed the S.S.L.C. Examination with Malayalam as first Language Part I will be exempted from appearing for the paper in Regional Language provided they have secured 40% or above marks in Malayalam.

The fee for admission to the examination for the two parts (all papers) is Rs. 25 and fee for each part (three papers) is Rs. 15.

Urdu Higher Examination

The examination was introduced as per G. O. Rt. 2652/74/G.Edn. dated 16-8-1974 and it will be conducted once in a year during October. Admission to the examination is open to all candidates who have passed Standard VII and have completed 15 years of age.

L S S and U S S Examination

Every year LSS & USS Examinations are conducted in March along with the S.S.L.C. Examination.

The pupils studying in Standard IV are admitted to LSS Examination and those who are studying in Standard VII are admitted to USS Examination. Pupils who have secured 60% and above marks in the quarterly examination are eligible for admission to the Examination. Pupils whose parents' annual income is Rs. 6,000 or below are eligible for admission to the examination if they secure 45% or above marks for the quarterly examination. The aggregate of marks secured in the scholarship examination alone be considered for scholarships.

Sanskrit Teachers Examination

Sanskrit Teachers Examination is conducted once in an year i.e., in March. Eligibility for admission to the Examination:

- (1) Those who have appeared and failed in the Sanskrit Teachers Examination previously.
- (2) Those who have passed S.S.L.C. from Sanskrit Schools.
- (3) Those who have taken Sanskrit as Part I of first language in S.S.L.C.
- (4) Those who have passed Kovid Examination and S.S.L.C.

Govt. of India Residential School Merit Scholarship Examination

The examination is meant for locating the most outstanding talents in the country and to select them for studying in residential schools in India. The examination is open to the children of age group 11 and 12. A preliminary screening test will be conducted during July every year and the final test at All India level will be conducted during September.

Certificate Examination in Library Science

The Certificate Examination in Library Science will be conducted once in an year. The centre of examination is the Thiruvananthapuram Public Library.

Candidates who have satisfactorily undergone the prescribed course of studies at the Thiruvananthapuram Public Library and the candidates who appeared for the above examination in previous years conducted by the Board, but failed in the examination are eligible to appear for the examination.

The failed candidates may appear for the Examination for the subject in which they have failed.

Candidates who have not secured the required minimum percentage of attendance (85%) will not be admitted for the examination.

The fee for admission to the examination is as follows:		<i>Rs.</i>
1.	Fee for admission to the whole examination	10
2.	Fee for one subject	5
3.	Fee for two subjects or more	10

Kerala Govt. Certificate Examinations in Drawing and Painting

Kerala Government Certificate Examinations in Drawing and Painting will be conducted during June every year. Duration of these courses are 2 years. Admission to the examinations is restricted only to those who have had a regular institutional course of study for a prescribed period of 2 years.

As per Government letter No. 6372/C1/78/H. Edn. dated 6-4-1978, Government have ordered that the newly introduced K.G.G.E. Course may be conducted for the candidates who are studying for the course in private recognised institutions.

In the light of the Government order read above, the K. G. C. Examination under drawing and painting intended for candidates who have studied in the following nine private recognised institutions.

Private recognised Institutions:

1. A.P. Arts School, Karukachal.
2. Universal Arts School, Kozhikode.
3. Cochin School of Arts, Ernakulam.
4. Kerala School of Arts, Thalassery.
5. J.M. Technical School, Thirupuram, Neyyattinkara.
6. Modern School of Arts and Crafts, Mathilil, Kollam.
7. Rachana Institute of Fine Arts, Irinjalakuda.
8. K. S. S. School of Arts, Kodimatha, Kottayam.
9. S.S. School of Arts, Alapuzha-7.

Candidates who have already appeared the examination but failed may apply as private candidates for the papers they failed. They should apply for all the failed subjects. Piece meal appearance will not be allowed.

The rates of examination fees are fixed as follows:

	<i>Rs.</i>
For full course candidates	20
For compartmental candidates	4 for each paper subject to a maximum of Rs. 20 for those appearing for more than 5 papers.

The examination fee should be remitted into a Govt. Treasury under the head of account "0202-01-102-01 Examination Fee".

**Post Diploma, Diploma and Certificate Course Examination
in Drawing, Painting and Sculpture and Modelling and
Certificate Course Examination in
Commercial Art**

The Examinations in Drawing and Painting, Sculpture and Modelling under the Post Diploma, Diploma and Certificate course for the trainees of the Ravi Varma Institute of Fine arts, Mavelikara, RLV College of Music and Institute of Fine Arts, Trippunithura and Institute of Fine Arts, Thrissur will be conducted during April every year. The Certificate Course Examination in Commercial Art will also be conducted along with the examination.

The subjects for the Post Diploma, Diploma and Certificate course Examination are given below:

1. POST DIPLOMA EXAMINATION:

A. Drawing and Painting:

- (i) Theory
- (ii) Portrait study
- (iii) Full Length Life Drawing

B. Sculpture and Modelling:

- (i) Theory
- (ii) Portrait study

2. DIPLOMA EXAMINATION:

A. Drawing and Painting:

- (i) Theory
- (ii) Drawing the Human Figure
- (iii) Original Composition
- (iv) Painting a head from life

B. Sculpture and Modelling:

- (i) Theory
- (ii) Modelling of Human Figure (Head)
- (iii) Clay sketches for finished composition
- (iv) Designing ornaments

3. CERTIFICATE COURSE EXAMINATION:

A. Drawing and Painting:

- (i) Theory
- (ii) Drawing the Human Figure
- (iii) Painting
 - (a) Monochrom
 - (b) Water Colour
- (iv) Design
- (v) Memory

B. Clay Modelling:

- (i) Theory
- (ii) Human Figure Drawing
- (iii) Relief Modelling
- (iv) Design (a) Modelling
(b) Casting
- (v) Memory

C. Commercial Art

- (i) Memory Drawing
- (ii) Life Study
- (iii) Advertising Design
- (iv) Monochrom
- (v) Colour Study
- (vi) Theory of Commercial Art

The rate of examination fee will be as follows:

	Rs.
1. Post Diploma Course	25 per candidate
2. Diploma Course	20 ,,
3. Certificate Course	15 ,,

Candidates appearing for the certificate course examination should have successfully undergone a two years course of study under the certificate course in Drawing and Painting and Sculpture and Modelling and Commercial Art and those of the Diploma Course Examination should have completed a similar period of study after passing the certificate course examination, and those appearing for the Post Diploma should have completed one year course after passing the Diploma Examination in the concerned subject. The candidates who have undergone the above said course in any of the following institutions will be admitted to the examination.

- 1 Ravi Varma Institute of Fine Arts, Mavelikara.
2. R L V College of Music & Institute of Fine Arts, Tripunithura.
3. Institute of Fine Arts, Thrissur.

Candidates who have once appeared and failed in the examination are also eligible to apply for the examination as private candidates. They should submit the application in the prescribed form duly countersigned by the head of institution were they underwent the prescribed course of study.

Diploma Examination in Bharathanatyam

The course is offered at the R L V Academy of Music and Fine Arts, Tripunithura and the duration of the course is 4 years. The minimum qualification for admission to the course is a pass in Std. VII. The fee for the examination is Rs. 12.

Post Diploma Examination in Bharathanatyam

This is an advanced course and those who have passed the Diploma Examination in Bharathanatyam can appear for the Post Diploma Examination. The fee for the Examination is Rs. 20.

Diploma Examination in Kathakali

The minimum qualification for admission to the four year course in Kathakali offered at the R. L. V. Academy of Music and Fine Arts, Trippunithura is a pass in Standard VII. There will be a Public examination at the end of the course and the fee for the examination is Rs. 12.

Post Diploma Examination in Kathakali

Those who have passed the Diploma Examination in Kathakali can be admitted for the two years course of the Post Diploma in Kathakali.

Music Examination

The following examinations in Music are conducted once in an year for those candidates who have undergone satisfactorily the prescribed course of studies in the Music Colleges and Music Academies.

1. Ganapraveena Examination in Vocal Music, Veena and Violin.
2. Ganabhooshanam Examination in Vocal Music, Veena, Violin and Mridangam.
3. Natana Bhooshanam Certificate Examination.

Junior and Senior Music Certificate Examination

Those Examinations are conducted once in a year for those who have completed satisfactorily the prescribed course at the Music School, Thrissur. Certificate will be issued to those who pass the Senior Music Examination.

K. G. T. Examinations

Examinations Lower and Higher are conducted once in a year (April) for the following subjects.

1. DRAWING GROUP:

1. Free hand outline and Model Drawing
2. Geometrical Drawing
3. Design
4. Painting
5. Engraving
6. Clay Modelling

2. PRINTING TECHNOLOGY GROUP:

1. Compositor's work
2. Proof Reader's work
3. Book binding
4. Machine work
5. Press work
6. Printers Warehouse work
7. Type casting
8. Stereo Typing

3. CRAFT GROUP:

1. Needle work and Dress making
2. Embroidery
3. Carpentry
4. Tailoring
5. Smithy
6. Ratan work (No grade)
7. Mat making (No grade)
8. Handloom Weaving and Spinning (Lower & Higher)

The fee for Lower grade is Rs. 15 and for Higher Grade is Rs. 20.

The minimum qualification for appearing the examination Lower grade is pass in Standard VII (new) and for Higher grade a pass in S.S.L.C. or a pass in Lower grade. But those who have passed the Lower Grade Examination in Handloom Weaving and Spinning are alone admitted for Higher Grade Examination in that subject.

4. AGRICULTURE:

K G T Examination in Agriculture Lower and Higher are conducted once in an year during the last week of May. The fee for the examination is Rs. 15 for Lower and Rs. 20 for Higher Grade Examination.

The minimum qualification for admission to the examination is a pass in Standard VII (new) for Lower and a pass in S S.L.C or Lower Grade for Higher.

K. C. T. Examination in Commerce Group

Under this group, examination for the following subjects are conducted:

1. Typewriting (English), Lower, Higher and High Speed.
2. Typewriting (Malayalam) Lower and Higher.
3. Short Hand (English) Lower, Higher and High Speed.
4. Short Hand (Malayalam) Lower and Higher. (In Arul and Pandala System)

5. Accountancy Lower and Higher Grades		
6. Banking Lower and Practice	—	No Separate Grade.
7. Co-operation Theory and Practice	„	„
8. Sales ship and Marketing	„	„
9. Business Organisation and Secretariat Practice	„	„
10. Economics and Business Statistics	„	„

There will be two examinations in a year. Minimum general qualification for admission to the examination is completion of S.S.L.C. course for all lower grade and a pass in S.S.L.C. for all Higher grade, High speed and other subjects mentioned as item number 6 to 10.

Examination fees:—

	<i>Rs.</i>
1. Typewriting English/Malayalam Lower	20
2. Typewriting English/Malayalam Higher	25
3. Typewriting English High speed	25
4. Shorthand English/Malayalam Lower	15
5. Shorthand English/Malayalam Higher	20
6. Shorthand English High speed	25
7. Practical test only:	
Typewriting English/Malayalam Lower	10
Typewriting English/Malayalam Higher	12
8. Accountancy Lower	15
9. Accountancy Higher	20
10. Each subject in term (6-10)	20

Scheduled Caste/Scheduled Tribes and Kudumbies are exempted from payment of fees for two chances.

Technical High School Leaving Certificate Examination (THSLC)

The examination is conducted twice in a year. The candidates who have satisfactorily undergone the prescribed course in any of the Technical High School in the state are eligible to appear for the examination. 80% of attendance is also required. Free appearance will be allowed only for the examination to be held at the close of the academic year in which the candidate studies in the final year for the first time. Scheduled Caste/Scheduled Tribe and other eligible communities will be allowed two free chances. Fee for the examination:—

	<i>Rs.</i>
Whole examination	15
One group	4
Two group	8
Three group	12

Pre Vocational Training Certificate Examination:

This examination will be discontinued from 1991 March.

Diploma Examination in Homoeopathic Medicines and Surgery

Diploma Examination in Homoeopathic Medicine and Surgery (Old Scheme) Final Part I and Final Part II and I DHMS, II DHMS and III DHMS (New Scheme) will be conducted twice in a year. Candidates who have completed the prescribed course of instructions qualifying for the particular examination and secured minimum attendance alone are eligible for admission to the examination.

The fee for admission to the whole Examination:

<i>Name of Examination</i>	<i>Fee for Examination</i>	<i>Fee for mark list</i>
	<i>Rs.</i>	<i>Rs.</i>
OLD SCHEME		
Final Part I	45	10
Final Part II	75	10
NEW SCHEME		
First year DHMS	60	10
Second year DHMS	60	10
Third year DHMS	75	10

The candidates appearing for the examination for the first time shall appear for all subjects. The students will not be allowed to appear for the final examination without passing the previous year examination as per the regulations in G.O.Ms. 112/89/H2 FWD dated 19-6-1989.

The candidates who have once appeared for the DHMS Examination alone are eligible for compartmental appearance. Such candidates have to remit the examination fee at the rate of Rs. 20 for each subject, subject to a minimum of Rs. 30 and Rs. 10 towards the fee for mark list for any one of the particular examination mentioned above.

**Technical School Leaving Certificate Examination
for Special Schools**

The examination is held at the Schools for Blind, Deaf and Dumb, Thiruvananthapuram.

S.S.L.C. Examination for the Deaf

The Examination is held at the following High Schools for the Deaf:

1. High School for the Deaf .. Thiruvananthapuram
2. do. .. Ottappalam

First and Higher Certificate Examination in Physical Education

First and Higher Certificate Examination in Physical Education (Revised Scheme) is conducted for the candidates undergoing two year course at Government College of Physical Education, Kozhikode.

Vocational Higher Secondary Examination

The conduct of V.H.S. Examination have been entrusted with the commissioner for Government Examinations from the inception of the scheme. From 1991 onwards the conduct of the Examination is entrusted with the Director of the Vocational Higher Secondary Education as per G.O Ms. No.60/90/G Edn. dated 10-4-1990.

RULES RELATED TO THE ISSUE OF COPIES OF CERTIFICATES

1. Copies of certificates will be issued as laid down in G.O (MS) 552/66/Edn. dated 26th October 1966 in case of loss, on application.
2. The fee for the issue of duplicate copy of certificate is Rs. 50 and of triplicate is Rs. 75.

Procedure for the issue:

1. Application for award of a copy of certificate should be submitted in the prescribed form to the Secretary, Board of Public Examinations, Office of the Commissioner for Government Examinations, Thiruvananthapuram through the Head of the Institution from which the candidate was presented for the examination for the first time.

2. The applicant should give full particulars regarding the course of study, year or years in which he appeared for the examination and register numbers for each appearance.

3. The loss of the original certificates will be notified in the Gazette by the authority competent to issue the duplicate certificate and by such notification who so ever may be in possession of the original certificate shall be asked to surrender the certificate to the authority concerned.

4. The application shall be accompanied by:

- (a) A receipted chalan for having remitted the prescribed fee Rs. 50 for the award of a duplicate certificate in a Government Treasury under the appropriate Head of account.

- (b) A declaration by the candidate attested by a Magistrate of the Judicial Department under the seal of his court detailing the circumstances under which the original was irrecoverably lost.

(c) A declaration to the effect that the original has not been allowed to be misused and that if it is recovered it would be surrendered to the Secretary, Board of Public Examinations by the candidate.

5. If at a time, it is discovered that the original certificate awarded to a candidate has been misused, disciplinary action will be taken against the individual concerned and the certificate issued to the candidate will be cancelled.

CHANGE OF NAME, CHANGE OF RELIGION, ETC.

If any change of name is made after the issue of a Public Examination Certificate, the candidate concerned shall notify the change in name in the Government Gazette and a copy of the Notification shall be attached to the Certificate Book. No correction of name will be made in the qualification certificate.

2. The change of name and religion of the pupils in Standard X shall be effected only by the authority conducting the S.S.L.C. Examination.

3. The change of name and religion in regard to pupils studying in standard below X will be regulated by the conditions laid down in the case of the alteration of date of birth.

4. Change of community in the S.S.L.C. will be allowed only in the case of clerical error created while making entries in the school records in the S.S.L.C. In all other cases certificate obtained from the Tahsildar as contemplated in G.O. (MS) 876/64 dated 29th December 1961 is to be pasted in the S.S.L.C. Book.

PUNISHMENT IMPOSED FOR TAMPERING WITH AND/OR ALTERING ENTRIES OF THE DATE OF BIRTH IN THE CERTIFICATE BOOKS AND MALPRACTICES COMMITTED IN THE EXAMINATIONS

1. Whenever an entry in the certificate book is seen tampered with the holder of the certificate who is considered as its custodian will be held responsible for the offence. The custodian of the certificate will be asked to submit his explanation regarding the irregularity. Irrespective of the fact whether the custodian admits the offence or not, the punishment of suspending the certificate for a period up to a maximum of 5 years will be imposed in all cases of tamperings detected. This punishment will be noted in the certificate book and a copy of the proceedings order will be kept in the concerned page of tabulation register kept in the Office of the Commissioner for Government Examinations. The entry regarding the punishment imposed for tampering with the original certificate, will be noted in the duplicate copy of the certificate also, if such a duplicate copy is issued to the candidate.

2. When the certificates of employed persons are suspended a copy of the order suspending the certificate will be forwarded to the Controlling Officer for taking further action against the delinquent [vide G.O. (MS)462/64/Edn. dated 29th August 1964].

3. In case of malpractice detected in the examination hall, the Chief Superintendent concerned will immediately obtain a written statement from candidate, the concerned invigilators and other persons concerned. Instead of expelling the candidate forthwith he can be allowed to write during the remaining part of time allotted to the paper and a different answer book supplied to him and to take the examination on the subsequent days also, provided he signs the prescribed declaration. If he refuses to sign the declaration he should be expelled forthwith and should not be allowed to write the examination on the subsequent days.

The Chief Superintendent will then submit a detailed report together with the statement obtained in this connection as also the answer scripts of the candidate and the materials used for the malpractice, to the Secretary, Board of Public Examination (vide Memorandum of instruction for the conduct of Public Examinations). If the candidate who has committed malpractice refuses to give a written statement or behaves in an unruly manner that fact should also be reported by the Chief Superintendent.

Punishment shall be imposed against the offender after giving him/her an opportunity to submit any explanation regarding the irregularity and examining the whole case.

CORRECTION OF DATE OF BIRTH IN SCHOOL RECORDS AND QUALIFICATION CERTIFICATE

As per rule 3, Chapter VI, K. E. R., a time limit of 15 years from the date of leaving the school is fixed for entertaining application for alteration of date of birth by the Commissioner for Government Examinations.

The proceedings for submitting application for alteration of date of birth is given below:—

1. The application should be in the form prescribed.
2. The application should be submitted by the guardian if the person whose date of birth is to be altered is still on the rolls of any school and by the person himself if he is not on the rolls of any school.

3. The applicant should remit a fee of Rs. 250 at any Government Treasury under the head of account "0202-01-102-07 other receipts" and the receipted chalan produced. (The applicants who belong to S.C., S.T. are exempted from payment of application fee.) In such cases a court fee stamp worth Rs. 2 is to be affixed whose date of birth is to be altered.

4. The application addressed to the Commissioner for Government Examinations, Poojappura, Thiruvananthapuram-12 should be routed through the Headmasters of the school last attended by the person whose date of birth is to be altered.

5. The following documents also should be produced:

(1) Qualification Certificate viz. S.S.L.C./T.T.C./S S.C. etc. in which alteration of the date of birth is desired.

(2) Certificate of birth obtained from the Registrar of births and deaths of respective Panchayath/Municipality/Corporation in respect of all children born to the parent of the applicant. In the case of those who belongs to Christian Community, Baptism Certificate indicating the dates of birth should also be produced.

(3) An identification certificate from local Tahsildar/Village Officer in the following form:

Certified that the Male/Female Children to Sri
 and Smt.
 on and whose birth was registered
 at the Panchayath/Municipality/Corporation with
 Register No. and date of registration
 is the person
 known as
 (here enter the
 full name and address of the person whose date of
 birth is to be altered) The said person and the
 holder of the S.S.L.C. with Register No.
 (March/September 19)
 or Extract of admission register with Admissio_n
 No. (in respect of the person who is not
 an S.S.L.C. holder) issued by the Headmaster,
 are one and the same
 person.

(4) Affidavit No. I sworn by the applicant whose date of birth is to be altered giving particulars of all the children born to the parent (including those who might have died).

Affidavit No. I

I,s/o / d/o.....
aged.....years and now resi-
 ding at.....hereby solemnly affirmed
 and declare as follows:

My father Sri.....has.....
 children born to him by my mother Smt.....
 and all the children (except.....) alive. Their
 names and other details are given below:

<i>Sl. No.</i>	<i>Name</i>	<i>Male/Female</i>	<i>Date of birth</i>	<i>Place of birth</i>
(1)	(2)	(3)	(4)	(5)

I also declare that the date of birth of Sri/Smt.....
 has (not) been registered at the
 office of the Registrar of Births and Deaths.

My parents are not alive/my parents are alive.

The facts given above are true to the best of my
 knowledge and belief.

Signature of the Deponent

Place: (to be signed before the Notary
 Date: Public/Judicial Officer)

Seal and Signature of the
 Notary Public/Judicial Officer.

(5) Affidavit No. II should be sworn by the parent of the applicant. If the person whose date of birth is to be altered is still on the rolls, of any school, Affidavit No. II alone to be furnished.

Affidavit No. II

(To be sworn by the parent of the applicant)

I,.....s/o/d/o.....
aged.....years and residing at
hereby solemnly affirm and
 declare as follows:

I have only.....children born to me
 by my wife.....
 (Name and address) and all of them (except children)
 is/are alive.

Their names and other details are given below:

<i>Sl. No.</i>	<i>Name</i>	<i>Male Female</i>	<i>Date of birth</i>	<i>Place of birth</i>
(1)	(2)	(3)	(4)	(5)

I also declare that the date of birth of.....
 (so and so) have (not) been registered at the office of the
 Registrar of births and deaths and the correct date of
 birth of..... (here enter name of the person
 whose date of birth is to be altered).....
 and place of birth, is..... The facts
 given above are true to the best of my knowledge and
 belief:

Signature of the Deponent

Place:

(to be signed before a Notary

Date:

Public/Judicial Officer)

Seal and signature of the Notary

Public/Judicial Officer.

(6) Statement in the form prescribed below showing the particulars of all the educational institutions attended by the person whose date of birth is to be altered.

<i>Sl. No.</i>	<i>Name of School with postal address</i>	<i>Name of Panchayat/Municipality/ Corporation under which the school is located</i>	<i>Date of admission in the school</i>	<i>Standard to which admitted</i>	<i>Date of birth entered in the school records</i>	<i>Date of leaving the school</i>	<i>Standard at the time of leaving</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(7) Extract of admission register from all the schools where the person underwent studies.

The above documents should be submitted in original. If any of the documents submitted in a language other than Malayalam or English, certified English translation of such documents should be submitted. Correction of date of birth will be allowed only if the Commissioner for Government Examinations is fully satisfied with the documentary evidences produced.

PROCEDURE FOR CORRECTION OF DATE OF BIRTH DUE TO CLERICAL ERROR

For correction of date of birth due to clerical error on the part of the school authorities the application need be submitted in plain paper explaining the circumstances under which the mistake crept in. Such application should be affixed with court fee stamp worth Rs. 2 and routed through the Headmaster of the school last studied together with the undermentioned documents.

1. Extracts Admission Registers from all the schools where the applicant had studied.

2. Original T.C. in which caused the erroneous entry.

If the person whose date of birth is to be corrected is still on the rolls of any school the application should be filled by the guardian.

Application for correction or alteration of date of birth in school records and qualification certificate

1. Name and address of the applicant ..
2. Name of the person whose date of birth is to be altered ..
3. If employed give designation and official address ..
4. Place of birth with Panchayat/ Municipality/ Corporation ..
5. Qualification certificate in which the correction of date of birth is desired ..
6. The existing date of birth in school records of S.S.L.C., T.T.C. etc. ..
7. Nature of correction/alteration of date of birth (given the date of birth) noted in the documentary evidence produced against the column ..
8. Explanation as to how the incorrect date of birth happened to be entered in the school records and qualification certificate and how it came to the notice of the applicant ..
9. Date of leaving the school ..
10. Whether present application is within 15 years from the date of leaving the school. If not furnish No. and date of Government orders condoning the delay ..

11. Documentary evidence produced ..
to prove the correct date of birth ..
12. Whether the sworn affidavit has ..
been furnished ..
13. (a) Whether the applicant belongs ..
to S.T./S.C. ..

(b) Evidence produced to establish ..
that the applicant belongs to ..
S.C./S.T. ..
14. Details of application fee remit- ..
ted (amount, Chalan No. Date ..
and name of Treasury) ..

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I also declare that the correct date of birth is.....and place of birth is.....

Place:

Date:

Signature of the Applicant.

**CHANGE OF FIRST LANGUAGE, CHANGE OF MEDIUM, EXEMPTION FROM
THE STUDY OF REGIONAL LANGUAGE AND HINDI**

1. *Change of Regional Language*—(1) The pupils who come from other states or countries and join in Standard I to IV will have to study one of the Regional languages of this State. No exemption of any kind will be allowed.

(2) The pupils who come from other states or countries and join in Standard V to VIII and who have not studied one of the Regional Languages in Lower Primary Standards will be allowed temporary exemption only for one year from the study of a Regional Language on the definite condition that the pupils will learn the language in the class and that even if they secure very low marks in the Regional Language in Annual Examination of that year, their promotion to the next Standard will not be affected only for this reason. In such cases further exemption will not be allowed during the succeeding years.

(3) In the case of pupils joining in Standard VIII to X and who are migrating from other states/countries/system of Education and if it has not been possible for them to study the Regional Language of this state, exemption from the study of Regional Language shall be given to them. For such pupils additional English and special English and additional Hindi and special English will be the alternative language under Part I and II respectively of First Language. For learning additional English and special English, sanction from the Commissioner for Government Examinations should be obtained.

2. *Exemption from studying Hindi*—(1) Exemption will be given from the study of Hindi to students who join in Standard IX or X migrating from other countries or from other states where Hindi is not compulsory.

(2) In the case of students migrating from other states or from another system of Education, this exemption will be given only on valid reasons.

(3) In the case of pupils coming under the above mentioned category who are joining in Standard VIII, exemption will be given only for the year's annual examination.

(4) In the S.S.L.C. Examination, an alternative paper in General knowledge have to be written in lieu of Hindi. There is no specified Text Books for General knowledge paper.

3. *Change of Medium*—In the case of pupils, studying in Standard VIII to X and in the case of S.S.L.C. failed candidates, change of medium to Malayalam shall be granted.

(1) Application from the guardian is required in the case of school candidates.

(2) Application from the candidates himself for S.S.L.C. failed.

4. (1) For the study of under mentioned languages, sanction from the Commissioner for Government Examinations is not required.

First Language: Part I—Malayalam, Tamil, Kannada,
Sanskrit, Arabic, Gujarathi,
Urdu, Additional Hindi.

Part II—Malayalam, Tamil, Kannada.

(2) For learning any other language under Part I or Part II, sanction from the Commissioner for Government Examinations is required.

(3) But in the case of pupils from Gujarathi Vidyalaya High Schools, they shall learn special English under Part II of First Language even without any orders from the Commissioner for Government Examinations.

(4) Similarly pupils presented from oriental schools, i.e. schools where Arabic or Sanskrit is taught under First language Part I and II can appear for S.S.L.C. Examination with Arabic or Sanskrit as the case may be, without any further sanction from the Commissioner for Government Examinations.

(5) Pupils in Regional Fishery Schools have to write a paper on Fishery Science, Navigation and Seamanship instead of the Regional Language under Part II of First Language.

5 (1) No prior sanction of the Commissioner for Government Examinations for change of language is necessary for admitting a pupil in a school. The Headmasters may admit the pupils in their schools as per existing rules and then forward the required application from the guardian to the Commissioner. Application from the guardians alone and not from the pupils be sent to the Commissioner for Government Examinations.

(2) All applications for change of language, exemption from Regional Language, change of medium etc. should be affixed with a court fee stamp worth Rs. 2 (Rupees two only).

(3) The details prescribed in the proforma must be filled up by the Headmaster carefully and correctly. The proforma may be written or type written. No printed form will be supplied in this regard.

(4) The Headmaster should conduct a detailed enquiry about the previous study of the pupil and should satisfy himself that the school mentioned in column 5 of the proforma is a bonafide, Government/aided/recognised institution. In the case of schools recognised by the Central Board of Education that fact should be specifically stated.

PRO FORMA

1. Name of pupil ..
2. Standard in which he is studying ..
at the time of application
3. Date of admission in the standard ...
mentioned in column 2
4. Name of the school with complete ..
postal address which the pupil is
studying now

5. (a) Name of the school with complete postal address in which the pupil was studying just previously before admission to the school mentioned in column 4 ..
- (b) Name of school/schools where the pupil studied in Standard V to VIII ..
6. Language studied by the pupil in his previous schools Standard I to IV Standard V to VII ..
7. Mother-tongue of the pupil ..
8. Whether the pupil has studied any of the regional language of this State during the previous studies ..
9. The language from which exemption is sought for ..
10. Reason for such request ..
11. The language taught under Part I and II under First Language in the present school ..
12. Language proposed to be studied under Part I and II of First Language ..
13. Specific recommendation of the Headmaster ..
14. I do hereby declare that the pupil is migrating from other State/Country/System of Education. The school mentioned in column 5 is following a different system of education other than one as prescribed in K.E.R. and that the school is affiliated to the ..

.....

Signature of the H.M.

Name of the H.M.

Name and postal address
of the school

Name of the Education
District

School Seal

Date:

CHAPTER VII

NOON MEAL PROGRAMME (REVISED SCHEME)

The New Mid Day Meal Scheme was first introduced in L.P. Schools where children of fishermen from the 222 fisherman villages were studying and also in tribal schools with effect from 1st December 1984 (vide G. O. Ms. 247/84/G.Edn. dated 14-11-1984). This was done with a view to compensating for the gradual withdrawal of CARE feeding. Later, as per G. O. Ms. No. 211/85/G. Edn. dated 31-10-1985 the scheme was extended to all Government and Aided L. P. Schools in the State with effect from 31-12-1985. During the academic year 1987-88 Government as a matter of Policy decided to extend the scheme to pupils of U. P. Schools by organising it as People's programme and introduced the scheme of feeding in U.P. Schools including U. P. sections of High Schools with effect from 15-8-1987 [vide G. O. (P) 160/87/G. Edn. dated 28-7-87].

Government have reviewed the working of the scheme with a view to making the programme more effective and efficient with the maximum public participation. So Government after discussing the issue with the representatives of Teachers' Organisations issued the following guidelines as per G. O. (P) 33/89/G. Edn. dated 17-4-1989.

(1) There must be a Mid Day Meal Committee in every feeding school consisting of the Headmaster, the PTA President or his nominee, a representative of the teachers in the school and a nominee of the concerned local body. One of the members will be chosen as President of the Committee. The Committee will be in-charge of the feeding programme with the assistance from the local people and the Government.

(2) Feed Materials will be supplied by Government through the outlets of Civil Supplies Corporation. The Noon-feeding Committee will bear the entire cost of transportation, fuel and condiments and cooking and serving charges. The Noon-Meal Committee is authorised to make collection from the public for the above purpose.

(3) The committee will make selection of eligible pupils after getting applications from the parents restricting feeding to the needy and eligible pupils and at the same time without giving room for any complaint from guardians regarding the non-inclusion of children who are actually poor and needy. It has been found that on the whole only 50% of the total strength in the state comes forward for noon meal. The Committee has to bear in mind the above aspect while fixing the feeding strength. This is just to avoid wastage in the scheme and to ensure that only the pupils who are actually needy and eligible are fed. But in the case of tribal schools and schools in fishermen villages feeding can be given to all the needy pupils.

(4) Noon Meal will not be given to pupils during the days of examinations, holiday and vacations.

(5) The Noon Meal Committee will maintain the correct accounts of the pupils fed, contributions received, the expenditure incurred etc. and send the accounts monthly to the Assistant Educational Officers concerned. The Director of Public Instruction will enforce regular and systematic inspection of schools by Departmental Officers.

The revised scheme was introduced with effect from 15-6-1989.

Menu of the meals served are rice-gruel and a side dish of greengram. Daily ration fixed for a pupil per day is rice—30 grams, greengram—30 grams and Palmolein oil—1 gram. Cost of the meals served per pupil per day is estimated to be Re. 0.62 according to the cost of food materials prevailing during 1989—90.

Financial help towards the noon feeding programme is being received from various quarters in addition to the donations from the public. The Director of Panchayats as per his proceedings order No. G1-22755/89, dated 18-7-85 has issued directions to the Panchayat to give financial assistance to the feeding schools coming under each Panchayat at the rate of 10 paise per pupil per day. The Director of Municipalities as per his proceedings order No. C4-23781/89, dated 17-8-1989 has issued a similar order to the Municipalities. So also Government have issued to the three City Corporations to release financial help to the feeding schools in Corporation areas at the rate of 10 paise per pupil per day vide G. O. (Rt.) No. 2929/89/LAD, dated 24-8-89.

The whole responsibility of taking delivery of food materials from the outlets of the Civil Supplies Corporation, transporting the same to the schools and stocking the same in safe custody rests with the Headmaster. The President of the Committee shall maintain the accounts with the assistance of the Committee members. The Committee will meet before fifth of the succeeding month and pass the accounts. The Headmaster shall forward a copy of the accounts to the Assistant Educational Officer before 10th of the succeeding month.

The Headmaster will prepare indent (in Form K1) for the procurement of food materials. The indent is passed by the Assistant Educational Officer. Food materials are supplied through the Maveli Stores according to the indent passed by the Assistant Educational Officer. The Headmaster shall send a statement (in Form K2) stating the Number of pupils fed every day and the daily stock position of the food materials to the Assistant Educational Officer every month. The A. E. O. shall forward a statement (Form K3) showing the

cumulative Number of pupils fed and the stock position of food materials in respect of al. feeding schools in his sub district to the Directorate. The Supervisors (NF) will visit the feeding schools and make his visit report in Form K4.

A State Level Committee has been constituted to review periodically the progress of the implementation of the scheme with the following members, as per G. O. (Rt.) No. 3020/89/G1. Edn. dated 26-9-1989.

1. Hon'ble Minister (Education & Law)	Chairman
2. Finance Secretary (Expenditure)	Member
3. Secretary (Food Department)	"
4. Secretary (General Education Department)	"
5. D. P. I.	Convener
6. The State Secretary C. P. I. (M) Trivandrum or his nominee	Non-official Member
7. The State Secretary C. P. I. Trivandrum or his nominee	"
8. The State President Cong. (I), Trivandrum or his nominee	"
9. The State President Janatha Dal Trivandrum or his nominee	"
10. The State Secretary R. S. P. Trivandrum or his nominee	"
11. The State President Cong. (S), Trivandrum or his nominee	"
12. The State President, Lok Dal, Trivandrum or his nominee	"
13. The Leader of the Opposition, Kerala Legislative Assembly or Deputy Leader.	"
14. The Chief Whip Kerala Legislative Assembly	"

As per G. O. (Rt.) No.555/89/G.Edn., dated 18-2-1989 the price fixing committee has been reconstituted with the following members:

1. The Commissioner & Secretary, General Education Department
2. The Secretary, Finance (Expenditure) Department.
3. The Director of Public Instruction—Convener
4. The Managing Director, Kerala State Civil Supplies Corporation.
5. The Director of Civil Supplies.

The intention of the Department is that the education of pupils should not be interrupted just for want of noon-meal.

CHAPTER VIII

SCHOLARSHIP SCHEME

1. Meritorious scholarship to the Scheduled Caste and Scheduled Tribe Students

A scheme under Plan Scheme for the award of Scholarship to meritorious scheduled caste/scheduled tribe pupils studying in U.P.S. and H.S. Classes have been started from 1977-78. The Scholarship will be given to two Scheduled Caste and Scheduled Tribe boys and two Scheduled Caste and Scheduled Tribe girls in Standard V and VIII in a school both departmental and aided who secure more than 45% of marks in the aggregate in the annual examination of Standard IV and VII on merit basis. The scholarship once awarded is tenable for the completion of the particular course of study subject to continued progress.

The value of scholarship is Rs. 40 per annum in U. P. classes and Rs. 60 per annum in High School Classes. The District Educational Officers and Assistant Educational Officers are competent to sanction the scholarship as the case may be.

