



GOVERNMENT OF KERALA

**EDUCATION DEPARTMENT**

**GUIDE BOOK  
2001**

*Published by:*

STATISTICAL WING  
DIRECTORATE OF PUBLIC INSTRUCTION  
THIRUVANANTHAPURAM

**GOVERNMENT OF KERALA**

**EDUCATION MINISTER  
SHRI NALAKATH SOOPY**

**SECRETARY TO GOVERNMENT  
(GENERAL EDUCATION)  
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NIEPA DC



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**DIRECTOR OF PUBLIC INSTRUCTION  
SHRI V. P. JOY, I.A.S.**

MEMORANDUM FOR THE DIRECTOR  
National Security Council  
Planning and Policy Development  
17-03-2004  
New York  
DOC  
Date 17-03-2004

## PREFACE

This "GUIDE BOOK" published by the Statistical Wing of the Directorate of Public Instruction, Government of Kerala contains important information relating to School Education in the State of Kerala. Educational Policies and programmes and statistics etc. are given in detail. I hope that this book will be useful to academicians, educationists, teachers and others related to education. I look forward to valuable suggestions for improvement of future editions.

Thiruvananthapuram.

V. P. Jov, I.A.S.  
*Director of Public Instruction.*

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## CHAPTER I

### ORGANISATION OF THE DIRECTORATE OF PUBLIC INSTRUCTION

The Director of Public Instruction is the head of the Department. In this Directorate, the Director is assisted by two Additional Directors, two Joint Directors (One from the Economics & Statistics), Deputy Directors, Assistant Directors, Senior Administrative Officer (deputed from the Secretariat), Administrative Assistants, Financial Officers and Law Officer (deputed from Secretariat), Accounts Officer and other staff.

There are separate officers also to attend to Noon Meal Programme, Planning, Law, Statistics, Text Books, Provident Fund of Private School Teachers Sports Adult Education, DIET etc.

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

The State Council of Educational Research & Training (SCERT) is an autonomous body under the State Government. The Institute is engaged in the preparation of syllabi, Text Books conduct of inservice course/seminars, work-shop on work experience, evaluation, guidance programmes etc. The Director, SCERT, is assisted by various officers in each branch of specialisation in Teaching.

For administrative convenience and improving the efficiency in school Administration, 14 Offices are functioning in the Revenue Districts headed by Deputy Directors. The Deputy Director (Edn.) is assisted by Administrative Assistant, Accounts Officer and other staff.

Each Revenue District is divided into Educational Districts (36 Nos.) and further into Educational Sub Districts (161 Nos.). Each District Educational office is headed by the DEO and he is assisted by Personal Assistant and other staff. The DEO attends to the administration of High Schools, Training Schools and other special types of schools in the Educational Districts. Each Educational Sub District is headed by the AEO whose grade is the same as that of Headmaster of High Schools. The AEO is assisted by S.S. and other staff. The AEO is primarily responsible for the administration of all Primary Schools within the sub districts.



### Administrative units of the Educational Department

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
(1)	(2)	(3)
1. Thiruvananthapuram	1. Neyyattinkara	1. Neyyattinkara 2. Parassala 3. Kattakkada 4. Balaramapuram
	2. Thiruvananthapuram	5. Thiruvananthapuram (South) 6. Thiruvananthapuram (North) 7. Kaniyapuram
	3. Attingal	8. Attingal 9. Nedumangad 10. Palode 11. Kilimanoor 12. Varkala
2. Kollam	4. Kollam	13. Chavara 14. Chathanoor 15. Karunagappally 16. Kundara 17. Kollam
	5. Kottarakkara	18. Kottarakkara 19. Kulakkada 20. Sasthankottah 21. Veliyam
	6. Punalur	22. Chadayanangalam 23. Anchal 24. Punalur
3. Pathanamthitta	7. Pathanamthitta	25. Adoor
		26. Kanni
		27. Pandalam
		28. Pathanamthitta
		29. Ranni

(1)	(2)	(3)
	8. Thiruvalla	30. Mallappally 31. Pullad 32. Arannula 33. Thiruvalla 34. Vennikulam 35. Kozhencherry
4. Alappuzha	9. Mavelikkara	36. Haripad 37. Chengannoor 38. Kayamkulam 39. Mavelikkara
	10. Alappuzha	40. Alappuzha 41. Ambalappuzha
	11. Cherthala	42. Cherthala 43. Thuravoor
	12. Kuttanad	44. Mankompu 45. Thalavady 46. Veliyanad
5. Kottayam	13. Kottayam	47. Changanacherry 48. Kottayam East 49. Kottayam West 50. Pampady
	14. Palai	51. Ettumanoor 52. Palai 53. Ramapuram 54. Kozhuvanal
	15. Kaduthuruthy	55. Vaikom 56. Kuravilangad
	16. Kanjirappally	57. Erattupetta 58. Kanjirappally 59. Karukachal
6. Idukki	17. Thodupuzha	60. Arakulam 61. Thodupuzha. 62. Adimali

(1)	(2)	(3)
	18. Kattappana	63. Kattappana 64. Munnar 65. Peerumedu 66. Nedumkandam
7. Ernakulam	19. Ernakulam	67. Ernakulam 68. Mattancherry 69. Thrippunithura 70. Vypin
	20. Muvattupuzha	71. Koothattukulam 72. Muvattupuzha 73. Kalloorkkadu 74. Piravam
	21. Aluva	75. Kolencherry 76. Aluva 77. Ankamaly 78. North Paravoot
	22. Kothamangalam	79. Perumbavoor 80. Kothamangalam
8. Thrissur	23. Irinjalakkuda	81. Chalakkudy 82. Irinjalakkuda 83. Kodungalloor 84. Mala
	24. Thrissur	85. Cherpur 86. Trissur East 87. Trissur West
	25. Chavakkadu	88. Chavakkadu 89. Kunnamkulam 90. Mullassery 91. Valappadu 92. Wadakkancherry
9. Palakkad	26. Palakkad	93. Alathur 94. Chittoor 95. Kollamkodu 96. Mannarkkadu 97. Palakkadu 98. Parali 99. Kuzhalmannam

(1)	(2)	(3)
	27. Ottappalam	100. Cherplassery 101. Ottappalam 102. Pattambi 103. Shornur 104. Thrithala
10. Malappuram	28. Malappuram	105. Areacode 106. Keezhissery 107. Kondotti 108. Malappuram 109. Mankada 110. Mancherry 111. Mclattoo 112. Nilamboor 113. Perinthalmanna 114. Vandoor
	29. Thiroor	115. Edappal 116. Kuttippuram 117. Parappanangadi 118. Ponnani 119. Thanoor 120. Thiroor 121. Vengara
11. Kozhikode	30. Kozhikode	122. Cherayoor 123. Kozhikode City 124. Kozhikode Rural 125. Kunnamangalam 126. Ferok 127. Thamarassery
	31. Vadakara	128. Vadakara 129. Balussery 130. Chumbala 131. Kunnummel 132. Nelady 133. Nadapuram 134. Perambra 135. Koilandi 136. Thodannur

(1)	(2)	(3)
12. Wayanad	32. Wayanad	137. Sulthambatheri 138. Vythiri 139. Mananthavady.
13. Kannur	33. Kannur	140. Kannur South 141. Kannur North 142. Irikkur 143. Madai 144. Pappinisseri 145. Thalipparambu North 146. Thalipparambu South 147. Payyannur
	34. Thalacherry	148. Mattannur 149. Chokli 150. Iritti 151. Koothuparambu 152. Panoor 153. Thalacherry North 154. Thalacherry South
14. Kasaragod	35. Kasaragod	155. Kasaragod 156. Kumbala 157. Manjeswar
	36. Kanjangad	158. Beckal 159. Cheruvathur 160. Chittarickal 161. Hosdurg.

## CHAPTER II

## GOVERNMENT EXAMINATIONS

## S. S. L. C. Examinations

As per the S. R. O. No. 654/99 dated 28-7-1999 Government have issued orders to discontinue the S.S.L.C. September Examination from the year 1999.

The examination is conducted once in a year i.e., in March as per the new pattern of question papers vide G.O. (Ms.) 140/88/G.Edn. dated 13th September 1988 and G.O. (Ms.) 182/89/G.Edn. dated 27th September 1989. Group minimum introduced as per G.O. (P) 253/75/G.Edn. dated 16th October, 1975 and the subject minimum introduced as per G.O. (P) 111/83/G.Edn. dated 6th July, 1983 are applicable for the examination. There are two groups for the examination viz.,

1. Language Group
2. Subject Group

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

Those who are appearing for the first time should appear only as full course candidates.

In the first chance candidate should take the examination for all papers in the two groups and in the subsequent chances they can appear for all papers in the group in which they have failed in the previous chance or chances.

## ADMISSION TO THE EXAMINATION

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

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

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

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

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

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

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

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

5. War service personnel who have studied upto Standard X (Old Form VI) of a recognised school in State.

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

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

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

*Compartmental appearance.*—1. Holders of Indian Army Certificate of Education (I Glass) need appear for only first language and if they secure a minimum of 40 per cent marks they will be declared eligible for civil employment.

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

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

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

Candidates who have passed the S.S.L.C. Examination and who wish to appear again for the examination with a view to secure better marks in all subjects will be permitted to reappear for the examination without cancelling the previous result within three years from the last successful appearance. [G.O.(MS) 98/79/G.Edn. dated 7th May 1977 and G.O.(MS) 8/82/G.Edn., dated 19th January 1982]. But such candidates should appear for all the papers according to the scheme of examination existing at the time and the appearance is limited to one chance, provided that the candidate should not have acquired any higher qualification.

*Examination Fees.*—The examination fee will be as follows:—

(a) S.S.L.C. full	<del>25</del> 60
(b) Appearance for First Language only	40
(c) Appearance for Hindi only	15
(d) S.S.L.C. group A or B only	<del>20</del> 60
(e) Fine for late remittance	10

(Head of Account 0202-01-102-99 Examination Fee)

#### EXEMPTION FROM PAYMENT OF EXAMINATION FEES

(a) Students appearing for the S.S.L.C. Examination after the completion of the course in any Government of Aided School of the State are exempted from the payment of fees for the first appearance [G.O.(MS) No. 5312/70/S.Edn. dated 24th December 1970] provided such appearance is at the close of the academic year in which the candidate studied in Standard X for the first time [G.O. (MS) 32/74/G.Edn. dated 18th February 1974].

11/4178/2001/MC.



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

(c) Students appearing for the S.S.L.C. Examination of Kerala Government after completing Standard X of Mahe area and Lakshadweep Islands (Union Territory) are exempted from payment of fees for the first appearance with usual benefits of two years concession for Scheduled Caste and Scheduled Tribes candidates [G.O.(Rt.) 1367/71/S.Edn. dated 17th June 1971].

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

*Cost of S.S.L.C. Cards (Rs. <sup>30</sup>15).*—1. All school going candidates, private overaged candidates and Attendance Recouped Candidates (A.R.C.) have to pay Rs. <sup>30</sup>15 towards the cost of S.S.L.C. Card.

2. Candidates who possess old model S.S.L.C. Book to enter the marks relating to the S.S.L.C. Examination should also remit Rs. <sup>30</sup>15 as the cost of an additional Book/Card.

3. Candidates who possess new model S.S.L.C. Cards, introduced in 1998 and 1999 need not remit fees for additional S.S.L.C. Cards.

*Note:—*The Heads of Schools will collect the amount and remit the amount in a separate chalan (Head of account "0202-01-102-92-other receipt") and forward the same, along with a statement containing the names of candidates who require fresh books or additional books as the case may be.

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

(a) Blind candidate will be exempted from question in Drawing Graphs, etc. They will be allowed 15 minutes more for every hour of examination as they have to write in Braille system. Blind pupils appearing for the public examinations will be allowed to utilise the service of a scribe each on a remuneration of Rs. 5 per paper. Blind pupils answering the S.S.L.C. Examination papers utilising the services of scribes will be granted

extension of time of ten minutes per hour per paper. The scribe appointed for the purpose should be persons—who do not possess qualifications higher than the examinations for which they are appointed. [G.O. (P) 412/69/G.Edn. dated 18th November 1969 and G.O.(MS) 142/80/G.Edn., dated 9th September 1980]. S.S.L.C. failed or passed persons with no other additional qualifications alone should be appointed as scribes. The District Educational Officers concerned are competent to sanction the above benefits.

(b) The Deaf and Dumb Candidates will be given additionally 25 per cent of the marks secured by them in theory papers as they are backward in language ability [G.O. (P) 150/72/S.Edn. dated 30th October 1972]. Chief Superintendents should make necessary notings on the facing sheet of the main answer books of such candidates. Deaf and Dumb students are exempted from the study of 2nd and 3rd Languages if they desire so, subject to the provisions contained in the G.O. (Rt.) 1697/83 dated 14th June 1983.

