

GOVERNMENT OF MYSORE



EDUCATION DEPARTMENT

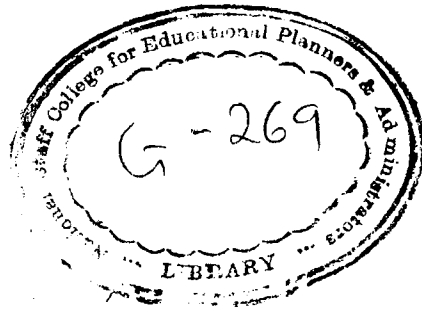
GRANT-IN-AID CODE
FOR
SECONDARY SCHOOLS
IN
MYSORE STATE



BANGALORE :

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GOVERNMENT OF MYSORE

EDUCATION DEPARTMENT

Uniform Grant-in-aid Code for Secondary Schools in Mysore State.

(With all amendments issued from time to time upto 30th June 1970).

READ—

G.O. No. ED 5 DEI 60, dated the 31st January 1962 sanctioning New Grant-in-aid Code for Secondary Schools in the Mysore State.'

ORDER No. ED 13 SHS 67, BANGALORE DATED 17TH JUNE 1967

The number of Secondary Schools and Higher Secondary Schools has been considerably increased with the opening of several new schools after the introduction of the uniform Grant-in-aid Code of Secondary Schools in 1962. The Triple Benefit Scheme of Insurance, Provident Fund and Pension for Aided Secondary Schools has been introduced from 1st April 1963. Further, Government have introduced Free Secondary Education upto and inclusive of X Standard with effect from the academic year 1966-67 in G.O. No. ED 297 CSS 64, dated the 27th January 1966. All these developments have necessitated certain changes in the Grant-in-aid Code in order to simplify the Rules of procedure and also to ensure that all Teachers in Aided Secondary Schools receive their salaries regularly. Accordingly Government are hereby pleased to introduce necessary Amendments to the Grant-in-aid Code Rules as indicated in Annexure appended to this order.

These amendmets will be effective from the current financial year. The grants to Aided Secondary Schools and Higher Secondary Schools for the year 1967-68 onwards shall be calculated in accordance with the revised rules.

By Order and in the name of the Governor of Mysore,

T. R. JAYARAMAN,

Secretary to Government,

Education Department.

Further clarifications have been issued *vide* Amendment to Rule 8(i) of this Code, as per G.O. No. ED 9 SHS 70, dated 20th March 1970, as per G.O. No. ED 1 PGC 69, dated 23rd January 1970, in this connection and issuing amendments to Rule 9(h) of Uniform Grant-in-aid Code for Primary Schools.

PROCEEDINGS OF THE GOVERNMENT OF MYSORE

Subject : The uniform Grant-in-aid Code for Aided Primary Schools under private managements in Mysore State. Amendment of Rule 9(h) of —issued.

ORDER NO. ED 1 PGC 69, DATED BANGALORE THE 23RD JANUARY 1970

The Governor of Mysore is pleased to amend the existing Rule 9(h) in Chapter II of the Uniform Grant-in-aid Code for aided Primary Schools under private Managements in Mysore State, sanctioned in Government Order No. ED 1 PGC 64, dated 18th October 1969, as under :—

“Rule 9(h) “School” means a Primary School in which Primary Education is imparted upto any standard from Standards I to VII, but does not include composite school where classes V, VI and VII are conducted along with Standards VIII, IX and X.”

This Order issues with the concurrence of Finance Department *vide* their U.O. Note No. FD 2950 SCR 69, dated 23rd December 1969.

B. SANNAPPA,

*Under Secretary to Government,
Education and Youth Welfare Department.*

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PROCEEDINGS OF THE GOVERNMENT OF MYSORE

Subject : Grant-in-aid Code for Secondary Schools in Mysore State—amendment to—.

R. — G.O. No. ED 5 DEI 60, dated 31st January 1962.

G.O. No. ED 13 SHS 67, dated 17th June 1967.

ORDER NO. ED 9 SHS 70, BANGALORE DATED 20TH MARCH 1970.

According to uniform Grant-in-aid Rules for Primary Schools promulgated in G.O. No. ED 1 PGC 70, dated the 23rd January 1970, school means a “primary School in which primary education is imparted upto any standard from Standard I to VII but does not include composite Schools where classes V, VI, and VII are continued along with standards VIII, IX and X. Consequently classes, V, VI and VII which are conducted along with Standards VIII, IX and X in composite Schools cease to be termed as Primary sections for purposes of Grant-in-aid Code for Primary Schools. Having regard to their peculiar status, the Governor of Mysore is pleased to direct that to standards V, VI and VII in composite High Schools should be treated as Secondary and as such be held eligible for grant under the Grant-in-aid Code, for Secondary Schools. However, for academic purposes the criteries fixed for these standards *viz.*, V, VI and VII in the Primary Grant-in-aid-Code should be adopted.

In this connection the amendment outlined below is issued to the Grant-in-aid Code for Secondary Schools.

Please substitute the following for Rule 8 Chapter II—Definitions (i) of the Grant-in-aid Code for Secondary Schools published under Government Order dated 31st January 1962 read above.

“(i) Secondary School means an Educational Institution imparting instructions in the post primary stage upto the prescribed number of years and includes Standards V, VI and VII in the composite Schools.”

By Order and in the name of the Governor of Mysore,

A. V. MIRZA

*Under Secretary to Government
Education and Youth Welfare Department.*

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GRANT-IN-AID CODE FOR SECONDARY SCHOOLS IN MYSORE STATE.

CHAPTER I

INTRODUCTORY NOTE

1. General purpose of Grant-in-aid.—With the object of the extending and improving secular instructions in the State, a sum of money is annually allotted by Government for distribution as Grant-in-aid to schools and other Educational institutions under Private management and Local Bodies subject to the conditions hereinafter specified.

2. Objects of Grants.—Grants are given for the following purposes—

- (a) Maintenance of Educational Institutions.
- (b) Acquisition of sites for *bona fide* purposes of Institutions.
- (c) Purchasing, erecting, enlarging and improving School buildings.
- (d) School Equipments.
- (e) Improvement of playgrounds and permanent fixtures therefor.
- (f) Youth tours and hikes.
- (g) Youth Festival and Sports Meets.
- (h) Other purposes approved by Government.

3. Reservation of Discretions by Government.—The Government reserve to themselves, notwithstanding, anything in the rules of this code, the right to refuse, withdraw or reduce any grant at their discretion, without assigning any reasons therefor.

4. Sanctioning Authority.—All grants paid from State funds are sanctioned either by Government on the recommendations of the Department of Public Instruction or by the Director of Public Instruction or by any officer of the Department authorised by the Department of Public Instruction in this behalf.

5. Interpretation of Rules.—The interpretation of any rule in this Code shall vest with the Government.

6. The rules in this Code should be treated as supplementary to the General Rules of expenditure and disbursement of Grant-in-aid laid down in the Mysore Financial Code and where the rules laid down in this Code appear to be inconsistent with provisions of the Financial Code, the rules of the latter shall prevail.

7. Appendices.—The appendices to this Code shall be treated as part of the Code and shall have the same effect as the rules in this Code.

CHAPTER II

8. Definitions.—Unless the context requires otherwise, the following words and phrases used in the Code have the meaning hereby assigned to them—

- (a) “ Department ” means the Department of Public Instruction in Mysore.
- (b) “ Director ” means the Director of Public Instruction in Mysore.
- (c) “ Educational Institution ” means the Secondary School or Higher Secondary School maintained by a Management and recognised by the Department.”
- (d) “ Local Body ” means a duly constituted Taluk Board or Municipal Corporation or Municipal Council or a Panchayat or any other body defined by Government from time to time as a Local body for purposes of Grant-in-aid under this Code.
- (e) “ Management ” means and includes a Local Body which maintains an Educational Institution or Institutions or a registered association or a registered body of persons which maintain a recognised Educational Institution or Institutions or the Managing Committee or the Committees of an Educational Institution or Institutions which are registered and recognised as such by the Department, as provided in para 12 (b).
- (f) “ Prescribed ” means prescribed by the rules under this Code.
- (g) “ Recognised Educational Institution ” means an educational Institution recognised as such providing approved courses of study and training according to the prescribed rules and preparing pupils for examinations conducted by the Department or those approved by it.
- (h) “ Countersigning Officer ” means an officer of the Department who will exercise immediate administrative control over the Aided Institution and who is authorised to countersign the bills for grants, etc., of the institution after the grants are sanctioned and before their encashment at the Treasury.
- (i) “ Secondary School ” means an educational institution imparting instruction in the post-Primary stage up to the prescribed numbers of years and includes Standard V, VI and VII in the Composite Schools (*Vide* G.O. No. ED 9 SHS 70, dated 20th March 1970).
- (j) “ Higher Secondary School ” means an Educational institution imparting education upto and inclusive of Standard XI.
- (k) “ Composite High School ” means any Secondary or Higher Secondary School which is permitted to have standards V to VII also.
- (l) “ Approved Expenditure ” means expenditure both recurring and non-recurring in the interest of the institution and approved by the Department.
- (m) “ Authorised Cost of Maintenance ” means recurring cost of maintaining the Institution as defined in Appendix I.
- (n) “ Direct Expenditure ” means and includes the total authorised cost of maintenance. It does not however include, Endowments, Scholarships, Capital Expenditure on (a) Construction of Building and (b) Special repairs, furniture and equipment for which separate grant is paid.
- (o) “ Net Authorised cost of Maintenance ” means authorised cost of maintenance minus income from authorised fees as indicated in Chapter X.
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CHAPTER III

GENERAL CONDITIONS FOR STARTING AND RECOGNITION OF SCHOOLS.

9. General conditions for starting :

(i) The Institution shall be open to all communities without any distinction of caste, creed or religion.

(ii) The Department should be satisfied that there is a need for the institution in the locality that it does not create an unhealthy competition with an existing institution of the same category in the neighbourhood, if any.

(iii) The Department should be satisfied in regard to—

- (a) the premises and the location ;
- (b) the accommodation ;
- (c) the equipment ;
- (d) the financial resources of the management ;
- (e) the number of teachers to be appointed and their qualifications ;
- (f) the course of studies to be taught ;
- (g) the rules and regulations to be followed ;
- (h) urinals and latrines, and
- (i) any other conditions prescribed by the Department.