2. Lower Secondary and Upper Secondary Scholarships

The scholarship based on merit and merit cum means will be awarded in the High School and U. P. Classes. 120 scholarships in standard V and 150 scholarships in standard VIII will be awarded every year in each Educational District. Of these 20% will be on merit and 80% will be on merit-cum-means. Half the number of scholarships in the High School and U. P. sections will be under plan provision and the other half under non-plan.

The value of scholarship is fixed at the rate of Rs. 40 per annum in U. P. Classes.

The scholarship once granted will continue till the termination of the U. P. and High School stage as the case may be subject to continued satisfactory progress of the students.

The scholarships under the rule and other grants under the concession rules cannot both be held by a student at the same time. The students will have the option to choose between the two.

As per G. O. (Ms.) 57/S1/G. Edn. dated 2-4-1981 students belonging to SC/ST/Christian converts and other eligible communities can enjoy LSS/USS awarded on merit basis concurrently with the Lump sum grant paid by Harijan Welfare Department.

The examination will be conducted by the Commissioner for Government Examinations to select the students for the award of scholarships.

For the award of Merit-cum-means scholarship the income of the family of the students should be Rs. 6000 or less per annum.

3. Muslim girls Scholarships and Nadar girls Scholarships

Muslim girls are also given scholarships according to their family income. The income of the family of the students should be Rs. 8,000 per annum or less. Muslim girls are permitted to apply for scholarship in any standard irrespective of the fact whether such girls had applied for the scholarship in any of the Lower Standards namely V or VI or VIII or IX provided they are otherwise eligible. However, they will not be eligible for scholarship in the Lower standards for which they had not applied in time.

The value of scholarship is Rs. 30 per annum in U. P. and Rs. 50 per annum in High School classes.

The benefit of this scholarship has been extended to the Nadar girls also from the academic year 1979-80 onwards on the same principles.

4. Scholarships to the students studying in pure Sanskrit Schools

- (a) Two scholarships to the pupils in each standard in High Schools are being paid under Non-plan scheme on the basis of marks accorded in the annual examination of the previous standards. The value of the scholarship is Rs. 15 per mensem tenable for 10 months.
- (b) Six scholarships in Standard VI to X in U.P. and High School Classes of the pure Sanskrit Schools are being paid for the development of Sanskrit education under the plan scheme. The value of scholarship is Rs. 15 per mensem in High School classes and Rs. 12 per mensem in U. P. classes tenable for 10 months on the basis of marks scored in the Annual Examination of the previous standards.

5. Anglo Indian School Scholarships

Twenty-one scholarships are admissible in U. P. Classes and High School Classes respectively in the State. The best pupil for the award of the scholarship will be decided on the criterion of the aggregate of marks scored in the previous year taking into account the marks of both the periodical and the terminal examinations including the annual examination and the annual income of the parent of the pupils. The actual income should not exceed Rs. 6,000 per annum.

The Upper Primary Scholarship is Rs. 150 per annum in each of the Standard V, VI and VII. The High School Scholarship is Rs. 220 per annum in each Standard VIII, IX and X.

6. Sainik School Scholarships

This scholarship is awarded on the basis of Merit, merit-cum-means subject to the recommendation of the Principals of the Sainik Schools. The award of scholarship of the Boys from Kerala Studying in the Sainik Schools in India is divided into four categories.

The income slab and rate of scholarship are:

<i>Income</i>	<i>Rate of Scholarships</i>	<i>Amount</i>
A. Upto Rs. 700 P. M.	Full scholarship plus clothing allowances.	Rs. 5100 p. a. plus Rs. 600 for clothing allowance in the 1st year and Rs. 300 in subsequent year.
B. Rs. 701 to Rs. 1,000	$\frac{3}{4}$ scholarship plus clothing allowance	Rs. 3825 plus Rs. 600 for clothing allowance in the 1st year and Rs. 300 p.a. in subsequent years.
C. Rs. 1,001 to Rs. 1,200 p.m. (excluding D.A. and H.R.A. and including income from other sources.	$\frac{1}{2}$ scholarship	Rs. 2,550 p.a. (no clothing allowance)

7. Scholarships--Rastriya Indian Military College, Dehra Dun

This scholarship will be given to the boys who have secured admission to the Rastriya Indian Military College, Dehra Dun and who have been residing in the State of Kerala for a continuous period of not less than 5 years immediately preceding the date of selection to the college.

1. Scholarship on merit basis to the 1st rank holder.

- 2. Scholarship according to merit-cum-means as follows:

<i>Income of parent per annum</i>	<i>Amount of scholarship per annum</i>
Above Rs. 15,000	Nil
Rs. 10,001 — 15,000	Rs. 1,000
Rs. 9,001 — 10,000	Rs. 1,300
Rs. 8,001 — 9,000	Rs. 1,500
Rs. 7,001 — 8,000	Rs. 2,000
Below Rs. 6,000	Rs. 3,000 (w.e.f. 1-8-1982)

Scholarships will be sanctioned by Government. The guardians have to execute Bond in the prescribed form in stamp paper and it will be approved by Government.

The amount of scholarship will be paid to the Principal, in 2 equal instalments in advance.

8. Scholarship to the Marine Engineering Trainees

Scholarship will be given to the Engineering Cadets and Executive Cadets in the Indian Merchant Navy.

Value of scholarship is Rs. 200 per mensem. 4 scholarships to the trainees of Kerala will be given for the training in the ship "Rajendra" Bombay from 1-8-1976 and 3 scholarships to the Executive Cadets of Kerala for Marine Engineering Training Calcutta according to merit-cum-means. The annual income of the parents should not exceed Rs. 6,000.

From 1978-79 one additional scholarship has been sanctioned on Merit to the 1st Rank holder as in the case of R.I.M.C. Dehra Dun irrespective of the parental income.

9. Residential School Scholarship

Two scholarships are awarded to the pupils selected from Kerala for admission to the Residential Schools approved by central Government. The value of scholarship will be determined every year. The selection will be made on the basis of all India Examination from amongst the children in the age group of 11 to 12 years.

Full amount of school fees which will include tuition fees, residential charges, cost of books and stationery will be paid to all the Scholars selected. Scholars in the income group Rs. 250 p.m. or below will be entitled to in addition uniform at the rates/ceiling decided by Government. T A. will also be given to those scholars for their to and fro journeys in accordance with the rates prescribed for the purposes.

10. National Defence Academy Scholarships

Scholarship to the value of Rs. 75 per mensem for each term tenable for the whole period of 5 years training at the National Defence Academy Kharakavala is given to the cadet domiciled in Kerala who have secured admission to the National Defence academy after passing out from the R.I.N.C. Dehra Dun, provided that they are not eligible for Government of India Scholarship and the income of the parent does not exceed Rs. 500 per mensem.

No. of Scholarships—2

One scholarship will be given to the 1st rank holder on merit irrespective of the parental income.

Government will sanction scholarship to the pupils.

11. National Scholarship for Talented Children from Rural Areas

The scheme was taken up in Kerala from the year 1971-72 as per G.O. MS. 128/71/G. Edn., dated 20th September, 1971.

Government of India have introduced the scholarship scheme for awarding scholarships to rural talented pupils in Community Development Blocks at the secondary stage. The scholarship begins at standard VIII and ends at standard X.

Awardees who are studying in schools where tuition fee is levied are eligible for Rs. 460 per annum and those studying in schools where no tuition fee is levied are eligible for Rs. 300 per annum and the pupils residing in hostels recognised by Government are eligible for Rs. 1,000 per annum.

CHAPTER IX

FIXATION OF STAFF

Note:—This is not a substitute for the rules in the K. E. R. but only brief hint.

1. Strength of teaching staff and non-teaching staff has to be fixed on the basis of rules in Chapters XXIII and XXIV A., K. E. R. According to the rules, strength of teaching staff in each school has to be fixed by the Education Officers after finalising the number of divisions based on effective strength in each standard on the 6th working day from the re-opening date in June. In calculating the effective strength fraction of half and above should be rounded off to the next higher integer and fraction of less than half shall be ignored. Pupils who have been continuously absenting for 5 working days from the re-opening day shall be treated as removed from the rolls and hence they shall not be taken into account for calculating effective strength. Fixation has to be finalised not later than 15th July. The staff sanctioned during previous year will continue till the 14th July of the next year.

2. For calculating effective strength, surprise visits are to be made by the controlling officers. Generally there is no need for revisits. When at the time of the verification, the Educational Officer is convinced that there has been undue shortage in attendance due to flood, out break of epidemic etc., and the Educational Officer has certified that re visit is necessary to assess the correct strength of pupils. While arranging visits for verification of strength local festivals may be taken into consideration so as to avoid the necessity of further visits. Appeals are preferred to the District Educational Officers and Deputy Director (Education) requesting directions to be issued for revisits. Such appeals are not to be entertained since there is no provision for such appeals in this matter. A further verification of strength by the District Educational Officer, in the case of fixation of staff strength in Lower Primary and Upper Primary Schools, and by Deputy Director (Edn.) in the case of High Schools, shall be done wherever additional divisions or additional staff are found necessary, after the verification by the Educational Officer concerned. In such cases the final orders of fixation of staff shall be issued only on the basis of such re-verification of strength.

3. As per rule 12, Chapter XXIII of K. E. R. the strength shall be verified by the Educational Officer by surprise visits of the schools. There is no need to call for proposals from managements for fixing the staff. If any manager choose to make any proposal regarding staff fixation, the same may however be considered by the Educational

Officer before the order fixing the staff is issued. The Educational Officer shall at the time of his surprise visits to the schools for verification of strength, verify whether the maintenance work has been done properly and a noting on the aspect be made in the visit notes and staff fixation files.

4. The correctness of the new admissions made should be checked by the Educational Officer with reference to age rules, evaluation of standard for admission etc. The attention of the Educational Officers is drawn to Rule 12 A, Chapter XXIII, K.E.R. regarding the verification of attendance in departmental schools. They shall verify the strength, attendance etc. and review the staff fixation of departmental schools and issue final staff fixation order before the end of August without fail.

5. The Controlling Officers must note the amendment introduced to Rule 16, Chapter VI K.E.R. as per G.O. (P) 90/79/G. Edn. dated 6th June 1979 under which pupils re admitted will not be counted at the time of strength verification under Chapter XXIII of K.E.R.

6. Staff fixation order should be issued immediately after the verification visit in respect of each school and should not be delayed till the last date fixed for staff fixation. The staff fixation orders should be sent by registered post to the managers concerned. The fixation orders should be issued not later than the 15th of July and on no account any order of fixation be passed after the date specified herein. The staff fixation files should be closed only in D. Dis. so that the entire file will be available for future reference for 10 years.

7. There have been instances of sudden drop in strength in schools particularly in primary classes after staff fixation. Such situation are created by lack of interest on the part of teachers or managers to retain the pupils. If such instances are noticed, the Controlling Officers will report them immediately to the Director who will then take steps to reduce the staff in such schools. The managers and teachers may be warned in advance.

8. All appeals received by the Deputy Directors (Edn.) may be acknowledged in a form prescribed for the purpose and they should be entered in a register. The appeals relating to educational districts and sub-districts should be sorted out and kept ready for disposal after the date fixed for receipt of appeals. The Deputy Director (Edn.) shall not call for reports from the Educational Officers on the facts stated in the appeal petition. They may however go through the petitions and understand the implications of existing rules and orders on staff fixation in the light of what is stated in the appeal petitions for their guidance at the time of disposal of petitions.

9. As soon as the date fixed for the receipt of appeals is over, the Deputy Director (Edn.) shall fix the dates for hearing of appeals in the office of the District Educational Officers concerned. On the dates so fixed, all appeals relating to fixation of staff in a particular Educational District will be heard and disposed of. Notices of hearing may be issued to the petitioner/managers well in advance and they may be requested to be present for the hearing on the date so fixed and also to produce records if any in support of the case. In the office of the District Educational Officer, the Deputy Director (Edn.) will scrutinise the records relating to staff fixation in all cases appealed against. They will also hear the managers, if they are represented and they may pass appropriate order in each case as soon as the hearing is over. All appeals shall be disposed of, before the end of August.

10. Though there is provision for entertaining belated appeals the appellate authority shall entertain belated appeals only on good and sufficient reasons. The reasons for admitting belated appeals should specifically be recorded in the appellate orders.

11. Orders on appeals should be communicated to the Controlling Officer, Manager and the Headmaster of the school. The appellate order should be implemented forthwith. Delay in the implementation of the order, particularly involving retention of excess staff will be violative of the provisions of the Act or the Rules or Orders issued by the Department.

Approval of Appointments

1. Three copies of the appointment orders all signed by the Manager and Teacher shall be forwarded by the Managers to the Educational Officer for approval together with such details, particulars and documents as may be prescribed by the Director of Public Instruction within fifteen days from the date of effect of the staff fixation order by which additional posts are sanctioned or within fifteen days from the date of joining duty of the candidates whichever is later.

2. In cases where the Manager commits delay in the submission of the appointment order to the Educational Officer within the time specified, the Deputy Director (Education) or the Director of Public Instruction concerned may, in deserving cases condone such delays up to six months and beyond six months respectively from the date of effect of staff fixation order or from the date of joining duty of the candidates whichever is later if the Manager satisfied the Director of Public Instruction or Deputy Director (Edn.) that he had sufficient cause beyond his control for not submitting the appointment order within the time.

3. The documents that are to follow the appointment orders are:—

- (a) Certificate in original for proving qualifications and date of birth of the candidate.
- (b) Declaration from the Managers to the effect that none has to be absorbed under the management by virtue of any rule or order issued by Government.
- (c) Conduct certificate as prescribed below:

Certificate of character and antecedents from any one of the following persons can be accepted:—

Any Gazetted Officer who knows the applicant personally for the last 3 years or Headmaster of an aided school or M.P., M.L.A. or President of Panchayat having jurisdiction over the place of residence or Chairman of a Municipal Council/Mayor of Corporation having jurisdiction over the place of the applicant's residence.

- (d) Declaration to the effect that he has not been convicted by a Court of Law for any offence involving moral turpitudes and no criminal case is pending against him.
- (e) Declaration to the effect that he has not been debarred from appointment in any public service by P.S.C.
- (f) True copies of the qualification certificates attested by the teacher as true copy in addition to the original certificate.

Provisional certificates issued by the Universities in original can be accepted subject to production of degree later.

4. Rules regarding approval of appointments are given in rule 8, Chapter XIV A, K.E.R. The Controlling Officers are expected to pass orders within one month from the date of receipt of the orders from the Manager. A register should be maintained in the Educational Offices for recording the receipt of the appointment orders from the Manager in the chronological order in which the name of the appointee, name of school, date of receipt of appointment order, duration of appointment, date and nature of disposal in the office under the signature of the Educational Officer, etc. should be recorded.

5. The enclosures referred to need not be insisted in the following cases:—

- (a) For extension of the period of appointment in the case of an appointment which has already been approved by the Educational Officer.
- (b) In the case of a teacher who was retrenched due to termination of vacancy but re-appointed during the same school year if the re-appointment is within 6 months from the date of retrenchment.

- (c) In the case of a teacher who was retrenched on the closing date for want of 8 months service required for payment of vacation salary when re-appointed on the re-opening date.

At the time of second or subsequent appointments in Aided Schools if a service register is opened on behalf of the teachers, if it is duly attested by the Controlling Officer, subsequent appointment can be approved on the basis of the entries in the records.

6. Vacancies, the duration of which exceeds two months (i.e. 60 days) can be filled up. Appointments in the vacancies the duration of which exceeds 2 months can be approved even though actual duration of the appointment is less than two months. However appointments made in such vacancies may be approved only if the vacancies do not terminate within one month from the date of appointment. In the case of teachers appointed in the vacancies the duration of which exceeds 2 months and in the vacancy of the same incumbent is extended further and the same appointee is allowed to continue, there is no objection in approving the appointment even though the second spell of extension is less than two months.

7. *Age*:—The maximum age limit for appointment as H.S.A., U.P.S.A., H.S.A. (Language), U.P.S.A. (Language) is 39 and for specialist teachers 36 and non-teaching staff 35 with usual relaxation for O.B.C., S.C. and S.T.

8. *Qualifications*:—Qualifications prescribed in Chapter XXXI, K.E.R. for various category of posts should be scrupulously followed. The groupings are detailed below:

Mathematics:—Mathematics or Statistics as main subject for graduation.

Physical Science:—Physics or Chemistry or Home Science as main subject for graduation.

Natural Science:—Botany or Zoology, or Geology or Home Science or Micro Biology as main subject for graduation.

Social Studies:—History or Economics or Geography, or Politics or Commerce, or English Language and Literature or Sociology or Music as main subject for graduations

or

B.A. (Islamic History and Arabic Main) and B.Ed. (Social studies)

or

B.A. Islamic History (Main) Indian History and Political Science (subsidiaries) and B.Ed. (History)

or

B.A. Islamic History (Main) Political Science and General Economics (subsidiary), and B.Ed. (Social Studies).

Special Fees:—Attention of the District Educational Officers is invited to Chapter XII, K.E.R. and G.O. (P) 46/69/Edn. dated 24th January 1969 and G.O. (P) 46/79 G. Edn. dated 5-3-1979.

The operation of the special fees as per the existing rules is within the competence of the Headmaster of the school in consultation with the committee constituted as per the rules laid down in the G.O. Any action without reference to the committee is irregular. The constitution of the committee is well explained in para 16 of the G.O. The Controlling Officers, while visiting schools should inspect, not only the individual items of expenditure under various heads, but also examine whether necessary sanction of the department has been obtained and minutes of the meeting of the Advisory Committee maintained.

The District Educational Officers are competent to permit transfer of one item of special fees to another item of special fees in the same school without any financial restriction. It may be noted that they are not competent to sanction spending of any amount from the special fees account or any item other than those mentioned in the rules.

Director of Public Instruction is competent to issue orders on cases not covered by the rules and Director of Public Instruction's order should be obtained by the District Educational Officers before permitting any such expenditure (Para 37 of the said G.O.). The proposals for the utilisation of accumulated balance not covered in the G.Os. cited, should be sent to the D.P.I. in the prescribed pro forma.

Since a large number of representation are being received by the department regarding the improper utilisation of special fees, it is the duty of the controlling officers to be vigilant about this item of work in the school. At the time of inspections detailed checks should be made with regard to these items of work in the office. Since the purchase of books, laboratory articles, craft materials, etc. are of an academic nature, District Educational Officers are requested to verify personally whether the purchase has been made and brought to book and whether the same are in order.

CHAPTER X

OTHER ACTIVITIES

1. SPORTS AND GAMES ACTIVITIES

Under the scheme for development of Physical Education, the Education department is organising different programmes. The organiser for sports in schools at the Directorate organises the various sports and games activities.

The main activities are:—

1. The District level and State level competitions for sports, games and Aquatics.
2. Selections of various teams for the participation in the National school games.
 - (a) District Selection
 - (b) Zonal selection
 - (c) Final State School teams selections
 - (d) Coaching to the selected pupils.
3. Selection of Best Revenue District teams in Major games and Athletics for prize money.

Sports and Games Advisory Committee:

There is a committee headed by the D.P.I. as Chairman and Organiser for sports in schools as Convener, Joint Director, Public Relation Officer, one Deputy Director, one District Educational Officer, one Headmaster and one representative from each Revenue Districts as members.

The sports and games advisory committee is organising the following state level meets:

1. Kerala Schools Aquatic meet.
2. Kerala Schools Athletic meet.
3. Kerala Schools Games Festival.

The Department is sending school teams for participation in the following National meets:

1. National Schools Aquatic meet.
2. National Schools Autumn meet Part I and Part II.
3. National Schools Winter meet Part I and Part II.
4. Subroto Mukorjee Cup Tournament.
5. Mini National School Games.
6. Jawaharlal Nehru Hockey Tournament.
7. C.K. Naidu Cricket Tournament.

The winners in the state athletic meet are given incentive cash awards at the rate of Rs. 400, Rs. 300 and Rs. 200 for the first three places respectively. In addition to the above in the case of Athletics and Aquatics grace mark of 5% for I and II places and 3% for the III place winner will be given in the S.S.L.C. Examination.

In the Games section I place winner will be given Rs. 200 and II place winner will be given Rs. 100 and grace mark of 5% to both I and II places in S.S.L.C examination will be given. In the case of National level, grace marks of 15% to the Gold Medal Winners, 13 per cent to the Silver Medal Winners, 11 per cent to Bronze Medal Winners and 10 per cent to the participants are awarded. In the case of participants in the International meet representing India, grace mark of 20 per cent in the S.S.L.C. Examination will be given.

In Kerala, there is a full fledged sports school at Thiruvananthapuram viz. G.V. Raja Sports School and Sports Division attached to Government High School, Kannur. Sixty boys and sixty girls are selected for these schools every year. In addition 10 boys are admitted to Model High School, Thiruvananthapuram and 10 girls in Cotton Hill School, Thiruvananthapuram for swimming.

Youth Festival

Youth Festival is the colourful programme drawing public attention than any other extra curricular activities conducted by the Education Department. The state level youth festival is the biggest of its kind in India. There are competition in 52 items.

The Youth Festival competitions are conducted at four tier system i.e. School, Sub District, Revenue District and State level. Balakalolsavam up to Revenue District level is conducted along with the Youth Festival. There is no competition for winners of the Revenue District Balakalolsavam at State level. i.e. the Balakalolsavam ends at Revenue District level.

Competitions are conducted at School level before 15th of November and the winners thereof are sent to Sub District level Youth Festival and the winners of the Sub District level competitions are permitted to participate in the Revenue District level competition. First place winners with A grade only are permitted to participate in the State level competition.

The tentative schedule for the conduct of the Festivals at various levels are as follows:

School level	.. Before 15th November
Sub District level	.. Before 30th November
Revenue District level	.. Before 31st December

The winners in the State level Youth Festival are given an incentive cash awards at the rate of Rs. 400, 300, 200 for the first three places respectively. In addition to the above, 5 per cent grace marks are also awarded in S.S.L.C. Examination to 1st and 2nd place winners and A Grade holders in the State level competition.

National Sports Talent Contests

National Sports Talent Contest is a very attractive scheme which aims at spotting young talents in sports and games through successive contests from Panchayat to National levels. The programme is being implemented by the Department of Sports and Youth Affairs in Kerala. Under this programme the successful youths from the Block, District and State level competitions are selected to the National level competition. The successful participants of the National competitions will be given better education and sports coaching etc. at selected schools for about 6 years at the expense of sports authority of India. Pupils of the age group 9 to 12 years are eligible to participate in the National Sports Talent competitions. They should be studying in standard 7 or below standard. It is therefore necessary that the Headmaster of L.P., U.P. and High School should identify the pupils under the prescribed age group who excel in the selected NSTC disciplines. They should give a list of such pupils of their schools with copies of school records to prove their date of birth and the standard in which they are studying, to the Executive Officer of the respective Panchayat. The Headmasters of schools which are situated in the Municipal or Corporation area, should send the list to the concerned Municipal Commissioner or Corporation Commissioner as the case may be. The Yuvajanamela will be held in each year during the month of September and October.

List of Items included in the National Sports Talent Contest 1989

Students studying in VII Std. and below VII Std. can participate in the NSTC

- | | | |
|---------------|----------------------|--|
| (a) Athletics | — 100 mts. race | } for boys and girls
between 10 and
12 years |
| | 400 mts. race | |
| | Broad Jump | |
| (b) Swimming | — Free style 50 mts. | } for boys and girls
between 9 and
10 years |
| | Back stroke 15mts. | |

- (c) **Gymnastics** — Floor exercises and Vaulting horse both for boys and girls } 50 sec. to 70 secs.
 Between 9 and 10 years }
 Optional floor Exercises for boys and girls } 50 sec. to 90 secs.
 Vaulting horse for girls } 1.10 mts.
 Vaulting horse for boys } 1.20 mts.

(Cross wise)—Each competitor will have to do both vaulting horse and floor exercises.

- (d) **Football** (for boys only) — Between 10 and 12 years.
 (e) **Shuttle Badminton, Hockey and Table Tennis**—
 For boys and girls (between 10 and 12 years)
 (f) **Volleyball and Basketball**—For boys and girls
 (Between 10 and 12 years)
 (g) **Wrestling**—For boys only. Contest will be held in different weights as given below: (between 10 and 12 years)
 Upto 24, 26, 28, 30, 32, 35, 38 and 42 kg.

2. KERALA AIDED SCHOOL EMPLOYEES' PROVIDENT FUND

The Provident Fund Branch of the Office of the Director of Public Instruction is mainly dealing with the Accounts of the Kerala Aided School Employees' Provident Fund Scheme. In addition to this the matters relating to the following various Provident Fund schemes existed in the erstwhile Travancore-Cochin and Malabar Area are also dealt with in the Branch.

1. TLTPF 2. CASPF 3. ASSTPF 4. KATPF 5. TPF (M)

Organisation

The Provident Fund Wing is divided into Revenue District-wise unit. Each unit is put in charge of one Senior Superintendent and one Examiner with suitable staff. The units are under the control of the Accounts Officer (PF) assisted by five Assistant Provident Fund Officers.

Admission:

All the full time employees either permanent or officiating who have completed one year of service and governed under chapter XIV B KER should join the KASEPF compulsorily. However one year of service is not a prerequisite to join the fund. An employee

whose appointment is approved and is likely to continue in service for more than one year can be admitted to the fund on condition that the controlling officer certify that the employee is likely to continue in service for more than one year. But the employees who belong to religious orders which vows poverty can be exempted by the controlling officers.

The application for admission with nomination in the prescribed form are to be forwarded through the Head of the Institution with the counter signature of the Controlling Officer; direct to the Account Officer (PF), Office of the Director of Public Instruction, Thiruvananthapuram.

Every subscriber to the fund shall subscribe not less than 6 per cent of his/her basic pay rounded to the nearest rupee. The rate of subscription once fixed cannot be reduced on any account. However the subscriber can enhance the subscription once in the course of an year. The subscriber can stop the subscription during the last one year of service immediately preceding the date of retirement if he/she elect so in writing. No subscription is to be recovered in the bill for the last three months of quitting the service.

Protected Teachers:

In the case of protected teachers deputed from Aided schools to Government schools, they should continue their subscription to KASEPF. Separate schedule should be attached with the bill showing name of their parent school. The staff of the Aided school which are closed down and deputed to Government schools should continue their subscription to KASEPF till they are absorbed in Government Service.

Delegation of Powers

Withdrawal from the Fund: .

Deputy Director:

To sanction temporary withdrawals and N.R.A. from KASEPF in respect of employees in the district subject to the condition in KASEPF rules and delegation of financial powers.

The District Educational Officers:

To sanction temporary withdrawal from KASEPF and non-refundable advance upto Rs. 5,000 as per rules.

Personnel Assistants to the District Educational Officers:

To sanction temporary withdrawal and non-refundable advance upto Rs. 3000 as per rules.

Assistant Educational Officers:

To sanction temporary withdrawals and non-refundable advance upto Rs. 3,000 as per rules.

Temporary advance during the last one year of service preceding the date of retirement of the subscriber who elected not to subscribe to the fund shall not be sanctioned. Recoveries towards temporary advance granted and outstanding will not be made during the last one year of service preceding the date of retirement in the case of such subscribers who have elected not to subscribe to the fund. Period of one year will be reckoned from the month preceding the month of retirement however N.R.A. admissible as per rules can be granted during first nine months of that year provided the application for closure of the account has not been forwarded. No temporary advance or N.R.A. shall be permitted during the last 3 months of service. In all cases of N.R.A. authorisation from the A.P.F.O. is required for encashment.

Closure of account:—Application for closure of account with necessary statements of credit and debit and declaration may be forwarded direct to the Account Officer (PF) by the controlling officers. The application and all the enclosures should be countersigned by the controlling officers. The application for the closure of KASEPF account of the subscriber who has quitted from Aided school service and joined in Government service should sent his/her application in the prescribed form (form E II) immediately after he/she is got admitted to G.P.F. through the Head of the Aided school he/she worked last. Steps will be taken by this office to transfer the balance amount at his/her credit in the KASEPF account to G.P.F.

3. EDUCATION OF THE HANDICAPPED

The rules for opening of new schools for the handicapped or for additional class divisions and for grant of recognition of schools qualification of teachers etc., are dealt with in G.O. (P) 412/69/Edn. dated 3-11-1969 as modified/amended from time to time.

Applications for opening of schools or for additional standard in the existing schools shall be submitted to the District Educational Officers on or before 31st December of the year preceding the school year in which new schools or additional divisions are proposed to be opened. The District Educational Officers will submit the applications duly recommended to the Director of Public Instruction, on or before 31st January.

The minimum strength of a class division is 5 and the maximum number is 10.

Director of Public Instruction is the competent authority to fix the staff of Government schools while District Educational Officers are competent to fix the staff of aided schools.

Grants will be paid to the recognised aided schools, subject to the conditions specified in G.O. (P) 412/69/Edn. dated 3-11-1969.

The deaf and dumb and blind pupils studying in the schools for the handicapped are eligible for educational concessions in the form of boarding charges, school requisite allowance, dress allowance etc., on the basis of the annual income of the parents/guardians. Those who do not stay in approved hostels or who attend the schools as day scholars are not eligible for boarding charges.

The pupils will be exempted from all kinds of fees such as games fees, examination fees etc., on the basis of annual income of the parents/guardians.

The blind, deaf and dumb pupils are eligible for the above concessions if their parental annual income do not exceed Rs. 20,000.

Deaf pupils who pass Standard VII from any of Departmental or Recognised Special School for the deaf in this State have the secondary level educational facilities at Junior Technical School for the Deaf and H.S. for the Deaf, Jagathy, Thiruvananthapuram, Government High School for Deaf, Ottappalam, Palakkad and Government High School for the Deaf, Kunnankulam and in private sector Rahmania High School for handicapped, Calicut, High School for the deaf, Thiruvalla, C.S.I. School for the deaf, Valakom, Kottarakara, High School for the deaf and school for Blind Assisi Mount, Neerpara Thalayolaparamba, Kottayam.

4. GROUP PERSONAL ACCIDENTS

Insurance Scheme for School Children

At present a quarter of Kerala population comprises of school children. About 59 lakhs students are studying in schools from standard I to X. These students often meet with serious accidents. Road accidents, accidents in school buildings, natural calamities, food poisoning etc., are the most common causes of accidents that happen to children. Previously, there was no risk coverage against accidents for them. The Government have therefore decided to introduce 'Group Personal Accident Insurance Scheme for school children of Government and private aided school from the year 1989-90 and ordered as per G.O. (P) No. 127/89/G. Edn. dated 26-7-1989.

The Government have also decided that the yearly premium for the scheme will be paid from the State fund and that no collection from the students.

The rate of compensation for each student for accidents are as follows.

Compensation Payable

In the event of:	Rs.
1. Death due to accident	10,000
2. Loss of sight of both eyes loss of both hands, both feet or loss of sight of one eye and loss of use of one hand or one foot due to accident.	10,000
3. Any other permanent entire physical disablement due to accident.	10,000
4. Loss or disablement of one eye, one hand or one foot.	5,000
5. Apart from the above any kind of permanent or partial physical disablement caused due to accident.	fixed percentage of the sum Insured of Rs. 10,000

	<i>Percentage of Capital sum Insured</i>
(i) Loss of toess—all	20
Great—both phalanges	5
Great—one phalanx	2
Other than great, if more than one toe lost each	1
(ii) Loss of hearing—both ears	50
(iii) Loss of hearing—one ear	15
(iv) Loss of four fingers and thumb of one hand	40
(v) Loss of four fingers	35
(vi) Loss of thumb—both phalanges	25
—one phalanx	10
(vii) Loss of index finger—three phalanges	10
Do. —two phalanges	8
Do. —one phalanx	4
(viii) Loss of middle finger—three phalanges	6
Do. —two phalanges	4
Do. —one phalanx	2

<i>Nominated Divisional Office</i>	<i>Area of Operation</i>
7. Divisional Office II, Ernakulam	Sub-division of Educational District of Ernakulam ie. Ernakulam and Mattanchery.
8. Thrissur	Educational Districts of Irinjalakuda, Thrissur and Chawakkassery.
9. Palakkad	Educational Districts of Ottappalam, Palakkad.
10. Manjeri	Educational Districts of Malappuram and Tirur
11. Kozhikode	Educational Districts of Kozhikode, Badagara and Wayanad.
12. Kannur	Educational Districts of Kannur, Tellicherry and Kasaragode.

In short in the event of claim

1. The nearest nominated Divisional Office of United India Insurance Company Ltd., should be intimated of the accident in the prescribed preliminary claim intimation form by the Headmaster of the school.

2. Subsequently on receipt of the claim form from the company fill in the details with attestation of Headmaster, A.E.O./D.E.O., Medical Certificate and submit it along with the relevant Documents as per checklist.

3. Cheque for claim amount will be sent to Beneficiary on proper discharge from the Headmaster of the school and the beneficiary.

Annexure 1**Preliminary claim intimation form for Kerala School Children
Insurance Scheme**

From

.....

To

The United India Insurance Company Ltd.,

.....

Sir,

I wish to intimate you of the following accident and would request you to do the necessary in this regard.

1. Name and Class of student ..
2. Age of student ..
3. Name and Address of school ..
4. Details of occurrence ..

Please send us the claim form at the earliest for preferring a claim.

Thanking you,

Yours sincerely,

Name and Signature

Place:

Date:

Headmaster/Headmistress of School

Annexure II**UNITED INDIA INSURANCE COMPANY LIMITED**

(Registered & Head Office: 24 White Road, Madras-600.014)

(Subsidiary of General Insurance Corporation of India)

Kerala School Children Personal Accident Insurance Scheme

(For Students of Government & Government Aided Schools)

CLAIM FORM

The issue of this form does not constitute admission of liability. Please return this, duly completed, together with the relevant certificates as mentioned in the attached checklist to the nearest Divisional Office of United India Insurance Company Limited.

Divisional office..... Claim No.....
 Policy No.....

DETAILS OF CLAIMANT*Section I.A*

1. Name of Injured/Deceased ..
2. Age of student and class in which the student is studying ..
3. Name and address of school ..
4. Name of claimant (Parent/Guardian) ..
5. Address of Parent/Guardian ..
6. Relationship with the student in case of Guardian ..
7. Was the Injured child suffering from any physical disability before accident and if so give details. ..

DETAILS OF ACCIDENT*Section B*

8. Date and time of accident ..
9. Name and address of 2 .. (1)
witnesses if any. (2)
10. Where did the accident occur ..
11. Details of how the accident ..
occurred

DETAILS OF INJURY

Section C

12. Description of Injury/disability ..
13. In case of death, date on which it occurred ..

DETAILS OF HOSPITALISATION

Section D

14. Name of the Hospital where treated ..
15. Date on which admitted and discharged ..
16. Name of attending doctor ..
17. Hospitalisation expenses incurred (Please submit all the hospital bills to support the claim) ..
18. State whether the injured has commenced normal duties including attending school. ..

I/ We hereby affirm and declare that the answers to all the above questions are full and true in every respect.

.....
Signature of Parent/Guardian.

.....
Signature of Headmaster/Headmistress

Place:

Date:

Section II

ATTESTATION

(Attestation by Headmaster/Headmistress of the concerned school to be filled in by the Headmaster/Headmistress)

I declare that the Injured/Deceased child is/was a student of this school (Registration No) and that the claimant is the guardian/parent of the child and the facts of the case stated in this claim form are true to the best of my knowledge and belief.

.....
Signature
Name of Headmaster/Headmistress
Name of the school

Place:

Date:

(Office seal)

Section III

ATTESTATION BY ASSISTANT EDUCATION OFFICER,
DISTRICT EDUCATION OFFICER

1. All the above facts stated in this claim form have been verified by me and found true and I hereby declare and warrant the truth of the foregoing particulars in every respect.
2. I also declare that the claim cheque may be directly send to the beneficiary and the discharge from the beneficiary and Headmaster/Headmistress of the school will be full and final settlement of the claim for the insured viz. the Government of Kerala.

.....
Signature
A. E. O/D. E. O.

District:
Kerala

Place:

Date:

(Office seal)

Section IV

DOCTOR'S CERTIFICATE

(To be filled in by the attending Doctor not less than the rank of an Assistant Surgeon, in case of permanent disability.

1. Name and address of ..
hospital
2. Date of admission ..
3. Date of discharge ..
4. (a) Nature of Injury ..
(b) Particulars of Injury ..
5. Details of death/permanent ..
disability
6. Extent of disability ..