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

(d) Mentally retarded pupils whose disability is above 40% will be given additionally 25% of the marks secured by them in the theory papers as grace marks to obtain pass marks of S.S.L.C. Examination considering their lack on concentrating short span of memory etc., vide G.O.(MS) No. 61/98/G.Edn. dated 18-2-1998.

(e) For all the above four cases prior sanction from this office should be obtained for which the application from the parents of the candidates, recommendation letter from the heads of schools and medical certificates from the competent Medical Officer are to be routed through the District Educational Officer concerned.

PHOTOCOPY, SCRUTINY AND REVALUATION OF VALUED ANSWER SCRIPTS

A. Photocopy

- (a) The amount of fee for the Photocopy is fixed at Rs. 400 (Rupees ~~One~~ Hundred only).

- (b) Application should be submitted with 15 days of the publication of result.
- (c) The request for scrutiny/revaluation of any answer script after getting the photocopy will be entertained only for the limited purpose of correcting the mistake if any in totaling the marks awarded or for valuing the answer of any particular question convincingly found by the Secretary as not valued by the Examiner in the CV Camp. Application in prescribed form (Appendix D) enclosing the photocopies of the answer scripts should be submitted for the above purpose. Any question valued by the Examiner will not be revalued.
- (d) Revaluation of entire portion of the valued answer script will not be entertained after obtaining photocopies.
- (e) Fee once remitted will not be refunded or adjusted.

#### B. *Scrutiny*

- (a) application from candidates in the form prescribed in Appendix 'E' for scrutiny of valued answer scripts will be accepted only if received by the Secretary within 20 days from the date of publications of result. Belated applications will not be accepted. Scrutiny fee is Rs. ~~30~~ <sup>40</sup> (Rupees ~~Thirty~~ <sup>Forty</sup> only) per paper.
- (b) Application for Scrutiny need not be made in respect of the papers for which revaluation has been sought for.
- (c) Unstamped self addressed envelop should be enclosed.
- (f) Fee once remitted will not be refunded or adjusted.

#### C. *Revaluation*

Application for revaluation of answer scripts from the candidates in the form prescribed in Appendix 'F' will be considered. The fee for revaluation of answer scripts is fixed at Rs. ~~250~~ <sup>400</sup> (Rupees ~~Two Hundred and Fifty~~ <sup>Four Hundred</sup> only) for each paper. The application should be submitted within 20 days from the date of publication of result.

The fee for Photocopy, Scrutiny and Revaluation will not be accepted in cash or by Money Order. Amount of fee should be remitted in any nationalised Bank as Demand Draft drawn in favour of the Secretary to the Commissioner of Govt. Examinations, Parceksha Bhavan, Poojappura, Thiruvananthapuram, payable at Thiruvananthapuram.

## APPENDIX 'D'

**Application for Photocopy of Answer Scripts of the  
S.S.L.C. Examination March 2001**

[G.O. (Rt.) 2205/2000/Gl.Edn. Dt. 1-6-2000]

1. Register Number
2. Name of Candidate
3. Full address of the candidate with name of post office & pin
4. Name of examination centre
5. Name of Education District
6. Grant total of marks secured in S.S.L.C. Examination
7. Medium of instruction
8. Name of papers for which Photocopy is applied for (Specify whether it is I Paper or II Paper or both)

<i>Sl. No.</i>	<i>Name of Paper</i>	<i>Marks scored in the S.S.L.C. Examination March 2001</i>
1.		
2.		
3.		
4.		
5.		
6.		

9. Amount of fee remitted @ Rs. 100 <sup>200/-</sup>  
(Rupees ~~One~~ hundred only) per paper as D.D. D.D. No. and date and name of Bank (D.D. in original should be attached)

Place:  
Date:

Signature of Candidate

Certified that I have verified the particulars furnished above with reference to the connected records and found correct. .

Place:  
Date:

(Office Seal)

Signature of Headmaster

*Note:*—Amount of fee should be remitted in any nationalized bank as Demand Draft (Crossed) drawn in favour of the Secretary to the Commissioner for Govt. Examinations, Pareeksha Bhavan, Poojappura, Trivandrum payable at Trivandrum.

## APPENDIX 'E'

**Application for Scrutiny of Answer Scripts of the  
S.S.L.C. Examination March 2001**

[G.O. (Ms.) 65/2000/Gl.Edn. Dt. 11-2-2000]

1. Register Number
2. Name of Candidate
3. Full address of the candidate  
with name of post office & pin
4. Name of examination centre
5. Name of Education District
6. Grant total of marks secured in  
S.S.L.C. Examination
7. Medium of instruction
8. Name of paper for which Scrutiny  
is applied for (Specify whether it  
is I Paper or II Paper or both)

Sl.No.	Name of Paper	Marks scored in the S.S.L.C. Examination March 2001
1.		
2.		
3.		
4.		
5.		
6.		

9. Amount of fee remitted @ Rs. <sup>20</sup>50  
(Rupees ~~Thirty~~ only) per paper as D.D.  
D.D. No. and date and name of Bank  
(D.D. in original should be attached)
10. State the name of other paper/papers  
for which valuation has been  
applied for.

Place:

Signature of Candidate

Date:

Certified that I have verified the particulars furnished above with reference to the connected records and found correct.

Place:

Name &amp; Signature of Headmaster.

Date:

(Seal)

*Note:*---Amount of fee should be remitted in any nationalized bank, as Demand Draft (Crossed) drawn in favour of the Secretary to the Commissioner for Government Examinations, Pareeksha Bhavan, Poojappura, Trivandrum payable at Trivandrum.

## APPENDIX 'F'

**Application for revaluation of Answer Scripts of the S.S.L.C.  
Examination March 2001**

[G.O.(MS) 65/2000/Gl.Edn. dated 11-2-2000]

1. Register Number
2. Name of Candidate
3. Full address of the candidate with name of post office & Pin.
4. Name of Examination Centre
5. Name of Education District
6. Grant total of marks secured in S.S.L.C. Examination
7. Medium of instruction
8. Name of papers for which Revaluation is applied for (Specify whether it is I Paper or II Paper or both)

<i>Sl.No.</i>	<i>Name of Paper</i>	<i>Marks scored in the S.S.L.C. Examination March 2001</i>
---------------	----------------------	--

- 1.
- 2.
- 3.
- 4.
- 8.
- 6.

9. Amount of fee remitted @ Rs. ~~250~~ 400/-  
(Rupees ~~Two hundred and fifty~~ only)  
per paper as D.D.  
D.D. No. and date and name of Bank  
(D.D. in original should be attached)

10. State the name of other paper/papers for which scrutiny has been applied for

Place:  
Date:

Signature of Candidate

Certified that I have verified the particulars furnished above with reference to the connected records and found correct.

Place:  
Date:

Name & Signature of Headmaster.

(Office Seal)

*Note*:—Amount of fee should be remitted in any nationalised bank as Demand Draft drawn (Crossed) in favour of the Secretary to the Commissioner for Government Examinations, Parceksha Bhavan, Poojappura, Trivandrum payable at Trivandrum.

### **T.T.C. Examination**

The Examination is being conducted as per the new curriculum under padagogical scheme [G.O. (Rt) No. 4010/98/G.Edn. dated 17-10-1998].

The T.T.C. Examination under new scheme has been discontinued. Failed candidates under this scheme are allowed to appear for the corresponding subjects under the padagogical course as stated below. Such candidates should remit Rs. 20 in addition to the examination fee to meet the cost of a new T.T.C. Book.

The Subjects of the Course are—

- (1) Theoretical basis of modern education
- (2) Educational psychology and child development—Paper I
- (3) Regional language (Malayalam/Tamil/Kannada)
- (4) English
- (5) Mathematics
- (6) General Science
- (7) Social Science

**FULL COURSE AND COMPARTMENTAL APPEARANCE**

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

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

**REGISTRATION OF CANDIDATES FOR THE EXAMINATION**

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

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

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

(d) The candidates who have undergone training in full and secured minimum of 85 per cent of attendance by the end of February as required under Rule 7 (2) Chapter VII of K.E.R. alone are eligible to appear for the examination. However necessary condonation for the shortage of attendance up to the prescribed minimum can be obtained from the competent authority concerned. Even when they countersign the application of a private candidate this aspect has to be examined in case his appearance for the Examination is for the first time.

<i>Examination fees:</i>	<i>Rs.</i>
Full course I year (Both Theory and Practical)	35
For each paper	5
Full course II year (Both Theory and Practical)	40
Full course II year (Theory only)	30
For each paper (Theory)	5
Part III Practical (Student Teaching)	10
Part IV Sessional work (Internal)	Nil
Fine for late remittance	Rs 1



Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and X'ian converts from among them are exempted from payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination.

Examination fees received from candidates in one centre should be remitted in one chalan for each item in the Treasury, in the name of Headmaster under the Head of Account 0202-01-102-99—Examination fee.

#### *Cost of Additional Volume of T.T.C. Books*

The candidates whose certificates have no further page to enter the Public Examination marks should pay the cost of an additional volume of T.T.C. Book of Rs. 20 to the institute along with the examination fee. Candidates who are appearing under the existing scheme and who are in possession of duplicate copies of their certificates should also remit the cost of another volume of the T.T.C. Book. The Head of the Institute should remit such amount in a separate chalan under the head of account '0202-01-102-99—Examination fees' and forward the chalan receipt along with a statement containing the list of candidates who required fresh books or additional books as the case may be.

#### *Application form for Private Candidates*

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

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

#### *Return of T.T.C. Books*

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

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

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

Head of account for remittance of penalty fee:  
'0202-01-102-92---other receipts'

#### *Scrutiny of valued answer scripts*

Application from candidates in the forms prescribed for scrutiny of valued answer scripts will be accepted within 15 days from and including the date of publication of result. The fee for scrutiny at the rate of Rs. 5 per paper should be remitted in the name of the candidate into the Treasury under the head '0202-01-102-92---other receipts' and the original chalan attached to the application.

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

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

(b) Revaluation fee will be Rs. 250 for every paper and remitted under the head of account '0202-01-102-92---other receipts' in the name of the candidates.

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

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

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

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

### **Certificate Examination in Library Science**

The Certificate Examination in Library Science will be conducted once in a year. The Centre of Examination is the Thiruvananthapuram Public Library.

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

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

Candidates who have secured the minimum percentage of attendance (85%) are eligible for admission to the examination.

The fee for admission to the Examination is:

(1) For whole examination	Rs. 25
(2) For one subject	Rs. 10
(3) For two subjects or more	Rs. 20

### **First and Higher Certificate Examination in Physical Education**

First and Higher Certificate Examination in Physical Education is conducted for the candidates under-going the two year course at Government College for Physical Education, Kozhikode.

Candidates who have undergone the prescribed course of study in the revised scheme and have 85% of attendance are eligible for admission to the examination.

Fee for the whole examination is Rs. 25 and for each paper is Rs. 10.

The first year examination consists of two parts, theory and practical. Those who fail in practicals (part II) should undergo a further course of 3 months training at the college of Physical Education and take tests in all practical activities again conducted by the college.

Those who fail in Practice Teaching Part III should appear for the practical examination again.

### **Rashtriya Indian Military College**

On the basis of the direction issued by the Ministry of Defence, Government of India, Controller of Government Examination, State of Kerala conducts the Entrance Examination in RIMC, Dehra Dun, twice in a year.

Candidates seeking admission to the course should not be less than 11½ years of age, but not have attained the age of 13. They should be studying in standard VII in any recognised school at the time of admission.

Candidates should send Bank draft worth Rs. 25 drawn in favour of the Commandant R.I.M.C., Dehra Dun, payable at Dehra Dun.

Candidates will have to attend subjects such as English, Mathematics and General Knowledge for the Examination.

### **Technical High School Leaving Certificate Examination (THSLC)**

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

<i>Fee for the Examination</i>		<i>Rs.</i>
Whole examination	..	15
One group	..	4
Two groups	..	8
Three groups	..	12

### **Arabic Teacher's Examination**

Arabic Teacher's Examination was introduced vide G.O. (Ms) No. 114/81/ G.Edn., dated 22nd June 1981. It is conducted once in a year.

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

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

The candidate who have passed the S.S.L.C Examination with Malayalam as first language Part I will be exempted from appearing for the paper in Regional Language provided they have secured 40 per cent or above marks in Malayalam.

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

### **Urdu Higher Examination**

At present the examination is conducted as per G. O. (Rt) 563/91/G.Edn. dated 21st February 1991. It is conducted once in a year. Admission to the examination is open to all candidates who have passed Standard VII and have completed 15 years of age.

The candidates who have passed the S.S.L.C. Examination with Malayalam as Ist Language Part I, will be exempted from appearing for paper VI (Addl. language) provided that they have secured 40 per cent or above marks in Malayalam. The fee for admission to the examination for all papers is Rs. 25 and fee for each part (three papers) is Rs. 15.