(a) **The premises and the location.** The premises should be satisfactory from the view points of health, sanitation and the extent of spare and playground required for the full development of the institution. The location should be convenient for the children. The normal size of the play-ground is 5 acres.

(b) **Accommodation.** For 1 Section of Standard VIII.

Class room—1 room (size 18 feet by 24 feet) or as per type design for each room. Staff room—1. Office-cum-Head Master's Room—1. Craft Room—1. Girls Waiting Room (if there are girls)—1. Library-cum-reading Room—1.

A new building consisting of the above should be ready before the school is opened. If it is not possible, a suitable rented building may be permitted for one year. If the building is not ready within the year, opening of the next class or sanction of an additional section may not be considered.

Laboratory—1 (30 feet by 25 feet size).

For Standard X (one Section). Class Room—1. Games Room—1. Multi-purpose Hall—1. (25 feet by 60 feet size.)

For Standard XI. Glass Room—1 (30 feet by 25 feet). Additional laboratory (for Science Section)—1 (30 feet by 25 feet). Library Books (including Texts), worth Rs. 500. (The Library-cum-Reading Room provided for Standard VIII may be converted into a Boys Study Room).

(c) Equipment and Furniture for Standard VIII.

			Rs.		Rs.
Library Book (including Tests), worth	500	Science equipment	500
Maps and Charts	500	Furniture	.. 1,500

(The furniture should consist of adequate number of Chairs, tables, dual desks, almiraahs, etc.).

<i>For Std. IX</i>	Rs.	<i>For Std. X</i>	Rs.	<i>For Std. XI</i>	Rs.
Library	.. 500	Library	.. 500	Library	.. 2,000
Laboratory Equipment	2,000	Laboratory Equipment	2,000	Laboratory Equipment	5,000
Furniture	.. 2,000	Furniture	.. 2,000	Furniture	.. 2,000

(d) Financial resources: A stability fund of Rs. 5,000 is necessary to start with. The stability fund should be deposited in the Joint name of the Director of Public Instruction and the Chairman of the Managing Committee in a scheduled bank or Treasury or any other recognised Bank as permitted by the Department. and it is to be operated upon only in the case of an emergency with the approval of the Director. The Managements, may however, be given option, if they so desire, to deposit the amount in five equal annual instalments. In case the amount of stability Fund is less than Rs. 5,000 the Management should not be permitted to utilise it without obtaining specific approval of Government.* (e) Staff.—It should be duly qualified and as per prescribed pattern (*vide* Appendix IV) (f) Courses of study—As prescribed or approved by the Department. (g) Rules and regulations should be got approved by the Department. (h) Urinals and latrines- Urinals-5 compartments for boys (2) compartments—Separately and at a separate place for girls. Latrines-3 septic type latrines. Urinals and Latrine (for staff)—1 compartment for urinal and for latrine.

*Rule 10 :—Procedure for starting a secondary school :—*Application for starting a secondary School in any academic year shall be made to the D.P.I. through the concerned Deputy Director or public Instruction so as to reach the Deputy Director of public Instruction by 31st October of the previous year. The application complete in all respects should be submitted in the prescribed form. School should not be started unless the previous permission of the Department is obtained. The Director of Public Instruction will communicate the decision of the department to the Management by 15th March. The Management should submit its appeal to Government before 15th April, if the application has been rejected or if permission is not granted by the D.P.I. Government's decision shall be final and no appeal shall lie on it.

Rule 11.—General conditions for recognition :—(1) Every institution seeking recognition shall be under the Management of a Committee or a society, registered under the Societies Registration Act, 1960 or the Bombay Public Trust Act, 1950 or any other Act that may be specified by Government it shall consist of not less than 7 and not more than 13 persons, it shall act in the capacity of trustees and shall be answerable for the maintenance of the institutions and for the observance of such rules as may be prescribed by the Department from time to time.

(ii) The Management shall appoint a Secretary to carry on correspondence with the Department. The Head Master and one teacher of the School as chosen by the Managing Committee shall be members of the Managing Committee.

(iii) In the case of a group of Schools managed by a non-official body, there shall be one Managing Committee for the schools as a whole.

*Note.—This rule is not applicable to such of the High Schools as were established prior to the academic year 1962-63—Vide G.L. No. ED 17 SOH 70 dated 24th July 1970.

If all the schools of the group are in the same place, there shall be only one Secretary. In other cases, there shall be one Secretary for the school at the Headquarters of the Management ; but for the Schools outside the Headquarters, the Head of the Institution shall be the Secretary.

(iv) A Municipal Corporation or Council or Taluk Board or Panchayat shall be considered to be a Managing Committee for this purpose.

(v) In the case of Institutions run by Local Bodies, the number of Headmasters and teachers to be included in the Management shall be determined by the respective bodies.

(vi) Every institution shall be subject to the Inspection of the Department. The institution shall abide by such instructions as may be issued by the Department from time to time.

(vii) All institutions shall be secular. Attendance at religious instruction, if there by any, should be voluntary. Such classes should not be conducted during regular School hours.

(viii) The institution shall follow the approved or prescribed curricula and text books and maintain the prescribed standard.

(ix) It shall follow the prescribed rules regarding (a) qualifications and age of employees number of working days in the year, (c) the maintenance of records and registers and sending of periodical and other returns in time.

(x) It shall follow the prescribed rules for admission of pupils.

(xi) It shall follow the prescribed rules for the attendance, examination and promotion of pupils.

(xii) It shall also follow any other directions that may be issued by the Department from time to time for the smooth working of the institution.

Rule 12-A, Procedure of Recognition :—(i) The application for recognition for the first time shall be made in the prescribed form in triplicate.

(ii) It shall be addressed to the Director of Public Instruction. One copy should be sent to the Director of Public Instruction directly and the remaining two to the Deputy Director of Public Instruction of the District concerned before the 1st August of the year in which it is started.

(iii) The Deputy Director of Public Instruction shall visit the school and send his report to the Joint Director of Public Instruction, before the end of September, and the ~~Joint Director of Public Instruction~~ Joint Director of Public Instruction in turn may pay visit to the school, if necessary, and send his report to the Director of Public Instruction before the end of October. The Director of Public Instruction will communicate recognition or otherwise by the end of November.

(iv) In the event of refusal of recognition a copy of the order stating the reasons for the refusal shall be communicated to the Management. An appeal shall lie to the Government within 30 days of the receipt of communication. The decision of the Government shall be final.

(v) In the first instance, temporary recognition if granted is tenable for one year. This may be renewed as decided by the Department from year to year. The Deputy Director of Public Instruction of the District shall renew temporary recognition year by year after satisfying himself regarding the working of the Institution.

Rule 12-B : Procedure for change of Management of a School.

(Issued under G. O. No. ED. 159 SLB 69, dated 24/27th August 1970).

(i) Recognition, when granted will apply only to the classes for which it is granted, the managing body to whom it is granted and to the particular location of the institution at the time of recognition. If any change, is made without the previous sanction of the Director, in either the management, the number of the classes or the location of the institution, the recognition lapses ;

(ii) When a recognised institution ceases to exist on the ground that it is shifted to a different locality or transferred to a different managing bodys without the prior approval of the Director such institution shall be treated as a new institution for the purpose of further recognition and all the conditions applicable to the newly started schools will apply to such institution ;

(iii) Even if the change of management of a school is considered desirable and if the Management intends to effect such change with the prior approval of the Director such proposals should be submitted to the Director through the Divisional Joint Director of Public Instruction at least 6 months in advance of the commencement of the following academic year together with the following documents :

1. A Copy of the resolution of each of the two Managements, intending to transfer and take over the management of the school along with its assets, liabilities and the staff of the school as approved by the Department (details regarding movable and immovable properties should be listed out and enclosed as Annexure-A to the agreement while the staff list with the service particulars of each member should be enclosed as Annexure-B).

2. An agreement on the required stamp paper agreeing to transfer the school along with its assets and liabilities and the staff as detailed in Annexure ' A ' and ' B ' to the new management should be furnished. A similar undertaking by the new management agreeing to take over the control of the School along with its assets and liabilities and staff should be furnished. The stamp duty has to be paid by Government, if the transfer is in favour of Government.

*Note :—*In the case of Private High Schools to be taken over to the managements of Local Bodies or *vice versa*, the concerned Local Bodies shall obtain the concurrence of Government in the Municipal Administration or Development, Housing, Panchayat Raj and Co-operation Department, as the case may be, and furnish the same along with the proposal for the change of the Management.

(iv) On receipt of the proposal for change in management of the school in the manner indicated in (iii) above, the Joint Director shall consider the same and transmit it to the Director at least 4 months in advance before the commencement of the academic year.

Immediately on receipt of the proposal from the Joint Director of Public Instruction, complete in all respects, action should be taken by the Director of Public Instruction, to consider and pass final orders, at least one month in advance before the commencement of the academic year. If however, the proposal is rejected by the Department, an appeal shall lie to Government within 30 days from the date of issue of final orders by the Director, rejecting the proposal and the orders of Government on such appeal shall be final.

*Rule 13 : Permanent Recognition :—*An Institution which satisfies the following conditions will be considered for permanent recognition : (a) that it has completed five years of continuous, recognised existence, satisfactorily.

(b) It has at least 75 per cent of trained teaching staff.

(c) The results at the Public Examinations are more than 60 per cent continuously for the last three years.

(d) The management is prompt in following rules and instructions and in submitting statistical information.

(e) The Management has constructed its own building and the building satisfies all its requirements.

(f) It has a playground measuring at least 5 acres. This condition may be relaxed in special circumstance at the discretion of the Director.

Rule-14. Opening of higher standards of additional sections :—(a) No recognised school shall teach a standard or standards higher than those for which it has been recognised without the previous permission of the Department. Applications for teaching higher standards shall be submitted to, the Deputy Director of Public Instruction and the Director of Public Instruction before 31st December of the year prior to June in which the higher standard is proposed to be introduced. The Director of Public instruction will communicate sanction or otherwise before 31st March. If No order is received by 31st March, the management should submit an appeal to Government before 30th April. In such a case the higher standard should be opened after the receipt of the orders of Government permitting the same.