Please mention the extent of disability after referring the following chart:

- | | | |
|---|----|-----------------------------|
| (a) Death | .. | |
| (b) Loss of sight of two eyes or 2 limbs | } | Permanent total disablement |
| (c) Loss of one eye and one limb | | |
| (d) Permanent total disablement from engaging in, being occupied with, or giving attention to normal duties of any description. | | |
| (e) Loss of one eye or limb | | |
| (f) Permanent partial disability as below: | | |
| 1. (a) Loss of all toes | | |
| (b) Loss of great toes | .. | both Phalanges |
| (c) Loss of great toes | .. | one Phalanx |
| (d) Other than great toes, if lost, mention the No. of toes lost | .. | |
| 2. Loss of hearing | .. | both ears |
| 3. Loss of hearing | .. | one ear |
| 4. Loss of 4 fingers and thumbs | .. | |
| 5. Loss of 4 finger | .. | |
| 6. Loss of thumb | .. | both Phalanges |
| | .. | one Phalanx |
| 7. Loss of Index finger | .. | 3 Phalanges |
| | .. | 2 Phalanges |
| | .. | 1 Phalanx |

5. KERALA SCHOOL TEACHERS AND NON-TEACHING STAFF WELFARE CORPORATION Ltd. TRIVANDRUM

The Kerala school teachers and Non-Teaching staff Welfare Corporation Ltd. was incorporated as per G.O. (Ms) No. 158/314/Gl. Edn., dated 14-3-1984 and registered under the companies Act 1956 with a seed capital of Rs. 50 lakhs (500 equity shares at the rate of Rs. 1000 each.) The main objective of the corporation is to make available financial assistance for the construction of dwelling houses to all teachers and non-teaching staff of aided schools in Kerala.

The fund for the above purpose is raised by borrowing loans from the financial institutions like HUDCO. The functioning of the corporation is controlled by a Board of Directors. The Board consists of a Chairman, Managing Director and three Directors. The Secretary to Government, General Education Department is the Chairman and the Director of Public Instruction is the Managing Director, the other Directors are nominated by the Government of Kerala.

One scheme comprising of 163 houses under middle income group was completed by this time. A loan of Rs. 45.24 lakhs was financed by HUDCO and the balance was met from the seed capital of the corporation for completing the above scheme. Its repayment to HUDCO and from the beneficiaries are being made regularly.

The corporation succeeded in sanctioning a loan of Rs. 593 lakhs from HUDCO for the construction of 2000 houses including 1500 Low Income Group scattered all over the State of Kerala. The beneficiaries whose income falls below Rs. 1500 p. m. belong to low income group. The rest belong to Middle Income Group. The amount of eligible loan for L. I. G. is Rs. 20,020 and MIG is Rs. 59720. The Maximum period of refund is 15 years. Repayment will commence after one year from the date of drawal of cheque for the first instalment. The rate of interest of 9% i.e., the same rate of interest collected by Government from their employees for house construction advance sanctioned by them from time to time.

The salient features of this scheme are:—

- (1) The initial expense is only Rs. 25
- (2) 3.5% of the interest is subsidised by the Government.
- (3) The stamp duty for the mortgage deed is exempted by Government.
- (4) The loan in full can be secured within a month itself.
- (5) Repayment need be started after one year.

A revised scheme for giving financial assistance to 4000 houses with Dutch assistance was formulated by including 2000 economically weaker sections and submitted to the Government of India. In the revised scheme the loan amount is increased to Rs. One lakh and the type design is improved. It is expected that the revised scheme can be implemented in the near future. Another scheme for repairs and renewals of existing buildings is also under the active consideration of the corporation.

6. NATIONAL FOUNDATION FOR TEACHERS' WELFARE

The National Foundation for Teachers' Welfare was set up in 1962 as per the Charitable Endowment Act of 1960 to improve the status of the teachers and to give them a noble position in society. It also aims at giving financial aid to teachers and their dependents in indigent circumstances.

Funds for the above are raised by the sale of Teachers' day flag, coupons and tickets, on 5th September every year and also by voluntary contributions from individuals and organisations.

In Kerala the functioning of the Foundation is controlled by a committee consisting of nine members—The Honourable Minister for Education and Law as Ex-officio Chairman, the Director of Public Instruction as Secretary/Treasurer, two official members representing departments of General Education and Finance and five non-official members at least two of them are representatives of Teachers' Associations.

Every year the committee collects a fund of Rs. ten to twelve lakhs, which is usually utilised for the benefit of the teaching community.

Schemes

1. GENERAL ASSISTANCE

Financial assistance to teachers and their dependents is given for the education of their children, for the marriage of their daughters and for their treatment. Every year a sum of Rupees four lakhs is set apart for this purpose.

2. SPECIAL ASSISTANCE

Special assistance of Rs. one thousand is rushed to a teacher both in service and retired for his hospitalisation or prolonged illness on account of serious diseases. Special assistance of Rs. Two thousand is also granted to the dependents of teachers who die in harness.

3. SCHOLARSHIP AND OTHER FINANCIAL ASSISTANCE TO CHILDREN OF TEACHERS

The committee has built up a corpus of Rs. twelve lakhs out of the collection. The interest accruing from the corpus is utilised for the award of Scholarships to the children of teachers studying for professional degree courses and post graduate courses.

Every year prize money is being awarded to children of teachers who come top within the first fifty ranks in the S.S.L.C. Examination at the following rates.

First prize	Rs.	1000
Second prize	Rs.	750
Third prize	Rs.	500

The children of teachers who win President's medals in Scouting/ Guiding and NCC cadets participating in Republic Day Parade at New Delhi, are eligible for prize money of Rs. 200 each.

Children of teachers whose parents are not alive are given Scholarship as detailed below.

In Primary level every year	Rs.	150	each
In Upper Primary level	„	Rs. 250	each
In High School level	„	Rs. 500	each
In Pre-degree & Degree level	„	Rs. 1500	each
In Post graduate level	Rs.	2250	each

4. A maximum amount of Rs. 500 is set apart for each educational District to give subsidy to Teachers' Associations for conducting educational seminars.

5. Subsidy is also granted to groups of teachers who conduct Educational Tours sponsored by District Educational Officer at the rate of Rs. 1500, Rs. 3000, Rs. 4500 for tours within the State, South Indian Tours and All India Tours respectively.

6. Every year thirty Scout Masters/Guide Captains of outstanding personalities are awarded meritorious Certificate and cash award of Rs. 500 each.

7. KERALA TEACHERS' SANATORIA SOCIETY

Government have sanctioned the constitution of the Kerala Teachers' Sanatoria Society to operate the Teachers' Sanatoria Fund and to formulate related schemes.

The objects of the Society are to establish hospitals, health resorts, holiday homes and such other facilities for school teachers including retired teachers and to make arrangements for improving the welfare of school teachers.

The Director of Public Instruction, Kerala is the ex-officio President of the Society. The administration of the Society is vested in the Governing Council.

The Society has established 10 Paywards each attached to the Medical College Hospitals at Thiruvananthapuram, Kottayam and Kozhikode. In addition to that it has also purchased a plot of land at Thiruvananthapuram and a pucca building has been constructed to accommodate the ADHYAPAKA BHAVAN. There are 15 double rooms and 8 single rooms in this building in addition to two dormitories, one Mini conference hall and an auditorium to accommodate about 500 persons. The following are the rent fixed for teachers.

Single room	Rs. 10 per day
Double room	Rs. 20 per day
Dormitory	Rs 50 per day (for 30 students) for additional pupils over and above 30, Rs. 2 per pupil per day will be charged.
Mini Conference	Rs. 100 (day time)
Hall	Rs. 150 (both day and night)
Auditorium	Rs. 500

Reservation can be made by paying the rent in advance. For reservation "The Manager, Adhyapaka Bhavan, Thiruvananthapuram, Pin code 695 001 has to be contacted. There is a Phone at the Adhyapaka Bhavan and the Number is 60346. The teacher occupants will have to produce an application countersigned by any of the State Level Office bearers of recognised Teachers' Associations or Educational Officers.

Specimen form of application for allotment of room at the Adhyapaka Bhavan is given below:

Application for Allotment of Room in Adhyapaka Bhavan

1. Name of applicant ..
2. Official/Residential address ..
3. Sub District in which the teacher is working ..
4. Purpose of visit ..
5. Dates on which room is required ..
6. Signature of applicant ..

Place :

Date :

Signature of the teacher is attested.

Signature of the attesting Officer:

Designation :

Seal.

**THE KERALA TEACHERS' SANATORIA SOCIETY PAYWARD
ALLOTMENT RULES**

Short Title :—These rules may be called the Kerala Teachers' Sanatoria Society Payward Allotment Rules.

Applicability :—These rules shall be applicable to the following category of staff/persons in the General Education Department.

1. The teachers (including Headmasters) of all aided and departmental schools and those in these categories working on other assignments.

2. The teachers of such unaided recognised schools as are admitted to membership of the Teachers' Sanatoria Society by the Governing Council.

3. The Officers of the General Education Department drawn from the teaching line of the department.

4. Such of the retired teachers including retired Officers/Headmasters from the teaching line of the department.

5. Dependents of the categories 1, 2 and 3 above, i.e., husband, wife, father, mother children are eligible. In the case of dependents the benefit will be available only to one person at a time.

Definition :—The words 'Teacher, Headmaster, etc.' mentioned in this rule will mean as defined under the relevant orders, rules of the department.

Rules

I. ALLOTMENTS

The allotment of paywards under the Teacher's Sanatoria Society will be made by the Lay Secretary or any other authorised officer, as in the case attached to the respective hospitals subject to the following :

1. The rent for a payward will be Rs. 10 per day irrespective of the time utilised. The rates are subject to revision.

2. A register will be maintained for registering applications for admission of paywards.

3. Application for payward will be registered in the waiting list strictly according to priority of applications along with the chit from an officer not below the rank of an Assistant Professor/Assistant Surgeon as the case may be. An advance equal to three days rent will be paid along with the application which will be adjusted with the rent. If the room allotted is not utilised the amount paid in advance will be refunded. But if the applicant cancels a registration on any day prior to the date of actual allotment a rent of one day at the prescribed rate will be forfeited from the amount of advance and only the balance will be refunded.

4. Allotment of rooms will be made on the priority of applications. Cancellation of registration and allotment of rooms will be noted in the lists promptly by the allotting Officer.

5. A duplicate copy of the priority list of application shall be put up in a prominent and convenient place of the paywards for the information of the applicants.

6. Register of allotment of paywards will be maintained in the form prescribed for the purpose.

7. Application for allotment of paywards shall be in the form prescribed hereto.

8. The Nurse in charge of paywards shall intimate to the allotting officer details of paywards that fall vacant immediately on the discharge of the patients noting the date and time of discharge. The office shall notify the details of the vacant paywards rooms with the name of applicant eligible to get the payward before 1 p.m. every day on the notice board.

9. Intimation will be given to applicants regarding allotment of paywards. However, this cannot be guaranteed and the parties are expected to ascertain information regarding allotment from the notice board.

10. Final allotment of rooms to the applicant shall be made only if the rent for 5 days at the prescribed rate less the amount of advance paid at the time of application is paid before 3 p.m. of the date of publication in the notice board and the rooms should be actually occupied before 5 p.m. in the case of applicants from Trivandrum City. In the case of applicants from other areas, however, three days grace time will be allowed for the above purpose. In their cases they will be liable to pay rent for these three days also. If they do not accept the allotment of paywards by this time, the amount paid at the time of application will be adjusted towards rent for these periods.

11. When once the registration is cancelled the applicant will have to register his name afresh if he require paywards.

12. The advance of rent and the hospital stoppages for five days will be collected from the patients in advance and the receipt will be issued. The Clerk in charge will ensure receipts are issued for all amounts collected and acknowledgement for having received the receipt for the amount obtained from the party who pay the amount on the back of the counterfoil. The number and date of receipt will be noted in the case sheet and diet sheet on the top right hand side by the Nurse in charge of the pay wards at every stage.

13. Patients admitted in the payward will clear all other dues payable to the hospital before getting themselves discharged.

14. The payward patient will have hospital diet as far as possible.

15. Before admission the Nurse in charge of pay wards verify the receipt and satisfy herself that advance rent and hospital stoppage have been paid by the patients.

16. After 3 days from the date of allotment the patient will be asked to pay in advance the rent and hospital charges for every five days stretch and the payment should be made promptly on such intimation and the receipt shown to the Nurse in charge who will make a note on the same in the case sheet and diet sheet. Patients who do not pay the rent as mentioned above will have to vacate the paywards on the expiry of the date upto which they have been paid rent.

II. RULES TO BE OBSERVED

1. Patients and their attendants in the payward will be responsible for the safety of the equipments, electric installations, sanitary installation and furniture, etc., in each room. Damage to properties will be made good from the patients occupying the room. If the patient is dependant of an employee of the department the damage will be made good from the employee concerned.

2. No fullscale cooking will be allowed in the payward. Electric heaters will be permitted to be used on the 3 pin 15 amps. plug provided, but the Teachers' Sanatoria Society or the hospital authorities do not take any responsibility for any accident due to improper use.

3. Only one Attender will be allowed to any person at a time and he will be issued a pass. No one without a pass will be allowed in the paywards except during visiting hours.

4. Visitors shall be allowed only between 5 p.m. and 7 p.m. The R.M.O. will make a round of the ward to see that visitors have left by that time.

5. Use of musical instruments, Radio, etc., will be prohibited.

6. The room shall not be locked since the Sister or Doctor may have to enter the rooms for treatment or examinations.

7. All lights shall be switched off in the paywards by 10 p.m.

8. Patients in payward will not be allowed to leave the paywards without the permission of the Medical Officer in charge.

9. Patient with contagious disease will not be admitted in paywards.

10. The patient and the attendant in paywards and their visitors will keep the room and premises clean and tidy and co-operate with the authorities in keeping them clean and tidy.

III. DISCRETIONARY POWER

The Governing Council of the Teachers' Sanatoria Society reserves the right to allot payward of one room in exceptional circumstances without observing the rules regarding priority laid down here. The

President/Secretary—Treasurer of the Teachers' Sanatoria Society shall exercise this power in unavoidable circumstances when there is delay in meeting the Governing Council of the Teachers' Sanatoria Society. In such cases allotment of room will be made without discharging any of the patients who get admission in the payward in accordance with these rules.

IV. EXHIBITION OF RULES

The rules relating to allotment and the use of paywards will be exhibited on the notice boards of all Institutions having paywards of the Teachers' Sanatoria Society and also in all the educational institutions of the Department.

*Application for Allotment of Payward of the
Teachers' Sanatoria Society*

Revenue District :

Education District :

Education sub district :

Name of School :

1. Name and address of—
 - (i) Teacher ..
 - (ii) The dependant ..
2. Date of entry into service ..
and date of birth ..
3. Date from which pay ward ..
is required ..
4. Nature of disease ..
5. Name of the Doctor who ..
treat the patient ..
6. Whether 3 days rent is ..
remitted (if remitted ..
M.O. receipt to be ..
attached with the ..
application)

Certified that the particulars furnished above are correct.

(Name and Signature of applicant)

Recommendation of the Head of the
Institution in which working/General
Secretary of the Recognised Teachers'
Association/District Educational Officer/
Assistant Educational Officer.

8. GRANTS TO LIBRARIES

Rules governing the payment of grants to libraries are dealt within G.O. Rt. 843/66/Edn. dated 30th March, 1966.

The libraries affiliated to the Kerala Grandhasala Sangom should submit their application for annual grant to the Administrative Assistant, Kerala Grandhasala Sangom in the prescribed form. After inspection, the gradation committee will fix the grade of the libraries and after verification by the Administrative Assistant with reference to the rules the proposal shall be submitted to Government for sanction of grant to libraries and allowance to librarians.

The application for annual grants in respect of the libraries which are not of affiliated to the Kerala Grandhasala Sangom should be submitted to the District Educational Officer concerned. The District Educational Officer with specific recommendation and utilisation certificate will forward the application to the Director of Public Instruction who in turn will forward the application to Government.

For payment of building and furniture grant, the library buildings are graded into three types. Grant not exceeding one half of the estimated cost of the building and of furniture or Rs. 6,015 in the case of type I, Rs. 4,060 for type II or Rs. 2,340 for type III whichever the lower may be sanctioned. The estimated cost should be certified by an officer in P.W.D. not below the rank of a Junior Engineer.

For the construction of a highest type design building and furniture grants upto a maximum of Rs. 25,000 may be sanctioned as a special case. In special cases grants upto Rs. 1 lakh will be granted by Government.

Government will pay annual grant to the Kerala Grandhasala Sangom for its establishment and organisation expenses.

Local Library Authorities

There are three local library authorities at Kozhikode, Palghat and at Tellicherry (Cannanore District). The District Educational Officers concerned are the secretaries to the Local Library Authorities.

Payment of grant to Local Library Authorities

Advance grant will be paid to the Local Library Authorities on the basis of the latest audited accounts and the balance amount for that year will be paid after the audit of accounts of that year is completed and eligibility certificate from the Local Fund Examiner is obtained. The grant equal to the cess collected by the Local Library Authority is sanctioned by the Government.

9. N.C.E.R.T. AND ITS ACTIVITIES

The National Council of Educational Research and Training is an apex body under the Ministry of Human Resource Development of the Government of India. It has been entrusted with the work of improving the quality of school education in the country. The N.C.E.R.T. has set up four Regional Colleges of Education and 18 Field Offices in the country to monitor educational developments in the various States and Union Territories.

The Field Adviser, N.C.E.R.T., Trivandrum, is looking after the educational needs of Kerala and Lakshadweep. For the last 28 years N.C.E.R.T. has been conducting training courses to improve the quality of teaching in our schools. Secondly, N.C.E.R.T. has some projects/schemes to improve the professional growth of teachers. Some of the national level programmes of N.C.E.R.T. are given below:—

1. National Talent Search Examination

The purpose of this scheme is to identify brilliant students at the end of Class X and give them financial assistance towards getting good education so that they may serve the country well. Under this scheme 750 scholarships are awarded to the students all over the country. The state level examination is conducted by the State Institute of Education, Trivandrum and the national level examination is conducted by N.C.E.R.T., New-Delhi.

2. Seminar Readings Programme

The main objective of this scheme is to motivate teachers to try out useful innovations in schools. Teachers working in recognised elementary and secondary schools are eligible to participate in this scheme. Altogether there are 50 cash awards given to teachers for their best essays.

3. National prize competition for Children's Literature

Prizes are awarded for good story books which generally appeal to children in the age group of five to fifteen. Authors are given awards and certificates to encourage them to produce children's literature.

4. Toy making competition

Another important scheme of the N.C.E.R.T. is to encourage the teachers to teach their classes with toys of educational values. Accordingly, teachers are invited to a regional level meet and they are to manufacture their educational toys using cheap and easily available materials.

5. Experimental Projects

Under this scheme the school teachers are encouraged to undertake innovative practices in class room teaching and they are given academic and financial assistance to conduct class room researches

6. All India Educational Surveys

So far N.C.E.R.T. conducted five National level Educational Surveys to help the planners and educational administrators in our country.

7. Massive Teacher Orientation Programme

Under this scheme the N.C.E.R.T. has helped the State Government to conduct orientation courses under New Education Policy, 1986. N.C.E.R.T. is also helping the State in the revision of text books, syllabi, etc.

8. National Integration

N.C.E.R.T. is conducting Community Singing camps to foster national integration. Every year inter-state student-teacher camps are held in the various parts of the country and national integration songs in various languages are sung to foster national integration.

9. Jawahar Navodaya Vidyalayas

Under the National Education Policy 1986, the Government of India has decided to set up Jawahar Navodaya Vidyalayas in every district. In Kerala, there are 10 Navodaya Vidyalayas. Besides one Jawahar Navodaya Vidyalaya is functioning in Lakshadweep. 80 students are given admission every year in class VI in each Vidyalayas on the basis of a selection test conducted by the N.C.E.R.T. The students and teachers are expected to live in the same campus. Education in these Vidyalayas is free including boarding, lodging, uniform, stationery etc.

10. Scholastic Achievement Test

N.C.E.R.T. has conducted Scholastic Achievement Test for the students of Class XII all over the country to assess the level of achievement in different states.

11. Training courses in various school subjects

Apart from the schemes mentioned above there are various types of inservice training courses for teachers being conducted by N.C.E.R.T., New-Delhi, Regional College of Education, Mysore and the Field Office, Trivandrum to improve the quality of teaching in our schools.

10. NATIONAL POLICY 'ON EDUCATION'

I. OPERATION BLACK BOARD 100% CENTRALLY SPONSORED SCHEME

The operation Black Board scheme aims at providing minimum level of essential facilities in all lower primary schools. A phased drive symbolically called "Operation Black Board" has been under taken to improve the conditions of all lower primary schools all over the state.

This scheme has three components

- (a) Provision of two reasonably large rooms with deep verandha along with separate toilet facilities for girls and boys.
- (b) Provision of essential teaching learning materials like maps, charts, Black boards, books, etc.
- (c) Provision of at least two teachers preferably with one woman teacher (Not applicable in Kerala).

First two components of the scheme are being implemented in the state in 4 phases. There is no single teacher schools in the state under the administrative control of General Education Department. Hence this component is not applicable to Kerala. In the first phase of the scheme 20% of the blocks, Municipalities, Corporations in the State have been brought under the scheme and 1440 L. P. Schools therein have been selected based on the accepted norms. Teaching and learning materials worth Rs. 7215 per school have been supplied to those schools. 187 schools were identified for construction of two room buildings and the construction works are in progress.

Under the second phase 30% of the Blocks, Municipalities, Corporations in the State have been brought under the scheme and 2243 schools there in have been selected based on the norms in the project report. Steps have been taken to supply essential teaching and learning materials to all these schools. 120 schools were identified for the construction of two room buildings.

Under the III phase 20% of the Blocks Municipalities and Townships have been brought under the scheme and 1815 L. P. Schools are selected. The remaining 30% of Blocks and Municipalities are included in IV phase.

Both private schools and Government schools are given benefits through the scheme "Operation Black Board".

II. IMPROVEMENT OF SCIENCE EDUCATION

Improvement of science education is a centrally sponsored scheme aimed to equip the insufficient science laboratories and libraries of High Schools and to provide minimum essential facilities of Upper Primary Schools.

The scheme has five components

- (a) Supply of science Kits to upper primary schools.
- (b) Strengthening of science laboratories in High schools.
- (c) Supply of library books on science subjects.
- (d) Training of science teachers.
- (e) Assistance to District Resource Centre.

This scheme is implemented in a phased manner. 25% of the schools in the state were selected in the first phase and laboratory equipments and library books were supplied to High schools and science kits were supplied to U. P. Schools. 50% of the schools were selected in the second phase and steps are being taken to supply laboratory equipments, library books and science kits to those schools. The remaining 25% of schools are included in the third phase. Proposals were submitted to Government for conducting training courses for science teachers.

III. EDUCATION TECHNOLOGY SCHEME

This is also a 100% centrally sponsored scheme. Under this scheme Radio-cum-Cassette players are supplied to L. P. Schools where materials under 'Operation Black Board' are supplied. This scheme is also implemented in a phased manner. 20% of L. P. Schools are included in the first phase, 30% of the L. P. Schools in the second phase and 50% of the L. P. Schools are included in the III phase. Steps are being taken to supply Radio-cum-cassette players under II phase.

IV. DIETS. (DISTRICT INSTITUTE OF EDUCATION AND TRAINING)

Main function of DIETs are to provide academic and resource support at district level for the success of various programmes being undertaken in the field of Primary and adult education. One DIET is to be set up in each District in three phases. In the year 1987-88 three DIETs have been started functioning one each at Wayanad, Kasaragod and Thrissur. In the second phase four DIETS, namely Kannur, Kozhikode, Ernakulam and Pathanamthitta and in the III phase Malappuram, Palghat, Alleppy, Kottayam, Idukki, Kollam and Thiruvananthapuram have to be established. Out of 14 DIETS proposed 13 DIETS are to be set up by upgrading the existing Teacher's Training Institutes. At the time of project formulation there was no Government teachers training Institute at Wayanad. Hence a new DIET has been set up with pre-service unit.

Functions of DIETs

1. Pre-Service and Inservice education to Primary School teachers.
2. Induction level and continuing education for instructions and supervisions of adult education and provision of general support to them.
3. Planning and management support for school complexes and educational institutions.
4. Serving as evaluation centres for primary schools and adult education centres.
5. Provision of services of a resource and learning centre for teachers and instructors.
6. Education technology and computer education support for the district.
7. Experimentation and research.

In order to perform its major functions effectively the DIET has seven academic branches.

1. Pre-service teacher education unit.
2. Inservice programmes and extension service units.
3. District resource unit for adult education.
4. Planning and management unit.
5. Education technology unit.
6. Work experience unit.
7. Curriculum and evaluation unit.

Inservice courses have already started in three DIETs established during the first phase. Steps have been taken to start construction works in respect of 4 DIETs started in the second phase. Sanction from the Government of India have been received for setting up of 7 DIETs in the third phase.

11. SCOUTING AND GUIDING

The Scout/Guide Movement is a World Wide Movement, true to its spirit of international brotherhood, is spread over 150 countries and territories around the world. This reflects the usefulness of this movement as an effective instrument of training young people to face the future with confidence.

Lord Baden Powell, the founder of this Movement has stated in his book "SCOUTING FOR BOYS" that the "aim of Scouting is character development towards happy citizenship through natural rather than artificial means". Through the International training and relationship in Scouting, the future generation in all countries is being

brought up with a new outlook of citizenship. Real citizenship is the outcome of Character and a sense of Service to Country and Humanity. Scouting/Guiding aims to make children physically fit, mentally awake, spiritually aware and morally strong.

The Movement gives training to adults, mostly teachers in Schools, who in turn train the children in this way of life. Through games indoor and outdoor, picnics, hikes, camping, woodcraft, etc., the children are taught to be self reliant, kind hearted, healthy and cheerful and helpful to others with a sense of duty to God and Country.

A group is the basic unit which may consist of the three sections namely the Cub Pack (age 6 to 10), the Scout Troop (age 10 to 18) and the Rover crew (age 18 to 35) similarly three sections in the Guide Group are the Bulbul Flock, the Guide Company and the Ranger Team.

The Bharat Scouts and Guides, established in 1950 as a result of the merger of erstwhile three organisations, is the fourth largest organisation, in the world with 16 lakh scouts and guides in India. The organisation functions as a non-official body harnessing the adventurous spirit of the young people in the service of mankind, transcending all barriers of caste, colour and creed. As a voluntary and non-governmental organisation, it is fully committed to imparting value-based education with emphasis on community service. It has been instrumental in involving children in national priorities like family life education, adult education, sanitation promotion and leprosy control.

The Bharat Scouts and Guides is affiliated to the World Bureau of Scouts and the World Association of Girl Guides and Girl Scouts. It is collaborating with the UNICEF in the Sanitation Programme and with Family Planning Association to promote family life education.

Being manifestedly a service-oriented organisation, it has also been undertaking programmes and projects according to the local needs.

The attention of Heads of Schools are drawn to the D.P.I's, Circular No. M1-76267/73 dated 20-7-1973. All the High Schools and Upper Primary Schools have to pay the Institutional Membership Fee (I.M.F.) every year to the State Headquarters of Bharat Scouts and Guides before the end of July at the rate noted below irrespective of the fact whether there is a Scout/Guide unit in the school or not.

<i>School</i>	<i>I.M.F.</i>	<i>Registration/Renewal</i>
High School	Rs. 25	Rs. 10
Upper Primary School	Rs. 10	Rs. 2

In addition to this, an amount at the rate of Rs. 2 per Scout, Guide, Scoutmaster, Guide Captain, Rover and Ranger has to be paid to the State Headquarters of Bharat Scouts and Guides, Kerala as Individual Registration Fee (I.R.F.). For Cubs and Bulbuls, IRF is Re. 1 per head only.

The Scout fee and Guide fee can be utilised for expenses such as Camp fee, travelling allowances to Scouts/Guides/Scouters/Guiders for attending meetings, camps, conferences, hikes and rally, cost of parts of uniform such as caps, belts, scarves, badges, haversacks, whistles, whistlecords, knife, campkits etc.

In G.O. (P) 53/65/Fin. dated 5-2-1985, Government have granted special casual leave to Scouters and Guiders and Office bears of the Bharat Scouts and Guides Association for attending camps, conferences, rallies etc.

In G.O.Ms. 2/73/S. Edn. dated 2-1-1973 (School Education J. Department) Government have ordered that the benefits of earned leave allowed to N.C.C. Officers will as contemplated in Rule 18 of Part I, K.S.R. be extended to Scout Masters and Guide Captains also.

In G.O. No. 7315/Edn. dated 2-1-1973, Government have accorded sanction to treat the period during vacation as on duty when Scouters/Guiders take part in Training or refresher courses and they will be allowed the benefits of earned leave as contemplated in Rule 81 of Part I, K.S.R.

Active Scout Masters and Guide Captains doing Scouting and Guiding activities are eligible for an extra leisure of 5 periods a week as per D.P.I's Circular No. M1-76267 dated 20-7-1973.

In G.O. Ms. No. 122/75/Gl. Edn. dated 27-5-1975, Government have ordered that in the matter of appointment of teachers, preference will be given to those who are a First Class Scout/Guide.

The State Headquarters is publishing a monthly Bulletin for the benefit of the Scouts/Guides/Scouters/Guiders and the cost of the Magazine is Rs. 15 annually for High Schools and Rs. 10 for U.P. Schools. As per circular No. M1-80024/76/D. Dis. dated 2-7-1976 all the Heads of Schools are to subscribe for this Bulletin from the Library fee items of the Special Fees.

As per G.O. Rt. No. 1234/79/H. Edn. dated 7-7-1979, Government have ordered that an additional 10 marks will be given to the holders of President's badges in Scouting and Guiding for admission to Pre-degree classes.

In G.O. Rt. No. 1314/83/LBR dated 17-11-1983, Government have accorded sanction for the reservation of one seat in each Industrial Training Institute to the holders of the President's Badges in Scouting and Guiding as a Supernumerary Case. On no account the unspent balance of the special fees of the previous years under Scouting and Guiding and the Current years fund, can be diverted for any other purpose.

As per D.P.'s Circular No. H2-60617/85/K. Dis. dated 29-5-1985, all Heads of Schools have to start Scout/Guide Units or both in their schools.

The District Training Commissioners and District Organising Commissioners of Kerala State Bharat Scouts and Guides are also eligible for the extra leisure of two afternoons vide D.P.'s letter No. M3-30342/87/DPI dated 28-8-1987.

As per the D.P.'s Circular No. M3-109097/87/Genl. Edn. dated 13-10-1987 subsequently modified in Circular No. M3-39207/88 dated 11-4-1988, the work of distribution of the Token Flags of the Movement, collection of its price and remittance of the same to the State Headquarters has been entrusted with the D.E.Os. and A.E.Os. concerned. 25% of the sale proceeds of the Flags can be utilised for Scout/Guide activities in the schools. This amount should on no account be diverted to any purpose other than Scouting and Guiding. The D.E.Os. and A.E.Os. have to remit 74% of the sale proceeds to the State Headquarters and the remaining 1% is allowed to the A.E.Os., and D.E.Os. for giving incentives to the staff engaged in the work connected with sale of flags.

12. ADULT EDUCATION PROGRAMME—KERALA

The State Adult Education Programme in Kerala came into existence with a view to make illiterate adults to attain functional literacy and numeracy and awareness for developing qualities of good citizenship and to enable them to lead a better life. The following agencies are working in the field:

1. Rural Functional Literacy programme — Central Sector
(Rural Development Department)
2. State Adult Education Programme — State Sector
3. Adult Education Departments of — U.G.C. Programme
Kerala and Calicut Universities
4. Voluntary Agencies — Central Assistance

The State Resource Centre attached to KANFED Thiruvananthapuram is entrusted with the work of giving training and producing learning and teaching materials for the use of learners and instructors.

The National Literacy Mission in Kerala was launched on 2-5-1988 at the call of Government of India. National Literacy Mission envisages imparting of functional literacy to the illiterates in the age group of 15-35 by 1995. A State Authority for the Mission was formed with the Hon'ble Chief Minister as Chairman and Hon'ble Minister for Education as vice Chairman. The State Adult Education Officer is the Member Convener.

No Adult Education Centres are functioning under State Adult Education Programme from 1987-88 onwards for want of Government sanction. 3,300 Adult Education Centres in 11 Districts are functioning under R.F.L.P. Scheme. Besides Universities and R.F.L.P. the following voluntary agencies are also functioning under the scheme now.

1. Harijan Seva Sangha, Kattakada.
2. KANFED, Thiruvananthapuram.
3. Social Action Forum, Irinjalakuda.
4. Kerala Sastra Sahitya Parishat, Thiruvananthapuram.

Number of persons made literate from 1980-81 to 1987-88 under State Adult Education Programme and other Agencies.

<i>Year</i>	<i>Total</i>
1980-81	1,26,636
1981-82	79,784
1982-83	91,145
1983-84	1,13,450
1984-85	1,08,097
1985-86	1,69,912
1986-87	1,70,527
1987-88	1,67,098
Total	10,26,659

The enrolment from 1980-81 to 1987-88 under the various agencies is the tune of 10,00,000. But as there is a considerable number of unsuccessful learners and as there are neo-literates who may be relapsing into illiteracy, there are still a good number of illiterates yet to be covered. Actual figures of the remaining illiterates in Kerala can be estimated only after the proposed survey of illiterates.

During 1989 no adult education centres were functioned under the State Adult Education Programme for want of Government sanction. Rural Functional Literacy Projects under the (R.F.L.P.) under the Rural Development Department opened 3,300 Adult Education Centers in 11 Districts under the centrally sponsored scheme. About 98,321 persons were made literate under the programme including 30,217 Sch. Castes and 11,903 Sch. Tribes peoples. Nehru Yuvak Kendra with central assistance also conducted 180 Centres in 3 Districts of Idukki, Malappuram and Palghat. 5,776 persons were made literate including 242 Scheduled Caste and 2,313 Scheduled Tribe peoples. Various voluntary agencies also conducted 390 A.E. centres in various Districts. Apart from these Universities also implemented their programme in the State.

Under the National literacy Mission Government of India invited proposals from voluntary agencies for involvement in Adult Education Programme with financial assistance. About 72 such proposals received from voluntary agencies were kept pending in this office so as to consider them for the proposed 100% literacy programme of Government of Kerala by the year 1991. Preliminary steps are taking in this direction.

Government proposed to register a Society for implementing the 100% literacy programme in the State forming Kerala Saksharatha Samithi. As per Government direction contained in the letter No. 68805/P1/89/G1, Edn., dated 2-11-89 a Memorandum of Association was prepared and submitted to the Government by the State Adult Education Officer. The District Registrar, Co-operative Societies has been contacted and enquired the formalities for the registration of the Society. The facts also reported to Government. Further directions from Government is awaited in this regard.

The present intention of the State Government is to achieve 100% literacy by the year 1991 and not 1995 proposed already. The proposal for complete eradication of illiteracy in Kerala by the year 1991 has been approved by the Government of India and sanctioned Rs. 1.00 crore during 1989-90 and also agreed to sanction an additional grant of Rs. 2.00 crores during 1990-91 as per Government of India's Letter No. F-7/6/89-NIM 5, dated 3-10-1989.

13. NATIONAL CADET CORPS

(N. C. C.)

Aims and Advantages

The National Cadet Corps (NCC) came into existence in 1948 by an Act of Parliament. The N.C.C. has become a Voluntary Organisation all among except for a brief period in the sixties when the N.C.C. training was made compulsory for all the college students. N.C.C. is immensely popular with the students and it is by far the biggest and the most prestigious youth organisation in the country.

Aims of the N.C.C

1. Development of leadership, character, comradeship, spirit of sportsmanship and the ideal of service.

2. To create a force of disciplined and trained manpower which in a national emergency could be of assistance to the country.

3. To provide training to students with a view to developing in them officer like qualities, thus also enabling them to obtain co. mission in the Armed Forces.

The motto of the N.C.C. "Unity and Discipline" was adopted on 23rd December 1957. The underlying principle of this motto is that the N.C.C. is a great cohesive force which unifies the youth of the country. Its training camps and social service activities bring together young boys and girls from all sections of society and all parts of the country.

N.C.C. Directorates located in the State Capitals look after the N.C.C. activities of the State and sub-units in schools are commended by the N.C.C. part-time officers, who are essentially school teachers.

The N.C.C. Cadets are divided into three divisions, the Senior, Junior and girl Divisions. Divisions have three Wings each, namely the Army, Navy and Airforce wings. The Girls Division on the other hand has two Wings namely Senior and Junior. The Senior Division and Senior Wing are open to all the students at +2 level and above. The Junior Division and the Junior Wing are open to all the students studying upto the 10th standard.

N.C.C. sub-units are functioning in 138 Colleges and 446 High Schools including Sainik School, Kazhakootam in Kerala and Lakshadweep. The authorised strength of N.C.C. Cadets in various Divisions and Wings functioning in schools during 1989-90 are 46050.