### **Anglo Indian School Trained Teachers Certificate Examination**

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

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

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

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

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

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

**Rate of Examination fee**

<i>1st year</i>		<i>2nd year</i>		<i>Head of account</i>
Full course	Rs. 10	Full course	Rs. 20	0202-01-102-99—
For each paper	Rs. 5	For each paper	Rs. 5	Exam fee

**Sanskrit Teachers Examination**

Sanskrit Teachers Examination is conducted once in a year. Eligibility for admission to the Examination:

- (1) Those who have appeared and failed in the Sanskrit Teachers Examination previously.
- (2) Those who have passed S.S.L.C. from Sanskrit Schools.
- (3) Those who have taken Sanskrit as Part I of First Language in S.S.L.C.
- (4) Those who have passed Kovid Examination and S.S.L.C. Fee for admission to the examination for all parts is Rs. 25 and for part I is Rs. 10 and for two parts Rs. 20.

**Certificate Course Examination in Katha Prasangam**

The examination is conducted vide G.O. (Ms) 239/89/H.Edn. dated 28th November 1989 and confirmation as per G.O. (Rt) No. 638/95/H.Edn. dated 15-5-1995, for those who have completed the ten months part-time certificate course at the S.M.V. Higher Secondary School, Thiruvananthapuram. Examination fees are:

- |                  |    |        |
|------------------|----|--------|
| (1) Full course  | .. | Rs. 40 |
| (2) For one part | .. | Rs. 10 |

**K.G.T. Examination in Printing Technology**

The examination is conducted once in a year.

The following are the subjects of the examination:

- (1) Compositor's Work (2) Proof Readers's Work (3) Book Binding
- (4) Machine Work (5) Press Work (6) Printers Warehouse Work (7) Type Casting (8) Stereo Typing.

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

The minimum qualification for appearing examination lower grade is pass in Std. VII (new) and for higher grade a pass in S.S.L. C or a pass in lower grade.

### K.G.T. Examination in Commerce Group

The examination is conducted according to the revised syllabus as per G.O. (Ms) 68/95 dated 7-6-1995. The examination in Hindi Type writing is also included in this group as per G.O. (Ms) 88/94 dated 12-5-1994.

Examinations for the following subjects are conducted under this group:

- (1) Typewriting (English) Lower/Higher/High Speed
- (2) Typewriting (Malayalam) Lower/Higher
- (3) Typewriting (Hindi) Lower/Higher
- (4) Short Hand (English) Lower/Higher/High Speed
- (5) Short Hand (Malayalam) Lower/Higher in Arul and Pandala system
- (6) Accountancy—Lower and Higher
- (7) Banking Law and Practice—No separate Grade.
- (8) Co-operation—Theory and Practice—No Separate Grade
- (9) Business Organisation and Secretarial Practice—No Separate Grade
- (10) Economics and Business Statistics—No Separate Grade

There will be two examinations in a year. Minimum General Qualification for admission to the examination is S.S.L.C. course for all lower grade and a pass in S.S.L.C. for all Higher grade.

Examination fees:

1. Type writing English/Malayam/Hindi (Lower)	Rs. 40.
do. (Higher)	Rs. 50.
3. Typewriting English High Speed	Rs. 50.
4. Short Hand English/Mal. (Lower)	Rs. 30
5. do. (Higher)	Rs. 40.
6. Short hand English High Speed	Rs. 50.

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

### Technical School Leaving Certificate Examination for Special Schools

The examination is held at Government V.H.S.S. and T.H.S. for the deaf, Jagathy, Thiruvananthapuram and C.S.I. Vocational H.S., for the deaf, Valakam P.O., Kottarakkara, Kollam.

Candidates who have satisfactorily undergone the prescribed course with the required minimum percentage of attendance are eligible for admission to the examination.

Fee for examination is Rs. 15 for all papers and Rs. 4 for one group.

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

The examination will be held at the following centres:—

- (1) Government V.I.L.S.S. and T.I.L.S. for the Deaf, Jagatny, Thiruvananthapuram.
- (2) School for the partially Hearing (C.S.I.) Manakala, Adoor Pathanamthitta.
- (3) C.S.I. High School for the Deaf, Thiruvalla, Pathanamthitta.
- (4) The School for the Deaf and Blind, Neerpara, Assissi mount Palai, Kottayam.
- (5) Assissi School for the Deaf, Vazhappilly East, Vazhappilly P.O., Muvattupuzha.
- (6) Government H.S. for the Deaf and Blind, Kunnamkulam, Thrissur.
- (7) Snehalayam C.S.I. H.S. for the Deaf, Kunnamkulam, Thrissur.
- (8) Asha Bhavan School for the Deaf, Padavarat P.O., Ollur Thrissur.
- (9) Government H.S. for the Deaf, Ottappalam-4, Ottappalam.
- (10) Rahmaniya School for Handicapped, Valliparamba, Kozhikode.
- (11) Calicut School for the Handicapped, Sneha Nagar P.O., Kolathara, Kozhikode.
- (12) Mar Thoma School for the Deaf, Cherkala, Kasaragod.

#### *Eligible for admission to the Examination*

The candidates who have completed the prescribed course of study and secured minimum attendance alone are eligible for admission to the examination.

Fee for the whole examination is Rs. 15 and for one group is Rs. 4.

### **Art High School Leaving Certificate Examination**

The examination is held at the Kerala Kalamandalam Government H.S.S., Cheruthuruthy, Vallathol Nagar, Thrissur.

11/4178/2001/MC.



The Candidates who have completed the prescribed course with 85% of attendance are eligible for admission to the examination.

Fee for the whole Examination is Rs. 15 for one group is Rs. 4.

### **Language Teachers Training Course Examination**

The candidates who passed the S.S.L.C. Examination securing not less than 35 percent marks in General Science and Social Studies are exempted from writing the subjects science and social studies in the Examination. All others have to appear for science and social studies also.

The fee for admission to the whole examination is Rs. 25 and for each subject is Rs. 5.

### **Diploma Examination in Hindi Teaching**

The Diploma Examination in Hindi Teaching in the syllabus approved as per G.O.(Rt) 3252/94/G.E. dated 27-8-1994 will be held at Government Hindi Teachers Training Institute, Ramavarmapuram, Thrissur and Regional Institute of Language Training, Thiruvananthapuram.

The scheme of examination will be in accordance with the revised syllabus approved in G.O.(Rt.) 3252/94/G.Edn. dated 27-8-1994 for the candidates who are under going the course at Government Hindi Teachers Training Institute, Ramavarmapuram, Thrissur and Regional Institute of Language Training, Thiruvananthapuram and those who have failed in the examination previously in the scheme.

No candidate who has not completed the prescribed course in any of the Institute having 80% attendance subject to the relaxation admissible for similar examination or if there is any dues to the Institute shall be admitted to the examination.

The fee for examination for all subjects is Rs. 25 and that for each subject is Rs. 5.

Candidates belonging to SC/ST and other eligible communities including Kudumbics and Christian Converts from among them will be allowed exemption from payment of examination fee for two chances.

### **Certificate Examinations in Fine Arts**

Kerala Government Certificate Examination in Fine Arts will be conducted during July every year. Duration of the course of the Examination is two years. As per G.O.(Ms) 23/92/ H.Edn, dated 7-2-1992 Government have ordered that the newly introduced K.G.C.E. in Fine Arts course may be conducted for the candidates who are studying for the course in private recognised Institution.

Admission to the examination restricted only to those who have had a regular institutional course of study for the prescribed course for two years till the end of April. Those who have completed the course in a recognised institution and failed in the previous appearance can also sit for the examination only for the failed subjects. The school going candidates must have 80% attendance in the academic year. Moreover they must pass S.S.L.C. Examination.

As per G.O. (Rt.) 630/96/Edu. dated 8-5-1996 Government have revised the rate of examination fee as for full course Rs. 200 and for each paper Rs. 60.

All the candidates except students belonging to SC/ST, Kudumbics and Christian Converts from among them should remit examination fees. Students who are exempted from payment of fees are eligible to appear for only two chances; provided that the second chance should be within a period of 3 years from the first appearance.

The examination fee should be remitted in to Government treasury under the Head of account "0202-01-102-Exam Fee"

### **Pre-Primary Teachers Training Certificate Examination**

The Pre-Primary Teachers Training Certificate Examination is conducted once in a year in accordance with the revised curriculum and course. Applicants should possess Pre-degree or equivalent qualifications with not less than 45% marks.

The Course shall consist of theory and practical.

*Theory:* Consists of four papers —

1. Philosophical, Sociological and Historical Foundations of Early Childhood Education and Child Activities.
2. Psychological Foundations of Early Childhood Education.
3. Health, Nutrition and Welfare of the Pre-school child.
4. School organisation and Community relations for early Childhood Education.

*Practical :* Consists of four papers—

1. Teaching practices
2. Arts and Crafts
3. Records, Library Work and Other assignments
4. Co-curricular Activities.

Fee for the whole examination is Rs. 25 and for each subject is Rs. 7.

Candidates belonging to SC/ST and other eligible community including Kudumbies and Christian Converts are exempted from payment of examination fee for two appearance provided that the second appearance is within a period of three years from the first appearance.

### **L. S. S./U. S. S. Examinations**

According to the new work oriented education policy, the conducting of L.S.S./U.S.S. Examination is modified at selected centres in each Panchayat/Municipality/Corporation areas.

Pupils studying in standard IV and VII who have secured 'A' grade in the quarterly Examination for at least 60% of their total sectors, are eligible for admission to the L.S.S. and U.S.S. Examination respectively, irrespective of their income limit.

The examination fee is fixed Rs. 10 for SC/ST candidates it is Rs.5 only. The responsibility of conducting this examination is vested on DIET Principal and AEO. Certificates are issued to all students participating in the examination. Those who have scored 'A' grade for every subject will be awarded the scholarships.

### **Diploma and Post Diploma Examination in Kathakali, Bharatha Natyam, Mohiniyattam, Kathakali Chenda and Khathakali Sangeetham**

The diploma examination is conducted in Kathakali, Bharatha Natyam, Kathakali Chenda, Kathakali Sangeetham, Mohiniyattam and Post diploma examination is conducted in (1) Kathakali, (2) Bharathanatyam and (3) Kathakali Sangeetham for the students of R.L.V. College of Music and Institute of Fine Arts, Trippunithura.

#### *Examination fees:*

- |                 |                      |
|-----------------|----------------------|
| 1. Diploma      | Rs. 12 per candidate |
| 2. Post Diploma | Rs. 20 per candidate |

### **Diploma Examination in Ganabhooshanam and Nadanabhooshanam**

Diploma examination in Ganabhooshanam (Vocal Music, Veena, Violin and Mridangam) is conducted for the students who have undergone the prescribed course in S.S.T. College of Music, Thiruvananthapuram, R.L.V. College of Music and Fine Arts, Trippunithura and Government Music College, Palakkad. Nadanabhooshanam examination is conducted in the

S.S.T. College of Music, Thiruvananthapuram. These examinations are conducted as per G.O. (Ms.) 162/79/H.Edn., dated 31st July 1979, G.O. (Ms) No. 190/88/H.Edn., dated 20th August, 1985 and Government letter No.1167/C-85/H.Edn., dated 19th July, 1985.

The examination fee will be as follows: Rs.

(a) Ganabhooshanam (whole examination)	12 + 5 for mark list
(b) Ganabhooshanam (one part)	6 + 5     "
(c) Nadanabhooshanam (whole examination)	12 + 5     "
(d) Nadanabhooshanam (one part)	6 + 5     "

### Ganapraveena Post Diploma Examination

The Ganapraveena post diploma examination in vocal music conducted in S.S.T. College of Music, Thiruvananthapuram, Chembal Memorial Government College of Music, Palakkad and R.L.V. College of Music, Trippunithura. Ganapraveena in Veena, Violin and Mridangam are conducted in S.S.T. College of Music, Thiruvananthapuram. The examination is conducted as per G.O. (Ms) No. 76/82/H Edn., dated 5th July, 1982. Candidates who have undergone the prescribed course in any one of the institution mentioned above are eligible to appear for the examination. Teachers in music college and schools who possess Ganabhooshanam qualification will also be allowed to appear for Ganapraveena examination as private candidates after completing 3 years service G.O. (Ms) No. 45/81/H.Edn., dated 26th March, 1981. The examination fee (for the whole examination) is Rs. 25 + 5 for mark list, and for one part Rs. 15 + 5 for mark list.

### Junior and Senior Music Certificate Examination

These examinations are conducted once in a year for those who have completed the prescribed course at the S.R.V. Music School (Model H.S. for Girls, Trissur).

#### Examination fees

- (1) Junior music examination Rs. 5.
- (2) Senior music examination Rs. 8.

#### CHANGE OF NAME, CHANGE OF RELIGION, ETC.:

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

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

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

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

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

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

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

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

The Chief Superintendent will then submit a detailed report together with the statement obtained in this connection as also the answer scripts of the candidate and the materials used for the malpractice, to the Secretary, Board of Public Examinations (vide Memorandum of instruction for the conduct

of Public Examinations). If the candidate who has committed malpractice refuses to give a written statement or behaves in an unruly manner that fact should also be reported by the Chief Superintendent.