(b) No new division (Section) shall be opened without obtaining the orders of the Department. An application shall be made for the same both to the Deputy Director of Public Instruction and the Director of Public Instruction 4 months before it is to be opened. Even after the orders permitting the same are received, it **SHALL BE OPENED ONLY IF THE NUMBER OF PUPILS IS ADEQUATE AND IF PROPER PROVISION FOR ACCOMMODATION, STAFF AND EQUIPMENT** is made.

*Rule 15 :—*If, in the opinion of the Department, a recognised institution cease to fulfil at any time, the conditions of recognition, the defects shall be pointed out to the Management with the direction within a specified period that it shall be incumbent on the management to remedy the defects, on the lines pointed out by the Department and to report the action taken within the specified time. If the action taken is, in the opinion of the Department, satisfactory, the recognition may be continued subject to such conditions as may be imposed by it. If the action taken by the management is in the opinion of the Department unsatisfactory, the Management shall be asked to show cause why recognition should not be withdrawn. If, within a month of the receipt of the show cause notice, action as directed by the Department is not taken, or if the explanation offered is not acceptable to the Department, the Department may withdraw the recognition.

CHAPTER IV.

*Rule 16 :—General Conditions of Aid :—*Grant-in-aid is permissible only to those institutions which have been recognised by the Department. It is subject to the following conditions :—

(i) The Management shall have deposited the stability fund as indicated in rule 9(d) of Chapter III.

(ii) The Management shall credit the prescribed fees collected, into the Treasury as prescribed in rule 69.

The other amounts collected by way of grants, donations, interest on endowments, deposits, and other items realised by the institutions shall be credited to the accounts of the institution and shall be reflected in annual receipts and expenditure statement of the institution.

Failure on the part of the Management or the Head of the Institution to collect and to credit the fees so collected to Government funds as directed above, may entail stoppage of grants and withdrawal of recognition.

(iii) The Management shall maintain the accounts of the Institution and furnish monthly and other periodical returns to the Department in accordance with the prescribed rules.

(iv) The Management shall get the accounts of the Institutions audited by an auditor not connected with the Managements in any way, from the list of auditors approved by the Education Department.

(v) The Management shall keep the accounts of the Institution open to inspection and audit by Inspecting and other officers deputed by the Director or by the Accountant General or by their nominees.

(vi) (a) The Management shall appoint teachers and other staff of the Institution in accordance with the rules prescribed in this behalf and shall observe the conditions of service prescribed therein.

(b) The Management shall make available the staff members selected by the Additional Director of Examinations for being utilised for purposes of Public Examinations conducted by the Department or Board. Their period of absence in all such cases will be treated as on other duty and their salary during that period will be admitted for grant purposes.

(vii) The Management shall report to and obtain the approval of the Inspecting Officer concerned for all appointments and changes made in the staff of the institution. It shall be competent for the Inspecting Officer to prohibit the employment of any person who is not duly qualified or who, for any other reasons to be recorded in writing, is considered unfit to be on the staff. Persons who are suffering from contagious diseases or serious physical defects should not be appointed by the Managements as teachers in Schools. In doubtful cases a reference may be made to the Inspecting Officer concerned and his Instructions obtained. An appeal against the decision of the inspecting Officer shall lie with the next superior authority whose decision shall be final.

(viii) The Management shall not spend any portion of its income including accumulated savings on items—which are not in the interest of the institutions or meant for its development.

(ix) The Management shall not incur any fresh additional expenditure even on approved items without the previous permission of the Department and in anticipation of obtaining aid. Such fresh expenditure may, however, be incurred provided the item of expenditure refers to an approved item and the Management is in a position to incur the additional expenditure without Departmental grant.

(x) Institutions recognised temporarily are eligible for the benefits of grant-in-aid laid down in the Code for the period of recognition only. Institutions recognised permanently are eligible for the grant-in-aid so long as the recognition lasts and the institutions faithfully fulfil the conditions governing the payment of the grants.

(xi) No grant will be paid for any secondary school with less than average daily attendance of 25 pupils, in each standard provided that this rule may be relaxed by the Director in exceptional cases.

(xii) Tuition shall be free in all grant-in-aid schools, except in respect of failed candidates who are re-admitted to the School. The failed candidates shall pay tuition fees as prescribed in Chapter-X.

Schools charging tuition fees, for the regular students, or charging fees higher than the prescribed rate for failed candidates shall not be eligible for grant-in-aid.

(xiii) The grant in-aid will invariably have effect from the month following that in which final orders of competent authority admitting the institutions to the Grant in aid scheme are communicated or from the date of effect mentioned in the order whichever is later.

Rule 17.—Reduction in Grants.—(a) Grants may be reduced by the Director of Public Instruction after due warning given to the Management if it is found that the provisions of the rules laid down in this Code are not duly adhered to and that the school has deteriorated in general efficiency. In a case, however, of a breach of an instruction or an Order issued by the Department or an infringement of the provision of a rule or rules in the case, which in opinion of Department is of a serious nature, the grant may be reduced or withdrawn without any previous warning. Also in case of mismanagement and serious deterioration in standards of efficiency and or discipline, the grants are liable to partial reduction or total withdrawal without any previous warning.

Rule 18.—If the Management deliberately coach up and encourage candidates to take up examinations conducted by the Boards other than those approved by the Department, contrary to the instructions, it will be liable for disciplinary action resulting in the withdrawal of recognition and grant.

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CHAPTER V

QUANTUM OF GRANTS ADMISSIBLE

Rule 19 (a).—All grants are payable with due consideration to the requirements of each institution and subject to availability of funds.

Rule 19 (b).—Grants once sanctioned may be modified, if necessary, at the discretion of the Director.

Rule 20.—The total amount of grant payable to an institution shall not in any case exceed the deficit between authorised expenditure and income from all sources.

Rule 21.—Subject to the general conditions of aid, recognised educational institutions shall be eligible for grants as under—provided however, that Government may give grants as per rule 21 (ii)* to a Girls High School even from the year of start with a view to encouraging Girls' Education, *Vide* G.O. No. ED 74 SHS 67, dated 3rd April 1968, and G.L. No. ED 76 SHS 69, dated 19th February 1970.

**Vide* G.O. No. ED 7 SHS 69, dated 28th January 1969.

II. FROM FOURTH YEAR ONWARDS

(A) Maintenance Grants

(i) *Salary grant.*—The entire amount of salary of staff (teaching and non-teaching) at the sanctioned scales of pay and allowances subject to the approved pattern of staff as indicated in Appendix IV will be paid by way of monthly advance grant.

(ii) *Grant on contingencies.*—The entire expenditure incurred on approved items of contingencies will be also paid by way of grant subject to the limit prescribed below :—

(a) *On general items.*—At the maximum rate of Rs. 75 for the first section and at Rs. 25 for every additional section per year for approved items.

(b) *On Miscellaneous items.*—At the maximum rate of Rs. 75 for the first section and Rs. 25 for every additional section per year.

Note.—(The approved general items and miscellaneous items of expenditure are as detailed in Appendix II).

(c) *On Home Science contingency.*—At the maximum limit of Rs. 100 for the first section and Rs. 50 for every additional section, per year, in the case of institutions where Home Science is introduced as an Elective with the prior approval of the Department.

(d) *On other charges.*—Any other essential item of contingency not included in the Appendix II but purchased with the prior approval of the Inspecting Officer up to a limit of Rs. 25 per annum.

(iii) *Grant on maintenance and repairs of School buildings and play grounds.*—The entire actual expenditure incurred on the maintenance, repairs and taxes on School buildings owned by the management, subject to the ceiling limit calculated at the rate of

Rs. 50 per annum per Section of the School. This is intended to cover the repairs and maintenance of the entire school building, including Laboratory, Office, etc., and no separate maintenance or repair charges will be admissible on this account

Note 1.—The above grant is payable only if the repairs are actually carried out during the year and the expenditure is supported by relevant vouchers.

Note 2.—The above provisions do not apply to rented buildings, as the upkeep and repairs of such buildings is to be done by the owner of the building.

(iv) *Grant on rent of School Buildings.*—Expenditure incurred towards payment of rent on hired school buildings will be admitted for purposes of grant provided the inspecting authority certifies that the buildings are suitable for running the school. The payment of grant for rent should be regulated as per the maximum scale prescribed below or the amount of rent for the entire School building shall be restricted to the amount actually paid as per the rental certificate issued by the competent P.W.D. authorities, whichever is less.

(1.) School having only one or two Sections—No grant.

(2.) Schools with 3 Sections—Rs. 150 per month.

(3.) Schools with 4 Sections—Rs. 200 per month.

(4.) Schools with 5 Sections—Rs. 250 per month.

(5.) Schools with 6 Sections—Rs. 300 per month.

(6.) Schools with more than 6 Sections —

For the first Six Sections—Rs. 300.

For Sections Seven to twenty at Rs. 25 per Section.

For Sections above twenty—Nil.

Maximum rent payable to the School is Rs. 650 per month.

Note No. 1.—Managements shall have the option to treat such of the buildings as rented buildings as have been built entirely out of loans either from Government or from Private sources or both *Vide* G.O. No. ED 97 SHS 67, dated 18th October 1968. (This order comes into force from 1967-68).

Note No. 2.—Where buildings owned by the Management are used by the Institutions for running High School Classes grants may be sanctioned to the extent of 3 per cent of the Capital cost of the buildings subject to the maximum limit of 50 per cent of the Scale prescribed in Rule 21 (II) (A) (iv) of the G.A. Code for Secondary Schools. *Vide* G.O. No. ED 49 SHS 69 dated 9th June 1969. (This will have effect from 1967-68).

Note No. 3.—(a) Where buildings are hired exclusively for purposes of housing High School Classes grant on rent should be regulated as per scale prescribed in Rule 21-II (A) (iv) of the G.A. Code.