The Heads of those Institutions which are interested in getting N.C.C. coverage may apply to the Deputy Director General, N.C.C. through their nearest N.C.C. Units. The N.C.C. sub-units are allotted to the institution as and when vacancies become available on the basis of seniority in the waiting list.

Institutional and Camp Training

The training in the N.C.C. is broadly divided into two parts— institutional and camp. The institutional training goes round the year in schools and colleges and covers subjects like drill, weapon training, civil defence, lessons to acquire leadership qualities, health, hygiene, etc.

The aim of the camps is to provide collective training to the cadets in addition to institutional basic training. It also provides opportunity to the cadets to learn team work and to develop qualities of leadership, discipline and character.

Activities

Adventure activities form an important part of the training of N.C.C. cadets. These activities include mainly mountaineering, tracking, hang gliding, micro-light flying, para sailing, river rafting and kayaking, visits to wild life sanctuaries, skin and scuba diving, cycling, civil defence and hygiene and sanitation.

Social Service activities are made an integral part of the scheme. The N.C.C. cadets actively participate in relief work during natural calamities. The various other social service activities in which the N.C.C. is engaged cover adopting villages for construction activities, blood donation and donation of eyes, anti-leprosy drive and slum clearance, anti-dowry pledge, traffic control and road construction, etc.

Incentives for N.C.C. Cadets

Provided by

CENTRAL GOVERNMENT

Commission in Armed Forces as Officer

ARMY

1. National Cadet Corps 'C' certificate holders will be required to compete in U.P.S.C. Examination for grant of commission in the Army through I.M.A. and O.T.S. However, 32 vacancies in every regular course of I.M.A. are reserved for National Cadet Corps 'C' certificate holders who have passed U.P.S.C. Examination and have also been declared successful by the Service Selection Board.

2. The point to note is that from amongst the National Cadet Corps, Cadets who have passed U.P.S.C. Examination and the S.S.B. 32 cadets will be selected to undergo training at the I.M.A. irrespective of the position in the general merit list, i. e. 64 vacancies in a year.

NAVY

3. Upto 6 vacancies per course for grant of commission in the Navy are reserved for selection of eligible National Cadet Corps Cadets as Special Entry Cadets, provided they are in possession of 'C' certificate of Naval Wing and are deemed fit to undergo training in Naval Academy, Cochin by the Naval Selection Board. Such cadets are exempted from appearing for the U.P.S.C. Entrance Examination.

AIR FORCE

4. Flying Branch (Pilot) (Pre-Flying) Training 10 vacancies per course are reserved for National Cadet Corps Air Wing Cadets holding N.C.C. 'C' certificate of Air Wing. Two courses are held every year. The cadets for Pre flying Course do not have to undergo U.P.S.C. Examination. These application forms are routed through Directorate General, National Cadet Corps.

5. Other Branches of Air Force—10% of the vacancies are reserved for National Cadet Corps Air Wing Cadets holding 'C' certificate of Air Wing for Commission into various branches of the I.A.F. (except Flying Branch Pilot). They have, however, to clear the U.P.S.C. Examination and Service Selection Board as in the case of general candidates.

Recruitment in the Three Services as or Rating/Airman

ARMY:

6. Weightage of following additional marks is given to National Cadet Corps certificate holders for recruitment in Army as other Rank:—

	Normal Entry Rate	Matric Entry Rate
(i) Certificate 'A'	3	*2
(ii) Certificate 'B'	6	4
(iii) Certificate 'C'	9	6

NAVY:

7. Weightage of following additional marks is given to National Cadet Corps certificate holders for recruitment in Navy:—

	Direct Entry Sailor	Artificer Apprentice
(i) Certificate 'A'	2	5
(ii) Certificate 'B'	4	10
(iii) Certificate 'C'	6	15

Note:—Proportionate reduction in weightage marks depending on marks for each category.

AIR FORCE:

8. Weightage of following additional marks will be given to National Cadet Corps certificate holders for enrolment in Air Force at the time of interviews:

(i) Certificate 'A'	5
(ii) Certificate 'B'	10
(iii) Certificate 'C'	15

9. Military Nursing Service—24 seats are reserved in order of merit for N.C.C. trained girls possessing G—II/C Certificate for probationer Nurse Course.

*Additional marks allotted for enrolment of Graduates Hav. Clerk in the Army.

Para Military Forces

Border Security Force

10. The following additional marks are given to the National Cadet Corps certificate holders for recruitment in Border Security Force:

(i) 'A-I' only	—	2
(ii) 'A-I' & 'A-II'	—	4
(iii) Certificate 'B'	—	6
(iv) Certificate 'C'	—	10

Central Reserve Police

11. For recruitment to gazetted posts, i. e. for Company Commanders, Quartermasters and Deputy S.Ps. the Degree maximum prescribed qualification is either a First Class Bachelor's or a Second Class Bachelor's Degree with at least 50% marks from a recognised University. However candidates having a Third Class Bachelor's Degree and holding 'B' or 'C' certificate of National Cadet Corps are also considered eligible for these posts. Other things being equal, Candidates having National Cadet Corps certificate are given preference.

Central Industrial Security Force

12. Direct recruitment of officer to the rank of Assistant Commandant is being made through the agency of Special Boards constituted by the Ministry of Home Affairs. Preference will be given to 'B' & 'C' Certificate holders for recruitment in the same manner as given to outstanding sportsmen or candidates who have obtained certificates in athletic proficiency.

Coast Guard

13. Weightage of 15 marks will be given to National Cadet Corps certificate holders for recruitment in the Coast Guard.

Indo-Tibetan Border Police

14. Preference will be given to National Cadet Corps cadets holding 'C' certificate in the matter of recruitment to officer cadre and ranks depending on their educational qualifications, other things being equal.

Ministry of Communications, Department of Telecommunications

15. Bonus marks as shown below are awarded to the NCC cadets with the following trades for the cadres mentioned against them:

<i>Trades</i>	<i>Bonus marks to be awarded for different certificates 'A' Cert. 'B' Cert.</i>		<i>Cadres for which to be considered in Telecomm. 'C' Cert.</i>
NCC cadets who have acquired trg. in SD (Army) Wing-Signal Units (Boys)	}	Nil *7	*10 Technicians
NCC cadets who have (acquired trg. in SD (Army) Wing Signal Units (Girls)	}	Nil *7	Telephone *10 Operators & Telegraphists

16. This Dte Gen has been making constant efforts to make available more incentives to NCC cadets and make their association with the NCC pleasant and rewarding. Few of them are as under:

NCC Cadet Welfare Society—A scheme has been introduced whereby the families of every NCC cadet who unfortunately meet with fatal accident during organised NCC training get financial assistance up to Rs. 40,000. Similarly, cadets who get permanently disabled during NCC training/activities are also eligible for financial/assistance up to Rs. 30,000. Under this scheme, each cadet would make a one time contribution of Rs. 1.50 which would be utilised towards payment of financial assistance to the cadets/their families.

Scholarship Scheme to the Cadets—A scholarship scheme has been instituted in the NCC to award academically bright NCC cadets. The scheme is funded by a part of the proceeds of the DGNC Regimental Fund. The deserving NCC cadets of Junior and Senior Division/Wings, who score the highest percentage of marks in the 10th & 12th classes examination respectively are eligible for this scholarship.

The total amount of scholarship is Rs. 1,05,000 per annum which is awarded as follows:

(i) Junior Division Cadets	-- 70	Scholarships worth Rs. 500 each
(ii) Senior Division Cadets (Art Stream)	-- 35	Scholarships worth Rs. 1,000 each
(iii) Senior Division Cadets (Science Stream)	-- 35	Scholarships worth Rs. 1,000 each.

*Bonus marks are to be added to their aggregate percentage of the candidates having NCC B & C Certificates as indicated.

Duke of Edinburgh Award Scheme:—The Duke of Edinburgh Scheme whose HQs. are located in London has recognised the NCC as an independent authority for awarding prizes under this scheme to the NCC cadets. NCC, incidentally is the only organisation in the world which has been recognised by the Duke of Edinburgh Award Scheme as an independent Award Authority.

This scheme offers an interesting programme of practical, cultural and adventure activities. Social service is also a part of this scheme. The cadets who achieve the minimum prescribed standards would qualify for award of Bronze, Silver and Gold Medal and also a badge and a certificate. Participation in this Scheme is voluntary. It has been so dovetailed into the NCC curricula that the cadets who participate in the existing NCC activities, which are akin to those of award scheme, qualify for the award with certain additional efforts and time.

Youth Exchange Programmes:—As a small step towards better international understanding NCC has initiated Youth Exchange Programmes with a number of friendly countries as Canada, UK., Singapore, Bangladesh, Sri Lanka etc. where similar youth organisations exist and have been involved in the mutual exchange programmes. Under these programmes cadets visit foreign countries on Government expenditure. In addition to countries mentioned above, Nepal, Bhutan and Maldives send their cadets to attend our NCC Republic Day Camp held in Delhi every year.

GOVERNMENT OF KERALA

*Bonus marks for admission to Pre-Degree (10) Degree (15) and Post Graduate (5) courses.

*Reservation of seats for NCC cadets in

- (i) Engineering Colleges (6 seats)
- (ii) Regional Engineering College (one seat)
- (iii) Polytechnic (10 seats)
- (iv) Women's Polytechnic (2 seats)

AWARDS

*Cash award of Rs. 500 to all NCC Cadets who participate in the Republic Day Parade and Prime Minister's Rally at New Delhi.

*Cash awards as mentioned below to NCC Cadets who secure first, second and third positions in various competitions held in connection with the Republic Day parade at Delhi.

	I	II	III
Individual Events	Rs. 1000	500	300
Team Events	Rs. 500	250	100
Contingent Events	Rs. 100	75	50

*Cash award of Rs. 500 (and a silver memento worth Rs. 500) to the NCC cadets who successfully complete the Para Jumping Course at Agra.

Preference to NCC Cadets in the recruitment of Sub Inspectors/constables in the State Police Force.

14. PARENT-TEACHERS ASSOCIATION

Instructions to Schools for the Organisation of Parent-Teachers Associations

I. WHY PARENT TEACHERS ASSOCIATION

The need for parental co-operation in education has increasingly been felt as a primary condition for facilitating effective instruction by the teacher. The learning-teaching process is not conceived as a face-to-face confrontation between teachers and pupils any longer but on the other hand it is a triangular process including not only the teacher and the taught but also the parent.

The main objective of setting up Parent-Teacher Associations is the creation of an actively interested community around the school, vigilant about and actively participating in all activities of the school. This can help the school in a variety of ways. They provide teachers and parents with the opportunity to get together and discuss the needs of the children and to plan and support programmes for meeting those needs. Each individual child is different from every other child. His assets and limitations are peculiarly personnel and he cannot be given proper assistance to plan realistic good except on an individual basis. This can only be done successfully if the school has the co-operation and involvement of the parents in helping them to understand each pupil in his own socio-cultural setting. Parent-Teacher co-operation not only helps the parents to understanding his child better, but it also helps the teacher know him better so that he may organise such enriching experiences as are needed for the growth of the child personality.

Parents form an important part of the machinery of Education. Along with the teachers and educational administrators they also form part of the machinery which mould the quality of education. But even today parents have not been sufficiently involved in the process of education. Perhaps that is the reason why parent-teacher associations have not made such progress. Parents can and should play a very important and positive role in education. This can be achieved only by the formation of clubs and associations. Parents should come into contact with teachers and teachers should come

into contact with the parents. Parents should regard themselves as part of the educational system and teachers should regard parents as part of the educational process. Parents can participate in the work of the school, find solutions for its problems, take part in discussions and serve on school committees. For improving the quality of education, this kind of getting together and establishing a positive link of understanding and appreciation between parents and teachers is essential.

The school and home build up the mental health of our children. The teacher can give suggestion and guidance to organise home environment to suit the growth of children and the background information which the parent alone can give, can help the teacher to understand his ward better. Such a joint effort will be an effective check against the growth of indiscipline and indulgence in acts of lawlessness among students which are always against their own interests and the interest of the Nation. The parents and teachers can co-operatively take up many programmes for mutual benefit and for the improvement of education in the country. They can set up adult education centres. Some schools may even be able to help to enhance a social and cultural standard of community life. They can arrange special lectures and discussions for the benefit of the community.

No other body can function more effectively than the Parent Teacher Association in the task of harnessing community efforts and resources for education. The Government have various schemes of grant-in-aid and matching grants for helping the schools. Parent-Teacher Associations can help a lot in this sphere.

The Parent-Teacher Associations can form the corner stone of all school improvement programmes. The over increasing admissions in our schools pose a real problem to educators. Parent-Teacher Associations can harness community efforts and help to solve these problems. Mid-day meal scheme for poor children in schools can derive a lot of help from Parent-Teacher Associations. They can organise special drives during harvest seasons and collect grains. They can also see that each school gets a plot of land for vegetable cultivation. They can try to supply cooking vessels, provide kitchen and store room etc., for each school, the uniforms for poor children can be supplied by these Associations. They can provide easily a number of essential amenities to the schools. Annual repairs of school building like white-washing, etc., can be attended to. Black boards can be painted. A small library for each school can be organised. The village farmers can supply vegetable seeds and plants to school gardens.

A number of activities can be taken up by the Parent-Teacher Associations which may play a major role in the Nation's endeavour to build up better schools in the country.

II. HOW TO ORGANISE PARENT-TEACHER ASSOCIATIONS

Though parents are inherently anxious to contribute their best to their children, in actual experience parental co-operation in education is terrible lacking. This does not necessarily mean that the parents are unwilling to co-operate with the school, but on the other hand they are not conversant with the need of parental co-operation in the educational development of their children. Most of the time people feel that their duty as parents terminate after the children are admitted to school. They remain either indifferent to what happens in the school or are highly critical about what happens in the school. So as a first step towards the organisation of Parent-Teacher Association the teacher has to make a genuine attempt to win the confidence and co-operation of the parents. To do this, he needs sound human relations, skill and understanding. The parent cannot but offer his co-operation when he realises that the teacher is interested in the growth and well-being of his child. The following tips may help the teacher to win the co-operation of parents:

(1) Invite and encourage the parents to talk freely on all matters relating to the education of their children.

(2) Patience to understand the child in the socio-cultural background from which he comes.

(3) Ability to interpret the functions of the school in relation to home and show how parental Co-operation facilitates education and pupil growth.

(4) Extending understanding to the parents point of view.

(5) Making the parent believe that the teacher is really and sincerely interested in the growth and welfare of the child.

Once good relations are established between teachers and parents, it should not be difficult to form Parent-Teacher Associations at a conference of Parents' and Teachers.

Wherever organised, it should be an organisation for fostering and developing understanding and co-operation between the parents and teachers in the community around that school. The parents of pupils on the rolls of the school and teachers or the staff of the school shall become members of the Association.

III. FUNCTIONS OF THE ASSOCIATION

The following can be the functions of the association:—

(1) To promote understanding and co-operation between parents and teachers for the welfare of children and youth.

(2) To work for the social, economic, cultural and educational advancement for better schools and better homes.

(3) To organise teaching of arts and crafts and arrange for cultural programmes, conferences, functions and seminars.

(4) To organise the study, teaching and research in educational, social and cultural matters, with a view to making the life of the community richer and happier.

(5) To help and develop in children respect and regard for elder and teachers, common institutions, our traditions and culture, etc.

(6) To help parents assist the teachers in their work by taking a keen interest in the educational progress of their children and by periodical check up at home.

(7) To help in improving the physical facilities in the schools.

The association shall elect from among its members the necessary office-bearers, like President, Treasurer etc. But the Headmaster of the school shall always be its convener. It will be good to evolve a convention by which teachers are not elected office-bearers of the Association.

IV. DUTIES OF THE CONVENER

The following shall be the duties of the convener:

- (1) To be the custodian of the records of the Association.
- (2) To conduct the official correspondence on behalf of the association.
- (3) To convene meetings of the Association of sub-committees appointed by the Associations.
- (4) To keep the minutes of all the meetings.
- (5) To maintain accounts of the association.

V. THE FUNDS OF THE ASSOCIATION

The funds of the association shall consist of:—

- (i) Membership fee from its members and
- (ii) Donations from the members.

In the early stages it may be wise not to insist upon membership fee.

Each individual association shall frame its own bye-laws for its working.

The Inspecting Officers are also expected to take a keen interest in the working of the Parent-Teacher Associations of the schools under them.

VI. HOW TO OBTAIN ACTIVE PARENT-TEACHER CO-OPERATION

- (1) Frequent opportunities may be provided for teachers and parents to meet together.
- (2) Parent's meeting may be organised class-wise so that it is possible to establish class-teacher parent report.
- (3) Parent's meeting may be organised at least once a month.
- (4) Parents may be invited to the school to see their children at study.
- (5) Home visits may be allotted to all teachers in specified or selected areas.
- (6) Teachers may be given special training in home visits.
- (7) Pupils may be taken on excursions to place of interest in the locality where parents are engaged in work.
- (8) The extension activities of the school may be planned with the help of the parents.
- (9) Parents may be involved in the organisation of school festival, cultural activities etc.
- (10) Schools should be able to organise a few activities for the benefit of the parents, namely, extension of library service, organisation of information corner, first-aid services, sanitation campaigns.

VII. A FEW SUGGESTED ACTIVITIES FOR PARENT-TEACHER ASSOCIATIONS

- (1) Parent-Teacher Associations may ascertain from their teacher members the particular needs of the schools and try to contribute to meet the needs.
- (2) Parent-Teacher Associations may constitute their own funds. They may contribute from their funds for the important needs of their schools.
- (3) Parent-Teacher Associations may educate the people of the locality about the various grants that are being made available by the Government if the community resources are harnessed.
- (4) Parent-Teacher Associations may organise cultural programmes for raising funds to provide the necessary amenities in particular schools.
- (5) They may constitute standing committees for formulating and executing school improvement schemes.
- (6) They may help to procure or donate such useful teaching aids as the radio, lingua-phone records, film-strip projector, tape recorder, library books.
- (7) They may co-operate in organising the cultural activities of the school. Parents who are good at sports and games and physical culture may visit the schools in their leisure hours and improve the physical education programme.

(8) Parent-Teacher Associations may take up schemes to honour teachers who have done good work in the schools.

(9) They may have schemes to provide scholarships, books and note books and other equipments to the poor children.

(10) Meetings and discussions on interesting topics can be held from time to time where students and parents can participate.

(11) Parents may be invited to address the children at the school assembly.

(12) The Medical Officer members of the Parent-Teacher Associations may give free medical aid to the students, the teachers and their family.

(13) With the co-operation of the local Medical Officer, Medical service and first aid may be organised for the benefit of the school.

(14) School Library can be thrown open to the public out of the school hours and books can be circulated among the parents.

(15) Guidance services may be organised in schools through which parents can get expert advice regarding choice of courses in higher education or the careers for their children.

VIII. ADMINISTRATION

(1) The Association will elect from among its members, office bearers like President, Vice-President, Treasurers etc.

(2) The Headmaster of the school will be the Convener-cum-Treasurer of the Association.

(3) An executive committee will be constituted electing members from among the members of the Association.

(4) The executive committee will plan, execute and evaluate the programmes of the Association.

(5) The executive committee will meet at least once in two months.

(6) The term of office of the committee will be the academic year.

(7) The number of representatives of parents in the executive committee will be at least one more than the number of representatives of teachers.

(8) The Senior Assistant of school and the Secretary of the Staff Association of the school shall be members of the executive committee.

(9) The President, Vice-President and Convener of the Association will be the Chairman, Vice-chairman and Secretary respectively of the executive committee.

IX. BYE-LAWS OF SCHOOL ASSOCIATIONS

The Parent-Teacher Associations of a school will frame and accept its own Bye-laws consistent with this instrument of instructions. Such Bye-laws must be got approved by the Educational Officer in control of the School.

According to G. O. (P) 169/84 G. Edn., dated 20-8-1984 it was ordered that henceforth people other than teachers of schools, who do not have children studying in a particular school will be debarred from being member of the Parent-Teacher Association of that school.

Copy of Circular No. H1-72607/35 dated 7-4-1985 from the Director of Public Instruction, Trivandrum.

Sub:—General Education — Formation of Parent-Teachers Association at higher levels—Functioning of Parent-Teacher Association in schools—Further orders issued.

- Ref: 1. G. O. (P) 138/69/Edn. dated 31-3-1969.
2. G. O. (P) 178/81/G. Edn. dated 13-10-1931.
3. G. O. (P) 189/84/G. Edn. dated 20-8-1984.
4. Govt. letter No. 57874/82/Ji/G. Edn. dated 11-2-1985.*

It has been under the active consideration of Government as to whether Parent-Teacher Associations are to be formed at higher levels i.e., at Sub District level, District level and State Institute of Education was formed to consider and formulate rules for the purpose. The report of the committee has been examined by Government and Government have found that Parent-Teacher Associations are necessary only at school levels as at present. Hence, it is hereby ordered that Parent-Teacher Associations at Sub-District, District and State level need not be constituted.

The Committee constituted for formulation of rules of Parent-Teacher Association has suggested six rules for incorporation in the existing rules laid down as per G. Os. cited. Govt. have accepted these six rules mentioned below:—

The Deputy Directors (Edn.), Dist. Educational Officers, Asst. Educational Officers and Heads of all schools in the State are hereby directed to constitute Parent-Teacher Associations in schools according to these rules, also.

1. Membership fee Rs. 1, 3 and 5 may be realised from the guardians in L. P. S., U. P. S. and H. S. respectively at the time of admission of pupils.

2. The right to be a parent member of the General body should automatically be terminated, when that members ceases to be a guardian of any pupil on rolls. The right to be a teacher, member ceases as and when the teacher is transferred from that school.

3. The vacancies of members of the Executive Committee may be filled up immediately by co-opting or electing members from the general body.

4. The term of office of the Executive Committee shall be one year.

5. The number of members of the committee should not in any way exceed 15.

6. The income and expenditure of the Association shall be audited every year by a committee consisting of two parent representative elected from the General body.

The Heads of all schools in the State will constitute the Parent-Teacher Association at school level by the 1st week of July itself of every academic year.

The controlling officers will see that all the above instructions are scrupulously followed by the Heads of Schools. At the time of visit or Inspection of schools they will check this and make a note in their reports without fail. The receipt of this circular should be acknowledged.

CHAPTER XI

DELEGATION OF POWERS TO THE OFFICERS OF THE EDUCATION DEPARTMENT

*Ref:—G.O. (P) 350/65/Edn. DATED 25TH JUNE, 1965 OF THE
EDUCATION (D) DEPARTMENT.*

I. Director of Public Instruction

1. To appoint and promote non-gazetted officers and to make promotion to lowest appointments in the Gazetted cadre in each service in sanctioned posts other than the post of District Officers subject to Public Service Recruitment Rules.

2. To transfer and post non-gazetted officers from the jurisdiction of one Regional Deputy Director of Public Instruction to the jurisdiction of another or to and from his office.

3. To sanction all kinds of leave except study leave and special disability leave to non-gazetted officers and to all Gazetted Officers whose maximum pay does not exceed Rs. 700 and to make charge arrangements in such cases.

4. To sanction casual leave to Regional Deputy Directors of Public Instruction, Deputy Director and Administrative Officer, Finance Officer, Research Officer and Basic Education Officers.

5. To sanction vacation duty to officers

6. To institute disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, Control and Appeal) Rules.

7. To be appellate authority in respect of original orders imposing penalty on Government Servants by the Regional Deputy Directors, Deputy Director and Administrative Officer.

8. (a) To sanction or to withhold increments in the case of all officers whom he is competent to appoint.

Note:—The provisions of the Kerala Civil Services (C.C. & A) Rules should be observed before an order withholding increment is passed.

(b) To sanction payment of belated increments in respect of all officers whom he is competent to appoint.

9. To sanction the creation of part-time posts paid for from contingencies subject to budget provision and subject to standing orders of Government in the matter.

Note:—The actual filling up of the post will however be done by the Heads of offices concerned.

10. To fix Headquarters of the subordinate offices of the Department other than District Offices.
11. To sanction journey on duty of non-gazetted officers outside the state.
12. (a) To convene or issue sanction to convene conferences of Departmental Officers and sanction payment of T.A. for the purpose.
- (b) To depute officers of the Department to attend conferences convened in the State and to sanction T.A. for the purpose.
13. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores not exceeding Rs. 1,00,000 (Rupees one lakh) at a time subject to budget provision and Stores and Purchase Rules.
14. To sanction purchase of furniture from P.W.D. Workshops or any Government Agency subject to Budget provision.
15. To sanction advertisement charges upto Rs. 1,000 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.
16. (a) To sanction write off/of the value of unserviceable articles subject to the annual limits of Rs. 5,000 when the book value does not exceed Rs. 500 in each case.
- (b) *Write off*:—To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts up to Rs. 2,000 in each case subject to an annual limit of Rs. 10,000.

Write off should be communicated to Audit with specific mention of the circumstances of the same.

17. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 500 in each case without annual limit.

18. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 25,000 in each case.

G.O. (P) No. 243/70/FIN. DATED 20-7-1970 OF PUBLIC (MISC.) DEPT.

19. To sanction the sale in auction of fallen and dead trees standing on Government lands under the control of the Department.

G.O. (P) 22/71/PD. DATED 14-1-1971 OF PUBLIC (MISC.) DEPARTMENT.

20. To sanction the sale in auction of living trees standing on Government lands under the control of the Department.

21. To sanction investigation of arrear claims by Accountant General to all officers and under contingencies which are not more than five years old.

Note:—Time barred claims under Art. 65 K.F.C. are excluded.

22. To accord administrative sanction for estimates of works, the cost of which does not exceed Rs. 1,00,000.

23. To sanction maintenance and petty constructions and repairs work up to Rs. 5,000 in each case a proper estimate.

24. To incur non-recurring contingent expenditure up to Rs. 1,000 in each case subject to Budget provision.

25. To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 100 in each case, subject to an annual limit of Rs. 1,000. (This power will be exercised only in urgent and unforeseen case and subject to rules).

Note:—If the amount exceeds Rs. 50 the purchase should be made after inviting competitive quotations.

26. To sanction shifting of an office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 200 per mensem subject to the condition laid down in G.O. (P) 400/58/PAR dated 31-3-1958.

27. To sanction re-appropriation of funds from one minor head to another according to the rules of the Budget Manual.

28. To sanction distribution of budget allotment under several items of expenditure subject to the rules in the Budget Manual.

29. To sanction printing of forms, circulars, pamphlets etc. in Government Presses.

Note:—Printing of new forms and registers should have the approval of Government.

30. To sanction destruction of old records as per rules.

31. To incur all expenditure in connection with the conduct of Public Examinations in the Department subject to rates which may be approved by Government.

32. To sanction the drawal of T.A. and contingent charges not exceeding the estimated expenditure sanctioned by Government subject to a maximum of Rs. 5,000 in respect of conference, refresher courses, seminars etc.

33. To sanction refunds of revenue as contained in the Book of Financial Powers (vide Rules 41 to 48 K.F.C.)

34. To sanction subject to the rules of the Fund, withdrawals from P.F. deposits in all normal case without limit and in cases requiring special sanction upto a maximum limit of Rs. 1,000.

35. To sanction pension to officers whom he is competent to appoint.

36. To award scholarships of a state-wise nature according to rules approved by Government.

37. (a) To place orders for printing of books in Government Presses.

(b) To place orders for printing of books in private presses after inviting tenders and after selection of the tender by the committee constituted for the purpose by the Government provided the rates have the approval of the Superintendent of Government Presses.

(c) When the Superintendent of Government Presses cannot meet the requirements of the department within a month, the work will be got done locally at a cost not exceeding at a time Rs. 2,000 on condition that the rates should not be above the rates to be prescribed by the Superintendent of Government Presses, in emergent situation authorised without referring to the Superintendent of Government Presses to entrust with private presses jobs of work and costing more than Rs. 50 at a time and subject to annual monetary limit of Rs. 500. In all such cases quotations should be invited and other formalities observed. The schedule of rates prescribed by the Superintendent of Government Presses should also be followed.

38. To approve tour programmes of Regional Deputy Directors of Public Instruction and countersign their T.A. Bills and also of all the Gazetted Officers in his office.

39. To sanction renewal and supply of uniforms according to the pattern and scale approved by Government.

40. To accept endowment and prizes and approve rules therefor in respect of schools.

41. To execute agreements with managements of schools on behalf of the Governor under Art. 229 (i) of the Constitution of India.

G.O. 394/EDN. DATED 13-7-1962.

42. To sanction advance against examination contingent charges up to Rs. 15,000 at one time subject to provision in the Budget.

G.O.Ms. 345/68/EDN. DATED 24-7-1968

43. To incur expenditure on account of advance payment up to 90% of the cost involved in the purchase of stores against Railway Receipt subject to the conditions in Art. 159 (a) Kerala Financial Code Volume I.

44. To sanction printing or re-printing of priced Government Publications.

Note:—The rules regarding the pricing of Government Publications in Article 32. Kerala Financial Code Volume I. should be followed.

G.O. Ms. 29/69/EDN. DATED 16-1-1969

45. To accord sanction for the electrification of Department U.P. Schools at the expense of outside agencies, without reference to government and subject to the conditions that there should not be more than two light points and one plug point in an Upper Primary School and that the annual recurring charges should be limited to Rs. 60 (Rupees sixty only).

II. Administrative Officer

1. To appoint and promote non-gazetted officers to the sanctioned posts in the office of the Director of Public Instruction subject to the Public Service Recruitment Rules.

2. To sanction leave other than study leave and special disability leave to all those whom he is competent to appoint and casual leave to all non-gazetted Officers in the office below the rank of Deputy Director and Finance Officer.

3. To institute disciplinary proceedings against those whom he is competent to appoint.

4. To sanction increment to those whom he is competent to appoint.

5. To sanction non-recurring contingent expenditure upto Rs. 500 in each case provided there is budget provision.

6. To sanction pension to officers whom he is competent to appoint.

7. To organise sections in the office of the Director of Public Instruction.

8. To draw establishment pay bills, T.A. Bills and contingent bills and P.F. Bills relating to Director of Public Instruction's Office and countersign T.A. Bills of Text Books Officer and contingent bills of Text Books Office.

9. To draw bills for claims relating to Purchase of stores.

10. To write off unserviceable articles including damaged and worn out articles, books etc. in the Office of the Director of Public Instruction subject to the annual limit of Rs. 1,000 when the book value does not exceed Rs. 100 in each case.

11. To countersign T.A. Bills of Gazetted Officers below the rank of Deputy Director and Finance Officer.

12. To sanction sale of auction of fallen trees and standing trees when absolutely necessary in the premises of the office of the Director of Public Instruction.

13. To sanction auction sale of usufructs trees and the lease of premises of the office of the Director of Public Instruction, for cultivation.

14. To sign 'For Director of Public Instruction' fair copies of letters and orders of the Director of Public Instruction.

15. To sanction investigation of arrear claims which are not more than 5 years old excluding time barred claims.

16. To exercise the same powers as the Director of Public Instruction regarding sanctioning of temporary withdrawals from Provident Fund Deposits.

17. To forward application for admission to the Provident Fund from members of the staff office of the Director of Public Instruction and to countersign applications for admission to the State Provident Fund.

18. To sanction payment of belated increment in respect of non-gazetted officers whom he is competent to appoint.

19. To sanction purchase of furniture from P.W.D. Workshop or any Government Agency subject to budget provision.

20. To sanction T.A. Bills for December and previous months preferred after March next year.

21. To make all appointments in temporary posts in the lowest cadre (Ministerial and Last grade) created every year in connection with the distribution of Text Books in the reopening season, both in the office and in the stores subject to the general instructions relating to the filling up of temporary posts.

22. To fine or cancel the licence of any Text Books seller who violates the rules of the Department for sale of Text Books.

23. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 50 in each case subject to an annual limit of Rs. 250 after inviting quotations.

24. To sanction repairs to the motor vehicles in the Department and to arrange for payment of bills not exceeding Rs. 1,000 in each case subject to rule in G.O. (P) 248/Pub. dated 24-4-1962 after inviting competitive tenders of quotations.

25. To sanction maintenance and P.C.R. works upto Rs. 2,500 on a proper estimate in each case after inviting competitive tenders in respect of Director of Public Instructions Office and Text Books Office.

26. To sanction destruction of old records as per rules.

27. To sanction refunds as per instructions in the Books of Financial Powers (Vide Rule 41 to 43 of K.F.C.)

28. To arrange for the preparation of sketches, illustrations, blocks, etc. required for inclusion in Text books and payment of the work done according to the approved scheduled rates by Government by inviting tenders.

29. To sanction advertisement charges upto Rs. 250 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.

III. Deputy Director (Office)

1. To sanction admission of pupils, migrating from other States and exempting from the written test in language or languages.

2. To draw scholarship bills.

3. To sign all Bills relating to CARE.

IV. Finance Officer

1. To conduct and supervise the audit of the accounts of institutions and office under the control of the Director of Public Instruction for such periods and at such intervals as may be prescribed or found necessary.

2. To review the audit reports issued by the Regional Deputy Directors as and when required under the orders of Director of Public Instructions.

3. To issue necessary directions to the Accounts Officers in the Office of the Regional Deputy Directors from time to time in matters relating to audit and accounts.

4. To conduct surprise inspection of the accounts, registers and the cash balance in the offices and institutions under the control of the Director of Public Instruction.

5. To conduct or supervise the audit of the accounts and verification of cash balance of the aided schools if and when required by the Director of Public Instruction by specific orders in each case.

6. To be in charge of the preparation and submission of the annual budget estimates of all the institutions under the Director of Public Instruction.

7. To sanction and communicate the distribution of budget allotments to the subordinate controlling Officers according to their requirements.

8. To obtain and scrutinise the D.C.B. of the different institutions under the control of the Director of Public Instruction and to take prompt action against irregularities if any detected.

9. To scrutinise periodically and watch the progress of expenditure of the Department and take further action necessary.

10. To enforce and supervise the work of reconciliation of the Departmental figures of expenditure with those of the Accountant General's Office.

11. To sanction the re-distribution of the allotments among detailed heads of account under a unit of appropriation.

12. To sign 'For Director' sanctions accorded by the Director of Public Instruction to be communicated to the Accountant General. There should have clear indication of the approval of the Director of Public Instruction in the sanction communicated by the Finance Officer.

13. To sign 'For Director' fair copies of letters to Government and the Accountant General in matters relating to Finance and Accounts.

14. To supervise the work relating to clearance of audit objections and inspection reports of the Accountant General.

15. To advise the Director of Public Instruction generally in financial and account matters.

16. To make reports, if necessary, directly to the Secretary to Government in the Finance Department (with copy to Director of Public Instruction) on any important matter involving financial irregularity.

V. Director, State Institute of Education

1. To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers and to all Gazetted Officers below the rank of District Educational Officers.

2. To sanction vacation duty to teachers and Heads of school who may be required to attend to duties in connection with the various programmes organised by the institute.

3. To appoint part-time contingent employees to posts sanctioned in the institute by the Director of Public Instruction subject to the general orders of Government in the matter issued from time to time, in the case of part-time contingent post of sweepers the instructions contained in G.O. (P) 248 dt. 24-4-1962 should be followed.

4. To be the Sub Controlling Officer according to the Budget Manual in respect of posts and establishments which form part of the institute but which are not included among the sanctioned posts of the institute like Guidance Unit, Evaluation Unit, Science Consultant and Central Educational Library.

5. To sanction contingent charges in connection with the meeting of the institute Advisory Board and Conference of officers convened by the institute in accordance with the rates approved by Government the annual amount limited to Rs. 500.

6. To convene conferences of Departmental Officers below the rank of District Educational Officers.

7. To inspect or arrange to inspect teachers training schools.

8. To incur expenditure not exceeding Rs. 10,000 at a time for the purchase of books, appliances, test materials and other stores for the institute, subject to Budget provision and stores purchase and Kerala Financial Code Rules.

9. To sanction purchase of furniture from Government Agencies subject to budget provision.

10. To sanction at a time local purchase of articles of furniture upto Rs. 10,000 required for the institute provided that no Government Agency is able to supply the required furniture in time and also subject to Stores purchase Rules and in accordance with the standards prescribed in Appendix to G.O. (P) 248 dated 24-4-1962.

11. To sanction advertisement charges upto Rs. 250 in each case subject to Budget provision and also to the condition that the rates are approved by the Director of Public Relations.

12. To sanction write off of the value of unserviceable articles upto the book value of Rs. 200 in each case, subject to an annual limit of Rs. 2,000 and also subject to the relevant rules in the K.F.C. Every order sanctioning write off should be communicated to the Accountant General.