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

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

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

(2) The pupils who come from other states or countries and join in Standard V to VIII and who have not studied one of the regional language in lower primary standards will be allowed temporary exemption only for one year from the study of a regional language on the definite condition that the pupils will learn the language in the class and that even if they secure very low marks in the regional language in annual examination of that year, their promotion to the next standard will not be affected only for this reason. In such cases further exemption will not be allowed during the succeeding year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PRO FORMA

1. Name of pupil ..
2. Standard in which he is studying at the time of application ..
3. Date of admission in the standard mentioned in column 2 ..
4. Name of the school with complete postal address which the pupil studying now ..
5. (a) Name of the school, with complete postal address in which the pupil was studying just previously before admission to the school mentioned in column 4 ..
- (b) Name of school/schools where the pupil in Standard V to VIII ..
6. Language studied by the pupil in his previous schools Standard I to IV, Standard V to VII..
7. Mother-tongue of the pupil ..
8. Whether the pupil has studied any of the regional language of this state during the previous studies. ..
9. The language from which exemption is sought for ..
10. Reason for such request ..
11. The language taught under Part I and II under first language in the present school ..
12. Language proposed to be studied under Part I and II of first language ..
13. Specific recommendation of the Headmaster ..

I do hereby declare that the pupil is migrating from other State/Country/ System of Education. The school mentioned in column 5 is following a different system of education other than one as prescribed in K.F.R. and that the school is affiliated to the.....

Signature of the Headmaster

Name of the Headmaster

Name and postal address of the School

Name of the Education District

Date:

(School seal)

11/4178/2001/MC.



**CORRECTION OF DATE OF BIRTH IN SCHOOL RECORDS AND QUALIFICATION  
CERTIFICATE**

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

*The procedure for submitting application for alteration of date of birth is given below:*

1. The application should be in the form as prescribed.
2. The application should be submitted by the guardian if the person whose date of birth is to be altered is still on the rolls of any school and by the person himself if he is not on the rolls of any school.
3. The applicant should remit a fee of Rs. 250 at any Government Treasury under the Head of account "0202-01-102-92—receipts from other item" and the receipted chalan produced. (The applicant who belong to SC/ST are exempted from payment of application fee.) In such a court fee stamp worth Rs. 5 to be affixed in the application.
4. The application addressed to the Commissioner for Government Examinations, Poojappura, Trivandrum-12 should be routed through the Headmaster of the School last attended by the person whose date of birth is to be altered.
5. The following documents also should be produced:
  - (i) Qualification Certificate Viz. S.S.L.C., T.T.C. etc. in which alteration of date of birth is desired.
  - (ii) Certificate of Birth obtained from the Registrar of Birth/Deaths of the respective Panchayath/Municipality/ Corporation in respect of all the children born to the parent of the applicant. In the case of those who belong to Christian Community. Baptism Certificates indicating the date of birth should also be produced. If the birth has not been registered at the office of the Registrar of Births and Deaths in the case of children other than the applicant, non-registration certificate to that effect from authority has also to be produced.
  - (iii) An identification certificate from the local Tahsildar/Village Officer in the following form:—

Certified that the male/female child born to Sri.....  
and Smt..... on ..... and whose  
birth was registered at the Panchayat/Municipality/

Corporation with Register No..... and date of Registration/who was Baptised in ..... church on..... with d/b..... is the person known as (here enter the full name and address of the person whose date of birth is to be altered). The said person and the holder of the S.S.L.C. with Register No..... March/Sept. 19..... or Extract of Admission Register with Admission No..... issued by the Headmaster..... are one and the same person.

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

Affidavit No. II should be sworn by the parent of the pupil, person whose date of birth is to be altered is still on the rolls of the school, Affidavit No. II alone is to be furnished.

- (v) Statement in the form prescribed below showing the particulars of all the Educational Institutions attended for Std. I to X by the person whose date of birth is to be altered.

<i>Sl. No.</i>	<i>Name of School with postal address</i>	<i>Name of Panchayath/ Municipality/ Corporation under which Schools is located</i>	<i>Date of admission in the School</i>	<i>Standard to which admitted</i>
(1)	(2)	(3)	(4)	(5)

<i>Date of birth entered in the School records</i>	<i>Date of leaving the School</i>	<i>Standard at the time of leaving</i>
(6)	(7)	(8)

**LIBRARY & DOCUMENTATION Centre**  
National Institute of Educational Planning and Administration.

17-B, Anurobindo Marg,

New Delhi-110016

DOC, No .....

Date .....

D-12272  
17-03-04

**Std. 1 to X**

- (vi) Extract of school admission registers from where the person underwent studies.
- (vii) Extract of school admission registers of all the children in the family.
- (viii) Conversion certificate of D/B from the State Librarian, Trivandrum Public Library for Mal. English dates to corresponding Christian Era dates.

**Affidavit No. 1**

I.....S/o.....  
 .....or.....D/o.  
 aged.....years and now residing at.....  
 .....hereby solemnly affirm  
 and declare as follows:

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

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

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

My parents are not alive/My parents are alive.

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

Place.....	Seal and Signature of the Notary Public/ Judicial Officer	Signature of the Deponent (To be signed before a Notary Public/ Judicial Officer)
Date.....		

**Affidavit No. II**

*(To be sworn by the parent of the pupil who is studying in School)*

I.....S/o.....D/o  
 .....aged.....years and  
 and now residing at.....  
 hereby solemnly affirm and declare as follows:

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

*Their names and other details are given below:*

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

I also declare that dates of birth of.....(so and so) have (not) been registered at the Office of the Registrar of Births and Deaths and the correct date of birth of.....(here enter name of the person whose date of birth is to be altered) is..... and place of birth is.....

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

Place.....  Date.....	(Seal and Signature of the Notary Public/Judicial Officer)	Signature of the Deponent (To be Signed before a Notary Public/ Judicial Officer)
-----------------------------	--	--

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

**PROCEDURE FOR CORRECTION OF DATE OF BIRTH DUE TO CLERICAL ERROR**

For correction of date of birth due to Clerical error on the part of the School authorities the application need be submitted in plain paper explaining the circumstances under which the mistake crept in. Such application should be affixed with court fee stamp worth Rs. 5 and routed through the Headmaster of the School last studied together with the under mentioned documents:

- (i) Extracts of Admission Registers from all the Schools where the applicant had studied.
- (ii) Original T.C. in which caused the erroneous entry.
- (iii) - Original application for admission Std. I.
- (iv) If the person whose date of birth is to be corrected is still on the rolls of any School the application should be filed by the Guardian.

<b>Specimen Copy not to be used</b>
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**APPLICATION FOR CORRECTION OR ALTERATION OF DATE OF  
BIRTH IN SCHOOL RECORDS AND QUALIFICATION  
CERTIFICATE**

1. Name and address of the applicant :
2. Name of the person whose date of birth is to be altered :
3. If employed give designation and Official address :
4. Place of birth with Panchayath/ Municipality/Corporation :
5. Qualification Certificate in which the correction of date of birth is desired :
6. The existing date of birth in School records/SSLC,/T.T.C. etc. :
7. Nature of correction/alteration of date of birth requested for (give the date of birth noted in the documentary evidence produced against the column) :
3. Explanation as to how the incorrect date of birth happened to be entered in the school records and qualification certificate and how it came to the notice of the applicant :
9. Date of admission in Std. I and completed age at the time of admission :
0. Date of leaving the school.

11. Whether present application is :  
within 15 years from the date  
of leaving the school if not, furnish  
No. and date of Government  
orders condoning the delay
12. Documentary evidences produced :  
to prove the correct date of birth
13. Whether the sworn affidavit had  
been furnished :
14. Whether the applicant belongs to :  
ST/SC. (evidence produced to esta-  
blish that the applicant belongs to  
SC/ST)
15. Details of application fee remitted :  
(Amount, Chalan No. Date and  
Name of Treasury)
16. Whether any brother or sister have :  
applied for correction
17. Details of birth occurrence in the :  
family their d/b.

<i>Sl. No.</i>	<i>Name of Children</i>	<i>Date of Birth as per Baptise (if belongs to X'tian Community)</i>	<i>Date of birth as per Birth Register</i>	<i>Date of birth as per School records</i>
(1)	(2)	(3)	(4)	(5)

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

Place  
Date

*Signature of Applicant.*

## CHAPTER III SCHOLARSHIPS

### L.S.S. and U.S.S. Scholarship

The L.S.S. and U.S.S. Scholarships are granted to all students acquiring 'A' grade for the examinations conducted as per the new work oriented education policy, irrespective of the income limit. The rate fixed for U.S.S. and L.S.S. is Rs. 150 and Rs. 100 respectively.

Those students who pass the prescribed examination with 'B' grade will be issued certificate signed by the Commissioner for Government Examinations.

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

### Scholarships to the students studying in pure Sanskrit Schools

(a) Two scholarships to the pupils in each standard in High Schools are being paid under non-plan scheme on the basis of marks scored in the annual examination of the previous standards. The value of the scholarship is Rs. 15 per mensem tenable for 10 months.

(b) Six scholarships in Standard VI to X in U.P. and High school classes of the pure Sanskrit schools are being paid for the development of Sanskrit education under the plan scheme. The value of scholarship is Rs. 15 per mensem in High School classes and Rs. 12 per mensem in U.P. Classes tenable for 10 months on the basis of marks scored in the Annual Examination of the previous standards.

### Sainik School Scholarship

This scholarship is given on the basis of merit, merit-cum means subject to the recommendation of the Principals of Sainik Schools. This scholarship is only for the boys, students of Kerala studying in various Sainik Schools in India. It is given on the basis of the following norms.



<i>Income</i>	<i>Rate of scholarship</i>	<i>Amount</i>
A. Upto Rs. 30,000	Full scholarship plus clothing allowance	Rs. 14,000 + Clothing allowance of Rs. 1000 in first year + Rs. 500 in the subsequent years.
B. Above Rs. 30,000 upto Rs. 36,000	$\frac{3}{4}$ th scholarship plus clothing allowance	Rs. 10,500 + Rs. 1000 for clothing allowance in the 1st year + Rs. 500 in the subsequent years.
C. Above Rs. 36,000	$\frac{1}{4}$ of the scholarship without clothing allowance.	

### **Rashtriya Indian Military College, Dehra Dun**

This scholarship is awarded to the 1st Rank Holder (Irrespective of Income) who has secured admission to the R I M C and who has been residing in the State of Kerala for a continuous period of not less than 5 years, immediately preceding the date of selection. The rate of scholarship is Rs. 11,000 per year for five years.

### **Muslim, Nadar, Anglo-Indian Scholarship**

This scholarship is awarded as per G.O.(Ms.) No.32/96G.Edn. dated 6-2-1996. All Girls students of Muslim, Nadar and Anglo-Indian communities whose family annual income does not exceed Rs. 18,000 will be eligible for this scholarship. The rate of scholarship for U.P. Classes is Rs. 75 per annum and for High School Classes is Rs. 100 per annum. This scheme is implemented through local bodies.

### **National Scholarship for talented Children from Rural Area**

The Scheme was taken up in Kerala from the year 1971-72 as per G.O. (Ms.)128/71/G.Edn. dated 20-9-1971. The awardees are selected community Development Block-wise on the basis of their performance in U.S.S Examination conducted every year.

The number of scholarships given are as follows:—

- |                                     |    |   |
|-------------------------------------|----|---|
| (1) General Category                | .. | 4 scholarship per C.D. Block  |
| (2) Children of land less labourers | .. | 2 scholarship per C.D. Block  |
| (3) Scheduled Tribe Children        | .. | 3 scholarship for tribal C.D. Block   |
| (4) Scheduled Caste children        | .. | 2 scholarship per C.D. Block and 1 additional scholarship per C.D. Block having 20% or more S/C population. |

Awardees who are studying in schools where no tuition fee is levied are eligible for Rs. 300 per annum and those studying in schools where tuition fee is levied are eligible for Rs. 460 per annum and the pupils residing in hostels recognised by Government are eligible for Rs. 1000 per annum.

## CHAPTER IV

## TEXT BOOKS AND NOTE BOOKS

The Text Books Branch, a wing of the Directorate (Edu.) is functioning as a commercial undertaking. The branch is responsible for arranging the printing, the distribution and sale of all Text Books, Teacher's Hand Books and Work Books etc. From the year 1987-88 onwards one slate with two slate pencils and all Readers including Arabic Text Books were supplied free of cost to the Children of Standard I.

## A. Distribution and sale of Text Books

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

The Central Text Books Store, Thiruvananthapuram supplies Text Books, printed by private parties to the District Text Books Depots of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam Revenue Districts. Similarly the Central Text Book Store, Ernakulam supplies Text Books printed at Kerala Books and publication Society, Thrikkakkara to all the depots in the State and the Central Text Books Store, Shoranur supplies the books printed at private presses to the depots of Palakkad, Wayanad, Malappuram, Kozhikode, Kannur, Kasargode and Thrissur Revenue Districts.