(b) Where buildings are constructed entirely out of loans raised either from Government or from private Sources or from both, grant on rent should be regulated as per Rule 21-II(A) (iv) of the G.A. Code. The national rent to be determined for buildings of this category should be regulated as per rule prescribed for hired buildings in Sub-Para 3(A) above, *i.e.*, as per scale prescribed in rule 21-II (A) (iv) of the G.A. Code. Once the loan amount is fully discharged the grant on rent should be regulated as per Note 2 to Rule 21-II (A) of the Code.

(c) Where buildings are owned by the Management grant on rent should be regulated as per note 2 to Rule 21-(II) (A) (iv) of the G.A. Code.

(Vide G.O. No. ED 104 SHS 69, dated 9th April 1970).

Grants on buildings, equipment and play grounds.—The grant for these items will be admissible if the expenditure is incurred, with the prior approval of the competent authority, i.e., Director of Public Instruction or Joint Director of Public Instruction or Deputy Director of Public Instruction on erecting, purchasing, enlarging or rebuilding of the school building; acquisition of sites, improvement of play grounds; construction of open air theatres, gymnasium, stadium or sports pavilion and purchase of equipment for the School. The grant admissible is 50 per cent of the actual approved expenditure incurred on these items. In the case of construction of School buildings the grant is limited to Rs. 1 lakh for the entire school building.

Note.—If the expenditure is incurred on the above items from out of the Sports Fund or other accumulated funds of the Schools, no grant is admissible on such expenditure.

(C) Youth tours and Hykes

Full cost of T.A. and D.A. of teachers accompanying the students subject to the limit of 1 teacher for every 25 students and 1/3 of the rail or bus fare for student, provided the management has taken the previous approval of the Department. The fares admissible will be calculated on the basis of concessional rates admissible.

(D) Grants on special experimental projects for qualitative improvement

The Director may sanction at his discretion out of savings, within the sanctioned Budget provision, grants not exceeding Rs. 300 to selected and deserving schools which undertake special experimental projects or special types of academic programmes aimed at qualitative improvement.

CHAPTER VI
PROCEDURE FOR THE SANCTION OF GRANTS

22. Maintenance Grants.—Grants are fixed on the basis of the actual authorised cost of maintenance of each financial year. The grant due for a year will accordingly be sanctioned after the audit report on the accounts of that year is received and scrutinised by the Deputy Director of Public Instruction. Such sanctions will be accorded by 1st October of the following year.

23. In order that the institution may not suffer for want of Funds, monthly advance grants equal to the salary of the approved staff is sanctioned according to the provisions of Rule 21 in Chapter V.

24. Detailed procedure for sanction and drawal of grants is indicated in Chapter VII.

25. Building Grants.—(a) The Management should own a site for the construction of the building and produce a non-encumbrance certificate.

(b) Application for grants should be made in the prescribed form with the plans and estimates prepared in accordance with the specifications stipulated by the Departmental Rules regarding floor area of class rooms and cubical content, laboratory, work shops, etc. They should be sent to the Joint Director of Public Instruction in the first instance, so as to reach him on or before the 30th April of each year. On their receipt the Joint Director of Public Instruction will conduct such scrutiny as he may consider necessary in each case and after satisfying himself that the assistance is justified, sanction the grant admissible where he is empowered to do so, or submit the application to the Director of Public Instruction with his recommendation. The Director of Public Instruction will sanction applications which are within his powers and submit others to Government for sanction.

Note.—The powers of Joint Directors of Public Instruction and the Director of Public Instruction in this behalf are found in the Manual of Financial Powers.

(c) The application should explain clearly the need for the building with reference to the number of pupils and the various courses which have been introduced.

(d) Before the grant is sanctioned, the Department must be satisfied that the means relied upon for meeting the management's share have actually been raised and are available, a declaration to this effect being appended to the applications.

(e) In case the concerned authority thinks that the application deserves consideration, the plans and estimates shall be sent to competent Public Works Department authorities within a month's time for approval. In case any modification suggested, the plans and estimates shall be returned to the managements within 3 months after the receipt of the application for making the necessary modification. A month's time shall be allowed for making this modification. After the revised plans and estimates are received, they shall be referred to the concerned authority of the Public Works Department and the plans and estimates finally approved by the Public Works Department shall be sent to the concerned Departmental Officers on or before 30th September.

(f) Before sanctioning the grant, the management shall be required to execute a non-aleination deed of property concerned in the form prescribed for this purpose.

(g) The sanction of grant shall be communicated to the management on or before 14th November.

(h) The construction of the building may then be taken up in accordance with the approved plans and estimates.

(i) The construction of the building may be entrusted to the registered contractors on sealed tender system and the charges paid to the P.W.D. if any, will be considered as on items of approved expenditure.

(j) Grants may be paid in four instalments as the construction work progresses. The first instalment shall generally become payable when about a quarter of the estimated expenditure has been incurred. The grant may be claimed on a bill on the basis of a valuation certificate along with the work bills duly certified by the Public Works Department. The bill will become payable after countersignature of the sanctioning authority. The bill ready for encashment will be returned to the management not later than two months from the date of receipt of the bill.

(k) *Use of buildings* :—In the case of buildings for which grants are given, it shall be competent for the Director of Public Instruction to forbid the use of such buildings or any portion thereof for such purposes as are considered by him to be inconsistent with the object of the grant.

(l) *Claims of Government* :—If a building for the acquisition, construction, extension, alteration or repair of which a grant has been drawn ceases to be used for educational purposes approved by Government prior to the expiration of forty years from the date of payment of the last instalment of the grant, the management shall refund to Government such portion of the grant as may be determined by Government. This will apply also to lands which cease to be used for educational purposes prior to the expiration of forty years from the date of payment of the last instalment of the grant or delivery of possession of the land for the acquisition of which a grant has been drawn or which have been given free or at concession rates. If the managements fails to make such refund, Government may summarily take possession of the building or land till the amount is refunded or recover the amount by such means as they may think fit. The Management shall execute a bond to this effect in the form prescribed by Government.

(m) *Amount to be recovered* :—The amount to be recovered from the management under the preceding rule, in any case, shall be equal to “The total Government Grant multiplied by (40 minus the number of years during which the building has been used for approved purposes), divided by 40”. The management concerned shall pay the amount to be fixed before the expiry of three months from the date of demand.

26. Grant for Equipment : (i) The applications for equipment grant should reach the Deputy Director of Public Instruction on or before the end of July.

(ii) The application shall indicate the need for the equipment and shall be accompanied by details about the number, description and price of each article along with the details of existing similar articles.

(iii) The sanctioning authority may sanction the aid for the purchase of such articles of equipment as it considers necessary and check the purchases made during inspection.

(iv) One of the conditions of grant for equipment will be that the articles of equipment are not diverted for purposes other than those for which the equipment is intended and a stock account of the same maintained.

(v) The articles should be purchased through approved firms on the tender system.

(vi) Grants may be claimed on bills in the prescribed form. The bills should be accompanied by vouchers duly receipted. The bills shall become payable after countersignature of the sanctioning authority.

27. Equipment of Gymnasia, Stadium and Sports, Pavillion, Play Grounds, Open Air and Indoor Theatres : The rules of procedure prescribed in regard to general equipment shall also apply to these items.

28. Grants for youth tours and hikes : Applications should be made six weeks before the proposed date for the tours and hikes. These should be undertaken only after approval.

CHAPTER VII.

ACCOUNTS PROCEDURE FOR SANCTION AND DRAWAL OF GRANTS.

29. The institutions admitted to the benefits of grant-in-aid will maintain cash Books and subsidiary Registers in the manner indicated in Appendix III. All cash transactions connected with the Institutions either directly or indirectly should find a place in these registers. Cases of doubt should be referred to the Joint Director for decision.

30. The Institutions will furnish in Form No. 4, a true summary of the transactions entered in these registers quarterly to the Deputy Director of Public Instruction concerned in the form prescribed. The quarterly summary of accounts will be accompanied by subsidiary statements of specified class of receipts and charges and be despatched so as to reach the Deputy Director of Public Instruction on or before the 10th of the following month of each quarter.

31. Deputy Director of Public Instruction will scrutinise these accounts and intimate the result to the Institutions by the 15th of the 2nd following month of each quarter. Disallowances or defects advised as a result of such scrutiny should be reimbursed to the accounts of the institutions or remedied as the case may be, within month of such advice. Where disallowances advised are challenged, by the management the Joint Director of Public Instruction shall decide the issue and pass orders within a month. A further appeal to the Director of Public Instruction may be made within a month. The Director of Public Instruction's decision is final.

32. The Grant-in-aid towards the maintenance charges of such institutions will be determined with reference to the actual authorised cost of each year as stated in Chapter V. The figures thereof will be worked out provisionally in the Deputy Director of Public Instruction's Office, with reference to the account returns sent by the institutions and finalised on the basis of the audit report for the year furnished by the Auditors approved by the Department.

33. The audit report on the accounts of a year is due in the Deputy Director of Public Instruction's Office not later than 30th June of the following year. Soon after the receipt of the report, the maintenance grant admissible for the year will be worked out by the Deputy Director of Public Instruction concerned and sanction orders issued in term of Art. 161, M. F. C. 1958 on or before 1st October. The Deputy Director of Public Instruction should certify in their salary bills for the month of October, that the proposals received for sanction of maintenance grants with all the requirements and particulars have all been sanctioned and that there are no cases pending disposal in his Office. Copy of the sanction order will be communicated in Form No. 5 to the Institution to the Accountant General, to the Joint Director of Public Instruction and two copies to the Director of Public Instruction (Accounts) and (Administrative Branch). The sanction order will indicate *inter alia* the maintenance grant fixed for the year, the advance grants already drawn by the Institution to be adjusted therefrom and the net excess to be recovered or shortage to be paid in the next bill. The grants will be drawn in Form No. 1.

34. The following certificate will be furnished in the order sanctioning the final grant for each year issued by the Deputy Director of Public Instruction' "Certified that the conditions attached to the grant were fulfilled by the institution during the year".

35. Grants towards non-recurring expenditure are sanctioned as and when the need therefor arises in the prescribed manner.