13. To sanction the disposal of unserviceable articles of surplus stores when the book value does not exceed Rs. 250 in each case, subject to the rules in Article 165—1968 K.F.C. Vol. I.

14. To sanction investigation of arrear claims by the Accountant General of all officers and under contingencies which are not more than 5 years old excluding time barred ones.

15. To incur non-recurring contingent expenditure upto Rs. 1000 in each case subject to budget provision and the general rules in Appendix 4 K.F.C. Vol. II.

16. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case, subject to an annual limit of Rs. 1,000.

17. To sanction distribution of budget allotment relating to institute under several items of expenditure subject to rules in the Budget Manual.

18. To sanction printing of forms, circulars, pamphlets etc. in Government Presses, sanction of Government being obtained in printing new forms and registers.

19. To sanction printing of journals, guide books, pamphlets, bulletins, questionnaires, forms etc. prepared by the institute in private presses, when Government Press cannot meet the requirements within a month at a cost not exceeding Rs. 2,000 at a time on condition that the rates are not above those prescribed by the Superintendent of Government Presses. In emergent situation also to entrust with private presses without referring to the Superintendent of Government Presses works not costing more than Rs. 50 at a time and subject to annual monetary limit of Rs. 500. In all cases quotations should be invited and other formalities observed. The schedule of rates prescribed by the Superintendent of Government Presses should also be followed.

20. To sanction destruction of old records as per rules.

21. To sanction the drawal of T.A. and contingent charges not exceeding the estimated expenditure sanctioned by Government subject to a maximum of Rs. 500 in respect of conference, refresher courses and seminars etc.

22. To sanction withdrawals from Provident Fund Deposits by subordinates in all normal cases without limit and in cases requiring special sanction upto a maximum limit of Rs. 500 in each case and subject to all other conditions under the rules of the fund.

23. To sanction pension of officers whom he is competent to appoint.

24. To approve tour programmes of all officers in the Institute and countersign their T.A. Bills.

25. To approve films and filmstrips for use in schools.

26. To sanction repairs to the motor vehicles in the Department and to arrange for payment of bills not exceeding Rs. 750 in each case subject to budget provisions and the rule in G.O. (P) 248/Pub. dated 24-4-1962, after inviting competitive tenders or quotations.

27. To sanction maintenance and P.C.R. works upto Rs. 2,500 on a proper estimate in each case after inviting competitive tenders in respect of the institute buildings except in the case of buildings included in the P.W.D. Register.

VI. Assistant Director, State Institute of Education

1. To draw establishment pay bills, T.A. bills, contingent bill and P.F. bills relating to the State Institute of Education and institute of Science and Central Educational Library.

2. To sanction all kinds of leave except study leave, special disability leave to members of staff whom he is competent to appoint and also to officers in the Institute of Non-gazetted category.

3. To sanction increment to those whom he is competent to appoint.

4. To sanction pension to the officers whom he is competent to appoint.

5. To sanction investigation of arrear claims of the Gazetted/Non-gazetted officers in the Institute whom the claim has remained in abeyance for not more than 3 years.

6. To sanction withdrawals from P.F. deposits by subordinates in all normal cases upto a maximum of Rs. 600 and in cases requiring special sanction upto a maximum limit of Rs. 300 in each case subject to the other conditions and limitations under the rules of the fund.

7. To be in-charge of the State Institute in the absence of the Director at Headquarters.

8. To prepare and forward indents for stationery articles.

9. To sign fair copies of letters to Government.

10. To incur non-recurring contingent expenditure upto Rs. 50 (Rupees fifty only) in each case subject to budget provision and the general rules in Appendix K.F.C. Vol. II.

11. To countersign T.A. Bills of all officers below the rank of District Educational Officers.

12. To sanction advertisement charges upto Rs. 75 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relation.

13. To sanction write off of the value of the unserviceable articles upto a book value of Rs. 200 in each case subject to an annual limit of Rs. 1000 and also subject to the relevant rules in K.F.C. Every order sanctioning write off should be communicated to the Accountant General.

VII. Commissioner for Government Examinations

1. To make changes under special circumstances, in the dates of public examinations already notified in Government Gazette.

2. To grant extension of time for answering questions in the case of candidates with physical disabilities.

3. To condone delay in remittance of examination fees and in the submission of application for admission to the examinations in deserving cases.

VIII. Deputy Commissioner for Government Examinations

1. To accept or reject certificates issued by the Board of Education in other States for admission of candidates to Educational Institutions in this State but not to the public service.

2. To sanction the opening of new centres and cancellation of existing centres of examinations.

3. (a) To prepare lists of Chief Examiners and paper setters for the several public examinations in accordance with the principles laid down by the Board of Public Examinations in this respect and to appoint them after approval by the Director of Public Instruction.
- (b) To appoint examiners according to the principles laid down by the Board of Public Examinations in this respect.
4. To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and scrutiny officers for irregularities in connection with the examinations.
5. To sanction examination contingent charges upto Rs. 10,000 in each case, subject to the rates prescribed by Government from time to time, and also subject to budget provision.
6. To draw the establishment pay bills, T.A. Bills, Provident Fund Bills and Contingent bills of the Examination branches.
7. To pass and countersign T.A. Bills of non-officials arising in the examination branch.
8. To hire lorries of the Transport Department for purposes of taking delivery of answer books from the Government Presses meeting the expenditure from contingencies.
9. To function as Chairman of the Board of Public Examinations in the absence of the Director.
10. To take disciplinary action on candidates for malpractices committed in the examinations.
11. To pass orders on the scrutiny of valued answer scripts when difference is noted.
12. To modify the examination results, if the mistakes are due to bonafide clerical error.
13. To pass orders on the issue of duplicate certificates in doubtful cases.
14. To draw advance against sanction for examination contingent charges upto 75% of the amount, he is competent to incur [G.O. (P) 562/Edn. dated 21-8-1962].
15. To permit pupils in secondary schools to change over from one language study to another or from one course of study to another.
16. To appoint staff charged to examination contingencies at rates approved by Government.
17. To appoint tabulators for the tabulation of marks of public Examinations at rates prescribed by Government.

18. To order reduction in emoluments upto 25% of persons appointed as Examiners, Chief Superintendents, Assistant Superintendents and Scrutiny Officers for irregularities in tabulation works.

19. To countersign contingent bills of the various public examination centres.

20. To cancel qualification certificates for tampering with entries in the Certificates or for other reasons.

21. To prepare the list and make appointment of Chief and Additional Chief Examiners and Assistant Examiners according to the principles laid down by the Board of Public Examinations in this respect.

22. To sanction all kinds of leave except study leave and special disability leave and leave without allowances exceeding 4 months at a time to all Gazetted and non-gazetted officers in his office whose maximum pay does not exceed Rs. 500.

IX. Secretary to the Commissioner for Government Examinations

1. To control the work in the section generally and to be in direct charge of the arrangements for the conduct of all examinations conducted by the Department.

2. To issue certificates in respect of the Examinations conducted by the Department under his signature.

3. To sanction casual leave and all other kinds of leave except study leave, special disability leave and examination leave to non-gazetted employees of the Examination Branch.

4. To appoint Chief Superintendents in Examination Centres.

5. To issue extract of marks as per rules.

6. To take steps for the scrutiny of valued answer scripts and pass orders thereon in cases when no differences are noted.

7. To forward indents for printed forms and stationery connected with the conduct of Public Examinations and for the use of office.

8. To correct entries in qualification certificates as per rules.

9. To issue duplicate certificates.

10. To countersign the remuneration bills of Examiners.

11. To countersign the T.A. bills of non-official members appointed as examiners.

12. To incur contingent charges upto Rs. 50 in each case.

13. To officiate as the Secretary to the Board of Public Examinations and Board of Technical Examinations.

14. To issue certificates and mark lists under his signature in respect of all public examinations conducted by the department.

15. To appoint Chief Superintendents and Scrutiny Officers in Examination Centres.

16. To pass orders on the request for cancellation of candidates and to cancel candidature in the case of irregular admission to examinations.

17. To sanction increments to all non-gazetted officers in the examination unit.

18. To sanction destruction of records as per rules.

19. To pass orders on the scrutiny of valued answer scripts in which revision of results are not involved.

20. To pass orders on the issue of duplicate certificate and admission tickets.

21. To appoint staff-charged to examination contingencies of the rates approved by Government.

22. To appoint tabulators for the tabulation work relating to Public Examinations at the rates prescribed by Government.

23. To countersign contingent bills submitted by the Chief Superintendents relating to conduct of Public examinations.

24. To countersign T.A. claims of members of staff of private institutions arising in connection with public examinations.

X. Regional Deputy Directors of Public Instruction

1. To appoint and promote non-gazetted officers to sanctioned posts in all non-gazetted scales in his office and offices under his control subject to the Public Service Recruitment Rules.

2. To transfer and post Non-gazetted Officers from the jurisdiction of the District Educational Officer to the jurisdiction of another District Educational Officer or to and from his office.

3. (a) To sanction all kinds of leave except study leave and special disability leave to Non-Gazetted Officers in the Region whose maximum pay does not exceed Rs. 500 and to make charge arrangements in such vacancies of Gazetted Officers.

(b) To sanction additional pay while making charge arrangements in leave vacancies of Heads of High Schools.

4. To sanction casual leave to District Educational Officers and the Gazetted Officers in his office and Social Education Officers.

5. To sanction vacation duty to officers under his Control.

6. To institute disciplinary proceedings against Non-gazetted officers whom he is competent to appoint as per Kerala Civil Services (C.C. & A) Rules.

7. To be appellate authority in respect of penalty imposed on Government Servants by District Educational Officers/Assistant Educational Officers.

8. To sanction or withhold increments including those at the stage of efficiency bar, in the case of all Non-gazetted Officers in the Region.

Note:—The provisions of the Kerala Civil Service (C.C. & A) Rules should be observed before an order withholding increment is passed.

9. To sanction payment of belated increment in respect of all Non-gazetted Officers in the Region.

10. To appoint part-time contingent employees to posts sanctioned by the Director of Public Instruction subject to the general orders of Government in the matter.

11. To sanction the convening of conferences within the region of Departmental Officers subordinate to him.

12. To depute officers of the Department to attend conferences convened in the State subject to the condition that the journeys undertaken beyond the limit of jurisdiction of the Regional Deputy Director should, however obtain the approval of the Director of Public Instruction.

13. To sanction purchase of books, laboratory accessories and educational appliances and other stores, subject to budget provision and Stores Purchase Rules, not exceeding Rs. 20,000 at a time.

14. To sanction purchase of furniture from P.W.D. Workshop or any Government Agency subject to Budget Provision.

15. To sanction at a time local purchase of articles of furniture upto Rs. 15,000 required for schools in his region subject to an annual limit of Rs. 2 lakhs provided that no Government Agency is able to supply the required furniture in time and subject to Stores Purchase Rules and availability of funds.

16. To sanction advertisement charges upto Rs. 250 in each case subject to Budget Provision and also subject to the condition that the rates are approved by the Director of Public Relations.

17. To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 2,000 when the book value does not exceed Rs. 200 in each case and also subject to the condition that such sanction will be communicated to audit with specific mention of the circumstances of the same.

18. To sanction the disposal of unserviceable articles of surplus stores when the value does not exceed Rs. 250 in each case. Craft articles produced in schools can be disposed of in auction without limit.

19. To sanction disposal of condemned buildings by auction, when the book value does not exceed Rs. 10,000.

20. To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.

21. To sanction auction sale of usufructs of trees and lease of premises of his office for cultivation.

22. To sanction investigation of arrear claims by the Accountant General of all officers and under contingencies in all cases except time barred ones.

23. To accord administrative sanction for estimates of works, the cost of which does not exceed Rs. 75,000.

24. To sanction maintenance and petty construction and repairs for execution upto Rs. 3,000 on a proper estimate in each case.

25. To incur non-recurring contingent expenditure upto Rs. 500 in each case subject to Budget Provision.

26. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 50 in each subject to an annual limit of Rs. 250 after inviting competitive quotations.

27. To sanction shifting of an office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 150 per mensem subject to the conditions laid down in G.O. (P) No. 403/PAR dated 31-3-1958.

28. To sanction printing of forms, circulars and pamphlets in Government Presses.

Note:—Printing of new forms and registers should have the approval of Government.

29. To sanction destruction of old records as per rules.

30. To sanction refunds as per instructions in the Book of Financial Powers.

31. To sanction subject to the rules of the Fund, withdrawals from Provident Fund Deposits in normal cases without limit and in cases requiring special sanction upto a maximum limit of Rs. 500 in respect of officers under his control.

32. To sanction pension to officers whom he is competent to appoint.

33. To arrange for the audit of accounts of the Officers and institutions under his control including aided schools.

34. To pre audit claims relating to grant-in-aid bills and post audit of all grand-in-aid bills.

35. To forward applications to District Collectors for acquisition of land for school purposes.

36. To review inspection reports sent by District Educational Officers, Social Education Officers and Inspectors of Muslim Education.

37. To supervise the distribution of Text Books to Schools within the Region.

38. To approve tour programmes of District Educational Officers, Inspectors of Muslim Education and countersign the T.A. Bills.

39. To sanction journeys on duty of other officers under him.

40. To inspect offices of the District Educational Officers, Social Education Officers, Assistant Educational Officers and Inspectors of Muslim Education.

41. To sanction the re-imbusement of medical expenses of his subordinates subject to rules.

42. To accord sanction for the grant of cycle advance subject to rules.

43. To place Departmental Buildings declared unsafe by the Public Works Department at the disposal of that Department for being demolished or auctioned.

44. To place lands required for construction of buildings etc. at the disposal of the Public Works Department.

45. To effect transfer during first year from one Training School to another in the same region to trainees undergoing T.T.C. courses in exceptional cases and for sufficient grounds.

46. To effect transfer of trainees during second year of T.T.C. course from one Training School to another within the same Region during vacation or one week from the date of reopening of exceptional cases and for sufficient reasons.

47. To meet the expenditure on account of T.A. in respect of claims of last December and previous from the current years allotment.

48. To sanction repair charges of motor vehicles upto Rs. 500 in each case subject to Budget provision and competitive tender or quotation and subject also to the procedure ordered in G.O. (P) 248/ Public Department dated 24-4-1962.

49. To grant stipend and subsistence allowance to the trainees undergoing B.Ed./T.T.C. Language Teachers Training/Post Graduate Basic Training Course according to rules in force within the region.

50. To sanction parallel divisions in English Medium in the next higher standards progressively when once a school is granted English Medium standards, under intimation to the Director of Public Instruction.

51. To condone the deficiency in attendance upto a maximum of 25% of the minimum attendance subject to the procedure ordered in G.O. (P) 669/Edn. dated 22-10-1962.

G. O. Ms. 343/68 Edn. DATED 23-7-1968

52. To sanction expenditure in hot and cold weather changes in respect of their own offices as well as the other offices and institutions under their control, subject to budget provision and subject to the limits up to which they are competent to incur non-recurring contingent expenditure.

53. To sanction repairs to furniture subject to the individual limit of Rs. 500 and annual limit of Rs. 10,000 subject to availability of funds and S.P.Rs being observed if the work is to be entertained to private agencies.

XI. Administrative Assistants to the Regional Deputy Director of Public Instruction

1. To appoint Non-gazetted Officers to sanctioned posts in the office of the Regional Deputy Director up to Rs. 90-190 and below

2. To sanction all kinds of leave except study leave and special disability leave to members of staff whom he is competent to appoint.

3. To take disciplinary action against those whom he is competent to appoint.

4. To sanction increment to those whom he is competent to appoint.

5. To sanction belated increments in respect of staff whom he is competent to appoint.

6. To sanction pension to the officers whom he is competent to appoint.

7. To sanction investigation of arrear claims by the Accountant General of the Non-gazetted Officers in the Office of the Regional Deputy Director whom the claim has remained in abeyance for not more than 3 years.

8. To sanction withdrawal from Provident Fund Deposits by Non-gazetted Officers upto a maximum of Rs. 600 subject to the Rules of the fund.

9. To organise and control the working of various sections in his office.

10. To be incharge of the office when the Regional Deputy Director is out of Headquarters.

11. To draw establishment Pay bills, T.A. bills, P.F. bills and contingent bills, relating to the office of the Regional Deputy Director.

12. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 50 in each case subject to an annual limit of Rs. 1,000.

13. To sanction auction sale of fallen and dead trees in the premises of the office.

14. To sanction auction sale of usufructs of trees and lease of premises of his office for cultivation.

15. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 50 in each case subject to an annual limit of Rs. 250 after inviting competitive quotations.

16. To attend to destruction and preservation of records in the office.

17. To sign for 'Regional Deputy Director' fair copies of letters to higher authorities approved by the Regional Deputy Director.

XII. District Educational Officers

1. (a) To appoint and promote Non-gazetted Officers to sanctioned posts (in the scale of Rs. 90-190 and below) subject to public service recruitment rules.

(b) To appoint part-time contingent employees to posts sanctioned by the Director of Public Instruction subject to general orders of Government.

2. To transfer and post Non-gazetted Officers within his jurisdiction.

3. To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers under his control. To sanction also casual leave to Heads of Offices and Heads of Secondary and Training Schools under his control and also to gazetted members in his office.

4. To sanction vacation duty to officers under his control.

5. To institute disciplinary proceedings against Non-gazetted Officers whom he is competent to appoint as per Kerala Civil Services (C.C. & A) Rules.

6. To sanction or withhold increments in the case of all Non-gazetted Officers in his District.

Note:—The provisions of the Kerala Civil Services (C.C. & A) Rules should be observed before an order withholding increment is passed.

7. To sanction payment of belated increments in respect of all Non-gazetted Officers in the District.
8. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores, subject to budget provision and Stores Purchase Rules not exceeding Rs. 10,000 at a time.
9. To sanction local purchase of articles of furniture upto Rs. 5,000 subject to an annual limit of Rs. 50,000 provided that no Government Agency is able to supply the required furniture in time and also subject to Stores Purchase Rules and on availability of funds.
10. To sanction purchase of furniture from P.W.D. Workshops or any Government Agency subject to Budget provision.
11. To sanction advertisement charges upto Rs. 100 in each case subject to budget provision and also the condition that the rates are approved by the Director of Public Relations.
12. To sanction write off of the value of unserviceable articles, subject to the annual limit of Rs. 1,000 when the book value does not exceed Rs. 100 in each case.
13. To sanction disposal of unserviceable or surplus stores when the book value does not exceed Rs. 50 in each case subject to an annual limit of Rs. 2,000.
14. To sanction auction sale of living trees when it endangers life or property and fallen and dead trees in departmental premises.
15. To sanction auction of usufructs of trees and lease of premises of his office and High and Training Schools for cultivation.
16. To sanction investigation of arrear claims by Accountant General to all Officers and under contingencies when the claim has remained in abeyance for 3 years or less.
17. To accord administrative sanction for estimates of works the cost of which does not exceed Rs. 50,000.
18. To sanction maintenance of P.C.R. works for execution upto Rs. 2,000 on a proper estimate in each case and subject to the provisions in articles 176 and 177 of Kerala Financial Code Vo. I.
19. To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provisions.
20. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 25 in each case subject to an annual limit of Rs. 150 after inviting quotations.

21. To sanction shifting of the office from one building to another and hiring of private building the rent of which does not exceed Rs. 100 per mensem for office and Departmental Schools subject to the conditions laid down in Govt. order No. 400/P.A. R. dated 31-3-1958.

22. To sanction distribution of budget allotment for the institutions under his control subject to the rules in the budget manual.

23. To countersign T.A. Bills of Heads of High Schools, P.A. to the D.E.Os. and CARE Supervisors. In the case of CARE Supervisors the D.E.Os. at Revenue Headquarters will exercise this power.

24. To sanction withdrawals in normal cases from Provident Fund Deposits by subordinates up to a maximum of Rs. 600 and Rs. 300 in special cases to rules of the fund.

25. To sanction pension to officers whom he is competent to appoint.

26. To award scholarships in cases when the selection is confined to a particular institution.

27. To give recognition to Nursery Schools.

28. To inspect Secondary and Training Schools and Offices of the Assistant Educational Officers and submit inspection reports to Regional Deputy Director.

29. To decide finally complaints regarding class promotions.

30. To permit change of language and subject to study of pupils up to S.d. VII.

31. To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

32. To condone break of study for purpose of fee concession.

33. To withdraw ordinary fee concessions, review fee concessions awarded by Headmasters and decide complaints regarding grant of the same.

34. To grant special fee concession to children of deceased Government Servants and aided School Teachers who die in harness or within six months from the date of retirement.

35. To accept cash contribution as also lands and buildings from public for educational purposes.

36. (a) To sanction collection of funds for purposes of providing building, furniture equipment etc. for Departmental Schools.

(b) To grant permission under Rule 14 of the Govt. Servants Conduct Rules, 1960 to Teachers and Headmasters and other staff of the schools to participate in the collection of funds as sanctioned above.

- (c) Where the collection is done by the staff direct, it should be done by a committee, in which there should at least be 3 teachers as members and the Headmaster as the Chairman. The amount collected shall not be retained by the persons collecting it, but should be deposited in appropriate manner in the name of the Chairman in Banks including Co-operative Banks/ Savings Bank Account/Treasury where such facilities are available. The actual expenditure of the funds should be with the prior approval of the Assistant Educational Officer or Dist. Educational Officer as the case may be.
- (d) Where the collection is effected by the Parent teachers Association or a similar body there should be clearly laid down procedure for receipt and deposit of funds.
- (e) The collection and deposit of the funds and its utilisation should be liable to check by the visiting or inspecting officers of the schools.

37. To sanction farewell parties and addresses to officers of the department under his control arranged by teachers and pupils.

38. To sanction grant-in-aid to hostels and special institutions in the State according to rules.

39. To arrange for the distribution of text books to schools under his control.

40. To sanction re-imbusement of medical expenses to Non-gazetted Officers under him subject to rules.

41. To sanction disposal of condemned buildings of primary schools by auction when the book value does not exceed Rs. 5,000.

42. To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

43. To condone deficiency in attendance up to a maximum of 15% of the minimum attendance. There shall be no appeal against the decisions of the District Educational Officer.

44. To permit the introduction of sessional system in schools where the strength of pupils is 1,000 or above.

45. To sanction aid to recognised nursery schools according to rules approved by Government within the budget allotment.

46. To sanction repairs of furniture subject to individual amount of Rs. 250 and annual amount of Rs. 5,000 subject to availability of funds and S. P. Rules being observed if the work is to be entrusted to private agencies.

XIII. Personal Assistants to the District Educational Officers

1. To be in charge of the office when the District Educational Officer is out of Headquarters.
2. To organise and control the working of the various sections of the office.
3. To approve drafts of letters and memos to subordinate officers and private schools.
4. To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers in the District (Except Assistant Educational Officers and Headmasters of Aided Schools on Rs. 350-600)
5. To countersign T.A. Bills and contingent Bills of all officers other than the gazetted Headmasters working under the District Educational Officer subject to rules and budget provision.
6. To attend to destruction and preservation of records in the office.
7. To countersign the establishment pay bills of Aided Schools.
8. To sign 'For District Educational Officer' fair copies of letters to higher authorities approved by the District Educational Officer.
9. To sanction increments to all non-gazetted officers in the District (Except Assistant Educational Officers and Headmasters of Aided Schools on Rs. 350-600).
10. To sanction Provident Fund advance to all Non-gazetted Officers up to a maximum of Rs. 600 in normal cases subject to the rules of the fund.
11. To sanction destruction of old records as per rules.
12. To sanction refund of tuition fees and pass the bills relating to teachers of High and Training Schools.
13. To countersign stipend and subsistence allowance bills relating to teachers of High and Training Schools.
14. To pass contingent bills of High and Training Schools.
15. To countersign scholarship bills submitted by Headmasters.
16. To countersign maintenance grant bills.
17. To sign establishment pay bills of the office.

XIV. Heads of Departmental High/Training Schools and Heads of Schools for the Handicapped

1. To appoint ministerial staff to sanctioned posts in the lower division scale of Rs. 90-190 and below and last grade servants, provisionally for periods not exceeding three months subject to rules.

2. To sanction all kinds of leave except study leave and special disability leave to all officers working under him. In case of first grade teachers prior consultation with the District Educational Officers should be made for making substitute arrangements.

3. To sanction increments to all Non-gazetted Officers under him.

4. To draw bills relating to contingent establishment.

5. To incur non-recurring contingent expenditure up to Rs. 25 in each case subject to budget provision.

6. To sanction auction sale of fallen trees and dead trees within the school premises.

7. To write off the value of damaged class text books subject to an annual limit of Rs. 100.

8. To sanction the disposal of unserviceable articles out of the list approved by the District Educational Officer up to a book value of Rs. 25. in each case subject to an annual limit of Rs. 250.

9. To grant fee concession as per rules in force.

10. To issue extract of admission Registers of schools in stamp paper by the Heads of Secondary and Training Schools (Heads of other schools with the sanction and countersignature of Controlling Officers).

11. To issue extracts of mark lists of the annual examination of standards I to IX on requisition from guardians by Heads of High schools as prescribed in G.O. Ms. 766/Edn. (c) dated 18-11-1963.

12. To incur expenditure on the repair of furniture subject to availability of funds and to an annual limit of Rs. 100.

13. To sanction purchase of articles of furniture up to a limit of Rs. 250 annually subject to budget provision and Stores Purchase Rules (Extract of the rules to be furnished to all Heads of Schools).

14. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores up to a limit of Rs. 500 subject to budget provision and Stores Purchase Rules. This will not cover expenditure out of special fee collections.

15. To utilise special fee collections with the approval of the school committee constituted for the purpose.

16. To sanction subject to the rules of the fund withdrawals from Provident Fund Deposits by subordinates up to Rs. 400 in each case.

17. To sanction repairs of furniture subject to individual amount of Rs. 50 and annual amount of Rs. 100 subject to availability of funds and S.P. Rules being observed if the work is to be entrusted to private agencies.

XV. Chief Instructors, Hindi Teachers Training Institutes

1. To sanction subject to rules of the fund, temporary withdrawal from Provident Fund Deposits by subordinates up to Rs. 400 in each case.
2. To sanction purchase of books and educational appliances upto Rs. 100 at a time subject to budget provision and Stores Purchase Rules.

XVI. Assistant Educational Officers

1. (a) To appoint to sanctioned posts at last grade servants in his office and schools under his control, subject to Public Recruitment Rules.
- (b) To appoint substitutes in short vacancies of not more than 3 months duration in the cadre of last grade servants as per rules.
2. (a) To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers under his control.
- (b) To sanction casual leave to subordinates under him.
3. To sanction vacation duty to officers under his control.
4. To institute disciplinary proceedings against Non-gazetted Officers under his control as per Kerala Civil Services (C.C. & A) Rules.
5. To sanction or withhold increment of Non-gazetted officers under his control.

Note:—The provisions of the Kerala Civil Services (C.C. & A) rules should be observed before any order withholding increment is passed.

6. To sanction withdrawal of T.A. to persons deputed to attend conferences, refresher courses, seminars, etc. outside the State under orders of competent authority.
7. To sanction purchase of books, maps, educational appliances, and other stores subject to budget provision and Stores Purchase Rules, not exceeding Rs. 500 at a time.
8. To sanction local purchase of articles of furniture up to Rs. 1,000 provided that no Government Agency is able to supply the required furniture in time subject to Stores Purchase Rules.
9. To sanction purchase of furniture from P.W.D. Workshops or Government Agency subject to Budget Provision.

10. To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 200 when the book value does not exceed Rs. 20 in each case.

11. To sanction disposal of unserviceable of surplus stores, the book value does not exceed Rs. 10 subject to an annual limit of Rs. 200.

12. To sanction auction sale of fallen and dead trees and usufructs of trees and lease of premises of his office and of Primary Schools for cultivation.

13. To approve estimates in respect of P.C.R. works of Primary Schools up to Rs. 1,000 on a proper estimate, without scrutiny by the Junior Engineers.

14. To incur non-recurring contingent expenditure up to Rs. 25 in each case subject to budget provision.

15. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 10 in each case subject to an annual limit of Rs. 50 after inviting competitive quotations.

16. To sanction destruction of old records as per rules.

17. To pass all establishment bills of the schools under his control and countersign the salary bills of graduate Headmasters of Upper Primary Schools.

18. To pass stipend and subsistence allowance bills relating to teachers under his control.

19. To countersign Scholarship bills.

20. To award scholarships in case when the selection is confined to a particular institution.

21. To inspect schools under his control and submit inspection reports to the District Educational Officers.

22. To permit change of language and subjects of study of pupils.

23. To approve the list of class text books and library books and maps to be purchased for institutions under his control.

24. To accept cash contributions as also lands and buildings from public for educational purposes.

25. To sanction farewell parties and addresses to officers of the Department under his control arranged by pupils and teachers.

26. To arrange for the distribution of text books to schools under his control.

27. To arrange and supervise noon feeding in Lower Primary Schools.

28. To sanction advance from Provident Fund up to Rs. 300 in normal cases.

29. To draw without countersignature, rent bills of private buildings taken up for Government Primary Schools.

30. To correspond direct with the Director of Public Instruction in matters relating to CARE (Noon feeding Programme)

31. To sanction condonation of attendance in respect of pupils of primary schools up to 15%.

32. To sanction the provisional admission pending production of T.C. after obtaining a written undertaking from the guardian in respect of Primary Schools.

33. To draw CARE Feeding Bills without the countersignature of the District Educational Officers.

34. To sanction maintenance grants to Primary Schools at the approved rates.

35. To sanction auction sale of fallen and dead trees within the school premises under his jurisdiction.

36. To decide finally complaints regarding the class promotions in Primary Schools.

37. To transfer Primary Teachers from the Departmental school to another within the same Sub District.

38. To incur expenditure upto Rs. 60 for repairs of furniture in individual cases subject to budget provision and annual limit of Rs. 1,000.

39. To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 2500 after getting the survey report from the Public Works Department.

40. To inspect Nursery Schools and submit reports to the District Educational Officer.

XVII. Assistant Directors (General, Planning & Hindi)

1. To sign 'For Director of Public Instruction' fair copies of letters and the orders of the Director of Public Instruction.

2. To approve drafts of letters and memos to subordinate offices and private institutions.

XVIII. Administrative Assistant

1. To sanction casual leave and Restricted Holidays to all Non-Gazetted Officers and last grade employees in the office.

2. To sanction temporary withdrawal in normal cases from Provident Fund Deposits by Non-Gazetted Officers up to a maximum of Rs. 600 subject to the rules of the fund.

3. To sign (For Director of Public Instruction) fair copies of letters and orders of the Director of Public Instructions.

4. To forward applications for admission to the Provident Fund from members of the Non-gazetted staff of the office of the Director of Public Instruction and to countersign their applications for admission to G.P.F.

5. To sanction destruction of old records as per rules.

6. To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 25 in each case subject to an annual limit of Rs. 200 observing Stores Purchase Rules.

7. To sanction advertisement charges up to Rs. 100 in each case subject to budget provision and also on condition that rates are approved by the Director of Public Instruction.

DELEGATION OF POWERS TO THE OFFICERS IN THE EDUCATION DEPARTMENT

REF. G.O., (Ms) 185/80/G1. EDN., DATED 13th NOVEMBER 1980.

Deputy Director

To appoint teachers of all categories excluding Headmasters of High Schools to sanctioned posts in the Revenue District (Rules of recruitment to be followed).

To sanction charge arrangements in vacancies of all posts to which he is competent to appoint and payment of charge allowance according to rules in the K.S.R.

To promote U.P.S. As. as H.S. As./Primary School Assistants as Primary School Headmasters. To sanction higher grade/super grade to Government High and Training School Teachers.

To transfer teachers of all categories excluding Headmasters of High and Training Schools.

To sanction leave other than study leave, special disability leave and leave without allowances not exceeding 4 months to teaching staff, A.E.Os., Edn. Extension Officers and other Gazetted Officers.

To sanction C.L. to D.E.Os., A.E.Os. Edn. Extension Officers, Social Education Officers and other Gazetted Officers in his Office.

To sanction vacation duty to teaching staff under his control.

To initiate disciplinary action against Education Extension Officers, teaching staff and Gazetted Officers under his jurisdiction and to impose punishments in accordance with C.C.A. Rules. To be appellate authority in respect of the decisions of the District Educational Officers, Asst. Educational Officers and Heads of High and Training Schools.

To sanction belated increment in respect of all non-gazetted Officers excluding ministerial officers in the District. To authorise increment to non-gazetted staff in the teaching wing and those in level of/and below the Class IV employees.

To convene or direct to convene conferences of Subordinate Officers including Staff of Aided Schools within the Revenue District. To depute staff and teachers in departmental schools, to attend departmental conferences, seminars, courses etc. convened in the State by the Education Department.

To sanction purchase of Books, Laboratory accessories and Educational appliances and other items of stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 30,000 at a time.

To purchase furniture of approved pattern according to the standards laid down in the rule, subject to Budget Provision and Stores Purchase Rules and also subject to general orders in the matter issued by Government/D.P.I. Direct purchase can be made from P.W.D. Workshops, Jails or any other Government agency as approved and ordered by Government from time to time. To get items of classroom furniture manufactured and supplied by Parent Teachers' Association at approved rates as per the general guidelines and direction of Government/D.P.I. from time to time.

To sanction repairs of furniture according to rules subject to the limit of Rs. 1,000 at a time and subject to budget provision.

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 3,000 when the book value does not exceed Rs. 300 in each case and also subject to the condition that sanction will be communicated to audit with specific nature of circumstances of the case.

To sanction the disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case and also to give confirmation subject to an annual limit of Rs. 5,000 and also subject to the provision in the Kerala Financial Code.

To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 10,000 and to give confirmation and after getting the survey report of P.W.D.

To sanction disposal in auction sale of standing trees when absolutely necessary and of fallen and dead trees in the grounds/compounds of offices owned by Departments and under his control and to give confirmation.

To auction shifting of an office from one building to another and hiring of private buildings, the rent of which does not exceed Rs. 500 per month subject to conditions laid down in G.O. (P) 400/PAR dated 31-3-1958.

To sanction printing of Forms, Circulars and pamphlets in Government Press.

Note:—Printing of New Forms and Registers should have the approval of Government.

1. ADMINISTRATIVE SANCTION

To accord Administrative sanction for estimates of works the cost of which does not exceed Rs. 1 lakh.

2. MAINTENANCE, PETTY CONSTRUCTION AND REPAIRS

To sanction maintenance and petty construction and repairs for execution and repairs upto Rs. 5,000 on a proper estimate in each case.

3. ELECTRIFICATION AND WATER CONNECTION

To sanction electrification, water supply and drainage facilities, etc. in Departmental Schools at the expense of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed.

To incur non-recurring contingent expenditure upto Rs. 500 in each case subject to budget provision and observance of rules.

To sanction repair charges of motor vehicles upto Rs. 1,000 in each case subject to budget provision and competitive tenders or quotations and subject to the procedure laid down in G.O. (P) 248/PD dated 24th January 1962.

To make original selection of candidates for T.T.C. course as per rules and to effect transfer during first year from one Training school to another in the District, of trainees undergoing T.T.C. courses in exceptional cases and for sufficient reason. To grant stipend and subsistence allowance to trainees undergoing B.Ed./T.T.C./Language Teachers Training Courses according to rules.

To meet the expenditure on account of T.A. in respect of claims for last December and previous period from the current years allotment. To approve the Tour Programme of Administrative Assistants, A Os. District Educational Officers, Inspector of Muslim Education, Asst. Educational Officers and Social Education Organisers.

To sanction journeys on duty of Officers under him.

To inspect the Offices of the D.E.Os., A.E.Os. other Subordinate Offices and Educational Institutions in the District and to review the inspection reports of subordinate offices and Educational Institutions. Inspection report of the Deputy Director will be submitted to the D.P.I.

To place departmental buildings declared unsafe by P.W.D. at the disposal of that department for being demolished or auctioned.

To place lands acquired for construction of building etc. at the disposal of the P.W.D.

To arrange and supervise the distribution of text books and note books to schools within the district.

To sanction refunds as per instructions in book of financial powers.

To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in all normal cases. In cases requiring special sanction upto Rs. 3,000.

To sanction N.R.A. from G.P.F./K.A.S.E.P.F. upto Rs. 3,000 subject to rules.

To sanction pension in all non-gazetted teaching staff working under his control.

To forward applications to District Collectors for acquisition of land for school purpose.

To collect Educational Statistics.

Preparation and maintenance of seniority list of teaching staff recruited or appointed on district-wise basis.

To issue No Objection Certificate for getting passports to teaching staff whom he is competent to appoint to general orders in the matter.

To accept cash contribution as also lands and buildings from public for educational purposes as prescribed.