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

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

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

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

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

4. To check up whether the credit sale of Text Books permitted to School Co-operative Societies does not normally exceed Rs. 20,000 in the case of single school society and Rs. 25,000 in the case of group societies.

5. To scrutinise whether the daily sales register, stock register and all other registers including cash books and receipt books are written up punctually.

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

7. To ensure that proper vigilance is exercised to see that there has been no loss, damage or pilferage of book from the shortage being an abuse of code of conduct of the business of the text books depot.

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

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

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

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

## B. PRINTING

Normally, the Text Books required for a year are printed in Kerala Books and Publication Society, Government Press and Audio Visual and Reprographic Centre, Thiruvananthapuram. Printing in private presses is also arranged according to necessity after inviting quotations from presses.

### **Manufacture and Distribution of Exercises Books in Schools under Work Experience Programme**

The scheme started functioning from the year 1975-76 under "Work Experience Programme". The specialities of the scheme are the following:—

(i) The intention is to impart the practical knowledge and experience to the willing students in the selected schools in manufacturing of exercise books.

(ii) While imparting training and experience, these students will get remuneration at a permitted rate as manufacturing charges. Thus this is "earn while you learn" programme.

(iii) The scheme is expected to function on "No loss No profit" basis.

(iv) The work is not thrust upon any school, but it is voluntarily accepted by the selected schools. Up to 1990-91, the white paper required for the scheme was supplied by the Government of India at concessional rate and this enabled the department to fix the selling price of the exercise books comparatively at a reduced rate. From 1991-92 onwards, the supply of white paper on concessional rate by the Government of India is stopped and this caused increase in the selling price of exercise books also.

(v) The Deputy Directors (Edn.) are in charge of implementation of the scheme at revenue district level.

(vi) Orientation course is conducted by Special Officer, Work Experience Programme to teachers in cutting, ruling and binding of Note Books.

Functioning of the Scheme—Manufacture—Every year selection of manufacturing centres will be finalised not later than February of the year. A centre must have certain essential things to become a manufacturing centre. Mainly the following:—

1. Preparedness to undertake the work
2. Road accessibility
3. Availability of electricity
4. Safe storage facility and work area
5. Availability of a trained teacher to be in charge of the scheme.

After selection of centres, the raw materials like white paper and laminated printed covers will be made available to the centres by the department before closing of schools for mid-summer vacation. During vacation, manufacturing will be carried out by the selected pupils under the direct supervision of the teacher-in-charge of the scheme and the work will be completed before the re-opening of the schools. The manufacturing charge now being paid to the centre is at the following rates:—

192 pages ruled	..	80 paise
192 pages unruled	..	60 paise
120 pages ruled	..	40 paise
120 pages unruled	..	30 paise

Exercise books of the following types are being manufactured now:—

1. 192 pages ruled and unruled
2. 120 pages ruled and unruled

Manufacturing charges are sanctioned to the centres by the Deputy Directors (Edn.) based on the approved rate, fixed by the Government. From the total manufacturing charges so paid to a centre is expected to meet the following expenses:—

(1) Cost towards items like gum, twine, needles, cutting charge/ ruling charge etc.

(2) The balance amount is to be paid to the students, teacher-in-charge of the scheme and the Headmaster in the ratio of 75 per cent, 20 per cent and 5 per cent.

A total of 2 per cent wastage is allowed to the raw materials used for the manufacture of Exercise Books. Incentive bonus will be given to the centres which avoid wastage of raw materials and utilised them fully for the manufacture of exercise books. Double rate of manufacturing charges will be paid to the exercise books manufactured out of 2 per cent wastage.

The cutting waste and other waste occurring during the process of manufacture are sold in public auction by the heads of centres and the amount is deposited in a separate fund called "Manufacturing Fund". If any school discontinued the manufacturing of exercise books the balance amount under the fund will be credited to Government.

*Sale of exercise books.*—The details of production are to be intimated to the Deputy Director of Education and the District Educational Officer concerned by the heads of the centres as soon as the manufacturing is over. The Deputy Director of Education is to instruct the District Educational Officers concerned

to obtain and pass indents from the needy schools, taking in to account the total quantum of exercise books available in each centre. The sale is to commence from the 3rd week of May every year. The sales will be made to the Schools/School Co-operative Societies. A credit facility extending up to 31st July of every year is allowed limiting the credit facility upto a limit of Rs. 7,500. The cost of exercise books so issued is to be remitted without interest, before 15th August and with interest from 16th August of every year. Interest at the rate of 10 per cent will be levied on dues outstanding up to 31st August, i.e., 15th August to 31st August. From 1st September, interest at the rate of 12.5 per cent (10 per cent interest + 2.5 per cent penal interest) per annum will be levied. The 10 per cent rate of interest will be applicable only for the remittance made during the period from 15th August to 31st August.

The selling price of the exercise books is fixed by the Government on "No loss No profit" basis and the details will be intimated to the sales centres, every year. In the sales side, 1 per cent sales commission will be allowed to every manufacturing centre and 5 per cent sales commission will be paid to every School/School Co-operative Society which receives exercise books for sale.

## CHAPTER V

## STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

The State Council of Educational Research and Training (SCERT) is an autonomous body established in 1996 and the Director of SCERT is the head of the Organization. It has a General Body with the Hon. Minister for Education as Chairman. A Governing Body with Secretary to Government, General Education, as Chairman and Director of Public Instruction as Vice Chairman supervises the functioning of SCERT.

The SCERT aims at giving a new thrust and directions to school education in the State. It functions as the apex body at the State level dealing with planning, formulation, implementation and evaluation of all academic programmes at schools in Kerala. Curriculum formulation, text book preparation, teacher training and research are areas of special focus for the SCERT. The District Institute of Education and Training (DIET) and District Centre for English and Language Teacher Training Institute function under the academic control of the SCERT. The Kerala State Open School (KSOS) and the State Organization of Educational Management and Training (SOEMAT) are functioning under SCERT. Kerala State Open School provides Educational opportunities to large number of students who have completed school education and are unable to secure admission for higher secondary courses. The efforts of SCERT are geared towards the improvement of the quality of education by implementing modern curriculum, developing resource materials and an evaluation system to bring about a sweeping change in the schools of Kerala.

The following Departments are functioning under SCERT:

### 1. Curriculum, Text books and Evaluation (DCTE)

DCTE is responsible for:

- \* Preparation and revision of curriculum and text books.
- \* Preparation of handbooks for teachers in all languages, subjects and also in minor languages for all classes.
- \* Preparation of audio cassettes for ELT.
- \* Training for resource persons (KRP & RP) and field level training.
- \* Bridge courses for SC/ST pupils.
- \* Refresher courses.
- \* Orientation & training programmes for headmasters, DEOs & DDEs on teaching and learning techniques and also to improve their managerial efficiency and capacity.
- \* In-service training programmes.
- \* Preparation of training module for academic programmes.

- \* Preparation of additional learning materials for content enrichment in subjects.
- \* Training to teachers in non-scholastic subjects to prepare tools.
- \* Special orientation for primary teacher (SOPT)
- \* Preparation of modules for teachers training.
- \* Scrutiny of curriculum
- Quality improvement programmes.
- \* Identification of hard spots, faced during the teaching-learning process and preparation of supplementary materials to overcome them.
- \* Training for exports in preparing text books in collaboration with CIEFL, Hyderabad.

## 2. Educational Technology (DET)

### DET'S aimes are:

- \* To develop common vision of SIET and its functioning in Kerala context with the help of experts in the field of IT.
- \* Implement IT in schools, using computers as a tool for acquiring and using information and knowledge.
- \* Developing of software in CIDs for the subjects in high school classes with the help of it and subjects experts.
- \* Co-operate with various workshops of DPEP to develop modules and materials.
- \* Consolidate the status of the laboratory work in schools.

## 3. Guidance and Counselling (DGC)

### The primary responsibilities include:

- \* Counselling for the parents of the disabled
- \* Career guidance for the high school students.
- \* Counselling and guidance for educationally backward children
- \* Guidance in vocational subject
- \* State level key resource persons training
- \* Enrichment coaching camps for 'gifted children'.
- \* Coaching camps for low achievers
- \* Help in organizing district guidance bureaus with the co-operation and involvement of local bodies, other elected members and NGOs.
- \* Help in preparing question banks for hearing impaired children
- \* Training to diet staff on learning disabilities
- \* Orientation courses for district guidance counsellors
- \* Educational counselling follow up.



#### 4. **Population Education (POPED)**

POPED is engaged in:

- \* Preparation, review and collection of materials for text books on POPED based on MLL Scheme.
- \* In-service training to supervisors who run non-formal education centres through NGOs.
- \* Organising events in connection with World Population Day & World Aids Day
- \* Setting up of Population Education labs in schools
- \* Planning and evaluation of the POPED programmes
- \* Publication; translations of booklets
- \* Awareness programmes of population education
- \* Preparation of training package based on the re-conceptualised framework of population education
- \* Training courses for high school teachers and PTAs and POPED and Development Education
- \* Adapt and develop curriculum advocacy, training and monitoring of materials on the subject in schools
- \* Organizing workshops/seminars to evaluate the attitude towards NDS education among school children
- \* Orientation programmes for teachers on AIDS education
- \* Adolescent Education planning task force formation
- \* Tool development, practice, trial and finalisation of materials
- \* Development of training module with inputs from DIETs, UNFPA, health professionals and medical office.

#### 5. **Pre-Primary Education (PPE)**

Department of Pre-primary Education is responsible for:

- \* Orientation courses for members of Early Childhood Care & Education (ECCE) faculty of diets
- \* Preparation of manual for Pre-primary education
- \* Low cost teaching aids for Pre-primary classes
- \* Training courses for teachers of Pre-primary teacher training institutes and teacher educators of Pre-primary teachers
- \* Grants to PTA—rur Pre-primary schools for purchasing toys and other play materials
- \* Incentive grant to Government Pre-primary teacher training institutes.

## 6. Special Education/Integrated Education for the Disabled (IED)

IED is a cent per cent centrally sponsored programme implemented in Kerala since 1975. It aims to provide:

- \* In-service training to general school teachers and Heads of schools to deal with disabled children.
- \* Preparation of teaching aids for the hearing impaired students.
- \* Medical assessment of disabled children studying in general schools.
- \* Financial assistance to students with 40% or above disability.
- \* Supply of individual hearing aids, spectacles, orthopaedic equipment based on medical report.
- \* Setting up of Resource Rooms in Schools.
- \* Parental guidance programmes
- \* Orientation programmes for Key Resource Persons (krps).
- \* Workshops for preparing Question Banks for special schools to give divergent exposure of language to hearing-impaired children and help them to write the examination.
- \* Orientation for DIET staff on IED to improve the quality of education imparted to the handicapped children.
- \* Preparation of resource books in disabilities to help the parents, teachers and professionals in the field of learning disability.

## 7. Teacher Education (DTE)

Department of Teacher Education aims at:

- \* Integrating the training programmes and research programmes to a larger extent.
- \* DTE conducts training programmes both in-service and pre-service for the TTIs and DIETs.
- \* In order to conscientise teacher educators about the changes in the syllabus, orientation courses are organised.
- \* Preparation of evaluation tools for TTC.
- \* Training programmes and workshops to equip the TTIs and DIETs to bring teachers suited to handle the new curriculum based on minimum levels of learning.
- \* Revision of the TTC curriculum.
- \* Training for the master trainees.
- \* Orientation courses for the Heads of TTIs and DIETs.

## **8. Health, Physical and Vocational Education (DHPVE)**

The following are the functions of DHPVE:

- \* Orientation courses for the Health Club sponsors and for teachers of other non-scholastic subjects,
- \* Training programmes for teachers to make the work experience sessions as productivity-oriented.
- \* Pre-vocational training to work experience teachers.
- \* Remedial training to educationally backward students.
- \* Training for Resource Persons (RPs) in vocational education.
- \* Orientation courses for preparing art work in text books, clay modelling etc.
- \* Revision of the curriculum.
- \* Distribution of School Health Club Magazines supplied by UNICEF.
- \* Guide lines for the Schools Health Clubs.
- \* Restructuring VHSE in the state.

## **9. Non Formal Education**

Key Resource Person's training on continuing education to DRU faculty of DIETs is conducted by this Department. The theme of substitute education, complementary education, prolonged education and individual development of every person are taken up in this programme.

## **10. Department of Research Documentation and Dissemination**

Various research projects in education are initiated by the Department. Projects like Field analysis of revised text books are studied in this Department by linking to the opinion of the teachers elicited through questionnaires prepared for the purpose. It also brings light to some of the gray areas in class room transaction, text book preparation, and organisation of teachers' handbook and in teacher training.

Principles followed in these handbooks are accepted by the teaching community in general.