36. The maintenance grant other than salary for the year will not be released, unless the Audit Reports (in Form 2) for the previous year have been received in the Deputy Director of Public Instruction's Office, *i.e.*, on or before the 31st July each year. The reports should be sent in a complete form duly signed by the management and certified by the approved Auditor, to the Deputy Director of Public Instruction. However, the Director

of Public Instruction has power to order the release of the maintenance grant due in August, in anticipation of receipt of the Audit Report, as a special case, provided that he is satisfied that the institution is rendering its quarterly accounts correctly and punctually and complying with the audit requirements promptly.

37. All appointments, promotions, contingent and other charges requiring the approval of the Deputy Director of Public Instruction concerned should be reported to him and his approval obtained before any commitment is entered into by an Aided Institution in that behalf. The approval should be recorded in the Form of an Order in an Office order book maintained by the management and numbered serially for each financial year. Leave, normal increments, etc, sanctioned by the management under the powers vested in them should also be entered in this order book maintained by the management in the form of an Office-Order. The claims for pay and allowances of staff should have cross reference to the entries made in the Office order book.

38. Sanctions to charges not relating to enoluments of staff may be entered in a separate office order book.

39. A list of contingent and other charges which do not require approval of the countersigning officer is furnished in Appendix II. All other charges are to be incurred only after obtaining the approval of the countersigning Officer.

40. The countersigning Officer, *i.e.*, the Deputy Director of Public Instruction will communicate his approval of the charges in Form No. 3 and simultaneously keep a copy of the same in the file relating to the Institution for verification at the time of fixing the final grants.

41. The Institutions shall get their accounts audited annually by a certified auditor from among the list of certified auditors approved by the Director of Public Instruction. The Auditors are required, among others, to look into the points specifically mentioned on the Audit Report Form 2 and any other points intimated by the Director of Public Instruction and the Deputy Director of Public Instruction and furnish remarks as to the result of their scrutiny. The Audit Report will be in Form No. 2.

42. In the Deputy Director of Public Instruction's Office the Audit Reports will be scrutinised with reference to the actual expenditure as already reported by the Institutions, discrepancies noticed in those accounts in the annual local audit by the certified auditors, explanations furnished by the Managements to the Audit Objections raised in Central and Local Audit, and the remarks of the countersigning Officer in regard to the manner in which the Institutions are observing the conditions of grant-in-aid. If the position is satisfactory, the grants due on the basis of the final accounts of the year will be sanctioned as per Rules 19 to 21. Such orders should be issued soon after the receipt of the audit reports together with a disallowance memo indicating the reasons for disallowances, if any, for purpose of grant.

43. The Director will arrange to get the account records of the aided institutions inspected locally by the Accounts Staff of the Department once in two years. During such Inspection, a selected month's transactions should be subjected to minute test audit and all infringement of rules or orders pointed out to the management for explanation.

44. The Director will submit a report to Government on or before 1st January every year indicating to what extent the local inspection of the account of aided institutions by the Departmental accounts staff has been done and whether the condition of the accounts maintained at the Institutions can be considered satisfactory. If there are any points on which orders of Government are required, they will be specifically mentioned in the reports and Government orders sought.

CHAPTER VIII.

GENERAL CONDITIONS OF SERVICE.

45. *Appointment* : Applications shall be invited by advertisement by the management in respect of vacancies of more than six months' duration. A copy of the advertisement shall be sent to the concerned Joint Director of the Division.

45(a) Applications will be considered by a Selection Committee consisting of the representatives of the Managing Committee, Head of the Institution and one Educationist nominated by the Managing Committee. The Selection Committee shall recommend a panel of names and arrange them in the order of merit in respect of each appointment and the Managing Committee shall make the appointment. If the Managing Committee make the appointment not in accordance with the order of merit they shall record the reasons in writing, Subject to the approval of the Department. Preference shall be given to trained teachers. Teachers adequately qualified to teach the subject concerned shall be appointed.

(b) The salary of pensioners re-employed in *aided* educational institutions, if any will be regulated in accordance with the service rules prescribed by Government for such category of persons. No person above the age of 60 years shall be continued or entertained.

Amendment to Rule 46 of the G. A. Code:—(c) (i) Persons working in Non-Government Middle, Primary or Elementary Schools who are qualified for appointment as teacher in the Non-Government High Schools under the same management may be given preference for appointment on promotion as teachers in Non-Government High Schools by the Selection Committee Constituted for such appointments under Rules 45 and 46 of the G. A. Code.

(ii) If a teacher is promoted in terms of Sub-rule (i) above, his initial pay may be fixed at the minimum of the time scale of the higher post, provided that he is drawing less than the minimum or if he is drawing in the lower post a pay equal to or more than the minimum of the time scale of the higher post, then his initial pay be fixed at the stage, next above the pay drawn in the lower post.

(iii) The above rules are also applicable to the non-teaching Staff working in non-Government High Schools when they are promoted as IInd or Ist Division Clerks from the Cadres of Peons and Ind Division Clerks respectively provided that they are, otherwise, duly qualified for such promotions.

Vide G. O. No. ED 124 SLB 69 dated 11th February 1970.

47. (a) Persons appointed in a permanent vacancy should be appointed on probation for a year, after which they will be made permanent, provided their work is found satisfactory. At the time of initial appointment the teacher shall execute a bond to serve the institution for a period of 2 years. In the event of unsatisfactory work or misbehaviour during the period of Probation the teacher's services may be terminated after giving one month's notice.

Note 1.—Where Secondary Schools are entitled to post of first Division Clerk according to the Staff Pattern prescribed in Appendix IV of the G.A. Code, the same may be filled up by promotion of the Senior most II Dn., Clerk, provided he has rendered not less than five years of Service in the Institution and his work and conduct are, otherwise, satisfactory.

Vide (G.L. No. ED 23 SLB 70, dated 9th March 1970).

47. (b) The teacher completing the period of probation satisfactorily shall be confirmed in the vacancy.

48. The management may make temporary appointments, the duration of which is less than 6 months, without calling for applications.

49. Vacation pay. Temporary teachers who have worked until the closing of the schools for the annual vacation for at least 200 days in the School year shall be entitled to summer vacation pay provided that they are not serving in leave and deputation vacancies and that they were on duty on the last working day before the vacation. In the case of the termination of services the teachers on or before the last working day, the reasons for the same shall be reported by the Management to the Joint Director and his approval obtained. Any question arising therefrom shall be decided by the Joint Director of Public Instruction.

50. Leave Rules.—The leave rules applicable to employees in Government Schools shall apply to the employees of the Aided Secondary Schools.

51. Rules of Discipline.—Rules of conduct and discipline may be issued from time to time by the Management provided these are not repugnant to the General Rules of conduct laid down by Government.

52. Termination of Services Punishment. (i) The age of superannuation of a teacher shall be 58 years, *vide* G.O. No. ED 59 SES 66, dated 8th June 1966. His services may however be extended on re-employment basis by the Director of Public Instruction on the recommendation of the Management upto 60 years provided that a teacher may voluntarily retire after a period of 30 years of service.

Note 1.—This provision is also applicable to non-teaching staff—*vide* G.L. No. ED 61 SET 64, dated 16/18th November 1964...

Note 2.—In respect of persons appointed prior to the date of issue of the revised G.A. Code *viz.*, 31st January 1962, the rules hitherto obtaining in different integrated areas be applied in so far as they relate to the question of the age of retirement *vide* G.O. No. ED 55 SES 62, dated 16th October 1962.

(ii) If the date of superannuation of a teacher falls during the school year after two months from the commencement of the term, the period of service of the teacher shall ordinarily be extended upto the end of the School year.

(iii) The services of a temporary teacher may be terminated by the Management at any time without assigning any reason. Employees both permanent and temporary who wish to resign should give one month's notice in advance or in lieu thereof surrender one month's salary to the Management.

(iv) The services of permanent teacher may be terminated on the grounds of insubordination, inefficiency, neglect of duty, misconduct, moral delinquency contagious diseases or for any other cause or causes which make the teacher unsuitable for retention in service provided that before such termination is made, due enquiry shall be made by an Enquiry Committee appointed for the purpose. Before such an enquiry is held, the Management shall have obtained his explanation on the charges and shall have reported the conduct of such enquiry to the inspecting Officer, after obtaining the explanation. During the enquiry, the teacher shall be given an opportunity to defend himself by means of a written statement, as well as by leading evidence if any. In case the teacher does not present himself before the Enquiry Committee after due notice, *ex parte* decision will be given which will be binding on the teacher. The Enquiry Committee shall consist of three persons two of whom will be persons nominated by the Management and the third the Head of a Training Institution (Training College or School) appointed by the Joint Director of Public Instruction.

(v) If, after such enquiry, the decision of the Enquiry Committee is to the effect that it is undesirable to continue his service, the teacher may be dismissed forthwith without any notice whatsoever.

(vi) It shall be competent for the Management to suspend the teacher during the course of the enquiry with the previous approval of the Joint Director of Public Instruction, but the teacher may be given subsistence allowance at the scale that may be approved by the Department, during the period of suspension, the cost thereof being included under "Maintenance for purposes of grant."

(vii) In all cases of termination of service after enquiry the findings of the enquiry and the reasons for termination shall be recorded and a copy sent within a week to the Joint Director concerned by registered post acknowledgement due and also to the permanent address of the teacher.

(viii) The teacher shall be free to make an appeal to the Joint Director of Public Instruction against the order of termination provided that it is filed within 30 days of the receipt of the letter sent by registered post referred to in para (vii) *Supra*. The appeal shall be decided by the Joint Director of Public Instruction within three months from the date of the appeal. A final appeal shall lie to the Director of Public Instruction within 30 days from the date of receipt of the decision of the Joint Director of Public Instruction. The decision of the Director shall be final. It will be communicated to the teacher within 3 months from the date of the appeal. If for special reasons the enquiry takes a longer time, the Director should submit a report to Government giving reasons for the delay and obtain an extension of time for the disposal of the appeal. However, in no case should the period exceed 6 months.

(ix) The order of the Director on appeal shall be binding on the Management.

(x) The Department may at any time call upon the management to hold an enquiry against any teacher and take action as indicated in the previous paragraphs. The teacher concerned shall be given an opportunity to defend himself in the manner noted in Para (iv).

(xi) Notwithstanding anything stated above Government shall have full powers to call for the records if necessary and pass such suitable orders as they deem fit.