To sanction collection of funds for purposes of providing buildings, furniture, equipment etc. for departmental schools as prescribed.

To grant permission under Rule 14 of the Government Servants Conduct Rules, 1960 to teachers and headmasters and other staff of the schools, to participate in the collection of funds as sanctioned above.

To sanction grant-in-aid to hostels and special instructions in the State according to rules.

To assist the State Institute of Education in conducting inservice courses.

To supervise examination conducted by Commissioner for Government Examinations.

Administrative Assistant (Deputy Directorate)

To appoint Part-time contingent employees, Class IV employees, Attenders and L.D. Clerks to sanctioned posts in the Revenue District (subject to recruitment Rules).

To sanction charge arrangement in vacancies of all posts to which he is competent to make appointments and payment of charge allowance according to rules (other than those covered by the powers of the Deputy Director).

To sanction higher grades to Class IV and Ministerial Staff in his office.

To transfer all Class IV and Ministerial staff upto and including Junior Superintendents in the Revenue District.

To sanction leave as mentioned in Col. I to Class IV employees and other ministerial staff.

To sanction Casual leave to all non-gazetted staff in the office working under him.

To initiate disciplinary action against members of Class IV and Ministerial staff upto the level of Junior Superintendent and impose punishments of censure, withholding of increment on them, to impose other punishments on staff of whom he is the appointing authority.

To sanction payment of belated increment in respect of all non-gazetted ministerial officers in the District. To authorise increment to all officers in the subordinate service in the office.

To sanction sale in auction of usufructs of trees and lease of premises of offices in the district under the control of the Deputy Director.

To countersign T.A. Bills of Senior Superintendents and also to draw and disburse T.A. of the Non-gazetted Staff in the office.

To sanction reimbursement of medical expense, subject to rules.

To accord sanction for the grant of cycle advance subject to rules.

To sanction Mosquito Net advance.

To sanction withdrawal from the G.P.F. Refundable;

(i) Normal cases upto Rs. 3,000.

(ii) Special cases upto Rs. 2,000 Non-refundable upto Rs. 2,000.

To sanction pension to all non-gazetted non-teaching staff in the district.

Preparation and maintenance of seniority list of non-teaching staff recruited or appointed on district-wise basis.

To issue N.O.C. for getting passports to non-teaching staff whom he is competent to appoint subject to general orders in the matter.

To be Drawing and Disbursing Officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills and Contingent Bills of the Office.

To sanction destruction and preservation of records in the office as per rules.

Accounts Officer (Deputy Directorate)

To sanction Casual leave to all non-gazetted officers working under him.

To attend to the clearance of audit objections and inspection reports of Accountant General, Finance Department (inspection wing) etc. To conduct pre-audit of all belated claims and of aided schools.

To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots/Central Stores in the District.

To conduct stock verification of articles in the Offices/Educational Institutions/Text Book Depots/Central Stores.

To conduct post-audit of all grant-in-aid bills and pre-audit of claims relating to grant-in-aid bills.

To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time barred cases.

To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred one.

To be in charge of the preparation and submission of the Annual Budget Estimates of all institutions and offices in the District under the control of the Deputy Director. To sanction and communicate the distribution of budget allotment to the subordinate Controlling Officers.

(i) To obtain and scrutinise the D.C.B. of the different institutions under the control of Deputy Director in the District and to take prompt action against irregularities if any, detected.

(ii) To scrutinise periodically and watch the progress of expenditure based on the approved budget provisions and take prompt further action.

(iii) To reconcile the departmental figures of expenditure and receipt with those booked in the Treasury and by Accountant General.

District Educational Officer

To sanction higher grade and super grades to teachers of Aided High and Training Schools and to Class IV and Ministerial staff in his office.

To sanction leave as mentioned in Col. I to Officer in his office and also to teaching staff and non-teaching staff of Aided High and Training Schools (Rules 57, 58 Ch. XIV (A) K.E.R).

To sanction leave to Gazetted Officers in the Office.

To sanction vacation duty to teaching staff under his control (in aided schools).

To initiate disciplinary action against the members of staff working in his office and to impose punishment of censure/fine and withholding of increments on them as per C.C. & A Rules.

To convene conferences of Aided High and Training School staff when directed by higher officers. To depute staff of aided High and Training Schools for attending conferences, seminars, courses etc. convened by the Education Department.

To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 subject to Stores Purchase Rules.

To sanction printing of forms, Circulars and Pamphlets in Government Presses (Printing of new forms and registers should have the approval of the Government).

To sanction electrification, water supply and drainage facilities, toilet facilities etc. in departmental schools at the expense of outside agencies in accordance with the guide-lines, instructions, rules, etc. prescribed.

To incur non-recurring contingent expenditure upto Rs. 250 in each case subject to budget provision.

To sanction repair charges of motor vehicles upto Rs. 500 in each case subject to budget provision and competitive tenders or quotations and subject to the procedure laid down in G.O. (P) No. 248/PD dated 24th January 1962.

To countersign T.A. bills of P.A. and Senior Superintendent and to sanction journeys on duty of Officers under him.

To countersign T.A. bills of Heads of High and Training Schools and other officers under him and teachers in-charge of incomplete Government High Schools.

To inspect all High and Training Schools and Special schools including recognised schools and submit inspection reports to the Deputy Director.

To sanction reimbursement of Medical Expenses subject to rules to the staff in his office.

To sanction parallel divisions in English Medium in the next higher standards progressively when once the school is granted English Medium standards under intimation to the Director of Public Instruction.

To supervise the distribution of Text Books to Schools within his jurisdiction.

To sanction withdrawal from G.P.F. in respect of members of his office staff and KASEPF.

1. In normal cases up to Rs. 3,000.

2. In special cases up to Rs. 2,000. Non-refundable upto Rs. 2,000.

To award scholarship in cases when the selection is confined to a particular institution.

To decide finally complaints on class promotions in respect of all High and Training Schools.

To permit change of language and subject study of pupils up to Std. VII in composite schools.

To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

To withdraw ordinary fee concessions, review fee concessions awarded by Headmasters and decide complaints regarding grant of the same. To grant special fee concessions to children of deceased Government Servants and aided school teachers who die in harness or within six months of the date of retirement.

To condone break of study for purpose of fee concession.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

To assist the State Institute of Education in conducting inservice courses.

To supervise examination conducted by Commissioner for Government Examinations.

Personal Assistant to (District Educational Officer)

To sanction leave as in Col. I to Officers upto and including the leave of U.D.Cs. in the District Educational Office.

To sanction leave to all non-gazetted officers in the office.

To authorise increment to all officers in the subordinate service in his office.

To countersign T.A. bill of aided High School teaching staff whenever necessary.

To sanction withdrawal from the G. P. F. and K. A. S. E. P. F. Refundable.

(i) Normal cases Rs. 2,000.

(ii) Special cases Rs. 1,000. N.R.A. upto Rs. 1,000.

To be drawing and disbursing officer in respect of Establishment bills, T.A. bills, P.F. bills and contingent bills of the office.

To countersign the Estt. Pay bills and T.A. bills of aided school.

To sanction refund of tuition fees and pass the bill thereof.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian in primary schools.

To sanction destruction and preservation of records in the office as per rules.

Assistant Educational Officer

To sanction higher and super grades to teachers of aided and departmental primary schools and to Class IV and ministerial staff in his office according to rules.

To transfer primary school teachers.

To sanction leave as in Col. I to Officers in his office and also teaching and non-teaching staff of Aided primary schools [Rule 57 & 58 Chapter XIV (A) KER].

To sanction casual leave to Head Clerk/Junior Superintendent and Heads of Primary Schools.

To sanction vacation duty to teaching staff under his jurisdiction.

To initiate disciplinary action against the officers working in his office and in departmental primary schools and to impose punishment as provided in K. C. S., C. C. & A Rules.

To authorise increment to all officers in the subordinate service in his office and also to all primary school teachers.

To convene conferences of department and aided primary school staff when directed by higher officers. To depute staff primary schools (aided and departmental) for attending conference, seminars, courses etc., convened by the Education Department.

To sanction purchase of Books, Maps, Educational appliances and other stores subject to budget provision and stores purchase rules at a cost not exceeding Rs. 1,000 at a time. Local purchase of stationery upto Rs. 100 in each case subject to annual limit of Rs. 500.

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1,000 at a time and subject to budget provision.

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 500 when the book value does not exceed Rs. 50 in each case.

To sanction the disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 50 subject to an annual limit of Rs. 500 and subject to the provision in the Kerala Financial Code.

To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 5,000 after getting the survey report from the P.W.D.

To sanction auction sale of fallen and dead trees within the school premises under his jurisdiction. To sanction sale in auction of usufructs of trees in the compounds of Departmental Primary School and lease of premises of Departmental Primary School for cultivation.

To approve estimate in respect of P. C. R. works of primary schools upto Rs. 2,000 on a proper estimate.

To sanction electrification, water supply and drainage facilities in departmental schools at the expenses of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed.

To incur non-recurring contingent expenditure up to Rs. 100 in each case subject to budget provision.

To countersign T.A. bills of teaching and non-teaching staff of Departmental and aided Primary Schools. To sanction drawal of T.A. to persons deputed to attend conferences, refresher courses, seminars etc. outside the State under orders of competent authority.

To inspect schools under his control and submit inspection reports to the Deputy Director. To inspect nursery schools and submit reports to the D.E.O./Dy. Director (Departmental Schools to Deputy Director and aided to D.E.O.)

To sanction reimbursement of Medical expenses subject to rules.

To arrange for the distribution of text books to schools under his control.

To sanction withdrawal from the G. P. F. and K. A. S. E. P. F. Refundable.

(i) Normal cases Rs. 2,000.

(ii) Special sanction up to Rs. 1,000. N.R.A. up to Rs. 1,000.

To draw without countersignature rent bills of private buildings taken up for Government primary schools. To be Drawing and Disbursing Officer in respect of Establishment Pay bills, T.A. bills, P.F. bills and contingent bills of the office. To pass Establishment bills of the Schools under his control and countersign the salary bills of Graduate Head-Masters of U. P. School. To pass stipend and subsistence allowance bills relating to teachers under his control.

To award scholarship to cases when the selection is confined to a particular institution.

To decide finally complaints on class promotions in respect of all primary schools.

To permit change of language and subject study of pupils up to standard VII.

To sanction destruction and preservation of records in the office as per rules.

To arrange and supervise noon feeding in Lower Primary Schools, to draw CARE feeding bills without the countersignature of the D.E.O. to correspond with the D.P.I. direct on matters relating to CARE feeding programme.

Assistant Educational Officer's Office Junior Superintendent (H.C.)

To sanction in leave as in col. I to all employees working under him.

To sanction leave to non-gazetted officers in the office.

Headmaster of High and Training schools

To appoint graduate and undergraduate teachers to sanctioned posts on a provisional basis subject to observance of rules and advice by the Employment Exchange.

To sanction leave as in Col. I to all employees working under him.

To sanction casual leave to all non-gazetted officers in the schools.

To initiate disciplinary proceedings against the members of staff (non-gazetted) working under him. To impose punishments of censure, fine and withholding of increments on them.

To authorise increment to all non-gazetted officers under him including teachers.

Local purchase of stationery up to Rs. 100 at a time and an annual limit of Rs. 500. To sanction purchase of Books, Maps, Laboratory Accessories, Educational appliances and other stores subject to the annual limit of Rs. 1,000 and also subject to observance of Stores Purchase Rules (This will not include expenditure out of special fee collection).

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1,000.

To write off the value of damaged class text books subject to the annual limit of Rs. 250.

To sanction the disposal of unserviceable articles out of the list approved by the Deputy Director upto a book value of Rs. 50 and subject to the provisions in the Kerala Financial Code.

To sanction sale of fallen and dead trees within the school premises.

To carry out petty construction works of an urgent nature for an amount not exceeding Rs. 500 at a time.

To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provision.

To sanction reimbursement of medical expenses subject to rules.

To sanction withdrawal from the G. P. F. and K. A. S. E. P. F. refundable upto Rs. 2,000. Special cases up to Rs. 1,000, N.R.A. up to Rs. 1,000.

To be Drawing and Disbursing Officer in respect of Establishment pay bills, T.A. bills and Contingent Bills of the Office.

To countersign scholarship bills. To countersign maintenance grant bills.

To countersign contingent bills and T.A. bills of Teaching & Non-teaching staff of the sub district.

To issue extract of admission register in school on stamped paper. To issue extract of mark list of the annual examination of standards I to IX on requisition from the guardians.

To accept endowments upto Rs. 1,000 (One thousand).

DELEGATION OF ADDITIONAL/NEW POWERS OF THE VARIOUS OFFICERS OF THE EDUCATION DEPARTMENT

REF:—G.O. MS. 76/84/G1. EDN. DATED 25TH APRIL 1984 OF THE
GENERAL EDUCATION (C) DEPARTMENT

Appendix I

New/Additional Powers Delegated

Director of Public Instruction.

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 120 days to all officers under him and to make arrangements for additional charge and sanction charge allowance as per K.S.R.

2. To sanction creation of part-time contingent post subject to the standing orders of Government.

3. (a) To sanction journey on duty of all officers whom he is competent to appoint outside State for training if there is no financial commitment on the part of Government.

(b) To depute officers under him to all places including places outside the state for accompanying sports teams, excursion parties etc. under sanctioned schemes.

4. To sanction purchase of books, maps, Laboratory accessories, Educational appliances and other stores required for educational institutions subject to budget provision and Store Purchase Rules, without monetary limit.

5. To sanction disposal of condemned and dismantled buildings under the control of the department by public auction if recommended by competent authority of P.W.D.

6. (a) To sanction without reference to P.W.D. subject to budget provision for maintenance and petty construction and repair works for execution upto Rs. 20,000 in each case on a proper estimate by a qualified engineer in the case of works executed by the P.T.A.

(b) To accord administrative sanction subject to budget provision for maintenance of petty construction and repair works upto Rs. 50,000 in each case on a proper estimate prepared by P.W.D.

7. To incur non-recurring contingent expenditure upto Rs. 5,000 in each case subject to budget provision and rules under K.F.C.

8. To sanction advance against Examination contingent charges upto Rs. 50,000 at one time subject to budget provision.

9. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000 at a time waiving Store Purchase Rules and subject to annual limit of Rs. 5,000.

10. To sanction shifting of office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per mensem on rent and non-availability certificate by P.W.D.

11. To sanction printing in private presses in emergent cases when the work cannot be got done by the Kerala Books and Publications Society or Superintendent of Government Presses subject to approval of the rates by the Superintendent of Government Presses.

12. To sanction refunds of all sums received by the Department when it is clear that Government are not entitled to such amounts.

13. To incur expenditure for ceremonial function upto Rs. 1,000 for each function.

14. To incur items of expenditure of a trival nature not exceeding Rs. 500 at a time for bona fide purpose even if there are no specific rules to regulate such expenditure. To subscribe to the journals, newspapers etc. required for the department.

15. To sanction extension within the office to existing telephones subject to budget provision.

16. To sanction exemption from the conditions of bonds executed by the pupils of Sports Schools who discontinued the course in the Sports school in deserving cases.

17. To sanction repairs of Departmental vehicles involving expenditure of Rs. 15,000 in the case of heavy vehicles and Rs. 5,000 in the case of light vehicles including replacement of spare parts in workshops approved by Government subject to budget provision following the procedure laid down by Government.

18. To sanction local purchase of spare parts and repair of Departmental vehicles in the case of breakdown during the course of journey. Such purchase and repairs should be limited to minimum requirements to render the vehicles fit for journey to headquarters.

Additional Director of Public Instruction.

1. To make appointment to all posts in the department upto and including lowest gazetted posts.
2. To sanction shifting of an office or institution from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per month subject to general rules in the matter.
3. To sanction all cases of Non-refundable withdrawals from the General Provident Fund subject to the conditions and limitations in the General Provident Fund (Kerala) Rules.
4. To award scholarships of a State-wise nature according to rules, approved by Government.
5. To accept endowment and prizes and approve rules thereof in respect of school.
6. To sanction utilisation of accumulated unspent balance of special fee for purpose other than that to which it is collected.
7. To sanction vacation duty to officers.
8. To grant duty leave to teachers.
9. To approve the tour programmes and tour diaries of all officers upto the level of Deputy Director in the teaching branch and countersign their T.A. Bills.

Administrative Officer

1. To sanction leave other than study leave special disability leave, leave without allowances exceeding 120 days to all officers upto the level of Deputy Directors and to sanction surrender of Earned Leave subject to eligibility to all officers upto the level of Joint Directors.
2. To countersign the T.A. Bills of all officers in the Directorate upto the level of Deputy Directors based on approved tour diary.
3. To sanction reimbursement of Medical expenses in respect of officers upto and including Deputy Directors subject to rules and to exercise the powers of the Director in regular to condonation of delay in preferring the claims.
4. To sanction house Building Advance to all Non-gazetted Officers and Lowest Gazetted Officers and countersign the bills thereof subject to the Principles approved by the Director and K.F.C. Rules.
5. To sanction non-recurring contingent charges upto Rs. 1,000 subject to budget provision.

6. To sanction purchase of furniture required for the Directorate within the standards prescribed by Government, subject to budget provision and Store Purchase Rules.

7. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 200 in each case subject to annual limit of Rs. 2,000.

8. To sanction advertisement charges upto Rs. 2,000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Instruction.

9. To sanction repairs to motor vehicle in the department including purchase of spare parts and arrange for payment of bills upto Rs. 10,000 in the case of heavy vehicles and Rs. 3,000 in the case of light vehicles in each case subject to rules relating to the maintenance and repairs of departmental vehicles.

10. To write off unserviceable articles including damaged and worn out articles, books etc. in the Directorate subject to an amount limit of Rs. 10,000 when the book value does not exceed Rs. 1,000 in each case.

11. To sanction refund of all sums received when it is clear that Government is not entitled to such amount.

Finance Officer

1. To obtain quarterly reports relating to post audit and pre-audit of Aided School Bills conducted by the Accounts Officers attached to Deputy Directors' Office and to review the progress of work periodically and submit review report to the Director of Public Instruction.

2. To sanction all cases of temporary withdrawals from KASEPF Deposits subject to other conditions and limitations under the rules of the Fund.

3. To sanction non-refundable withdrawals from KASEPF Deposits without monetary limit subject to other conditions and limitations under the rules of the Fund in normal cases.

Finance Officer, Grade II

1. To assign and reassign Insurance Policies offered as collateral security by Non-gazetted Officers in the department for House Building Advance taken by them.

2. To release the mortgage deeds in respect of mortgaged to Government by Non-Gazetted Officers in the department as security for House Building Advance taken by them.

3. To be in charge of safe custody of the documents mortgaged by Non-Gazetted Officers in the department for House Building Advance and conveyance advance.

4. To sanction non-refundable advance to non-gazetted officers from G.P.F. deposit, upto Rs. 5,000 subject to G.P.F. Rules.

Accounts Officer

1. To sanction and disburse the amount under Family Benefit scheme on behalf of the Director of Public Instruction.

2. To scrutinise the files relating to scholarships, endowment, bulk purchase of stores, etc. write off, theft and disposal of unserviceable articles.

Administrative Assistant/Additional Administrative Assistant

1. To open service book of the non-gazetted employees in the Directorate and attest entries therein.

2. To post Peons, Typists, Clerks, Superintendents to various section in the Directorate to consultation with the Administrative Officer.

3. To sanction all kinds of leave including surrender of earned leave except study leave, special disability leave and leave without allowance exceeding 120 days, to all Non-Gazetted Employees in the Directorate.

4. To sanction all cases of temporary withdrawals from Provident Fund deposits subject to the rules of the fund.

5. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case subject to an annual limit of Rs. 1,000 observing Store Purchase Rules.

6. To sanction auction sale of usufructs of trees and lease the premises of the Directorate for cultivation. To sanction auction sale of all dead or fallen trees in the premises of the Directorate.

7. To sanction destruction of old records as per rules.

Joint Director of Public Instruction

1. To be in overall charge of all State Level functions conducted by the Education Department namely Youth Festival, State Games Meet, State Athletic Meet, State Aquatic Meet, Mini Meet, etc.

2. To review the academic inspection of Aided and Government Schools conducted by the District Educational Officers and Assistant Educational Officers.

3. To review of appeal petitions regarding approval of appointments, promotion, etc. of Aided School Staff.

4. To condone delay in submission of appointment order to the District Educational Officers and Assistant Educational Officers by the Managers of Aided Schools as per the provisions in K.E.R.

5. To conduct selection of candidates for B.Ed., T.T.C. and L.T.T. subject to rules.

6. To exercise the powers of the Director in regard to the sanction of conveyance allowance to physically handicapped employees as per rules.

7. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case subject to an annual limit of Rs. 10,000.

8. To sanction disposal of condemned building by auction when the book value does not exceed Rs. 10,000 in each case of certified by Competent Officer of P.W.D.

9. To sanction write off of the irrecoverable arrears of revenue and other irrecoverable amounts including the value of stores and un-serviceable articles upto Rs. 1,000 in each case subject to annual limit of Rs. 5,000 as per rules.

Deputy Director (in the Directorate)

1. To conduct academic Inspection of the Government and Aided Special Schools and review their working and submit report thereon to Director.

2. To fix the staff strength of Government Special Schools in the State as per rules.

3. To dispose of the appeal petitions regarding the sanction of Higher Grade to all Government Employees and Aided School Staff.

4. To sanction write off of the value of CARE food articles due to theft.

5. To sanction L.S.S., U.S.S. Sainik School Scholarship etc. according to rules.

NEW ADDITIONAL POWERS DELEGATED

Deputy Director (Education)

1. To make appointment to the sanctioned posts of all categories of teachers excluding Headmasters of High and Training Schools and special schools subject to recruitment rules.

2. To transfer all personnel in the teaching branch excluding Headmasters of High and Training Schools.

3. To make all charge arrangements in vacancies within his jurisdiction and to sanction charge allowance as per rules in K.S.R.

4. To sanction leave other than study leave, special disability leave without allowances exceeding 4 months to all officers (Gazetted and Non-gazetted) under his control.

5. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VIII in K.S.R.

6. To promote Primary School Teachers as High School Assistants and Primary School Headmasters.

7. To sanction vacation duty to teaching staff under his control.

8. To prepare and maintain the seniority list of teaching staff recruited or appointed on District-wise basis.

9. To sanction pension to all non-gazetted teaching and non-teaching staff including aided school in the district.

10. To initiate disciplinary action and to impose minor penalties as specified in rule II (1) of C.C. & A. Rules on 1st level Gazetted Officers of whom Director of Public Instruction is the appointing authority.

11. To sanction reimbursement of Medical expenses to Gazetted Officers in his office and D.E.Os. and A.E.Os. in the Revenue District without monetary limit subject to Medical Attendance Rules.

12. To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in respect of all employees in the District subject to P.F. Rules concerned. To sanction non-refundable advance from G.P.F./K.A.S.E.P.F. subject to the conditions and limitation in the P.F. Rules concerned.

Note:—No relaxation of any provisions in the G.P.F. Rules will be allowed under any circumstances.

13. To sanction payment under Family Benefit Scheme in respect of all Private Aided Schools and all officers in his office and Heads of Offices and institutions under him.

14. To incur non-recurring contingent expenditure upto Rs. 1,000 in each case subject to budget provision and observances of rules.

15. To sanction purchase of books, laboratory equipments, educational appliances and other items of stores subject to budget provision and stores purchase rules not exceeding Rs. 1,00,000 at a time.

16. To purchase furniture (including office furniture) according to approved specifications and standards subject to budget provision and Stores Purchase Rules and also subject to General Orders in the matter issued by Government/Director of Public Instruction.

17. To arrange manufacture and supply of furniture under the scheme of purchase of furniture for Departmental Schools by the Parent-Teachers Association as per G.O. Rt. 1693/81/G.Edn., dated 16-5-1981 and also to fix the local rates as per the scheme.

18. To sanction advance to the P.T.A. and to make final payment to the P.T.A. as specified in the Government Order.

19. To arrange the distribution and transportation of furniture purchased by the D.P.I. to the schools and to accord administrative sanction for the transportation charge of furniture from the Office of the District Educational Officers to the Schools not exceeding Rs. 25,000 at a time.

20. To sanction repairs to Motor Vehicle upto Rs. 1,500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

21. To sanction repairs of furniture according to Rules upto Rs. 15,000 at a time subject to budget provision.

22. To accord administrative sanction for original works the cost of which does not exceed Rs. 2 lakhs subject to budget provision.

23. To accord administrative sanction for maintenance and repair works upto Rs. 20,000 on the basis of estimate prepared by the Public Works Department.

24. To sanction printing of forms, circulars, pamphlets etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month. (Printing of new forms and registers should have the approval of the Government.)

25. To sanction write off of the value of stores to the book value of Rs. 500 in each case on account of deficiency, depreciation or similar reason provided that a copy of such order is sent to the Accountant General explaining the circumstances which occasioned or led to loss.

26. To sanction the disposal of unserviceable articles where the book value of each such item does not exceed Rs. 2,000 subject to the limit of Rs. 3,000 at a time as per provision in the Kerala Financial Code.

27. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 20,000 on the basis of the survey report of the Public Works Department.

28. To execute agreements towards purchase of stores (such as furniture, equipments, books etc.) within their financial powers. To execute agreement with the contractors for the transportation of CARE food materials. To execute agreement with teachers selected for various training courses in the Institutions in the State. To execute lease deeds of private buildings taken on rent within their financial competency.

29. To sanction investigation of arrear claims except time barred claims by the Accountant General in respect of all Government servants within the District and as well as arrear claims relating to contingencies.

30. To sanction shifting of office and school buildings and hiring of private buildings, the rent of which does not exceed Rs. 1,000 per mensem as per rules.

31. To inspect the office of the D.E.Os. and Educational Institutions in the District and to review the inspection reports sent by D.E.Os., Inspection reports of the Deputy Director (Edn.,) will be submitted to the D.P.I.

32. To convene or direct to convene conferences of Subordinate Officers including Heads of Private Schools within the Revenue District. To depute Staff and Teachers to attend Departmental conferences, seminars, courses etc., convened in the State by the Education Department.

33. To make original selection of candidates for T.T.C. course under open quota as per rules and to effect transfer of the first and second year trainees in exceptional cases and for sufficient reason.

34. To grant stipend and subsistence allowance to trainees undergoing B.Ed./T.T.C./L.T.T. Courses according to rules.

35. To accept cash contribution as also lands and buildings from public for educational purposes as prescribed. To sanction collection of funds for purpose of providing building, furniture, equipments etc., for Departmental schools as prescribed.

36. To grant permission under rule 14 of the Government Servants Conduct Rules, 1960, to Teachers and Headmasters and other Staff of the school to participate in the collection of funds as sanctioned above.

37. To forward applications to the District Collector concerned for acquisition of land for schools.

Administrative Assistant in the Deputy Director's Office

1. To make appointment to the sanctioned non-gazetted posts upto and including the level of L.D. clerks/Typists subject to recruitment rules.

2. To make appointment and to promote part-time contingent employees subject to the general orders of Government.

3. To transfer all officers in the Ministerial Branch up to and including the level of Junior Superintendent and last grade employees within the Revenue District.

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all members of staff below his rank in his office.

5. To sanction casual leave to all members of staff below his rank in his office.
 6. To authorise increment to all Non-gazetted Officers in his office.
 7. To sanction higher grade to the staff working in the office.
 8. To sanction higher and senior grades to Teaching and Non-teaching staff of in complete Departmental High Schools.
 9. To prepare and maintain the seniority list of employees whom he is competent to appoint on District-wise basis.
 10. To initiate disciplinary action and impose penalties as specified in rule 11 (1) of C.C. & A Rules on Clerk, Head Clerk/Head Accountant and Junior Superintendent.
 11. To be Drawing Officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills, Contingent Bills etc. relating to the Office.
 12. To sanction reimbursement of medical expenses to the Gazetted Officers below his level and Non-gazetted Staff in his Office subject to Medical Attendance Rules.
 13. To sanction cycle advance to eligible employees in the district subject to rules and budget allotment.
 14. To sanction Mosquito Net Advance to the eligible members of the staff in his office subject to rules and budget allotment.
 15. To sanction temporary withdrawals from G.P.F. in respect of members to the conditions and limitations in the General Provident Fund Rules.
 16. To sanction non-refundable advance from G.P.F. upto Rs. 5,000 subject to the conditions and limitations in the General Provident Fund Rules.
- Note:*—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.
17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.
 18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 500 in each case subject to annual limit of Rs. 3,000 and subject to budget provision and Store Purchase Rules.
 19. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

20. To sanction printing of forms, circulars, pamphlets etc. locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirements within one month (Printing of new forms and registers should have the approval of the Government).

21. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

22. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

23. To give confirmation of auction sales conducted by the Heads of schools.

24. To execute agreement with the leases in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

25. To sanction destruction and preservation of records in the office subject to rules.

26. To inspect the office of the A.E.Os., in the District and submit the inspection report to the D.P.I. for review.

27. To attest the entries in Part I and II of the Service Books of the employee in his office.

28. To organise and control the working of various sections in his office.

29. To be incharge of the Office in the absence of Deputy Director.

30. To correspond with Higher authorities on routine matters and to sign "for Deputy Director, Education" fair copies of the communication approved by Deputy Director (Edn.,)

31. To approve the draft communications to the Subordinate Officers and public.

Accounts Officer in Deputy Director's Office:

1. To sanction casual leave to all members of staff working under his control.

2. To conduct periodical verification and test check of grade promotions sanctioned by the Headmasters and Assistant Educational Officers.

3. To conduct the audit of accounts of all Educational Institutions and Offices including Text Book Depots in the District.

4. To conduct surprise visits and verify the cash balance, cash books and other accounts in the sub offices and Institutions in the District.

5. To conduct post-audit of bills and pre-audit of arrears claims relating to Aided Schools in the District.
6. To be in-charge of the preparation and submission of annual budget estimate and control of expenditure of all Educational Institutions and Offices in the Revenue District. To sanction and communicate the distribution of budget allotment to the Subordinate Officers.
7. To watch the progress of expenditure periodically with reference to budget allotment and take timely action to regularise excess expenditure, if any.
8. To reconcile the Departmental figures of expenditure and receipt with those booked in the Treasury figures.
9. To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of communications approved by the Deputy Director (Education).
10. To approve the draft communications to the subordinate officers and public.

District Educational Officer

1. To make provisional appointment to the sanctioned posts of Ministerial Staff and Last Grade Servants in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.
2. To make appointment to the sanctioned part-time contingent posts in his office subject to general Orders of Government.
3. To transfer all teaching staff excluding the Heads of High and Training Schools and non-teaching staff upto and including the level of U.D. Clerks within the jurisdiction under exigencies of service subject to ratification by the Deputy Director (Education).
4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all officers working in his office.
5. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to the Heads of Aided High and Training and Special Schools.
6. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R.
7. To issue permission to Heads of Schools and A.E.Os. leave headquarters on C.L.
8. To sanction higher and senior grades to teaching and non-teaching staff of Aided High and Training and Special Schools and higher grade to the staff working in his office.
9. To sanction vacation duty to teaching staff under his control.

10. To initiate disciplinary action against all officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C.C. & A) Rules.

11. To initiate disciplinary action against all teaching and non-teaching staff in Aided Schools under his jurisdiction subject to the provisions in K.E.R.

12. To countersign the T.A. bills and Personal Assistant in his office, Educational Extension Officers and Heads of High Schools, Training Schools and Special Schools within the Educational District.

13. To sanction reimbursement of medical expenses to Personal Assistant in his office, Educational Extension Officers, Heads of Departmental High Schools, Training Schools and Special Schools in the Educational District without monetary limit subject to Medical Attendance Rules.

14. To sanction temporary withdrawals from G.P.F., K.A.S.E.P.F. in respect of all employees in the Educational District upto Rs. 5,000 subject to P.F. Rules concerned.

15. To sanction Non-refundable Advance from G.P.F./K.A.S.E.P.F. upto Rs. 5,000 subject to the conditions and limitations in the P.F. Rules concerned.

Note:—No relaxation of any provisions in G.P.F. Rules will be empowered under any circumstances.

16. To sanction payment under Family Benefit Scheme in respect of all employees in his office and in Aided High Schools.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 and subject to budget provision and Store Purchase Rules.

19. To purchase office furniture according to approved specifications and standards upto Rs. 5,000 at a time subject to budget provision and Store Purchase Rules.

20. To sanction repairs of furniture according to rules subject to annual limit of Rs. 10,000 and subject to budget provision.

21. To sanction repairs to motor vehicles upto Rs. 500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

22. To sanction write off of the stores book value of upto Rs. 500 at a time which are purchased out of special fee account of the school subject to special fee rules.

23. To sanction write off of the value of unserviceable stores of Aided Schools upto an annual limit of Rs. 5,000 in each case subject to rules.

24. To sanction the disposal of unserviceable articles in the office when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules.

25. To execute agreement towards purchase of stores within their financial powers.

26. To inspect all High and Training and Special Schools including Recognised schools and submit inspection report to the Deputy Director (Education). To review the inspection reports submitted by the Assistant Educational Officers.

27. To convene conferences of Heads of Schools and A.E.Os. in the Education District whenever necessary.

28. To depute staff and teachers for attending conferences, seminars, courses etc. convened in the State by the Education Department.

29. To sanction building and equipment grant and maintenance grant to Aided Special Schools in the State according to rule.

30. To sanction educational concessions to the Handicapped pupils in Special Schools and High Training Schools as per G.O. (P) 412/69/Edn., dated 3-11-1969.

31. To sanction payment of recurring grant to voluntary Educational Organisations and Institutions.

32. To sanction payment of annual recurring grant to recognised Nursery Schools subject to budget provision and as per rules approved by the Government.

33. To award Scholarships in cases when the selection is confined to a particular institution (High and Training Schools including U.P. Section).

34. To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

35. To permit change of language and subject study of pupils upto Std. VII in composite schools.

36. To decide finally complaints on class promotions in respect of High and Training Schools.

37. To sanction parallel divisions in English Medium Schools in the next higher Standards progressively when once the school is granted English medium standards under intimation to the Director of Public Instruction.

Personal Assistant to the District Educational Officer

1. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all Non-gazetted employes in his Office and Heads of incomplete High Schools (Departmental and Aided).

2. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days of all teaching and Non-teaching staff in Aided Schools where the Head of institution is under qualified and where there is no Headmaster, Teacher-in-charge appointed by the Manager.

3. To sanction casual leave to all members of staff working under his control.

4. To authorise increments to all Non-Gazetted Officers in his office, Heads of Aided High and Training and Special Schools and Teaching and Non-teaching staff of Aided Schools where Head of Institutions is under qualified and where there is no Headmaster, Teacher-in-charge, appointed by the Manager. Also to authorise increment to the Assistant-in-charge of incomplete High School (Departmental and Aided).

5. To be drawing Officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills, Contingent Bills etc., of the office. To countersign Establishment Pay Bills, Maintenance grant bills etc. of Aided Schools and to countersign the contingent bills of incomplete Department High School.

6. To countersign bills relating to Educational grant-in-aid scholarship, stipend, Book allowance etc., in respect of Non-Government Institutions to be Drawing and Disbursing Officer in respect of Aided Schools where there is no Headmaster or Teacher-in-charge appointed by the Manager.

7. To draw and disburse T.A. claims of all Non-Gazetted Staff in his office.

8. To countersign T.A. bills of teaching and non-teaching staff including headmasters of Aided Schools.

9. To countersign T.A. Bills of teaching and Non-teaching staff of Departmental High School, Training Schools and Special Schools within the District.

10. To sanction reimbursement of medical expenses to the staff in his office and teaching and Non-teaching staff of Departmental and Aided Schools (including Aided School Headmasters) without monetary limit subject to Medical Attendance Rules.

11. To sanction Mosquito net advance to the eligible members of the staff in his office subject to rules and budget allotment.

12. To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in respect of all employees in the Educational District up to Rs. 3,000 subject to P.F. Rules concerned.

13. To sanction non-refundable advance from G.P.F./K.A.S.E.P.F. up to Rs. 3,000 subject to the conditions and limitations in the P.F. Rules concerned.

Note:—No relaxation of any provision in the G.P.F. Rules will be empowered under any circumstances.

14. To sanction payment under Family Benefit Scheme in respect of the staff working in incomplete Departmental High Schools.

15. To incur non-recurring contingent expenditure up to Rs. 200 in each case subject to budget provision and observance of rules.

16. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

17. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

18. To execute agreement with the leasee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

19. To sanction investigation of arrear claims by the Accounts Officer in the Deputy Director's Office relating to all employees working in Aided Schools within the Educational District except time barred claims.