## **11. National Talent Search Examination (NTSE)**

Every year the Central Government conducts a National Talent Search Examination (NTSE), to identify academically outstanding students. The students of tenth standard of Government Schools, Aided Schools and unaided Schools, who had secured not less than 60% marks at the previous year's examination will be eligible to appear for the test which will be based on the syllabi for the 8th and 9th standards. The first step of this venture is the state

level test conducted by the State Government. Those who win the qualifying test will be given coaching to improve their potential. Then the national level examination will be conducted by the Central Government. The students who have secured the prescribed marks in the qualifying examination will come under the NTS scheme.

## **12. Kerala State Open School**

Kerala State Open School (KSOS) was established in the year 1999-2000 under the SCERT, with the mission of universalisation of education, by providing greater access and equal opportunities. The inherent flexibilities and options on this system aim to cover a large population of learners facilitating the evolutions of a learning society. It is the objective of KSOS to widen the horizon of learning by offsetting the disadvantages of the formal system so that the adults who are employed or unemployed, and others who cannot access the formal system due to various reasons, and drop-outs from the formal system who wish to resume studies after a gap, can all be covered within the roof of universal education. SSLC and Higher Secondary courses, job-oriented short term vocational courses and also vocational secondary certificate courses are all on the agenda of KSOS, though currently only the Higher Secondary course is offered. The Higher Secondary course of KSOS is a two-year course. A student who has passed SSLC or equivalent examination is eligible to undergo this course. Higher Secondary Board will conduct the examination and the Higher Secondary Directorate will also issue the certificate.

The SCERT publishes the Kerala Journal of Education Research and Extension which aims at providing a forum for teachers, teacher educators, educational administrators and researchers to encourage original and critical innovative thinking in education through presentation of novel ideas, critical appraisals of contemporary educational problems, views and experiences on improved educational practices including curriculum development, text book preparation and teacher training. The contents include different school areas related to Pre-primary, Secondary, Higher Secondary, Teacher Education, and Special Education and Health Education.

## CHAPTER VI

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH  
AND TRAINING

National Council of Educational Research and Training (NCERT) being an apex national body for research in school education performs the important functions of conducting and supporting research and offering training in educational research methodology. The various departments of the National Institute of Education (NIE), Regional Institutes of Education (RIEs), Central Institute of Educational Technology (CIET) and Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSGIVE) undertake programmes of research related to different aspects of school education, including teacher education.

Some of the activities under NCERT are given below:

(1) National Talent Search Examination: Identification and nurturing of talent is one of the important activities of the Council. At the X class level students are selected through a two-level screening, first by the State and second by the NCERT. Under this scheme, the selected students are awarded scholarships for pursuing courses in basic sciences, Social Sciences including Commerce and Agriculture upto the Ph. D. level. In Medicine and Engineering, the Scholarships are awarded upto the second degree level.

(2) All India Competition for School Teachers and Teacher Educators on Innovative practices and Experiments in Education.

NCERT organises every year two all India competitions one for teacher educators and the other for school teachers in respect of this programme, namely innovative practices and Experiments in Education, respectively. The main purpose of the programme is to promote the spirit of experimentation, research and innovation among teacher-educators and school teachers. These programmes aim at school teachers. It is further envisaged that these schemes will keep them abreast of innovations, new practices and experiments taking place in the field of education. A lot of teachers and teacher educators from Kerala participate in this competition.

(3) In order to popularise Science among students NCERT is organising Jawaharlal Nehru National Science Exhibition every year. Two very important activities under this programme is the organisation of the National Science Exhibition for Children and the State Level Science Exhibitions for Children. Every year NCERT gives different topics. A number of children from Kerala attend this National Level Exhibition.

(4) *Field Services :*

- The Field Office interacts with state level educational authorities/ functionaries to identify their needs and problems which may form part of programmes of NCERT at the regional and national levels. And it disseminates information to state level educational institutions related to activities/programmes of the NCERT (being undertaken by the regional and national level constituents).
- The Field Office provides feed-back to the MHRD regarding implementation of centrally sponsored schemes for qualitative improvements in school education in the States. It updates information on the education scene in the state by collecting relevant information on educational development in the state, its processing and meaningful presentation in the form of brief reports which may be utilised for taking administrative as well as academic policy decision at the regional/ national levels by the NCERT and also by the MHRD.
- This office extends local organisational supports to the regional and national level NCERT constituents in the implementation of their programmes in the state, which may include follow-up work with the state level organisations to depute required participants assisting in fixing up suitable venues, suggesting state level resource persons and other related ground level supports in the implementation of programmes. It represents the NCERT/MHRD in the state level selection committee for teachers award, teachers selection and other state level committees for which requests may be received from the state authorities from time to time.
- NCERT is doing liaison work through the Field Advisers in various states to implement the programmes and activities undertaken by various constituents of the NCERT, MHRD and State Education Departments. Through RIEs the State Co-ordination Committee identifying the educational needs of the states. The Field Advisers are providing assistance to RIEs in this process. The Field Adviser, NCERT are providing assistance to the State Education Department for selection of teachers for national awards.
- NCERT is conducting periodically Educational Surveys. This Surveys are conducted by NCERT and National Informatics Centre (NIC) with the co-operation of state Government and union Territories. The Field Officers in the States are providing necessary assistance in conducting the survey.
- MHRD entrusted the work of the monitoring of SOPT programme in the state to the Field Adviser, NCERT.

- Field Adviser helps the State Department of Education as well as the SCERT to get experts from NCERT as and when required by the State Department of Education/SCERT and the Union Territory of Lakshadweep.
- NCERT conducts National Children's Literature Competition programme in every two years. The preliminary work of this programme is done by the Field Adviser, NCERT, NCERT also conducts International Research Seminar on quality education.

## CHAPTER VII

NATIONAL CADET CORPS (N. C. C.) KERALA AND  
LAKSHADWEEP

The National Cadet Corps came into existence in 1948. Over the past years, N. C. C. has been one of the premier youth organisation in our country. A student who joins N.C.C. passes out as a well disciplined youth having confidence and courage to face the future. The camps and courses inculcate in them an awareness of National Integration, National Unity and promote their desire for participation in adventurous activities and social service.

**Aims of N.C.C.**

(a) To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and ideals of selfless service among the youth to make them useful citizens.

(b) To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life, including the Armed Forces and be always available for the service of the Nation.

**Organisation**

The N.C.C. Directorate of Kerala and Lakshadweep functions under a Deputy Director General, NCC with its Headquarters at Thiruvananthapuram. NCC Cadets are grouped into 4 categories viz., Senior division (Boys), Senior Wing (Girls) called 'Company' at College and Polytechnic level), Junior Division (Boys), Junior Wing (Girls) (called 'Troop' at School level). The Department has five Regional Offices, viz., NCC Group Headquarters situated at Thiruvananthapuram, Kollam, Kottayam, Ernakulam and Kozhikode. These are eight to ten NCC Units under each NCC Group Headquarters. In all, there are 39 NCC Units spread all over Kerala, Under each NCC unit, four to six Colleges having one to two companies of 160 cadets each are affiliated. Likewise 7 to 10 High Schools having a troop of 100 cadets each are also affiliated with a Unit. The Directorate is also responsible for NCC activities in Lakshadweep.

**Eligibility conditions for Enrolment in NCC**

(i) Boys/Girls studying in VIII & IX standard are admitted in Junior Division/Junior Wing.

(ii) Boys/Girls studying in XI/XII/PDC and Ist year Degree/Diploma Courses are admitted in Senior Division/Senior Wing.



Social Service activities undertaken by NCC cadets include Blood Donation, Pulse Polio, Tree Plantation, Adult Education, Anti Dowry Pledge, Anti Leprosy Drive, Eye Donation, Community Activities like cleaning and maintenance of civil utilities, traffic control etc. NCC also renders assistance to civil authorities in the wake of natural calamities like floods, earth quake etc.

### **Certificate Examination**

NCC holds regular examinations and awards certificates to cadets every year. A, B and C Certificates of NCC are of immense value and help to choose a career after academic years. JD/JW cadets are eligible for appearing in A Certificate exam after completion of 2 years NCC service. B & C Certificates are awarded to SD/JW Cadets of passing the Examinations on completion of second and third year of NCC service respectively.

### **Incentives to NCC Cadets: Central Government**

#### *Commission in the Armed Forces:*

- (a) 64 vacancies per year are reserved at IMA and OTS for NCC 'C' Certificate holders of Army Wing NCC to appear for UPSC and SSB tests.
- (b) 6 vacancies are reserved at Naval Academy Goa for NCC 'C' Certificate holders of Naval Wing NCC. Must be BSc. (Physics & Maths) or BE. Exempted for UPSC test.
- (c) Short Service commission in the Army for NCC 'C' Certificate holders with minimum 'B' grading at OTA. Exempted from UPSC. To appear for SSB tests preceded by screening applications at Army Headquarters, New Delhi.
- (d) 10% vacancies for direct entry for Pilots course in Air Force for NCC 'C' Certificate holders of Air Wing. Two courses held every year. No UPSC tests.
- (e) 10% vacancies reserved for NCC 'C' Certificate holders for Air Wing Commission in other branches of Air Force. No UPSC tests.

#### *Military Nursing Service:*

One seat for B.Sc. (Nursing) and 24 seats for Probation Nurses Courses are reserved for 'B' & 'C' Certificate holders of Girls Wing in Military Nursing Service.

*Recruitment in three Services:*

For recruitment as soldiers Tech/CLK/SKT/Nursing Asst. in the Army, weightage of additional marks given in written test to NCC Certificate holders is as follows:

(a)	Certificate 'A'	..	5%
(b)	Certificate 'B'	..	8%
(c)	Certificate 'C'	..	10%

*CRPF:*

For recruitment for Gazetted posts cadet with 'B' & 'C' Certificate with Bachelor's Degree. 1 & 2 marks are given to 'B' & 'C' Certificate holders of NCC for recruitment as constables in Central Industrial Security Forces.

*Coast Guard:*

Weightage of 15 marks is given to 'C' Certificate holders for recruitment to officer cadre and ranks depending on educational qualification in the Coast Guards.

*Indo-Tibetan Border Police:*

Preference to 'C' Certificate holders for recruitment in officer cadre and ranks in Indo-Tibetan Border Police.

*Department of Telecommunication:*

Bonus marks award for recruitment as follows:

	<i>Bonus Marks</i>		<i>Cadre</i>
	'B' Certificate	'C' Certificate	
SD (Boy) Cadets of Army Wing	7	10	Technicians
SD (Girls) Cadre of Army Wing	7	10	Tele operator/ Telegraphists

*Best Cadets in the RDC Competition Scholarship for Winners:*

(a)	Chief of Army Staff's Scholarship for SD (Army)	..	Rs. 3600 (Rs. 300 p.m.)
(b)	Chief of Naval Staff's Scholarship for SD (Navy)	..	Rs. 3000 (Rs. 250 p.m.)
(c)	Chief of Air Staff's Scholarship for SD (Air)	..	Rs. 3000 (Rs. 250 p.m.)

32. *Best Cadet in the RDC (Cash awards from DGNCC)*

	<i>SIW/SD</i>	<i>JD/JW</i>
First in each	Rs. 5000	Rs. 3000
Second in each	Rs. 2000	Rs. 1000
Third in each	Rs. 1000	Rs. 500

33. *Scholarship Scheme (By DGNCC)*

500 Scholarship of Rs. 3000 each to 500 cadets awarded annually to meritorious NCC cadets who have undergone two years minimum training. In addition scholarship of Rs. 1000 each to one SD (boys), SW (girls), JD (boys), JW (girls) cadet every year declared best cadet in the respective wing in each Group.

Financial assistance/relief to NCC Cadets to the extent of Rs. 1.5 lakhs in case of death or 100% disability during risky NCC activities and Rs. 1.2 lakhs during other NCC activities. Expenditure incurred towards medical treatment is also recouped.

*Incentives to NCC Cadets: Government of Kerala*

- (a) Cash award of Rs. 1000 to all NCC Cadets participating Republic Day Camp, Basic Leadership Camp, Vayu Sainik Camp, Nau Sainik Camp and Independence Day (Sports) Camp.
- (b) Best Cadet Competition at RDC at Delhi, winners will receive:—
- |        |    |          |
|--------|----|----------|
| First  | .. | Rs. 1200 |
| Second | .. | Rs. 1000 |
| Third  | .. | Rs. 500  |
- (c) NCC run at RDC Delhi first to tenth position—Rs. 1000 each.
- (d) Other RDC competitions Cash Awards to individual cadets are:

	<i>Individual event</i>	<i>Team event</i>	<i>Contingent event</i>
	Rs.	Rs.	Rs.
First position	1000	500	100
Second position	600	250	75
Third position	400	00	50

- (c) Cash award of Rs. 500 for taking part in the mountaineering expedition and additional Rs. 1000 for reaching the summit.
- (f) Cash award of Rs. 100 per Parachute jump to cadets for para training. Memento worth Rs. 500.
- (g) Cash award of Rs. 500 for taking part in recognised adventure activities at National level like Rafting, Micro light flying, Hang gliding, Kayaking etc.
- (h) Rs. 1000 per cadet for those who are selected and joined IMA/OTA/NDA/Air Force and Naval Academy for SSB coaching classes. Kit allowance of Rs. 3000 per cadet selected for Youth Exchange Programme, Rs. 100 per cadet selected for IMA, OTA, Air Force and Naval Academy.
- (i) Sight seeing expenses of Rs. 200 per cadet taking part in RDC at Delhi.
- (j) Chief Minister's Scholarship to best cadet of each Unit/Group as under:

	<i>Unit</i>	<i>Group</i>
SD (boys)	Rs. 100 p.m.	Rs. 200 p.m.
SD (girls)	Rs. 100 p.m.	Rs. 200 p.m.
JD (boys)	Rs. 50 p.m.	Rs. 100 p.m.
JD (girls)	Rs. 50 p.m.	Rs. 100 p.m.