53. (a) Private Tuition.—Heads of Schools should not undertake any private tuition. They may however, undertake part time educational work in private institutions with the permission of the Management of their own school.

(b) Every teacher must obtain the previous permission of the Head of the School before he undertakes any private tuition. He should submit to the Head of the Schools statement showing the names of the pupils to whom he has been giving tuition, the period for which he is giving tuition each day, the standards in which they are studying and the amount of remuneration received. The number of tuitions undertaken by a teacher should not exceed two, the number of pupils should not exceed five in all and the hours of tuition should not exceed two hours per day for each teacher.

(c) No teacher will be allowed to conduct directly or indirectly any coaching classes on a remunerative basis to prepare pupils to the internal or external examination of Secondary Schools. When the number of pupils taking private tuition from a teacher for internal or external examination exceeds five, shall be deemed to be a coaching class.

(d) The Head Master should maintain a Register of private tuition given by teachers in the School showing the names of the pupils, the standards and schools in which they are studying and the remuneration for each tuition in respect of each teacher. This register should be signed by teachers concerned. The Head Master shall furnish this information to the Inspecting authority at the time of Inspection whenever required.

(e) Any infringement of the rules under this section either on the part of the teacher or the Head Master will result in disciplinary action being taken against them.

54. Private work and extra-curricular activities. All teachers shall, during the period of their services employ themselves honestly and efficiently under the orders of the Head of the School, and shall not, on their own account or otherwise, directly or indirectly, carry on or be concerned in any trade or business, without having first obtained the permission of the management and the Department. In addition to the ordinary school work, teachers may be required to participate in all curricular activities of the school including social education.

55. Items of work and attendance.—(a) The full time teachers should be present on the school premises during the school except for the daily recesses. Part-time teachers shall be present at the school premises during the period allotted to them in the time table.

(b) All full time teachers shall work for a minimum period of 20 hours per week excluding those connected, with co-curricular and extra curricular activities.

Note.—Approval of appointments of full time physical Education Teachers and Craft Instructors etc., should be made strictly in accordance with the provision made in the Staff Pattern in Appendix IV irrespective of the work load of 20 hours per week in respect of full time teachers as laid down in Rule 55(b) of the G.A. Code, as these teachers are concerned with co-curricular activities and are not obliged to put in the minimum work load of 20 hours per week.

(Vide G.L. No. ED 35 SLB 70, dated 3rd April 1970).

(c) The Head of the School shall have discretion to reduce the teaching work of teachers in higher classes and increase the teaching work of those in lower classes by two periods, not exceeding an hour and a half per week, provided the average of 20 hours per teacher is not affected thereby.

(d) Provision should, however, be made for a fair and equitable distribution of work to all teachers as far as possible.

56. Submission of representation. All representations of whatever nature from a teacher in connection with his employment or in connection with the school to the Management or to the Department shall always be addressed through the Head of the School. If no reply is received within a period of 2 months he may address the Management or the Joint Director concerned, direct.

57. Staff not to engage in political agitation: The staff of an Institution which is receiving grant and which is recognised by the Department shall not engage in political agitation of any kind directed against the authority of Government or in any agitation or movement which is or may be accompanied by or result in ill-feeling between different sections of the community or give expression in any way to opinions which may tend to excite feelings of political disloyalty or disaffection against the Government.

58. If any employee of an Aided Institution is elected as a member of the State Legislative Assembly, State Legislative Council, Loka Sabha, Raiya Sabha, Taluka Board, Municipal Council, or any other autonomous body, an intimation of the same shall be sent by the employee to the Management and the Management to the concerned Joint Director within a month of his or her election.

59. Transfer of teachers from One Aided Institution to another Aided Institution : When teachers already in employment in one Aided Institution are transferred to some other Aided Institution under the same Management, their previous service may be taken into consideration and their salary that was admitted for grant in the previous Institution may also be given to the teachers. When Teachers of one Aided Institution are transferred to another Aided Institution under different Managements, in the State or outside, their previous service may be taken into consideration and the salary admitted in the previous institution may also be given provided, previous permission of the Director is obtained. The Director shall give such permission after examining the certificates, as regards the service and the salary paid in the previous institution, issued by the inspecting Officers of the District or Division concerned.

60. "The staff shall be given the benefits of pension, Provident Fund, insurance, Gratuity and other benefits, which may be sanctioned by Government from time to time".

CHAPTER IX

PROCEDURE FOR PAYMENT OF PROVISIONAL SALARY GRANTS

61. The payments made under the rules in this Chapter shall be treated as purely provisional payments subject to re-adjustment from the final grants for the period concerned on account of salary grants and or non-salary grants as may be finally fixed under the rules in this Code.

62. Claims on account of pay and allowances of Teaching staff and non-teaching staff shall be shown in separate sections in the pay bill. Separate sub-totals of each column of the bill shall be struck for the two separate sections of the bill and a grand total for the two Sections put together shall also be shown. The total amount of all deductions and the total amount of the net sum payable to the employees shall be expressed both in words and figures.

63. Each employees of the school shall open a saving bank account in his name with the nearest State Banks' of India or the State Bank of Mysore or any one of the approved Scheduled Bank's or the Post Office. All such S.B. Accounts of the employees of the institution shall be opened in only one Bank or Post Office as the case may be. In addition the Head Master of the Institution in his official capacity as head of the Institution shall open another S.B. Account for operating the authorised deductions like L.I.C. premiums Provident Fund, advance, etc.

64. All claims for salary grants shall be duly endorsed for payment to the Bank/Post Office with which an account has been opened under Rule 63.

65. All payments towards provisional grant-in-aid, under the rules in this Chapter, shall be passed for payment by the Deputy Director of Public Instruction in favour of the Bank/for credit to respective Post Office S.B. Accounts as follows :—

(a) The net amount of pay and allowances due to such one of the employees shall be arranged to be credited by the Bank/Post Office to the S.B. Accounts of the respective employees.

(b) The total amount of deductions towards Insurance Premia, Provident Funds, Advances, etc., shall be arranged to be credited by the Bank to the S.B. Account opened in the name of the Head Master of the school in his official capacity.

Note :—In the case of S.B. Accounts opened in Post Office the Deputy Director of Public Instruction shall issue two separate crossed cheques one for the total net payable amount to be credited to the individual S.B. Accounts of the employees and another for the total amount of deductions to be credited to the official S.B. Accounts of the Head Master of the School.

66. The amounts credited to the Official S.B. Account opened in the name of the Head Master of the school may be withdrawn by him by means of crossed Account Payee cheques only for payment to the parties or institutions or Government according to the nature and details of the deductions. A certificate to the effect that the amounts credited to official S.B. Accounts of the Head Master have been remitted to the respective accounts and acknowledgements obtained shall be obtained from the Bank and placed on record by the Deputy Director of Public Instruction concerned.

67. The Banks shall be advised by the Deputy Director of Public Instruction concerned that withdrawals in cash shall be permitted from the account opened in the name of the Head Master of the school in his Official capacity. An acceptance of such an advise shall be obtained from the Banks and placed on record by the Deputy Director of Public Instruction concerned.

68. Bills for pay and allowances of staff of aided institutions shall be preferred in Form No. 6 by the Head Master of the School. The rules relating to the preparation of pay bills as laid down in the M. F. C. shall be observed as far as they may be applicable. The Certificates printed on the pay bills regarding the maintenance of service records, leave accounts, etc., shall be duly attested by the drawing Officer of the institution.

69. (a) The following fees collected during the preceding month shall be invariably credited into the Treasury under the Head of Account XXII Education, F. General, J. Miscellaneous on or before the 10th of the following month and the Treasury/Bank challan in support of the credit, shall be attached to the pay bill for that month submitted to the Deputy Director of Public Instruction concerned for payment. If the challan is not enclosed the pay bill shall not be passed for payment by the Deputy Director of Public Instruction. Unless a certificate to the effect that no fees were due to be collected is attached, provided however that the new Schools started on condition of "NO MAINTENANCE GRANTS" for the first three years shall be exempted from crediting the fees into the Treasury till they begin to receive maintenance grants as per rules. *vide* G. O. No. ED 37 SHS 68 dated 31st May 1968.

- (i) Betterment fees.
- (ii) Admission and Re-admission fees.
- (iii) Fines.
- (iv) Tuition fees from failed students.
- (v) Tuition fees from students of Standard XI.

(b) The Deputy Director of Public Instruction shall take due notice of any amounts largely in arrears and may, after giving due warning, stop grants if collections and credits do not improve.

70. An absentee statement in Form No. 7 showing the names of the absentees and the in-charge arrangements made in place of absentees as prescribed in article 120 of the M. F. C. shall be appended to the Establishment Pay Bill.

71. The rules in the M. F. C. in regard to claims relating to first appointments, arrears of leave salary, increments, etc, shall, be followed in preferring such claims.

72. (a) The Pay Bills shall be submitted to the Deputy Director of Public Instruction concerned in quadruplicate. They should be prominently marked as "Original" "Duplicate" "Triplicate" and "Quadruplicate" in red ink. Only the original copy of the bill shall be signed in full and the other three copies shall be merely initialled by the drawing Officer.

(b) The claims of only such employees whose appointments have been approved by the Deputy Director of Public Instruction concerned shall be included in the pay bills. If any new appointments of qualified persons are made then such claims should be invariably accompanied by a proposal for their approval by the Deputy Director of Public Instruction failing which they will be disallowed. Such disallowances if any, will have to be clearly indicated by the Deputy Director of Public Instruction in all the four copies of the pay bills.

(c) Any arithmetical mistakes noticed in the pay bills may be corrected by the Deputy Director of Public Instruction under proper attestation. Such corrections shall be carried out in all the four copies of the bills. The pay bills shall not be returned for such corrections to the Institution, as this would delay payment to the staff.

73. The Establishment Pay bills submitted by the Head Masters of the schools shall be properly scrutinised by the Deputy Director of Public Instruction before they are passed for payment.

Note :—Supplementary claims more than six months old involving large amounts *i.e.*, above Rs. 500 in each case should be got scrutinised by the Inspecting Officers with reference to the original records of the institution before they are passed for payment by the Deputy Director of Public Instructions.