20. To prepare and submit monthly expenditure statement of Aided High and Training and Special Schools and his office to the Deputy Director for reconciliation and monthly plan progress report.

21. To sanction destruction and preservation of records in the office subject to rules.

22. To attest the entries in Part I and II of the Service Books of the employees in his office.

23. To attest the entries in Part I and to make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Aided Schools.

24. To issue Service Certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Schools.

25. To organise and control the working of various sections in his office.

26. To be in charge of the office in the absence of District Educational Officer.

27. To correspond with higher authorities in routine matters and to sign "for District Educational Officer" fair copies of communications approved by the District Educational Officer. To approve the draft communications to the subordinate officers and public.

Assistant Educational Officer

1. To make provisional appointment to the sanctioned posts of P.D. Teachers, Ministerial staff and Last Grade Servants in schools and in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To make appointment to the sanctioned posts of part-time contingent employees in his office and schools subject to general orders in the matter.

3. To transfer teaching and non-teaching staff in primary schools within the sub district under exigencies of service subject to ratification by the Deputy Director (Education).

4. To make charge arrangements in vacancies of Heads of Primary Schools and to sanction charge allowances as per rules in K.S.R.

5. To sanction leave other than study leave and special disability leave and leave without allowances exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided Primary Schools and also teaching and non-teaching staff of Primary Schools where the Head of Institutions is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager subject to rules in K.E.R.

6. To sanction casual leave to all officers working under his control and to himself as provided in Rule 3 of Appendix VII in K.S.R.

7. To issue permission to Heads of Primary Schools to leave jurisdiction/Headquarters on C.L.

8. To authorise increment to all employees in his office, Head of Departmental and Aided Primary Schools and Teaching and Non-teaching staff of Primary Schools where head of Institution is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager.

9. To sanction higher and senior grades to teaching and non-teaching staff of Departmental and Aided Primary Schools and Higher grades to the staff working in his office.

10. To sanction vacation duty to teaching staff under his control.

11. To initiate disciplinary action against the Officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Service (C.C. & A) Rules. To initiate disciplinary action against all teaching and non-teaching staff in Aided Primary Schools under his jurisdiction subject to the provisions in K.S.R.

12. To be drawing officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills, Contingent Bills etc. of the office and incomplete Departmental Primary Schools.

13. To countersign the Establishment Pay Bills, Maintenance Grant Bills, Scholarship Bills etc. of Aided Primary Schools in the Sub District.

14. To draw and disburse T.A. claims of the staff in his office.

15. To countersign T.A. Bills of teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools.

16. To sanction reimbursement of Medical expenses to the staff in his office and teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools in the sub district without monetary limit subject to Medical Attendance Rules.

17. To sanction Mosquito net advance to the eligible employees under his control subject to rules and budget allotment.

18. To sanction temporary withdrawals from General Provident Fund K.A.S.E.P.F. in respect of all employees in the Sub District up to Rs. 3,000 subject to P.F. rules concerned.

19. To sanction non-refundable advance from G.P.F. KASEPF up to Rs. 3,000 subject to the conditions and limitations in the P.F. Rules concerned.

Note:—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

20. To sanction payment under Family benefit scheme in respect of all employees in his office and Departmental Primary Schools and Aided Schools under him.

21. To incur non-recurring contingent expenditure up to Rs. 200 in each case subject to budget provision and observance of rules.

22. To sanction purchase of books, Educational appliances and other stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 2,000 at a time.

23. To sanction local purchase of stationery in urgent and unforeseen cases up to Rs. 100 in each case subject to annual limit of Rs. 500 and subject to budget provision and Stores Purchase Rules.

24. To purchase office furniture according to approved specifications and standards up to Rs. 2,000 at a time subject to budget provision and stores purchase rules.

25. To sanction repairs of furniture according to rules up to Rs. 5,000 at a time subject to budget provision.

26. To accord administrative sanction for maintenance and repairs works up to Rs. 10,000 on the basis of the estimate prepared by the Public Works Department. To carry out maintenance and repairs works an urgent and unforeseen nature up to Rs. 3,000 on proper sanction from the Departmental Officer concerned.

27. To sanction Electrification, Water Supply, Drainage and Toilet facilities in Departmental Schools at the expenses of outside agencies in accordance with the guidelines instruction, Rules etc. prescribed under intimation to the Deputy Director.

28. To sanction write off of the stores book value up to Rs. 300 at a time which are purchased out of special fee account of the school subject to special fee rules. To sanction write off of the value of un-serviceable stores in Departmental and Aided Primary Schools subject to annual limit of Rs. 2,000 when the book value does not exceed Rs. 100 in each case subject to rules.

29. To sanction the disposal of un-serviceable articles when the book value does not exceed Rs. 500 in each case as per code rules and also to give confirmation of auction sale conducted by the Heads of Primary Schools.

30. To sanction disposal by auction of condemned buildings of primary schools, the book value of which does not exceed Rs. 10,000 on the basis of the survey report of the Public Works Department.

31. To sanction sale in auction of usufructs of trees in the compound of his office and school premises.

32. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office and primary school premises and lease of office and primary school premises for cultivation.

33. To give confirmation of auction sales conducted by the Heads of Primary Schools.

34. To execute agreement towards purchase of stores within their financial powers.

35. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of Office and school premises for cultivation, etc.

36. To execute agreement with the contractors for handling of CARE food materials in the Sub Depots.

37. To prepare and submit monthly expenditure statement of his office and all primary schools in the sub district to the Deputy Director for reconciliation and monthly plan progress report.

38. To sanction destruction and preservation of records in the office subject to rules.

39. To inspect all Primary Schools including Nursery and Recognised Schools under his control and submit inspection report to the District Educational Officer.

40. To convene conferences of Heads of Primary Schools whenever necessary.

41. To depute Staff and Teachers for attending conferences, Seminars, courses etc., convened in the State by the Educational Department.

42. To sanction maintenance grant to Aided Primary Schools at the approved rates.

43. To submit recommendation for annual recurring grant of nursery schools to the District Educational Officers.

44. To sanction educational concessions to the handicapped pupils studying in Primary Schools as per G.O. (P) 412/69/Edn. dated 3-11-1969.

45. To award scholarships in cases when the selection is confined to a particular institution (all U.P. and L.P. Schools).

46. To permit change of language and subject study of pupils up to standard VII.

47. To decide finally complaints on class promotions in respect of Primary Schools.

48. To arrange and supervise noon feeding in Lower Primary schools to draw CARE feeding bills, to make correspondence with D.P.I. direct on matters relating to CARE feeding programme.

49. To accept endowments up to Rs. 1,000 subject to the approval of the scheme by Government.

50. To attest the entries in Part I and II of the Service Books of the employees in his office and teaching and non-teaching staff of Aided Primary Schools. To make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Government Primary Schools. To issue service certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

Headmasters of High and Training Schools and special schools Chief Instructor of R.L.T.C. & H.T.T.I.

1. To make provisional appointment to the sanctioned posts of teachers, Ministerial staff and last grade employees in the school through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days to all members of staff working under him. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

3. To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

4. To authorise increment to all employees working in the school. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

5. To sanction higher and senior grades to teaching and non-teaching staff working under him.

6. To initiate disciplinary action against the staff working under him and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C.C. & A) Rules.

7. To be Drawing Officer in respect of Establishment Pay bills, T.A. bills, P.F. bills, Contingent bills, Stipend and Substance allowance bills, Scholarship bills etc. in respect of the school Assistant-in-charge of incomplete H.S. is authorised draw and disburse the bill relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. Bills, Scholarship bills etc. in respect of the school. (Assistant-in-charge of incomplete H.S. is authorised to draw and disburse the bills relating to the pay and allowances of their own and their establishment including the pay and allowance of contingent employees without countersignature and P.F. bills, Scholarship bills etc. in respect of the school).

8. To sanction Mosquito Net Advance to the eligible members of the staff in his school subject to rules and budget allotment.

9. To sanction temporary withdrawals from G.P.F. in respect of members of staff in the school upto Rs. 3,000 subject to General P.F. rules. To sanction Non-refundable advance from G.P.F. up to Rs. 3,000 subject to the conditions and limitations in the General Provident Fund Rules. Assistant-in-charge of incomplete H.S. is authorised to sanction temporary withdrawals in normal cases up to Rs. 3,000.

Note:—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

10. To sanction payment under Family Benefit Scheme in respect of all employees working in the school.

11. To incur non-recurring contingent expenditure up to Rs. 100 in each case subject to budget provision and observance of rules. (Assistant-in-charge of incomplete High School is authorised to exercise this power).

12. To sanction local purchase of stationery in urgent and unforeseen cases up to Rs. 100 at a time and annual limit of Rs. 500 subject to budget provision and Stores purchase Rules. To sanction purchase of books, laboratory equipments, Educational appliances and other stores not exceeding Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules. (This will not include expenditure from special fee collection).

13. To purchase office furniture according to the approved specifications and standards up to Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules.

14. To sanction repairs of furniture according to rules subject to annual limit of Rs. 2,000 and subject to budget provisions.

15. To carry out maintenance and repair works of an urgent and unforeseen nature up to Rs. 1,000 on proper sanction from the Departmental Officer concerned.

16. To sanction Electrification, Water Supply, Drainage and Toilet facilities in his school at the expenses of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed under intimation to the Deputy Director. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director).

17. To sanction write off of the stores book value up to Rs. 100 which are purchased out of special fee account of the school subject to special fee rules. (Asst.-in-charge of incomplete H.S. is authorised to exercise this power).

18. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 250.

19. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director.)

20. To sanction auction sale of fallen and dead trees within the school premises subject to confirmation by the Deputy Director (Education):

21. To permit to cut down the living trees when it endangers to life or property and to dispose of them with the approval of the Deputy Director (Edn.) as per rules. To sanction auction sale of usufructs of trees and lease of school premises for cultivation subject to confirmation by the Deputy Director (Edn.) (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

22. To execute agreement towards purchase of stores within their financial powers.

23. To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of school premises for cultivation etc.

24. To prepare and submit monthly expenditure statement of the school to the Deputy Director for reconciliation and monthly plan progress report.

25. To sanction destruction and preservation of records in the school subject to rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

26. To grant permission for lending of school buildings and premises to outside agencies on rent prescribed on G.O. Ms. No. 20/77 G.Edn. dated 29-1-1977 of the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

27. To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power.)

28. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

29. To issue extract of Admission Register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standards upto IX on requisition from the guardian as per instructions issued from time to time. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

30. To accept endowments upto Rs. 1,000 subject to the approval of scheme by Government.

31. To attest the entries in Part I and II of the Service Books of the employees in the school. To make service verification entries in Part II of the Service Book of employees in the school. (Assistant-in-charge of incomplete H.S. is authorised to attest the entries in Part II of Service Books).

Headmasters of Primary schools who have passed account test and test in K.E.R. or who stand exempted from passing the test and graduate Headmaster of U.P.S.

1. (a) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all members of staff working under him.

(b) To sanction casual leave to all members of staff working under him and to himself as provided to Rule 3 of Appendix VII in K.S.R.

2. To authorise increment to all employees working in the school.

3. To be Drawing Officer in respect of bills relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. bills, Scholarship bills etc. in respect of the school.

4. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 100.

5. To conduct auction sale of unserviceable articles in the school upto the book value of Rs. 100 and dispose of them with the approval of the Assistant Educational Officer.

6. To sanction disposal of the fallen and dead trees within the school premises subject to the confirmation by the Assistant Educational Officer.

To permit to cut down the living trees when it endangers to life or property with the approval of the Assistant Educational Officer as per rules.

7. To grant permission for lending school buildings and premises to outside agencies on rent prescribed in G.O. Ms. No. 20/77/G. Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer.

8. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules.

9. To issue extract of admission register in schools on stamped paper as per rules. To issue extract of mark lists of annual examination of Standards upto VII on requisition from the guardian as per instructions issued from time to time.

10. To attest the entries in Part II of the Service Books of the employees in the school.

General

1. All appointing authorities are empowered to issue N.L.C. for getting passport to the employees whom he is competent to appointment.
2. All appointing authorities are empowered to impose major punishment as per Kerala Civil Services (C.C. & A.) Rules.
3. District Educational Officers are authorised to conduct annual stock verification of District Text Book Depots.
4. The Deputy Directors (Education) will be responsible for the overall control and supervision of all the offices and institutions under their jurisdiction.

The powers delegated to the various officers in the hierarchy will be exercised by the Superior Officers whenever necessary.

CHAPTER XII
STATISTICAL TABLES

TABLE NO. I

Area Population and Density of Population in Kerala

<i>District</i>	<i>Area in Sq. Km.</i>	<i>Total</i>	<i>1981 Population</i>		<i>Density of Population per Sq. Km.</i>
			<i>Male</i>	<i>Female</i>	
Thiruvananthapuram	2192.0	2595112	1279150	1316962	1184
Kollam	4620.0	2813650	1388678	1424972	609
Alappuzha	1883.0	350145	1146407	1203738	1248
Kottayam	2204.0	1697442	848462	848980	770
Idukky	5061.0	971636	494999	476637	192
Ernakulam	2408.0	2535294	1269174	1266120	1053
Thrissur	3032.0	2439543	1161675	1277868	805
Palakkad	4480.0	2044399	994196	1050203	456
Malappuram	3548.0	2402701	1170778	1231923	677
Kozhikode	2345.0	2245265	1111409	1133856	957
Wayanad	2132.0	554026	284261	269765	260
Kannur	2997.0	1930726	946553	984173	644
Kasaragod	1961.0	872741	432025	440716	445
Kerala	38863.0	25453680	12527767	12925913	655

Note.—The figures of the Pathanamthitta Revenue District are not separately available from Kollam, Idukki and Alappuzha Districts.

TABLE No. 2

Kerala State District-wise Literacy Rate (1981 Census)

District	Total population 1981			Literate population			Percentage of Literate population		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Thiruvananthapuram	12.79	13.17	25.96	9.63	3.67	18.30	75.29	65.85	70.50
Kollam	13.89	14.25	28.14	10.85	10.00	20.85	78.10	70.21	74.11
Alappuzha	11.46	12.04	23.50	9.41	9.04	18.45	82.12	75.10	78.52
Kottayam	8.48	8.49	16.97	7.12	6.74	13.86	83.96	79.35	81.66
Idukky	4.95	4.77	9.72	3.57	2.98	6.55	72.15	62.55	67.44
Ernakulam	12.69	12.66	25.35	10.25	9.23	19.48	80.75	72.88	76.82
Thrissur	11.62	12.78	24.40	8.98	8.97	17.95	77.31	70.21	73.59
Palakkad	9.94	10.50	20.44	6.44	5.42	11.86	64.81	51.55	58.00
Malappuram	11.71	12.32	24.03	7.72	6.82	14.54	65.93	55.34	60.50
Kozhikode	11.11	11.34	22.45	8.51	7.23	15.74	76.56	63.82	70.12
Wayanad	2.84	2.70	5.54	1.84	1.39	3.23	64.81	51.51	58.33
Kannur	9.47	9.84	19.31	7.21	6.41	13.62	76.14	65.14	70.53
Kasaragod	4.32	4.41	8.73	2.74	2.06	4.81	63.43	46.71	55.10
Total	125.28	129.46	254.54	94.28	84.97	179.25	75.26	65.73	70.42

TABLE NO. 3

Percentage of Literate and Illiterate Population in Kerala (Age and Sex-wise) 1981 Census

Age	Percentage of total population			Percentage of illiterate population			Percentage of literate population		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
0—4	10.00	0.39	10.69	100.00	100.00	100.00
5	2.59	2.39	2.49	87.78	87.39	87.59	12.22	12.61	12.41
6	2.34	2.19	2.27	49.66	49.34	49.50	50.34	50.66	50.50
7	2.21	2.13	2.17	19.22	19.65	19.43	80.78	80.35	80.57
8	2.52	2.34	2.43	9.56	9.99	9.77	90.44	90.01	90.23
9	2.16	2.10	2.13	4.42	5.20	4.81	95.58	94.80	95.19
10—14	13.13	12.49	12.80	3.96	5.34	4.64	96.04	94.66	95.36
15—19	11.49	12.13	11.82	5.39	8.55	7.03	94.61	91.45	92.97
20—24	10.02	10.55	10.30	6.47	12.43	9.57	93.53	87.57	90.43
25—29	8.03	8.38	8.20	8.19	17.87	13.21	91.81	82.13	86.79
30—34	6.32	6.12	6.22	10.26	23.79	17.02	89.74	76.21	82.98
35—59	21.03	20.95	20.99	19.15	41.58	30.52	80.85	58.42	69.48
60	7.15	7.84	7.50	33.93	67.15	51.56	66.07	32.85	48.44
Kerala	100.00	100.00	100.00	24.74	34.27	29.58	75.26	65.73	70.42

TABLE No. 4

Institution Enrolment, and Teachers by the Type of School and Management, 1988-89

Type of School	No. of institutions				Enrolment-(in lakhs)			No. of Teachers in lakhs			Enrolment of S.C., S.T. students			
											Sch. Caste		Sch. Tribe	
	G	PA	PUA	Total	Boys	Girls	Total	Men	Women	Total	Boys	Girls	Boys	Girls
High Schools	940	1382	110	2432	12.98	12.70	25.68	0.35	0.54	0.89	1.39	1.39	0.12	0.11
U.P. Schools	933	1886	71	2890	8.37	7.78	16.15	0.20	0.30	0.50	0.92	0.84	0.09	0.09
L.P. Schools	2607	4073	139	6828	8.44	8.06	16.5	0.19	0.31	0.50	1.01	0.95	0.09	0.09
Training Schools	37	63	..	100	0.01	0.01	0.02	0.01	0.01	0.01	0.01	0.01
Total	4517	7404	310	12250	29.88	28.64	58.52	0.75	1.16	1.90	3.33	3.19	0.30	0.29

G. — Government, P.A. — Private Aided, P.U.A. — Private Unaided.

TABLE NO. 5

Number of Schools during 1988-89

11/162-27

Sl. No.	Name of Revenue District	High Schools				U. P. Schools				L. P. Schools				Total H.S., U.P.S. and L.P.S.
		G	PA	PUA	Total	G	PA	PUA	Total	G	PA	PUA	Total	
1	Thiruvananthapuram	115	94	17	226	190	105	7	212	306	182	17	505	943
2	Kollam	73	125	6	204	59	143	7	209	283	191	10	484	897
3	Pathanamthitta	47	113	5	165	42	84	8	134	172	243	14	429	728
4	Alappuzha	56	126	4	186	68	78	2	148	201	199	15	415	749
5	Kottayam	58	166	12	236	66	130	3	199	177	280	23	480	915
6	Idukky	53	70	6	129	46	63	4	113	73	141	3	217	459
7	Ernakulam	85	173	23	281	88	101	15	204	198	280	18	496	981
8	Thrissur	75	148	13	236	53	166	7	226	126	399	9	534	996
9	Palakkad	56	74	8	138	55	159	6	220	195	352	10	557	915
10	Malappuram	81	73	5	159	108	225	4	337	344	478	4	826	1322
11	Kozhikode	64	94	7	165	77	241	7	325	188	538	2	728	1218
12	Wayanad	33	22	2	57	33	40	1	74	70	52	5	127	258
13	Kannur	80	71	1	152	68	278	..	346	129	643	5	757	1255
14	Kasaragod	64	38	1	98	70	73	..	143	145	115	4	264	505
Grand Total		940	1382	110	2432	933	1886	71	2890	2607	4073	139	6819	12141

G. — Government, P.A. — Private Aided, P.U.A. — Private Unaided.

Note:—Besides these are 7 Anglo-Indian High Schools and 1 Anglo Indian U. P. School.

TABLE No. 5 (A)
Number of Schools during 1989-90

Sl. No.	Name of Revenue District	High Schools				U. P. Schools				L. P. Schools				Total H.S., U.P.S. and L.P.S.
		G	PA	PUA	Total	G	PA	PUA	Total	G	PA	PUA	Total	
1	Thiruvananthapuram	115	94	17	226	101	104	8	213	306	182	16	504	943
2	Kollam	73	125	6	204	59	143	8	210	282	191	10	483	897
3	Pathanamthitta	47	113	5	165	42	84	8	134	172	243	13	428	727
4	Alappuzha	56	125	4	185	68	78	2	148	201	199	14	414	747
5	Kottayam	58	166	12	236	66	130	3	199	177	280	23	480	915
6	Idukky	53	70	6	129	46	63	4	113	73	141	3	217	459
7	Ernakulam	85	172	23	280	88	100	15	203	197	280	18	495	978
8	Thrissur	75	148	13	236	53	166	7	226	127	397	9	533	995
9	Palakkad	57	73	8	138	55	159	6	220	196	351	10	557	915
10	Malappuram	81	73	5	159	103	225	4	337	345	478	4	827	1323
11	Kozhikode	64	94	7	165	77	241	7	325	188	538	2	728	1218
12	Wayanad	33	22	2	57	33	40	1	74	70	52	5	127	258
13	Kannur	80	71	1	152	68	279	..	347	129	623	5	757	1256
14	Kasaragod	64	33	1	98	70	73	..	143	145	114	3	262	503
Grand Total		941	1379	110	2430	934	1885	73	2892	2608	4069	135	6812	12134

G. — Government, P.A. — Private Aided, P.U.A. — Private Unaided.

Note: — Besides there are 7 Anglo Indian High Schools and 1 Anglo Indian U.P. School.

TABLE NO. 6
Enrolment of Pupils in Kerala—1988-89

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	310797	297845	608642
II	337333	318083	655416
III	344984	326389	671373
IV	339547	321040	660587
Sub total (I to IV)	1332661	1263357	2596018
V	325590	306600	632190
VI	312486	295061	607547
VII	312486	295620	608106
Sub total (V to VII)	950562	897281	1847843
VIII	270542	260855	531397
IX	246846	245072	491918
X	187794	196981	384775
Sub total (VIII to X)	705182	702908	1408090
Grand Total	2988405	2863546	5851951

TABLE NO. 7

Pupils in Kerala 1988-89 (Standard and Management-wise)

Standard	Government schools			Private aided schools			Unaided schools			Total
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
I	127061	121085	248146	174370	168350	342720	9366	8410	17776	608642
II	142168	133253	275421	186327	176748	363075	8838	8082	16920	655416
III	141733	133610	275343	194947	185097	380044	8304	7682	15986	671373
IV	140830	131911	272741	190596	181626	372222	8121	7503	15624	660587
Sub Total	551792	519859	1071651	746240	711821	1458061	34629	31677	66306	2596018
V	119496	111220	230716	199082	189545	388627	7012	5835	12847	632190
VI	113559	105717	219276	192179	184009	376188	6748	5335	12083	607547
VII	112396	104403	216799	193512	186087	379599	6578	5130	11708	608106
Sub Total	345451	321340	666791	584773	559641	1144414	20338	16300	36638	1847843
VIII	108838	103187	212025	155729	152683	308417	5975	4930	10955	531397
IX	97630	93523	191153	143515	145590	290105	5701	4959	10660	491918
X	74040	75317	149357	109115	117409	226524	4639	4255	8894	384775
Sub Total	280508	272027	552535	408359	416687	825046	16315	14194	30509	1408090
Grand Total	1177751	1113226	2290977	1739372	1688149	3427521	71282	62171	133453	5851951

TABLE No. 8

District-wise & Sex-wise Strength of Pupils in Kerala 1988-89

<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Thiruvananthapuram	274052	265353	539405
Kollam	242487	234876	477363
Pathanamthitta	114569	111122	225691
Alappuzha	194067	186192	380259
Kottayam	176537	174038	350575
Idukky	101940	98975	200915
Ernakulam	265174	260052	525226
Thrissur	273041	2 2878	535919
Palakkad	244182	228863	473045
Malappuram	364198	342934	707162
Kozhikode	289559	277385	566944
Wayanad	71648	68877	140525
Kannur	255607	243560	499167
Kasaragod	121344	108411	229755
Total	2988405	2863546	5851951

TABLE NO. 9A
**Standard-wise & Sex-wise Scheduled Caste & Scheduled Tribe Pupils
in Kerala 1988-89**

<i>Standard</i>	<i>Scheduled caste pupils</i>			<i>Scheduled tribe pupils</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	36506	35085	71591	4644	4393	9037
II	39904	37264	77168	4624	4218	8842
III	40668	38139	78807	4368	3911	8279
IV	38829	35932	74761	3739	3565	7304
Sub Total	155907	146420	302327	17375	16087	33462
V	36809	33724	70533	3262	3021	6283
VI	35493	33053	68546	2819	2463	5282
VII	34444	32860	67304	2642	2408	5050
Sub Total	106746	99637	206383	8723	7892	16615
VIII	28787	28290	57077	2020	2050	4070
IX	24763	26447	51210	1634	1600	3234
X	17603	19169	36772	1112	1106	2218
Sub Total	71153	73906	145059	4766	4756	9522
Grand Total	333806	319963	653769	30864	28735	59599

TABLE No. 9B

**District-wise & Sex-wise Scheduled Caste & Scheduled Tribe Pupils
in Kerala 1988-89**

<i>District</i>	<i>Scheduled caste Pupils</i>			<i>Scheduled tribe pupils</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Thiruvananthapuram	42041	41071	83112	1733	1832	3565
Kollam	36430	35696	72126	428	371	799
Pathanamthitta	21310	26911	42221	626	751	1377
Alappuzha	23265	21982	45247	309	270	579
Kottayam	19540	19400	38940	2229	2128	4357
Idukki	16291	15620	31911	4056	3877	7933
Ernakulam	27663	27698	55361	649	511	1160
Thrissur	35798	34310	70108	408	386	794
Palakkad	36513	32533	69046	2881	2340	5221
Malappuram.	30027	27686	57713	751	609	1360
Kozhikode	21629	21042	42671	806	709	1515
Wayanad	4324	4097	8421	10097	9478	19575
Kannur	11668	11498	23166	2297	2043	4340
Kasaragod	7307	6419	13726	3594	3430	7024
Total	333806	319963	653769	30864	28735	59599

TABLE No. 10
Enrolment Strength of Pupils in Kerala 1989-90

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	303687	290861	594548
II	322731	306944	629675
III	330397	312031	642428
IV	338537	321880	660417
Sub Total	1295352	1231716	2527068
V	336665	318307	654972
VI	320014	302718	622732
VII	316842	300703	617545
Sub Total	973521	921728	1895249
VIII	291192	277926	569118
IX	249404	249228	498632
X	192242	200407	392649
Sub Total	732838	727561	1460399
Grand Total	3001711	2881005	5882716

TABLE No. 11

District-wise and sex-wise Strength of Pupils in Kerala 1989-90

<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Thiruvananthapuram	268310	263664	531974
Kollam	244688	235990	480678
Pathanamthitta	112467	108400	229867
Alappuzha	191230	183917	375147
Kottayam	172746	170910	343656
Idukki	101547	98283	199830
Ernakulam	261957	235679	517636
Thrissur	273331	262837	536168
Palakkad	247888	235453	483341
Malappuram	380046	358821	738867
Kozhikode	292175	279113	571288
Wayanad	73712	70326	143538
Kannoor	258253	246405	504658
Kasaragode	123861	111207	235068
Total	3001711	2831005	5882716

TABLE No. 12
Pupils in Kerala in 1989-90 (Standard & Management-wise)

<i>Standard</i>	<i>Government</i>			<i>Aided</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	123573	116470	240043	170198	165430	335528
II	132129	124718	56847	181159	173689	354848
III	138935	130142	269077	182514	173659	356173
IV	139002	131352	270354	191312	182671	373983
Sub Total	533639	502682	1036321	72183	695349	1420532
V	122620	114968	237588	205047	198863	402910
VI	115838	107891	223728	196564	188664	385228
VII	113560	106284	219844	196400	188855	385255
Sub Total	352018	329142	681160	599011	574382	1173393
VIII	117597	110480	228077	167445	162317	329762
IX	99710	97169	19879	143623	147060	290683
X	75805	76824	152629	111310	119080	230390
Sub Total	295112	284473	577585	422378	428457	850835
Grand Total	1178769	1116297	2295066	1746572	1698188	3444760

TABLE No. 12—(Contd.)

<i>Standard</i>	<i>Unaided</i>			<i>Total</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	9916	9061	18977	303687	290861	594548
II	9443	8537	17980	322731	306944	629675
III	8948	8230	17178	330397	312031	642428
IV	8223	7857	16080	332537	321880	660417
Sub Total	36530	33685	70215	1295352	1231716	2527068
V	7998	6476	14474	336665	318307	654972
VI	7612	6164	13776	320014	302718	622732
VII	6882	5564	12446	316842	300703	617545
Sub Total	22492	18204	40696	973521	921728	1895249
VIII	6150	5129	11279	291192	277926	569118
IX	6071	4999	11070	249404	249228	498632
X	5127	4503	9630	192242	200407	392649
Sub Total	17348	14631	31979	732838	727561	1460399
Grand Total	76370	66520	142890	3001711	2881005	5882716

TABLE No. 13

Standard-wise and Sex-wise Scheduled Caste & Scheduled Tribe Pupils in Kerala 1989-90

Standard	Scheduled Caste Pupils			Scheduled Tribe Pupils		
	Boys	Girls	Total	Boys	Girls	Total
I	35117	33737	68854	4633	4233	8866
II	38656	36878	75534	4573	4347	8920
III	39091	36712	75803	4303	3957	8260
IV	39591	37049	76640	4137	3681	7818
Sub Total	152455	144376	296831	17646	16218	33864
V	38125	35389	73514	3398	3233	6631
VI	35377	32830	68207	2845	2701	5546
VII	35575	33335	68910	2737	2458	5195
Sub Total	109077	101554	210631	8980	8392	17372
VIII	31822	31180	63002	2388	2173	4561
IX	25887	26756	52643	1722	1610	3332
X	17971	19594	37565	1127	1155	2282
Sub Total	75680	77530	153210	5237	4938	10175
Grand Total	337212	323460	660672	31863	29548	61411

TABLE No. 13 A

District-wise & Sex-wise Scheduled Caste & Scheduled Tribe Pupils in Kerala 1989-1990

District	Scheduled Caste			Scheduled Tribe		
	Boys	Girls	Total	Boys	Girls	Total
Thiruvananthapuram	40735	39861	80596	1819	1875	3694
Kollam	37919	36741	74660	407	345	752
Pathanamthitta	21697	21344	43041	696	721	1417
Alappuzha	22910	21926	44836	331	295	626
Kottayam	18962	18434	37396	2264	2199	4463
Idukki	16677	16063	32740	3991	3774	7765
Ernakulam	28116	27126	55242	758	599	1357
Thrissur	35914	35008	70922	381	395	776
Palakkad	37037	33852	70889	2923	2473	5396
Malappuram	30968	29233	60201	837	638	1475
Kozhikode	22120	21035	43155	722	712	1434
Wayanad	4315	4091	8406	10752	9970	20722
Kannur	11763	11534	23297	2441	2252	4693
Kasaragode	8079	7212	15291	3541	3300	6841
Total	337212	323460	660672	31863	29548	61411

TABLE No. 14
District-wise Number of Teachers in Kerala 1988-89

<i>District</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Thiruvananthapuram	6625	10918	17543
Kollam	5970	9903	15873
Pathanamthitta	2667	5867	8544
Alappuzha	3681	8988	12669
Kottayam	4521	8560	13081
Idukki	2637	4083	6720
Ernakulam	4776	12957	17733
Thrissur	4401	13868	18269
Palakkad	5748	8289	14037
Malappuram	9928	10012	19940
Kozhikode	10013	8672	18685
Wayanad	2047	1940	3987
Kannur	8397	8741	17138
Kasaragode	3936	2782	6718
Total	75357	115580	190937

TABLE No. 15
School-wise Teachers in Kerala 1987-88

<i>Type</i>	<i>Government Schools</i>			<i>Private Aided Schools</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High Schools	16882	20244	37126	18871	31353	50224
Teachers Training Institutes	289	283	572	183	380	563
Upper Primary Schools	7089	8746	15835	13430	21094	34524
Lower Primary Schools	8708	10988	19696	11217	19546	30763
Total	32968	40261	73229	43701	72373	116074

TABLE No. 15 (Contd.)

<i>Type</i>	<i>Private Unaided Schools</i>			<i>Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High Schools	813	1961	2774	36566	53558	90124
Teachers Training Institutes	472	663	1135
Upper Primary Schools	137	490	627	20656	30330	50986
Lower Primary Schools	136	694	830	20061	31228	51289
Total	1086	3145	4231	77755	115779	193534

TABLE NO. 15 A
School-wise Teachers in Kerala—1988-89

<i>Type</i>	<i>Government Schools</i>			<i>Private Aided Schools</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High Schools	16348	20186	36534	18302	31770	50072
Teachers Training Institutes	274	278	552	180	380	560
U.P. Schools	7057	8793	15850	12944	20772	33666
L.P. Schools	8369	10859	19228	10777	19425	30202
Total	32048	40116	72164	42203	72297	114500

TABLE NO. 15 A—(Contd.)

<i>Type</i>	<i>Private Unaided Schools</i>			<i>Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High Schools	809	1962	2771	35459	53918	89377
Teachers Training Institutes	454	658	1112
U.P. Schools	143	513	656	20144	30028	50172
L.P. Schools	154	692	846	19300	30976	50276
Total	1106	3167	4273	75357	115580	190937

TABLE NO. 16
Teachers in Kerala—1987-88 (Section-wise)

<i>Section</i>	<i>Government Schools</i>			<i>Private Aided Schools</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High and Training Section	10148	11813	21961	13778	19634	33412
U.P. Section	10685	11200	21885	14641	24304	38945
L.P. Section	12135	17248	29383	15282	28435	43717
Total	32968	40261	73229	43701	72373	116074

TABLE NO. 16—(Contd.)

<i>Section</i>	<i>Private Unaided Schools</i>			<i>Total</i>
	<i>Men</i>	<i>Women</i>	<i>Total</i>	
High and Training Section	618	945	1563	56936
U.P. Section	254	901	1155	61985
L.P. Section	214	1299	1513	74613
Total	1086	3145	4231	193534

TABLE NO. 16 A
Teachers in Kerala—1988-89 (Section-wise)
As on 15th July 1988

<i>Section</i>	<i>Government Schools</i>			<i>Aided Schools</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High and Training Section	9868	11706	21574	13584	20073	33657
U.P. Section	10431	11313	21744	14112	24014	38126
L.P. Section	11749	17097	28846	14507	28210	42717
Total	32048	40116	72164	42203	72297	114500

TABLE NO. 16 A—(Contd.)

<i>Section</i>	<i>Unaided Schools</i>			<i>Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High and Training Section	568	956	1524	24020	32735	56755
U.P. Section	297	919	1216	24840	36246	61086
L.P. Section	241	1292	1533	25497	46599	73096
Total	1106	3167	4273	75357	115580	190937

TABLE NO. 17

School-wise and Management-wise Teachers in Kerala—1988-89

<i>Section</i>	<i>No. of Teachers 1988-89</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>
Government High Schools	16348	20186	36534
Aided High Schools	18302	31770	50072
Unaided High Schools	809	1962	2771
Government U.P. Schools	7057	8793	15850
Aided U.P. Schools	12944	20722	33666
Unaided U.P. Schools	143	513	656
Government L.P. Schools	8369	10859	19228
Aided L.P. Schools	10777	19425	30202
Unaided L.P. Schools	154	692	846
Government Basic Training School	274	278	552
Aided Basic Training School	180	380	560
Grand total	75357	115580	190937

TABLE NO. 18
Teachers in Kerala 1988-89 (District wise and School wise)

<i>District</i>	<i>High and Training School</i>			<i>U. P Schools</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
Thiruvananthapuram	3611	5949	9560	1405	2257	3662
Kollam	3324	5223	8547	1134	2021	3155
Pathanamthitta	1613	3243	4856	502	932	1434
Alappuzha	2362	5018	7380	605	1676	2281
Kottayam	2740	4452	7192	882	1800	2682
Idukki	1509	2092	3601	577	1035	1612
Ernakulam	3136	7226	10362	823	2577	3400
Thrissur	2523	6550	9 73	992	3377	4369
Palakkad	2265	3348	5613	1752	2539	4291
Malappuram	3251	3318	6569	3200	3442	6642
Kozhikode	3571	3268	6839	3648	3176	6824
Wayanadu	963	872	1835	633	663	1296
Kannur	3232	2778	6010	2835	3571	6406
Kasaragod	1813	1139	2952	1156	962	2118
Total	35913	54476	90389	20144	30028	50172

TABLE No. 18—(Contd.)