- (k) Chief Minister's Scholarship for Best Cadet competition at RDC Delhi:
- |        |                           |
|--------|---------------------------|
| First  | Rs. 500 p.m. for one year |
| Second | Rs. 300 p.m. for one year |
| Third  | Rs. 200 p.m. for one year |
- (l) Scholarship for NCC Cadets selected for NDA Rs. 100 p.m. for three years.
- (m) Scholarship for NCC Cadets selected for IMA/OTA/Air Force/Naval Academies @Rs. 150 p.m. till the receipt of stipend in the last term of training.
- (n) Trophy worth Rs. 300 each to Best Cadets in the State each in SD Army, SD Navy, SD Air & SW, JD & JW any wing.

- (o) Chief Minister's Gold, Silver and Bronze medal worth Rs. 300, Rs. 2000 and Rs. 1000 respectively to Best Second and Third cadets in the State of SD Army, SD Navy, SD Air & SW JD and JW any wing.
- (p) Governor's Gold and Silver medal worth Rs. 3000 and Rs. 2000 each to first and second SD Army boy cadet in State Shooting Advance Shooting and Obstacle Course Competition and First and Second SW girl cadet in the State in Home Nursing Exchange Operation and Shooting Competitions respectively (6 Gold & 7 Silver).
- (q) Chief Minister's Commendation Card to cadets for outstanding achievements in RDC, Para Jump Training, Member of All India Mountaineering Expedition and other Adventure activities at National level.
- (r) Certificate to Officers and Cadets duly signed by the Minister of Education for having attended RDC at Delhi.

*Academic Incentives*

Seats reserved for NCC Cadets in the State in various Education/Professional/Technical Institutions are as under:

Engineering College	..	20 seats
Medical College (MBBS)	..	2 seats
Ayurveda College	..	1 seat
Homeo Medical College	..	2 seats
Polytechnic	..	27 seats
Women Polytechnic	..	3 seats
Nursing	..	1 seat
BDS (Medical Colleges)	..	1 seat
BVSC (veterinary College)	..	1 seat

In addition Bonus Marks for admission in University courses awarded to NCC Cadets in Kerala as given below:—

PDC	..	10 marks
Degree	..	15 marks
PG Course	..	5 marks
B.Ed.	..	5 marks
T.T.C.	..	10 marks

Also NCC A, B, C, Certificate holders are given additional bonus marks 3, 5 & 7 respectively for admission purposes.

The norms for selection of NCC Cadets for the above seats have been given separately at Appendix A to this booklet.

38. *Grace Marks in SSLC Examination*;—10% grace marks (for all subjects—total 60 marks) to NCC Cadets in the S.S.L.C. Examination, who possess three qualifications viz. Passed 'A' Certificate Examination, represented the State at RDC/IDC/BLC/TLC, NSC & VSC and should have hold the rank of Corporal and above.

*Reservation of Seat for Degree/Post Graduate Courses*

- (a) One seat each for each subject at Sree Sankaracharya University of Sanskrit.
- (b) One seat each in all the Courses of Arts/Commerce subjects, MBA and LLB at Cochin University of Science and Technology.

*Other facilities*

- (a) All girls cadets detailed to attend various camps and games are escorted either by lady ANOs or Girl Cadet Instructor.
- (b) The cadets returning from RDC Delhi are given an A: Home by the Governor of Kerala at Raj Bhavan.
- (c) The RDC cadets returning from Delhi get an opportunity to visit Agra & Lakshadweep Islands.

*Conclusion*

The National Cadet Corps has emerged as the single largest structured youth movement in India. Unique in its manifestations, it is recognised as an assurance and commitment to the Nation. It provides a continuous reservoir of responsible and disciplined citizens. Formation of the National Cadet Corps was perhaps the finest event to happen to the student community of India. With its motto "Unity and Discipline", NCC has become instrumental in moulding character and imparting a dynamic outlook to young citizen at an early stage of their lives. In more than four decades of its existence, NCC has secured a special place for itself in the hearts of students and the Nation. NCC has helped a large number of students realise their potential for vast growth thus enabling them to be an asset to the Nation.

## CHAPTER VIII

### SCOUTING AND GUIDING

The Scout/Guide movement is a Voluntary Educational Movement which trains the young people to be good citizens by imparting various interesting activities suitable for the development of their character, intelligence, skills, handicrafts etc. This helps the young people to face the future with confidence.

A variety of minor games drill, hikes and expeditions and camps are conducted to promote the development of health and strength besides team-spirit and co-operation.

A graded badge award scheme promotes the progressive improvement in the knowledge and skills such as first-aid, fire-fighting, directions-finding, cooking etc. of individuals. Rashtrapathi Award is the highest badge in the services.

The movement was started by Lord Baden Powell in the year 1907 for improving the efficiency of British boys. But because of its universal appeal, it spreads word wide and is now operating in more than 150 countries and territories, with a total membership of over 25 million (2.5 crores) currently. It is the largest, voluntary uniformed youth movement in the world. The world Bureau of Scouts in the Geneva, the Guides is in London. In India, the name of the Association is the Bharat Scouts & Guides (Established in 1950) and it had its National Headquarters in New Delhi. Rashtrapathi (President) is the Chief Patron and Uparashtrapathi in the Patron of the Bharat Scouts & Guides. The State Headquarters of the Kerala State Bharat Scouts & Guide is in Thiruvananthapuram.

There are 36 District Associations of the Bharat Scout & Guides in 34 Educational Districts and 2 Tea Plantations Districts viz. Devicolam and Peerumade with District Council and Executive Committee. The District Educational Officer is the elected District Chief Commissioner of the District Association. For the development of Scouting/Guiding at the grass root level functioning of the District Associations have been decentralised by forming 155 Local Associations in the Educational Sub-Districts under the leadership of A.E.O. concerned (elected Chairperson) of the Local Executive Committee.

The Governor is the Patron. The Education Minister is the elected President of the Kerala State Bharat Scouts & Guides and the Director of Public Instruction is the elected State Chief Commissioner. The Government sanction annual grants for the development of the movement. The Education Department considers accounting and guiding as an important, Co-curricular activity prescribed in the schools of the State, vide sub-rule (1) of rule 10 Chapter VIII of KER.

The units of members for the different age groups are as indicated below:

<i>Age group</i>	<i>Boys</i>	<i>Girls</i>
5 to 10	Club	Bulbul
10 to 17	Scout	Guide
16 to 25	Rover	Ranger

Each unit is under the charge of a leader who render honorary service. Any educated adult who is interested to contribute to the development of young people and who can spare about 2 hours per week for holding troop meetings for imparting training to the members are welcome to serve as unit leaders. Such willing persons have to undergo a 10 days Basic Training course for getting further details. They are advised to contact the State Secretary, Kerala State Bharat Scouts & Guides, State Headquarters, Thiruvananthapuram-695 033 (Telephone No. 317480).

### **Uparashtrpathi Award Competition**

The Vice President of India has been please to permit the Bharat Scouts & Guides to initiate a competition on an All India and permit award of Vice President's Merit Certificate to the Units winning the Competition.

The purpose of initiating the competition is to make an effort to motivate the Rovers and Rangers of the country to play their useful role in serving the community and the Movement by taking up concrete community service and community development project.

### **Rajyapuraskar Scout/Guide Award**

H.E the Governor of the state who is the patron of the State branch of the Bharat Scouts & Guides has been graciously pleased to sign the Rajyapuraskar Certificate of Scouts/Guides.

### **Rashtrpathi Scout/Guide Award**

The President of Indian Union who is the Chief Patron of the Bharat Scouts & Guides, has been graciously pleased to authorise the issue of a special certificate to Scout/Guide who has completed fourteen years of age, after serving as a Rajyapuraskar Scout/Guide for atleast one year.

### **Prime Ministers shield Competition**

The Prime Minister of India has been pleased to permit the Bharat Scouts & Guides to intiate a competition at All India level and permit award of Prime Minister's shields to the units winning the competition.



The purpose of instituting the competition is to make an effect to motivate the Scouts & Guides of the country to play their useful role in the service of the nation and in the movement by taking up concrete service project.

The competition will cover the period from 1st July every year to 30th June of the succeeding year.

### **Incentives for Scouts and Guides**

As per G.O. (Rt.) No. 1314/79/H. dated 17th July 1979, Government have ordered that an additional 10 marks will be given to the holders of President Scout/Guide Award for admission to pre degree classes.

In G. O. (Rt.) No. 1214/83/LBR. dated 7th November 1983 Government have accorded sanction for the reservation of one seat in each Industrial Training Institute to the holder of President's Scout/Guide Award as supernumarary case.

G. O. (Ms) No. 122/75/G. Edn., dated 27th May 1975 Government have ordered that, First Class (Rajyapuraskar) Scouts and Guides will be given preference in the matter of appointment to all Categories of teachers in the General Education Department and for selection of candidates of T.T.C. Course.

The Children of Teachers who win President's Scout/Guide Award in Scouting/Guiding is eligible for prize money of Rs. 200 each from national Foundation for Teachers Welfare.

Every year the Rashtrapathi Scout/Guide/Rover/Ranger who secured 85% and above marks for SSC/SSLC and 75% for Pre-degree Examination and who continue to be active member of the movement in eligible for merit cash award of Rs. 250 and Rs. 300 respectively from Kerala State Bharat Scouts & Guides.

G.O. (Rt.) No. 3446/98/G.Edn. Dated, Thiruvananthapuram, 1st August, 1998.

- Read:--* 1. Letter No. A. 179/97/BSG/820 dated 16-4-1997 from the State Secretary, The Kerala State Bharat Scouts & Guides.
2. Letter No. 112(2) 30946/97/K. Dis. dated 24-4-1994 from the DPI.

### **ORDER**

As per Rule 1 (i) of Chapter XII of KER, the amount of special fee collected from the students of U.P and High School sections for Excursion

Scouting/Guiding and Junior Red Cross together is 50 paise and 1 Rupee respectively. The Secretary Kerala State Bharat Scouts & Guides has pointed out that, out of this only 15 paise per students of U.P. section and 30 paise for High School section is available for Scouting and Guiding activities. This amount is too inadequate for the movements activities. Moreover steps are being initiated for strengthening the movement by enrolling at least 10% of the students. Therefore, it is requested to enhance fee for Scouting, Guiding to Rs. 2 per student. The Director of Public Instruction has recommended the proposal. Government have examined the matter in detail and they are pleased to order that the fee for Scouting and Guiding to be collected from students of U.P and High School sections will be enhanced to Rs. 2.

Necessary amendments to the Rules in KER will be issued separately.

By order of the Governor,

K. JAYAKUMAR,  
*Secretary to Government.*

Circular No. M3/41704/99/DPI dated 9-9-1999 from the Office of the Director of Public Instruction, Trivandrum.

Bharat Scouts & Guides Utilisation of Special Fee Funds and Allied Matters General Instruction issued.

1. Scouting and Guiding is one of the important co-curricular activities in the Schools vide-sub Rule (1) of Rule 10, Chapter VIII of the Kerala Education Rules. All Heads of Schools are, therefore, expected to take all necessary steps for starting units and for the proper and efficient function of the units of the Kerala State Bharat Scouts & Guides in their Schools.
2. All High Schools and UP Schools should have at least one Scout Troop and/or one guide Company each. Cub Pack and Bulbul Flock should be started in all the LP Schools. Additional units of Scouts, Guides, Cubs and Bulbul should be opened in the Schools in order to enable more children to get the benefit of this training.
3. The Kerala State Bharat Scouts & Guides is conducting regular training courses at various centres throughout the year. Teachers should be deputed to these courses at the nearest centre for training teachers to become (Scouts Masters, Guide Captains, Cub Masters and Bulbul Flock Leaders). After successful completion of the training they should take charge of the existing units or form new Units.