74. (a) After due examination, the pay bills shall be passed to the extent permissible and shall have an authorisation on all the four copies of the bill in the following form :—

Countersigned for Rs.
(in figures) Rupees
 (inwords) Please pay to

 for credit to the respective S. B. Accounts.

Deputy Director of Public Instruction.

(b) The authorisation referred to in sub-rule (a) shall bear the full signature of the Deputy Director of Public Instruction on the original bill, the other three copies being merely initialled. Such pay bills of aided institutions shall be distinctly stamped as "Advance grant-in-aid bills". In addition, these bills should be correctly classified as indicated below :—

" 28-Education B-Secondary F-Direct grant to non-Government Secondary Schools "

(c) The Deputy Director of Public Instruction shall forward an advice to the Bank/Post Office Form No. 8.

75. (a) The Establishment pay bills prepared in the manner indicated in the foregoing rules shall be submitted so as to reach the office of the Deputy Director of Public Instruction on or before the 20th of the month.

(b) The actual attendance up to the 15th of the month shall be taken into account, and in the absence of information to the contrary, the attendance for the rest of the month may be presumed to continue to be good and the bill completed on that basis.

(c) If the attendance presumed for the latter half of the month should vary the corresponding variations in the quantum of pay and allowances of the employee shall be clearly indicated in the pay bill for the following month, and recovered by short-payments.

(d) The pay bills due to be submitted to the Deputy Director of Public Instruction on or before the 20th of the month as laid down in sub-rule (a), shall be processed for payment and the passed bills forwarded to the Banks concerned not later than the 28th of the

month, so as to enable the bank, to credit the salaries to the accounts of the respective employees before the 5th of the following month at the latest.

(e) In the case of schools where the employees have opened Post Office Savings Bank accounts in Head Post Office/Sub-Post Offices, the Deputy Director of Public Instruction will after countersigning the bill present it at the District Treasury at his Head Quarters and obtain cheques/R. T. Rs endorsed in favour of the Head Post Master of the Postal District, to which the Sub-Post Office where the school employees have opened accounts is attached, along with the second and third copies of the salary grant bill, by muddam or Registered Post, to facilitate the Head Post Master to intimate the Sub-Post Offices concerned regarding the details of employees, Savings Bank Account Nos. and amounts to be credited to their accounts. One copy of the bill will be returned to the Deputy Director of Public Instruction by the Post Master duly endorsed.

76. Notwithstanding anything contained in the above Rules, the Deputy Director of Public Instruction and other Officers empowered by the Director of Public Instruction shall have the power to pay the monthly salary bills in cash direct to the employees either through the Head Master, Correspondent or through the Departmental Officers.

CHAPTER X.

FEE STRUCTURE IN SECONDARY SCHOOLS.

77. (a) Tuition shall be free in aided secondary Schools up to and inclusive of Standard X provided, however, failed students who are re-admitted shall pay tuition fees at the rates prescribed below :—

Standard VIII	..	Rs. 4 P. M. for 10 months.
Standard IX	..	Rs. 5 P. M. for 10 months.
Standard X	..	Rs. 5.50 P. M. for 10 months.

(b) In standard XI a tuition fee of Rs. 6 p.m. for 10 months payable in monthly instalments from June to March, shall be charged.

78. The scale of fees levied in aided schools should not be less than that in the Government Institution of the same grade.

79. The admission and re-admission fees in each case at Re. 1 will be charged in all Schools.

80. **Medical Inspection Fees** :—Medical Inspection fees at the rate of Re. 1 per annum shall be collected in Schools where medical inspection is introduced.

81. The Medical Inspection fees shall be earmarked for Medical Inspections in accordance with rules for the conduct of Medical Examination as prescribed by the Department. A separate account shall be maintained for the purpose by the Management. Doctors for this purpose may be appointed by the Management.

82. **Sport and Reading Room Fees** :—The following shall be the rates of Sports and Reading Room fees.

Standard VII to XI :—Rs. 3 Sports Fees and Rs. 2 Reading Room fees per annum.

83. The Sports and Reading Room funds shall be earmarked for these purposes and deposited in an approved or scheduled Bank, the Savings Bank Account of Government Treasury or a Post Office.

84. **Laboratory Fees** :—A Laboratory Fees of Rs. 1 per term in a year shall be levied.

85. **Visual Education Fees** :—In Schools that come under the Audio Visual Education Scheme Fee may be collected at Re. 1 per annum.

86. The Institution may also levy the following fees with the previous permission of the concerned Joint Director of Public Instruction.

(a) Association or Union Fee.

(b) Magazine Fee.

(c) Examination Fee for printing of question papers.



CHAPTER XI.

87. **Loans** :—Loans for construction of purchase of School buildings and hostels may be given to aided management on the following conditions .—

(a) The management shall own a suitable site and produce satisfactory evidence of title to it free of encumbrance.

(b) The maximum period for the repayment of the loan shall be 20 years and shall carry interest at the rate fixed by Government at the time of sanction of the loan. The number of instalments in which the repayment of the loan and interest to be made shall be indicated in the Order sanctioning the loan. Interest shall be charged on the loan, from the date of drawal of the first instalment of the loan. Government shall also prescribe the rate of penal interest in case of default in the repayment of the loan.

(c) The Department should be satisfied about the ability of the management for the repayment of the loan according to conditions of the loan.

(d) The management shall assign the site, the building and, if considered necessary by the Department its other assets also as security for the payment of the loan.

(e) The conditions regarding plans and estimates and procedure for the construction of the buildings shall be the same as for the construction of the buildings under Grant-in-aid in Chapter VI.

(f) The loan shall be paid in four quarterly instalments and the production of bills relating to completed works certified by the Public Works Department. The first instalment shall be paid in advance, adjustments being made if necessary in the succeeding quarterly payment.

The loan shall be paid in four half yearly instalment on the production of bills relating to the work executed duly certified by the Public Works Department authorities. The first instalment shall be paid in advance, adjustment being made, if necessary in the succeeding half year payments.

Note.—The first instalment shall be released after verification of the title and registration of deeds. The second instalment shall be released after the construction of work comes upto the basement level and certified as such by the Public Works Department authorities. The third instalment shall be released after the building has reached the roof level, certified as such, by the P.W.D. authorities. The fourth and final instalments shall be released after the roofing is put up.

The half yearly instalments, may however, be released even earlier, if authorities releasing the loan with the progress of construction.

The construction of the building shall be completed within a period of two years from the date of disbursement of the first half yearly instalment, unless this time limit is extended by the sanctioning aauthority in writing after satisfying about the reasons for delay.

(g) The Government grant for the construction of the school building and the loans to be sanctioned should not together exceed 75 per cent of the estimated cost of the school building.

(h) The repayment of loans shall be effected in instalments and the mode and number of instalments shall be indicated in the Order (fixed on half yearly or yearly basis). Repayment of these loans shall commence two years after the first instalment of the loan is disbursed ; the first instalment or repayment becoming due in the 25th month from the month of drawal of the first instalment of the loan. But should it appear that there is undue delay on the part of the debtor in taking out the 2nd or subsequent instalments of a loan and that the building remained incomplete condition and was unsuitable for use, Government may on the recommendation of the Director of Public Instruction declare the loan closed and order repayments of Principle, to begin along with penal interest.

(i) The rate of interest shall be as fixed by Government from time to time under Art 190 M.F.C. 58. The rate of penal interest shall be 4 per cent in excess of ordinary interest as prescribed in Government Order No. FD BCA 65, dated 30th November 1965. The Government reserve to themselves the right to order recovery or adjustment of the loan out of the grant due to the Management.

APPENDIX I*(Rule 8 [md])*

Description of the items of expenditure coming under authorised cost of maintenance.

The following items are authorised for purposes of admitting the maintenance grant:—

(a) Salaries, Dearness Allowances, Part-time pay and allowances or any other approved allowance at scales and rates not higher than those obtaining in Government Institutions and Honoraria paid to approved employees on the teaching clerical and menial staff.

(b) Leave allowances admissible as per rules.

(c) Extra-cost on account of allowances to substitutes.

(d) Pay and allowances to teachers deputed for training courses by the Department.

(e) Cost of Maintenance of School Buildings including white-washing, colour-washing and painting up to a limit calculated at Rs. 50 per Section, per annum if incurred with the previous approval of the Inspecting Officer. No expenditure on repairs to buildings for which rent is claimed is allowed for grant as such repairs are to be done by the owner.

(f) Contingent Expenditure as defined in Appendix II.

(g) Cost of raw materials required for craft and vocational subjects, if incurred with the previous approval of the Inspecting Officer.

(h) Cost of articles of equipments of laboratories and workshop and daily wages paid to skilled workers ; if incurred with previous approval of the Inspecting Officer.

(i) Rent, Taxes and Insurances Charges.

(1) Rents of buildings as per rates indicated in Chapter V.

(2) Local taxes on account of School Buildings are admissible provided they are actually paid by the managements.

(3) Insurance Charges on account of School buildings purchased or constructed by the management with or without the financial assistance from Government.

(i) Fees for the Annual Audit of the Accounts of the institutions by approved private auditors not exceeding the rates prescribed below :—

(1) Secondary Schools with a strength of 1,200 and above Rs. 150.

(2) Secondary Schools with a strength of 800 to 1,199 Rs. 100.

(3) Secondary Schools with a strength of 400 to 799 Rs. 75.

(4) Secondary Schools with a strength of less than 400 Rs. 50.

Note.—1. These fees are payable only after the relevant audit report is accepted by the countersigning Officer.

2. The auditors for this purpose will be the Auditors approved by the Director of Public Instruction for the purpose.

(k) *Prizes.*—Charges connecting with the prize distribution, etc., are not admissible for the assessment of grant. However the actual cost of prizes may be paid out of Sports and Reading Room Funds.

(l) Repairs to furniture and equipment upto 5 per cent of the total direct expenditure, provided the expenditure is incurred with previous approval of the Inspecting Officer.

(m) Purchase of furniture and equipment up to 5 per cent of the total direct expenditure, provided previous approval of the Inspecting Officer is obtained.

(n) *Other miscellaneous Items.*—The Items mentioned below are admissible for grant provided that expenditure is not met out of R.R. and Sports Funds.