<i>District</i>	<i>L. P. School</i>			<i>Grand Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
Thiruvananthapuram	1609	2712	4321	6625	10918	17543
Kollam	1512	2659	4171	5970	9903	15873
Pathanamthitta	562	1692	2254	2677	5867	8544
Alappuzha	714	2294	3008	3681	8988	12669
Kottayam	899	2308	3207	4521	8560	13081
Idukki	551	956	1507	2637	4083	6720
Ernakulam	817	3154	3971	4776	12957	17733
Thrissur	886	3841	4727	4401	13863	18269
Palakkad	1731	2402	4133	5748	8289	14037
Malappuram	3477	3252	6729	9928	10012	19940
Kozhikode	2794	2228	5022	10013	8672	18685
Wayanadu	451	405	856	2047	1940	3987
Kannur	2330	2392	4722	8397	8741	17138
Kasaragod	967	681	1648	3936	2782	6718
Total	19300	30976	50276	75357	115580	190937

TABLE NO. 19

Teachers in Kerala in 1988-89 (District and Section wise)

<i>District</i>	<i>High & Training Section</i>			<i>U. P. Section</i>			<i>L. P. Section</i>			<i>Total</i>
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	
Thiruvananthapuram	2109	3617	5726	2342	3401	5743	2174	3900	6074	17543
Kollam	2077	3294	5371	2068	3264	5332	1825	3345	5170	15873
Pathanamthitta	1118	1862	2980	873	1854	2727	686	2151	2837	8544
Alappuzha	1550	2958	4508	1208	2862	4070	923	3168	4091	12669
Kottayam	1830	2571	4401	1388	2681	4069	1303	3308	4611	13081
Idukki	979	1171	2150	823	1341	2164	835	1571	2406	6720
Ernakulam	1984	4025	6009	1596	4035	5631	1196	4897	6093	17733
Thrissur	1731	3927	5658	1435	4224	5659	1235	5717	6952	18269
Palakkad	1517	1998	3515	1971	2791	4762	2260	3500	5760	14037
Malappuram	2348	2183	4531	3091	3016	6107	4489	4813	9302	19940
Kozhikode	2713	2209	4922	3465	2724	6189	3835	3739	7574	18685
Wayanadu	613	486	1099	702	588	1290	732	866	1598	3987
Kannur	2378	1896	4274	2671	2600	5271	3348	4245	7593	17138
Kasaragod	1073	538	1611	1207	865	2072	1656	1379	3035	6718
Total	24020	32735	56755	24840	36246	61086	26497	46599	73096	190937

TABLE No. 20

District-wise Number of High Schools based on the Strength of Students

Name of District	No. of High Schools during 1988-89								
	Roll Strength of students to 1000			Roll Strength of students in between 1000-1500			Roll Strength of students in between 1500-2000		
	Govt.	P.A.	P.U.A.	Govt.	P.A.	P.U.A.	Govt.	P.A.	P.U.A.
Thiruvananthapuram	46	50	9	31	22	5	21	13	2
Kollam	28	70	4	21	35	..	11	12	1
Pathanamthitta	36	87	3	8	24	2	3	1	..
Alappuzha	25	55	4	21	42	..	7	16	..
Kottayam	44	122	11	12	33	1	1	8	..
Idukki	37	49	6	12	13	..	2	7	..
Ernakulam	46	87	17	23	47	5	15	33	1
Thrissur	28	70	10	32	49	3	7	26	..
Palakkad	17	33	3	15	13	3	16	17	2
Malappuram	22	38	4	20	13	1	19	16	..
Kozhikode	20	39	7	16	30	..	17	18	..
Wayanadu	12	16	2	15	4	..	5	2	..
Kannur	34	37	1	28	16	..	14	9	..
Kasaragod	24	22	1	32	8	..	6
Total	419	775	82	286	349	20	144	178	6

TABLE No. 20—(Contd.)

Name of District	No. of High Schools during 1988-89						Total
	Roll strength of students above 2000			Total			
	Govt.	P. A.	P.U.A.	Govt.	P. A.	P. U. A.	
Thiruvananthapuram	17	9	1	115	94	17	226
Kollam	13	8	1	73	125	6	204
Pathanamthitta	..	1	..	47	113	5	165
Alappuzha	3	13	..	56	126	4	186
Kottayam	1	3	..	58	166	12	236
Idukki	2	1	..	53	70	6	129
Ernakulam	1	6	..	85	173	93	281
Thrissur	8	3	..	75	148	13	236
Palakkad	8	11	..	56	74	8	138
Malappuram	20	6	..	81	73	5	159
Kozhikode	11	7	..	64	94	7	165
Wayanadu	1	33	22	2	57
Kannur	4	9	..	80	71	1	152
Kasaragod	2	3	..	64	33	1	98
Total	91	80	2	940	1382	110	2432

Govt.—Government, P.A.—Private Aided, P.U.A.—Private Unaided.

TABLE No. 21

District-wise Number of Upper Primary Schools based on the strength of students

11/162-30

Name of District	No. of Upper Primary Schools during 1988-89															
	Roll strength of students upto 500			Roll strength of students between 500-750			Roll strength of students in between 750-1000			Roll strength of students above 1000			Total		Total	
	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA	
Thiruvananthapuram	41	76	6	29	21	1	17	4	..	13	4	..	100	105	7	212
Kollam	14	98	6	26	24	1	13	9	..	6	12	..	59	143	7	209
Pathanamthitta	37	78	8	4	5	..	1	1	..	42	84	8	134
Alapuzha	36	53	2	21	16	..	9	5	..	2	4	..	68	78	2	148
Kottayam	55	107	3	9	15	..	1	7	..	1	1	..	66	130	3	199
Idukki	36	42	4	6	12	..	1	8	..	3	1	..	46	63	4	113
Ernakulam	53	54	9	25	21	5	9	10	1	1	16	..	88	101	15	204
Thrissur	26	79	7	16	40	..	8	28	..	3	19	..	53	166	7	226
Palakkad	12	38	5	16	49	1	16	42	..	11	30	..	55	159	6	220
Malappuram	21	75	4	25	61	..	21	34	..	41	55	..	108	225	4	337
Kozhikode	21	89	7	20	77	..	21	45	..	15	30	..	77	241	7	325
Wayanad	13	12	1	9	8	..	9	9	..	2	11	..	33	40	1	74
Kannur	38	134	..	16	82	..	9	39	..	5	23	..	68	278	..	346
Kasaragod	33	45	..	20	17	..	9	7	..	8	4	..	70	73	..	143
Total	436	980	62	242	448	8	144	247	1	111	211	..	933	1886	71	2890

TABLE No. 22

District-wise Number of Lower Primary Schools based on the strength of students

Name of District	Number of L. P. Schools during 1988-89															Total	Total
	Roll strength of students upto 500			Roll strength of students in between 500-750			Roll strength of students in between 750-1000			Roll strength of students above 1000			G	PA	PUA		
	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA					
Thiruvananthapuram	265	168	14	28	10	..	11	2	3	2	2	..	306	182	17	505	
Kollam	251	172	10	25	14	..	5	3	..	2	2	..	283	191	10	484	
Pathanamthitta	169	242	14	3	1	172	243	14	429	
Alapuzha	185	180	13	13	17	1	3	1	1	..	1	..	201	199	15	415	
Kottayam	174	272	20	2	7	1	1	1	2	177	280	23	480	
Idukki	70	130	3	2	9	2	..	1	73	141	3	217	
Ernakulam	186	249	17	11	22	..	1	6	1	..	3	..	198	280	18	496	
Thrissur	106	349	9	15	33	..	4	15	..	1	2	..	126	399	9	534	
Palakkad	180	336	10	12	14	..	1	1	..	2	1	..	195	352	10	557	
Malappuram	311	439	4	28	33	..	5	6	344	478	4	826	
Wayanad	66	49	4	3	2	1	1	1	70	52	5	127	
Kozhikode	178	522	2	9	15	..	1	1	..	188	538	2	728	
Kannur	127	612	5	2	10	1	129	623	5	757	
Kasaragod	140	113	4	5	5	145	115	4	264	
Total	2408	3830	129	158	192	3	33	39	7	8	12	..	2607	4073	139	6819	

G. = Government, P. A. = Private Aided, P. U. A. = Private Unaided.

Distribution of Schools According to availability of standards

District	Government High Schools			Aided High Schools			Unaided High Schools		
	I to X	V to X	VIII to X	I to X	V to X	VIII to X	I to X	V to X	VIII to X
Thiruvananthapuram	48	58	9	12	65	17	12	3	2
Kollam	29	33	11	9	77	39	3	2	1
Pathanamthitta	34	11	2	9	81	23	4	1	..
Alapuzha	23	30	3	19	87	20	4
Kottayam	29	26	3	27	120	19	4	7	1
Idukki	30	17	6	16	33	21	2	3	1
Ernakulam	41	36	8	30	124	19	11	5	7
Thrissur	26	43	6	18	103	27	6	6	1
Palakkad	15	33	8	7	46	21	5	2	1
Malappuram	20	35	26	6	28	39	2	3	..
Kozhikode	20	27	17	11	44	39	1	5	1
Wayanad	19	8	6	4	5	13	2
Kannur	31	25	24	7	32	32	1	..	1
Kasaragod	43	14	7	3	14	16	1
Grand Total	408	396	136	178	859	345	58	37	15

TABLE NO. 23 B
Distribution of Schools According to availability of Standards
U.P.S. and L.P.S. (Standard-wise)

Sl. No.	Name of Revenue District	U. P. Schools						L. P. Schools					
		Government		Aided		Unaided		Government		Aided		Unaided	
		I to VII	V to VII	I to VII	V to VII	I to VII	V to VII	I to V	I to IV	I to V	I to IV	I to V	I to IV
1.	Thiruvananthapuram	95	5	33	72	6	1	52	254	14	168	...	17
2.	Kollam	54	5	50	93	3	4	27	256	25	166	..	10
3.	Pathanamthitta	39	3	27	57	7	1	28	144	38	205	..	14
4.	Alapuzha	66	2	41	37	..	2	22	179	7	192	1	14
5.	Kottayam	64	2	75	55	2	1	20	157	13	267	..	23
6.	Idukki	36	10	33	30	3	1	5	68	9	132	..	3
7.	Ernakulam	82	6	70	31	9	6	20	178	10	270	..	18
8.	Thrissur	49	4	128	38	2	5	10	116	19	380	..	9
9.	Palakkad	53	2	136	23	3	3	11	184	23	329	..	10
10.	Malappuram	96	12	144	81	2	2	29	315	31	447	..	4
11.	Kozhikode	72	5	199	42	2	5	12	176	71	467	..	2
12.	Wayanad	31	2	35	5	..	1	2	68	5	47	..	5
13.	Kannur	67	1	251	27	15	114	253	370	..	5
14.	Kasaragod	67	3	64	9	5	140	12	103	1	3
Total		871	62	1286	600	39	32	258	2349	530	3543	2	137

TABLE No. 24

No. of Schools in Kerala

Year	High Schools				U. P. Schools				L. P. Schools				Grand Total
	G	PA	PUA	Total	G	PA	PUA	Total	G	PA	PUA	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1970-71	442	897	45	1384	811	1723	10	2544	2823	4014	49	6886	10814
1975-76	566	903	52	1521	880	1711	15	2606	2910	4019	46	6975	11102
1976-77	590	1024	52	1666	883	1815	20	2718	2883	4061	48	6992	11376
1977-78	594	1024	57	1675	888	1810	20	2718	2849	4072	48	6969	11362
1978-79	597	1026	57	1680	893	1826	20	2739	2846	4069	55	6970	11389
1979-80	619	1118	64	1801	885	1852	19	2756	2854	4100	50	7004	11561
1980-81	789	1122	65	1976	867	1866	20	2753	2712	4100	49	6861	11590
1981-82	893	1123	64	2080	882	1865	18	2765	2657	4101	49	6807	11652
1982-83	902	1270	64	2236	884	1869	18	2771	2651	4092	45	6788	11795
1983-84	912	1347	72	2331	890	1893	39	2822	2652	4191	89	6842	11995
1984-85	934	1370	93	2397	906	1889	61	2856	2624	4094	131	6849	12102
1985-86	934	1380	108	2422	915	1890	64	2869	2617	4083	145	6845	12136
1986-87	938	1383	109	2430	926	1889	69	2884	2608	4079	141	6828	12142
1987-88	939	1382	110	2431	928	1888	69	2885	2606	4075	136	6817	12133
1988-89	940	1382	110	2432	933	1886	71	2890	2607	4073	139	6819	12141
1989-90	941	1379	110	2430	934	1885	73	2892	2608	4069	135	6812	12134

G. = Government. PA. = Private Aided PUA = Private Unaided.

TABLE NO. 25

Standard-wise strength of Pupils in various years

(Figures in thousands)

<i>Standard</i>	<i>Strength of pupils in</i>							
	1975-76	1980-81	1984-85	1985-86	1986-87	1987-88	1988-89	1989-90
I	654	631	618	631	615	630	608	594
II	670	662	647	682	686	687	655	629
III	651	646	632	646	658	670	671	642
IV	696	655	631	637	628	648	660	660
Sub-total I-IV	2671	2594	2528	2596	2587	2635	2596	2527
V	706	603	614	621	624	627	632	655
VI	528	552	595	590	599	607	607	672
VII	472	539	579	566	567	570	608	617
Sub-total V-VII	1706	1694	1788	1777	1790	1804	1847	1895
VIII	407	496	546	532	530	532	531	569
IX	321	468	476	488	489	491	491	498
X	180	350	343	323	321	321	384	392
Sub-total VIII-X	908	1314	1365	1343	1340	1344	1408	1460
Grand total	5285	5602	5681	5716	5717	5788	5851	5882

TABLE NO. 26

Teachers in Kerala over the various years

<i>Year</i>	<i>High and Training Section</i>	<i>U. P. Section</i>	<i>L. P. Section</i>	<i>Total</i>
1970-71	28471	44140	69694	142305
1975-76	34846	51657	75882	162385
1976-77	36352	52369	75487	164208
1977-78	37405	53322	76474	167201
1978-79	41746	57584	74915	174245
1979-80	44880	56848	73097	175725
1980-81	46601	57293	71540	175434
1981-82	48382	58527	71526	178435
1982-83	50950	58617	71957	181524
1983-84	52385	59773	71480	183638
1984-85	53776	59807	71863	185451
1985-86	55501	60778	72075	188354
1986-87	56489	61613	73482	191584
1987-88	56936	61985	74613	193534
1988-89	56755	61086	73096	190937

TABLE NO. 27
Teacher-Pupil ratio in schools

<i>Year</i>	<i>No. of students in school (in lakhs)</i>	<i>Indices of variation</i>	<i>No. of school teachers (in lakhs)</i>	<i>Indices of variation</i>	<i>Student-teacher ratio (No. of pupils per teacher)</i>
1970-71	48.00	(100.00)	1.42	(100.00)	33.8
71-72	49.36	(102.33)	1.46	(102.81)	33.8
72-73	51.56	(107.41)	1.51	(106.33)	34.1
73-74	52.71	(109.81)	1.54	(108.65)	34.2
74-75	53.59	(111.64)	1.59	(111.97)	33.7
75-76	52.85	(110.10)	1.62	(114.08)	32.6
76-77	53.54	(111.54)	1.64	(115.49)	32.6
77-78	54.94	(114.45)	1.67	(117.60)	32.9
78-79	55.38	(115.37)	1.74	(122.53)	31.8
79-80	55.81	(116.27)	1.75	(123.23)	31.9
80-81	56.03	(116.72)	1.75	(123.23)	32.0
81-82	56.52	(117.75)	1.78	(125.35)	31.8
82-83	56.46	(117.62)	1.81	(127.46)	31.2
83-84	56.48	(117.67)	1.84	(129.58)	32.6
84-85	56.31	(118.35)	1.85	(130.28)	30.7
85-86	57.16	(119.08)	1.88	(132.39)	30.4
86-87	57.17	(119.10)	1.91	(134.54)	29.9
87-88	57.89	(120.60)	1.93	(135.91)	29.91
88-89	58.52	(121.91)	1.91	(134.50)	30.64
89-90	58.83	(122.56)			

(Figures in brackets denote indices with 1970-71 as base year)

TABLE NO. 28

Cost per pupil per year in the different stages of school Education

11/162-31

Year	Primary stage			Secondary stage		
	Cost per pupil	Indices of increases	Percentage of increase from previous years	Cost per pupil	Indices of increases	Percentage of increase from previous years
1970-71	85.91	100.00	..	176.23	100.00	..
71-72	89.26	103.09	3.90	187.29	106.28	6.28
72-73	94.51	110.01	5.88	194.15	110.17	3.66
73-74	102.24	119.01	8.18	211.70	120.13	9.04
74-75	117.52	136.79	14.94	217.90	123.65	2.93
75-76	170.02	197.90	44.67	361.32	205.03	65.82
76-77	186.16	216.69	9.49	356.40	202.24	-1.36
77-78	193.61	225.36	4.00	363.02	205.99	1.86
78-79	206.21	240.03	6.51	356.43	202.25	-1.82
79-80	238.27	277.35	15.55	369.34	209.58	3.62
80-81	265.24	308.74	11.32	454.25	257.76	22.99
81-82	298.18	347.08	12.42	536.37	304.36	18.08
82-83	326.13	379.62	9.37	589.41	334.45	9.89
83-84	372.62	433.73	14.26	657.60	373.15	11.57
84-85	414.43	482.40	11.22	737.31	418.38	12.12
85-86	479.23	557.83	15.64	906.91	514.62	23.00
86-87	563.03	655.37	17.49	1043.00	591.84	15.00
87-88	596.67	694.53	5.97	1130.00	641.21	8.34
88-89	638.32	743.01	6.98	1137.00	645.18	0.62

(1970-71 as base year)

CHAPTER XIII
IMPORTANT ORDERS
GOVERNMENT OF KERALA
General Education (J) Department

NOTIFICATION

G.O. (P) No. 1/89/G. Edn.

Dated, Thiruvananthapuram, 12th January 1989.

S.R.O. No. 161/89.—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of Kerala hereby make the following rules further to amend the Kerala Education Rules, 1959, namely:—

RULES

1. *Short title and commencement:*—(i) These rules may be called the Kerala Education (Amendment) Rules, 1989.

(ii) They shall come into force at once.

2. *Amendment of the Rules:*—(i) In the Kerala Education Rules, 1959, in Chapter II, after clause (ii) of rules, the following clause shall be added, namely:—

(iii) Schools for handicapped where admission is restricted to children affected with Polio, or other similar diseases.

By order of the Governor,

D. BABU PAUL

Commissioner and Secretary to Government.

Explanatory note

This does not form part of the notification, but is intended to indicate its general purport.

Government have decided to make a provision to give recognition to those institutions functioning without any aid from the Education Department which admit students who are handicapped by polio and other similar diseases. The amendment is intended to achieve the above object.

GOVERNMENT OF KERALA
General Education (J) Department

NOTIFICATION

G.O. (P) No. 105/89/G. Edn.

Dated, Thiruvananthapuram 4th July, 1989.

S.R.O. No. 1194/89:—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of Kerala hereby make the following rules further to amend the Kerala Education Rules, 1959, namely:—

RULES

1. *Short title and commencement:*—(i) These rules may be called the Kerala Education (Amendment) Rules 1989.

(ii) They shall come into force at once.

2. *Amendment of rules:*—In the Kerala Education Rules 1959, in Chapter XIV A, for rules 10 the following rules shall be substituted, namely:

“10 Transfers:—Where more than one school is under the same Educational Agency, the Educational Agency may transfer any teacher from one school to another and in deciding on these transfers the principles followed in Government schools shall be observed to the extent possible. The principles of transfer shall be as follows:—

(1) The chief and foremost criterion for transfer to Headmaster shall be the seniority.

(2) Every Headmaster shall be allowed to exercise choices 3 or more schools.

(3) Exceptions to the seniority criterion shall be the bare minimum. Exception shall include close relative of Jawans, Inter-caste marriage, Physically handicapped, other grounds for special consideration, compassionate grounds, persons who have only one year of service left for retirement etc.

(4) Cases coming under administrative interest shall include unsuitability, allegations of corruption, misuse of official position, disciplinary action, incompetence and consistent poor performance.

(5) Cases of deviation from the seniority norms shall be appealable before the Director of Public Instruction, who shall decide the case.

- (6) All exceptions to the general rule of seniority put together may not exceed 25% transfers.
- (7) Mutual transfers on request shall not be entertained.
- (8) The number of transfers shall be limited to twice or thrice a year.

By order of the Governor,

P. SHANMUGHIA SUNDARAM,

Secretary to Government.

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purpose).

As per rule 10, XIV A, K.E.R. the principles of transfer followed in Government schools shall be followed for transfer in Aided schools also Government have prescribed general guidelines for transfer of teaching and non-teaching staff in Aided schools. Hence this amendment.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION ESTABLISHMENT—PERIOD OF TRAINING—COUNTING
FOR INCREMENT—CLARIFICATION—REVISED ORDERS—ISSUED

GENERAL EDUCATION (J) DEPARTMENT

G.O. (Ms.) 11/89/G. Edn.

Daated, Thiruvananthapuram 7th February 1989.

- Read:*— 1. G.O. (Ms.) 27/72 S. Edn. dated 26-2-1972
 2. G.O. (Ms.) 167/74 G. Edn. dated 23-8-1974
 3. G.O. (Ms.) 170/78/G. Edn. dated 7-12-1978
 4. G.O. (Ms.) 20/81/G Edn. dated 30-1-1981

ORDER

1. According to the G.O. read first, untrained teachers appointed before and after 26-2-1965 and who have to acquired the training qualification and who are in receipt of consolidated pay will be given the minimum pay of the respective scales of pay plus ususal allowances admissible. These teachers, deputed from Government schools for training will be granted their increments with effect from the date they acquire the training qualification.

2. In the G.O. read third, orders were issued regulating the payment of increment and declaration of probation of the teachers.

3. In the G.O. read fourth, sub-paragraphs (x) to (viii) of paragraph 3 of the G.O. read third were substituted. In sub-para (v) and NOTE under sub-para (viii), it was orded that notional increntents will be given reckoning their untrained service with monetary benefit from the date of acquiring training qualification.

4. The Director of Public Instruction has sought clarification as to whether the training period can also be reckoned in the above cases. Government hereby clarify that,

(i) the untrained period and the training period of the untrained teachers appointed in Government Schools will be reckoned for notional increments with monetary benefit from the date of acquiring training qualification, and

(ii) the G.O. read 3rd and 4th will be modified to this context.

By order of the Governor,

G. R. MONY,
Under Secretary.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION—AIDED—HEADMASTERS OF AIDED PRIMARY
SCHOOLS—DELEGATION OF POWERS FOR DRAWAL OF BILLS
FROM TREASURIES—ORDERS ISSUED

GENERAL EDUCATION (J) DEPARTMENT

G.O. (MS) 229/89/G. Edn.

Dated, Thiruvananthapuram, 28th November, 1989.

Read: Letter No. H2/1379/88/L. Dis. dated 21-11-88 from the
Director of Public Instruction, Thiruvananthapuram.

ORDER

A Bill drawn in respect of a claim of a person who is not in Government service shall ordinarily be signed or countersigned by the Government servant specified/Controlling officer. At present of Bills (Pay bills Temporary Advances, Travelling Allowances, Contingent Bill, Grant-in-aid, Scholarships, Lumpsum Grant, Stipends and Book Allowance), Cheques or other documents preferable at a Treasury for payment relating to Aided Primary Schools are passed by the Assistant Educational Officers, Officers of the Scheduled Caste Development Department, Officers of the Scheduled Tribe Development Department concerned and pay orders endorsed in the same of the Headmaster. But, in respect of Aided Secondary and Training schools, Bills preferable at a treasury are only countersigned by the Personal Assistant to the District Educational Officer.

2. In order to simplify the procedure for drawal of Bills relating to Aided Primary Schools, Government order that:

the procedure relating to drawal of Bills of Aided Secondary and Training schools will be adopted in the case of Aided Primary schools. Accordingly, the particulars of each Bill passed/countersigned by the Controlling Officer (Assistant Educational Officer)/ Officers of the Scheduled Caste Development Department/Scheduled Tribe Development Department, etc., shall be entered in the Treasury Bill Book by the Headmaster concerned, and presented for payment at the Treasury along with the Bill. The procedure in force in regard to the drawal of bills of Aided Primary Schools stands modified to the above extend. For sake of uniformity and smooth transaction of business, this revised procedure will be implemented with effect from 1-1-1990.

By order of the Governor,
G. R. MONY,
Under Secretary.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION--RECOGNITION OF QUALIFICATION--B P.E. DEGREE AWARDED BY THE LAKSHMIBAI NATIONAL COLLEGE OF PHYSICAL EDUCATION, KARIAVATTOM, THIRUVANANTHAPURAM— FOR APPOINTMENT AS PHYSICAL EDUCATION TEACHERS IN GOVERNMENT/AIDED SCHOOLS—ORDERS ISSUED

GENERAL EDUCATION (J) DEPARTMENT

G.O. (MS) No. 31/89/G. Edn.

*Dated, Thiruvananthapuram 31st March, 1989**Read:—(1) G.O. (Rt) 3814/86/G. Edn. dated 3-11-1936.*

- (2) Letter No. AII (4)2721/87/GW dated 24-3-1987 from the Secretary, Kerala Public Service Commission, Thiruvananthapuram.
- (3) Letter No. Acad. A III 2.2691/86 dated 5-8-1988 from The Registrar, University of Kerala.
- (4) Letter No. Acad. (36) 650/83 dated 30-9-1988 from the Principal, Lakshmbai National College of Physical Education, Kariavattom, Thiruvananthapuram.

ORDER

In the G.O. read above, the B.P.E. Degree awarded by the Lakshmbai National College of Physical Education, Gwalior has been prescribed as an alternative qualification for the post of Physical Education Teachers in Schools in the State.

The Registrar, University of Kerala in his letter read as 3rd paper has informed that the Academic Council of the Kerala University approved the recommendation of the Faculty of Physical Education to prescribe the B.P.E. Degree as the minimum qualification for appointment as Physical Education Teachers in High Schools and has requested Government to consider the above recommendation. The Principal, Lakshmbai National College of Physical Education, Kariavattom, Thiruvananthapuram has requested to recognise the B.P.E. Degree awarded by the Institution for appointment as Physical Education Teachers in U.P. Schools and High Schools in the State. Government have also received representations from Physical Education Teachers and Students requesting to issue orders in similar lines. The Kerala Public Service Commission in their letter read second have agreed to prescribe the B.P.E. Degree awarded by the Lakshmbai National College of Physical Education, Gwalior as an alternative qualification for appointment as Physical Education Teachers in Upper Primary Schools and High Schools.

3. Government have examined the matter in detail in the above background and are pleased to order that, the B. P. E. Degree awarded by the Lakshmbai National College of Physical Education, Kariavattom, Thiruvananthapuram (an institution established by the Government of India; Ministry of Human Resources Development, Department of Education) will also be prescribed as an alternative qualification for appointment as Physical Education Teachers both in Government and Aided Upper Primary Schools and High Schools in the State.

By order of the Governor,

G. R. MONY,

Under Secretary.

GOVERNMENT OF KERALA
General Education (J) Department

NOTIFICATION

G. O. (P) No. 225/89/G. Edn.

Dated, Thiruvananthapuram, 28th November, 1989.

S.R.O. No. 1924/89:—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of Kerala hereby make the following rules further to amend the Kerala Education Rules, 1959, namely:

RULES

1. *Short title and commencement:*—(1) These rules may be called the Kerala Education (Amendment) Rules, 1989.

(2) They shall come into force at once.

2. *Amendment of the rules:*—In the Kerala Education Rules, 1959 in chapter VI, to rule 22A, the following provision shall be added namely:

“Provided that the daughters of widows need not pay the prescribed fee for the certificate, if it is to be produced along with the application for financial assistance for their marriage. The Headmaster shall mention in such certificates that the same is issued for the purpose of applying for financial assistance for marriage”.

By order of the Governor,

M. MOHAN KUMAR,

Commissioner and Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per rule 22A, Chapter VI, K.E.R., Certificate of School Education shall be issued on payment of fee of Rs. 10. Government have decided to exempt the daughters of widows from the payment of fees for getting the above certificate, it is to be produced along with an application for financial assistance for their marriage. Hence this amendment.

GOVERNMENT OF KERALA
CIRCULAR

General Education (J) Department

No. 18634/J2/89/G. Edn.

Dated, Thiruvananthapuram, 2nd November, 1989.

Sub:--GENERAL EDUCATION—AIDED—PROTECTED TEACHERS WORKING
IN NEWLY OPENED/UPGRADED SCHOOLS—ABSORPTION—
PERMITTED.

Ref:—(1) G.O. (Ms.) 20/82/G. Edn., dated 15-2-1982.

(2) Circular No. 34083/J2/83/G. Edn., dated 15-6-1983.

In para (a) of the circular cited, it was clarified that the protected teachers who were appointed in a newly opened/upgraded schools in terms of clause VIII of Rule 6, Chapter V, K.E.R. read with G.O. (Ms.) 20/82/G. Edn., dated 15-2-1982 (item vii & viii) will retain their lien in their parent schools and will be sent back to the parent schools as soon as vacancies arise there.

(2) It has been noticed that some protected teachers in such schools have requested for absorption in the new schools where they are working at present. If both Managers consent to the request, their absorption in the latter school will be allowed subject to the condition that seniority in the latter school will be fixed with reference to the date of sanction for such absorption by the Educational Officer.

(By order of the Governor)

G. R. MONY,

Under Secretary.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION—PROTECTION TO TEACHERS AND NON-TEACHING
STAFF—CLARIFICATIONS—ISSUED

GENERAL EDUCATION (J) DEPARTMENT

G.O. (Ms) 215/89/G.Edn. *Trivandrum, dated 16-11-1989.*

Read:—(1) G. O (Ms) 20/82/G. Edn. dated, 15-2-1982
(2) G. O (Ms) 83/83/G. Edn. dated, 18-4-1988
(3) G. O (Ms) 95/83/G. Edn. dated, 12-5-1988

ORDER

In the G.Os read second and third it has been stated as follows:

“The protected teachers will be deployed by the Educational Officers to any Government Schools/Aided Schools (newly upgraded or newly opened), against any open/arising vacancy.

2. It has been represented by the Managers of (newly upgraded/ or newly opened schools) that they have already appointed protected teachers fulfilling the conditions in the G. O. read first, or they have been granted temporary exemption from appointing protected teachers as per the said G.O. and therefore, the appointments made by them against the vacancies occurred in the year 1938-89 by promotion of a rule 43 claimant, or by re-appointments of 51-A claimant, or by fresh appointment (new recruitment) may be approved. They added that such appointments made by them were rejected by the Educational Officers holding that all the vacancies of newly upgraded or newly opened schools should be filled up only by protected teachers.

3. Government have examined the request, and they order that the appointments made by Promotion (Rule 43)/ re-appointment (51-A)/ and fresh appointments (new recruitments) made by the Managers of newly upgraded or newly opened schools during the academic year 1988-89 will be approved by the Educational Officers provided the condition in the G.O. read first is fulfilled, or the Managers have been given temporary exemption by Government from appointing protected teachers as per G.O. read first.

(By order of the Governor)

G. R. MONY,

Under Secretary.

No. H2/58293/89/DPI.

Office of the Director of Public
Instruction, Trivandrum, dated 12-6-1989.

CIRCULAR

- Ref:--(1) This Office Circular No. H2/45403/87 dated 22-5-1987
 (2) This Office Circular No. H2-70014/88 dated 1-7-1988
 (3) Govt. Letter No 43596/J2/88G. Edn., dated 25-6-1988
 (4) Govt. Letter No. 26599/J2/89/G. Edn., dated 25-5 1989

In this Office circular cited as 1st paper above directions were issued to release salary of teachers of Aided Schools running without either temporary or permanent recognition till 31-3-1988.

Further in this Office Circular cited as 2nd paper above all Educational Officers were directed to release salary of teachers and non-teaching staff working in aided schools running without either temporary or permanent recognition from 1-4-1988 till the end of the academic year 1988-'89, in all cases where applications for temporary/permanent recognition are pending subject to the condition that the school is actually functioning and the teachers and Non-teaching staff are fully qualified.

Now Government as per letter No. 26599/J2/89/G. Edn., dated 25-5-1989, cited as 4th paper have directed to issue necessary directions to make payment of salary to the teachers and non-teaching staff working in Aided Schools which do not have either permanent or temporary recognition from 1-4-1989 till the end of the academic year 1989-90.

In the circumstances, all Educational Officers are directed to release the salary of teachers and non-teaching staff working in aided schools running without either temporary or permanent recognition till the end of the acadmic year 1989-90 in cases where applications for temporary or permanent recognition are pending, subject to the conditions that the School is actually functioning and the Teachers and non-teaching staff are fully qualified and they are actually working.

Teachers and non-teaching staff whose appointments are not approved by the Educational authorities on valid grounds and those who have been appointed irregularly by the Managers in those schools will not, however, be eligible for payment of salary.

(Sd)

Addl. Director of Public Instruction.

**Copy of Government Circular No. 57509/J1/87/G.Edn.
dated 16-8-1989 of the General Education 'J' Department,
Trivandrum**

Sub:- General Education—Aided—Teachers promoted and appointed as Headmasters to schools under different management—Fixation of pay.

(1) Rules 13, 13A and 13B, XIV (A) K.E.R. deal with the Fixation of pay of a teacher on inter-management transfer to same time scale, higher scale and lower scale of pay.

(2) An Aided School teacher who was promoted and appointed as Headmaster in a school under another Educational Agency filed O. P. 3422/84 in the High Court, (K. T. Joseph, Vs. District Educational Officer, Kasaragode) praying to fix his pay under rule 43A, XIVA, K.E.R. which is taken to rule 28A, Part I, K.S.R. The court allowed the request and observed "the last limb of rule 13A, is repugnant to the principle of parity advanced in rule 1 (i) Chapter XXVI, KER". Government have considered the directions in the judgement and issued necessary orders implementing the judgement but restricted it to the petitioners case only.

(3) Government have received representations from certain teachers/managers requesting that rules 28A and 37, Part I, K.S.R. may be made applicable for fixation of pay of teachers appointed/promoted to posts carrying higher scale of pay in another management. They have also cited the above judgment in support of their case.

(4) Government have examined the matters, and they order as follows:

(i) In Aided schools, the teachers working under one Educational agency alone can be considered as one Unit for the purpose of transfer promotion, etc. under the same management.

(ii) Fixation of pay under rule 43A, XIVA, K.E.R. can be allowed provided the promotion and appointment falls under the same management and are ordered as per the relevant rules for promotion.

(iii) For inter management transfer, willingness of the teacher and the manager have got the material bearing seniority is only a secondary consideration. Therefore, if rules 28A and 37 Part I, K.S.R. are allowed in such cases, it will lead to an anomaly of juniors drawing higher pay than their seniors.

(iv) In the case of intermanagement transfer, the appointments can be considered only as a new appointment.

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(v) Transfer of teachers from one management to another management to a post carrying a higher scale of pay cannot be compared/equated (a) with the transfer of Government school teachers or,

(b) with the principles for promotion of Government school teachers where seniority of the category is the foremost criterion.

(vi) In the circumstances the request mentioned in para (3) above is rejected. The judgement dated 1-4-1989 in O. P. No. 3422/84/H.C. (K. T. Joseph Vs. District Educational Officer, Kasaragode) and the orders passed by the Government in the case of the petitioner in the said O.P. will not be quoted as a precedent.

G. R. MONY,
Under Secretary.

No. H4-101796/89/DPI. Office of the Director of Public Instruction, Trivandrum, dated 23-10-1989.

CIRCULAR

Sub:—K.E.R.—Schools having majority of staff/pupils are Muslims.

Ref: Government letter No. 61183/J1/89/G. Edn., dated 27-9-1989.

Government in the reference cited have intimated, that complaints have been received from certain Muslim Associations to the effect that the interval on Fridays from 12.30 to 2.30 P.M. is not strictly followed and Examinations are conducted during this time on Fridays.

As per sub-rule 3 of Rule 4, Chapter VII K.E.R., Schools in which the majority of the staff or pupils are Muslims, may have Friday as Holidays instead of Saturdays, which may be working days. In schools in which Fridays are not Holidays, the noon-interval on Friday shall be two hours from 12.30 to 2.30 P. M. to enable Muslim staff or pupils to attend to prayers. The working hours on these days will be from 9.30 A. M. to 12.30 P.M. and from 2.30 P.M. to 4.30 P.M. The Heads of schools are directed to follow the above instructions strictly in future.

With regard to the other point that Examinations are conducted during the time on Fridays, the time schedule so far followed for the Public Examinations will stand unchanged

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