- (i) *School Garden.*—Reasonable expenditure on the maintenance of a School garden.
- (ii) *Scouting.*—Charges on account of Scouting Subscription to Scouting Magazine etc., are not admissible for the maintenance grant of school.
- (iii) *Printing Charges.*—Printing Charges on account of advertisements or the recruitment of teachers.
- (iv) *Subscription to News Papers.*—The subscription to approved news papers and periodicals.
- (v) *Co operative Stores.*—Expenditure on account of an allowance to a teacher managing the students. Co-operative stores is admissible for grant, if the allowance is actually paid to the teacher from the school fund and not either directly or indirectly from out of the funds of the co-operative stores. But, if the Co-operative Stores are being worked at a profit, the allowance of teacher should be debited to it and no grant should be allowed on it.
- (vi) *Drawing grants.*—The expenditure on drawing subject is inadmissible if separate grant is paid in this behalf.
- (vii) *Arrears expenditure.*—Except with the approval of the Director, the expenditure for any previous period incurred during the year and included in the expenditure of that year on which the grant is based is inadmissible.
- (viii) *Medical charges.*—Reasonable expenditure on ordinary medicines such as Iodine, Boric Powder, First Aid Kit, etc. is admissible.

(o) Any other item or items of expenditure treated by Government as authorised for purposes of grant.

Note.—Expenditure incurred on any of the above items is not admissible for grant when grant is assessed under Rule, 21, but when grant is assessed under Rule 20 the above items shall be reckoned for assessing the net authorised expenditure *vide* G.L. No. ED 91 SHS 69, dated 25—28th November 1969.

APPENDIX II
(*Rules 21 (b) and (39)*)

Approved list of items under contingent Expenditure.

I. General

Cost of purchase of the following Contingent articles—

- | | |
|-------------------------|--|
| 1. Chalk Piece | 20. Typewriter Ribbon |
| 2. White Paper | 21. Carbon Paper |
| 3. Buff Paper | 22. Stamp Pad |
| 4. Pen-holder | 23. Erasures |
| 5. Nibs | 24. Stencil Sheets for Office use. |
| 6. Lead Pencil | 25. Stencil Ink Tube |
| 7. Red and Blue Pencils | 26. Envelops |
| 8. Pins | 27. Gem Clips |
| 9. Thabalk Thread | 28. Pad Ink |
| 10. Blotting paper | 29. Exercise Books and Note Books |
| 11. Tags | 30. Rubber Stamps |
| 12. Flat File | 31. Broom Sticks |
| 13. Ink | 32. Waste Paper Baskets |
| 14. Needles | 33. Electric Bulbs. |
| 15. Thread reels | 34. Printing of letter-heads, circular rules and regulations prospectus and other printing charges up to reasonable limit. |
| 16. Candle | |
| 17. Match Box | |
| 18. Sealing Wax | 35. <i>Conveyance Charges.</i> —Reasonable expenditure on conveyance for school purposes from the school contingency. |
| 19. Duster Cloth | |
-

II. Miscellaneous

1. Repair to cycle.
2. Repairs to Typewriter and School Clock
3. Repairs to Locks.
4. Postage.
5. The cost incurred on printing of question papers and letter heads including stencilling of question papers in excess of the amount collected for the purpose under Rule 10, Chapter X.
6. Railway freight.
7. Light and Water charges for School purposes.
8. Purchase of Forms and Registers.
9. Binding charges of fee registers.
10. Phenyle.
11. Any other item or items provided the total cost of such items does not exceed Rs. 5 per Section.

- Note* :— (1) Expenditure on new items requires the previous sanction of the counter signing Officer.
- (2) Forms and Registers required for school use and available at the Government Press should in all cases be obtained from the Government Press. Use of manuscript forms in such cases is prohibited.
 - (3) Receipts for cash received on whatever account on behalf of the school—Institution should be issued in printed receipt books, the Management shall keep an account of receipt book printed, used and in balance.
 - (4) Countingent expenditure not covered by these rules will be disallowed for recovery.
-

APPENDIX III*(Rule 29).**List of Account Registers to be Maintained.*

1. Cash Book and Abstract Cash Ledger.
2. Register of Fund and other deductions.
3. Acquittance Roll.
4. Register of Contingent Charges.
5. Account Book of Postage.
6. Stock and Issue Register of Stationery articles.
7. Register of Permanent stock (other than Science).
8. Register of Permanent Stock-Science Section.
9. Register of Audit Objections.
10. Treasury Bill Book.
11. Attendance Register of Staff and Menials.
12. Register of Valuables and Valuable Documents.
13. Admission Fee Collection Register.
14. Tuition and other Fee Collection Registers.
15. Fee Abstract.
16. Stock Register of Printed Receipt Books.
17. Register of Free and half free-studentship.
18. Register of Refund of Fees.
19. Register of -Miscellaneous receipts like Donations, Labouratory fees, Union fees, etc.
20. Register of Collections towards Examination Fees, Printing answer books, etc.
21. Account Register of Sports and R.R. Funds.
22. Stock Account of Sports Articles.
23. Issue Register of Sports Articles.
24. Registr of Magazines and Papers subscribed for.
25. Account Register of Poor Boys' Fund.
26. Library Accession Register.
27. Catalouge of Library Books.
28. Library Issue Register.
29. Order Books of Appointments, Grant of Leave, etc., of Staff.
30. Register of Breakages.
31. Register of Increments sanctioned.
32. Register of Service Books.

33. Account Register of loss of fee income.

34. Register of Special Charges.

Note :—(1) The Director has powers to prescribe the forms in which these Registers are to be maintained and also additional Registers. Where no special forms are prescribed by him for a particular Register, the corresponding form in use in Government schools should be adopted.

(2) *Cash Book* :—This book is an important initial record of cash transactions occurring from day to day. Every entry in it should be made simultaneously with the transactions and attested by the Head of Office under his dated initials. This does not apply to the receipts, payment of salaries, etc., for which subsidiary registers are kept and in which the transactions are entered individually as they take place. In such cases, only the daily totals of the subsidiary Registers, should be taken to the cash book at the close of each day. If any transaction is omitted to be accounted for on the day it took place, it should not be entered subsequently under the same date by means of an interpolated entry. It should be accounted for in the cash book on the day the omission is noticed with necessary remarks regarding its omission in the first instance under the attestation of the Head Master.

(3) In every aided institution, a stock register of Account Registers should be maintained. On the outer cover of each Account Register, the description of the Register, the number of the volume, the dates on which the volume was begun and closed should be written. All the pages of the Register, should be numbered serially. Erasures and over writings in any account Register or cash book are absolutely forbidden ; if any correction be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or interpolation made should be authenticated by the Head of the school setting his dated initials against each.

APPENDIX IV.

(Rules 9 and 21).

STAFF PATTERN.

The following is the Pattern of Staff in all Recognised Secondary Schools.

Head Masters.

- (1) Schools with 4 Divisions or less One Head Master in the grade of
Rs. 200—350.
- (2) Schools with more than 4 Divi- One Head Master in the Class II Scale of
sions. Rs. 250—500.

Note :—The Head Master to be appointed should be a trained graduate with a minimum teaching experience of Five Years.

The requirement of the teaching Staff in Secondary Schools (excluding the Head Master) shall be regulated in proportion to the pupil-teacher ratio of 40 : 1 and the number of standards or Sections and the craft or special subjects taught.

TEACHERS

<i>Types of Teachers</i>	<i>School with</i>					
	<i>One Section</i>	<i>Two Section</i>	<i>Three Section</i>	<i>Four Section</i>	<i>Five Section</i>	<i>Six and beyond</i>

FULL TIME

Graduate Asst. Masters	1	1	3	4	5	At 1½ full time teacher per Section excluding Head Master, part time teachers being considered as half each for purposes of calculation.
Kannada Pandit	1	1	1	
Physical Instructor	1	1	1	
Craft Teachers	1	1	1	
Hindi Teachers	1	1	

PART TIME

Kannada	..	1	1
Sanskrit	..	1	1	1	1	1
Urdu	..	1	1	1	1	1
Arts/Science Teachers	1
Physical Instructor	..	1	1
Hindi	..	1	1	1
Craft	..	1	1

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NON-TEACHING STAFF

- | | | |
|--|---|---|
| 1. Schools with up to two Divisions | } | <ul style="list-style-type: none"> 1 Part time teacher with an allowance of Rs. 50 p.m. for clerical work. 1 Attender-cum-Peon 1 Peon-cum-Watchman |
| 2. Schools with 3 to 5 Divisions | } | <ul style="list-style-type: none"> 1 IInd Division Clerk 1 Attender 1 Peon-cum-Watchman 1 Peon |
| 3. Schools with 6 to 9 Divisions having a strength up to 450 pupils. | } | <ul style="list-style-type: none"> 1 IInd Division Clerk 1 Librarian-cum-Clerk 1 Attender 1 Peon 1 Peon-cum-Watchman 1 Peon-cum-Sweeper |
| 4. Schools with more than 9 Divisions and with a strength of 451 to 700 pupils. | } | <ul style="list-style-type: none"> 1 First Division Clerk-cum-Accountant 1 IInd Division Clerk-cum-Typist 1 Librarian-cum-Clerk 1 Attender-cum-Peon 1 Peon 1 Watch man-cum-Peon 1 Peon-cum-Sweeper |
| 5. Schools with more than 14 Divisions and with a strength of 701 to 1,000 pupils. | } | <ul style="list-style-type: none"> 1 I Division Clerk-cum-Accountant 1 II Division Clerk-cum-Typist. 1 II Division Clerk 1 Librarian. 2 Attenders. 3 Peons. 1 Peon-cum-Sweeper. 1 Watch man-cum-Peon. |

Note :—If any non-teaching staff in excess of the above pattern is employed in schools with a strength of more than 1,000 pupils, the expenditure on such additional staff should be borne entirely by the Managements.

Note :—The Senior most II Division Clerk working in aided bigger Secondary Schools, wherever there is provision for the creation of the post of I Division clerk as per the staff pattern in Appendix IV, be promoted as first Division clerk provided he/she has rendered not less than five years of service in the institution and his/her work and conduct are otherwise satisfactory. [G.L. No. ED 23 SLB 70, dated 9th March 1970].