4. Rs. 2 of the Special Fee collected from the students towards Scouting & Guiding should be deposited by opening separate account as 'Scout and Guide Fund' and this fund should be utilised for Scouting and Guiding purpose only. Under no circumstances should this fund be diverted for any other purpose. The utilised balance of this Fund in a year should be carried forward to the Scout and Guide Fund for the next year. In schools having both Scout and Guide units, the Funds should be utilised equally for the Scout and Guide Wings. The schools share of the price of the Token Flag (25%) should also be added on to Scout and Guide Fund.
5. The Senior warranted Scout Master and Senior warranted Guide Captain of the Schools will be members of the Advisory Committee Constituted for the utilisation of the Special Fee Fund.
6. The following expenses are to be met out of this fund:
  - (a) Institutional Membership Fee (IMF) at the rate of Rs. 50 per High School and Rs. 20 per UP School every year (This fee should be paid to the State Headquarters even if there is no Scout and Guide Unit in the School).
  - (b) Group Registration and Renewal Fees at the rate of Rs. 20 per group in the High School and Rs. 5 per Group in the School every year.
  - (c) Individual Registration Fee (IRF) at the rate of Rs. 3 per Scouts and Guide and Rs. 7 for Scouters and Guiders of all ranks annually For Cubs and Bulbuls the IRF is only Re. 1 per head per year.
  - (d) Registration and Camp Fees and actual travelling expenses of the members of the Movement (students as well as teachers) for attending meetings, camps, conferences, seminars, hikes, Camporee, Jamporee etc.
  - (e) Cost of uniform such as Shirt, Pants or shorts, Salwar and Khameez or Frocks, Caps, Belts, Badges, Sarf, Haversakes, Whistles etc.
  - (f) Cost of Training equipments like flags, knotting ropes, compass, staves etc.
  - (g) Cost of Camping equipments.
  - (h) Cost of Scout and Guide Bulletin published by the Kerala State Bharat Scouts & Guides.
  - (i) Cost of Reference Books and registers published by the Kerala State Bharat Scouts & Guides (the cost of Bulletin and reference Books can be met out of the Library funds also).
  - (j) Camping expenses of Cubs, Bulbuls, Scouts and Guides at the rate of Rs. 25 per day.
  - (k) Camping expenses of Unit Leaders at the rate of Rs. 25 per day.
  - (l) One Almira for keeping equipments, Books etc. by getting orders from the AEO and DEO as the case may be.

- \*7. Books and articles supplied by the Kerala State Bharat Scouts & Guide<sup>s</sup> can be purchased without inviting quotations.
8. Active Club Masters, Flock Leaders, Scout Masters and Guide Captains engaged in Scouting and Guiding activities are eligible for exemption from a maximum of 5 period a week.
9. Heads of Schools will ensure that the Scout, Guide, Cubs and Bulbuls are given planned and progressive training in Scouting & Guiding. The detailed programme for the year is published in the Scout & Guide Bulletin.
10. Officers of the Department (both teachers and others) when attending Conferences, Rallies, Seminars, Training Camps or any other activity connected with Scouting and Guiding within and outside the State will be considered as ON DUTY including days of travel. The Heads of Schools are empowered to sanction this duty leave.
11. Scouts, Guides, Cubs & Bulbuls attending Scout and Guide functions are eligible for credit of attendance.
12. Scout Masters, Guide Captains, Cub Masters, and Bulbul Flock leaders who are on Scout and Guide duty (attending Camps, Camporee, Rallies, Conferences, Seminars, Jamporee etc.) during School vacation will be eligible for the benefit of earned leave as contemplated in rule 81 of the Part-I, KSR.
13. Teachers who are serving as District Secretaries, District Training Commissioners (Scout and Guide), District Organising Commissioners (Scout and Guide), Local Association Secretaries of the Kerala State Bharat Scouts and Guides will be allowed exemption from teaching duties for two afternoons in a week in order to enable them to carry out their duties pertaining to their respective offices.
14. The Kerala State Bharat Scouts and Guides are supplying Token Flags for sale among the pupils in the Schools. The DEOs, AEOs will arrange to distribute these flags to the schools every year 25% of the sale proceeds should also be added on to "Scout and Guide Fund" in the schools. 1% of the sale proceeds can be utilised for meeting miscellaneous expenses and for giving incentives to the staff engaged in the distribution of flags in the offices of DEOs and AEOs. The balance 74% of the sale proceeds have to be remitted to the State Headquarters of the Kerala State Bharat Scouts and Guides. The share of the District Association will be allotted from this by the State Headquarters.
15. Since there is no Special Fee Fund in L.P. Schools, the School PTAs should take up the responsibility of providing adequate funds for running the Cub and Bulbul units in addition to the assistance given

by the Kerala State Bharat Scouts and Guides. In LP Schools where there is a Pack (Cub Unit) or Flock (Bulbul Unit) or both instead of 25%, 50% of the sale proceeds of the token flags shall be utilised for Cub and Bulbul Units. This Fund can be operated by opening a Savings Account in the nearest Post Office. The School Level Advisory Committee should be formed with H.M. as President and Senior Cub Master/Flock Leader as Convener, Cub Master, Flock Leader will be members.

16. In Schools where there are no Scout and Guide Units, the funds available under special fees of "Scout and Guide Fund" should be remitted directly to the State Headquarters of the Kerala State Bharat Scouts and Guides.
17. The teachers who are actively working as Scout Masters and Guide Captains. Cub Masters and Bulbul Flock Leaders are eligible for retention in their Schools even if there is any fall in division. This principle can also be applied to the practicable extent to protected teachers. This has to be done without exceeding the posts permissible for the school. In respect of office bearers of the District Association even if deployment, becomes necessary, they should be deployed within the district vide Circular No. B1/60900/88/DPI dated 23-7-1988 and letter No. 52050/D1/98/G. Edn dated 16-4-1999.
18. The offices of Local/District/State of the Kerala State Bharat Scouts & Guides will visit the Schools periodically and the Heads of Schools will offer them facilities to see the Scout and Guide, Cub and Bulbul units during their visit.
19. The Inspecting Officers of the Department while visiting the schools will enquire about the working of Scout, Guide, Cub and Bulbul Units and give constructive suggestions for their proper and efficient functioning. The officers of the Scout Movement will also attend the conferences of Headmasters and officers convened by Deputy Directors of Education, District Educational Officers, Assistant Educational Officers etc. The progress of the movement will be referred as an agenda item.
20. Rajyapuraskar Scouts & Guides and Rastrapathy Scouts & Guides<sup>s</sup> are eligible to get 5% and 10% grade marks respectively for SSI.C [G.O. (Ms) 176/95/Gen/Edn. dated 2-6-1995.]

Every year thirty Scout Masters/Guide Captains of outstanding personalities are awarded meritorious certificate cash award of Rs. 500 each from National Foundation for Teachers Welfare:

In partial modification of the instructions contained in the Ministry of railways letter No. T.C. III/2941/81/RTEC. dated 24th September, 1981 regarding grant of rail travel concessions, the Ministry of Railways have on reconsideration decided that the element of concession in the second class may be increased from 25% to 50% in respect of Bharat Scouts & Guides when travelling on Scout/Guide duty under Serial No. 23, Part I (Volume II) subject to other terms and conditions remaining unchanged.

## CHAPTER IX

## KERALA TEACHERS' SANATORIA SOCIETY

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

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

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

The Society has established 10 Paywards each attached to the Medical College Hospital at Thiruvananthapuram, Kottayam and Kozhikode in addition to that it has also purchased a plot of land at Thiruvananthapuram and a pucca building has been constructed for the "Adhyapak bhavan". There are 4 Triple Rooms 11 Double Rooms and 8 Single Rooms in this building in addition to 2 Dormitories without beds or coats, one Mini Conference Hall and an Auditorium to accommodate about 120 and 500 persons respectively.

The teacher occupants of rooms will have to produce a certificate issued by the Heads of schools or officers concerned to get the concession rate at the time of every occupation. The concession rate will be given only for three days, at one stretch. The rent now fixed will be changed subject to the decision of the Administrative Council. No advance reservation for the rooms and "First Come-First Served" is followed in this regard.

Reservation in advance can be made only for Dormitories and Conference, Hall.

The teacher occupants will have to produce a letter/certificate by any of the State President or General Secretary of recognised Teachers' Associations to get rooms at concessional rate in the absence of certificate from Head of Institution.

The following are the rent fixed for Teachers and Recognised Teachers Associations:

	<i>Teachers with Certificate</i>	<i>Teachers without Certificate</i>
Single Room	Rs. 30 per day	Rs. 60 per day
Double Room	Rs. 60    ,,	Rs. 120    ,,
Triple Room	Rs. 75    ,,	Rs. 150    ,,
Dormitory without bed/coat (30 persons)	Rs. 200    ,,	Rs. 400    ,,
Mini Conference Hall	Rs. 200    ,,	Rs. 500    ,,
Main Conference Hall (Auditorium)	Rs. 350    ,,	Rs. 750    ,,

For reservation of dormitories and conference halls", The Manager, Adhyapaka Bhavan, Thiruvananthapuram, G.P.O. Pin-695 001." has to be contacted (Phone No. 331846)

#### **Application for allotment of rooms in Adhyapaka Bhavan**

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

Place:  
Date:

Signature of the teacher is attested  
Signature of the attesting Officer.

Designation:

Seal:

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

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

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

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

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

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

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

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

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

## RULES

### 1. Allotment

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

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

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

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

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

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



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

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

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

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

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

11. Once the registration is cancelled the applicant will have to register his name afresh if he requires paywards.

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

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

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

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



4. Name of disease :
5. Name of the Doctor who treat  
the patient :
6. Whether 3 days rent is  
remitted (if remitted M.O.  
receipt to be attached with the  
application) :

Certified that the particulars furnished above are correct.

(Name and Signature of Applicant)

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

## CHAPTER X

## NATIONAL FOUNDATION FOR TEACHERS' WELFARE

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

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

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

Every year the committee collects a fund of Rs. 30 lakhs which is usually utilised for the benefit of the teaching community.

## SCHEMES

1. **General Assistance:**

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

2. **Special Assistance:**

Special assistance of Rupees two thousand is rushed to a teacher both in service and retired for his hospitalisation or 'prolonged illness on account of serious diseases. Special assistance of Rupees Five thousand and five hundred is also granted to the dependents of teachers who die in harness.

3. **Scholarship and other Financial Assistance to children of Teachers:**

The committee has built up a corpus of Rs. 13 lakhs out of the collection. The interest accruing from the corpus is utilised for the award of Scholarships to the children of teacher studying for professional degree courses and post degree courses and post graduate courses.

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

1st Rank	Rs. 1500	4th Rank	Rs. 750
2nd Rank	Rs. 1250	5th Rank	Rs. 500
3rd Rank	Rs. 1000		

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

Children of teachers whose parents are not alive are given scholarship as detailed below:

	Rs.
In Primary level every year	150 each
In Upper Primary level every year	250 „
In High school level every year	500 „
In Pre-degree and Degree level every year	1,500 „
In Post-graduate level every year	2 250 „

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

5. Subsidy is also granted to groups of teachers who conduct Educational Tours sponsored by District Educational Officer at the rate of Rs. 3,000 Rs. 6000 Rs. 9000 for tours within the State, South Indian Tours and All India Tours respectively.

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

### **Shikshak Sadans**

Shikshak Sadans are Holiday Homes exclusively for teachers. Teachers are provided boarding and lodging facilities at these sadans at concessional rates. The canteens attached with shikshak Sadans are open to public also. But concessional rate will not be available to them. If rooms are available the facilities of Shikshak Sadans are available to non-teachers also. But in the case concessional rates are not applicable to them. But priority will be given to non teaching staff of Education Department.

Two Shikshak Sadans, one at Thiruvananthapuram and another at Guruvayoor (Chavakkad) are functioning well. Two more Shikshak Sadans will start functioning in early 2000 at Ernakulam and Kozhikode. New Shikshak Sadans will be set up at Kumily (Thekkady), Medical College, Thiruvananthapuram, Alappuzha and Thodupuzha.

### **Hermitage**

Hermitage is old Age Home exclusively for teachers Hermitage started functioning in January 2000 at Pettah, Thiruvananthapuram. This is a novel venture and first of its kind in the whole of India. About 100 retired teachers get accommodation here.

## CHAPTER XI

**KERALA SCHOOL TEACHERS' AND NON-TEACHING STAFF WELFARE CORPORATION LTD., THIRUVANANTHAPURAM**

The Kerala School Teachers' and Non-Teaching Staff Welfare Corporation Ltd., was incorporated as per G.O. (Ms.) No. 158/84/G1. Edn., dated 14th March 1984 and registered under the Companies Act, 1956 with a paid-up capital of Rs. 50 lakhs (5000 equity shares at the rate of Rs. 1000 each). The main objective of the corporation is to make available financial assistance for the construction of dwelling houses to all teachers and non-teaching staff of schools under the General Education Department of Kerala.

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

One scheme comprising of 160 houses under Middle Income Group was completed by 1991. The repayment to HUDCO and from the beneficiaries are being made regularly.

The corporation succeeded in sanctioning a loan of Rs. 598 lakhs from HUDCO for the construction of 2,000 houses including 1,500 Low Income Group scattered all over the State of Kerala. The beneficiaries whose income falls below Rs. 1,500 p.m. belong to Low Income Group. The rest belong to Middle Income Group. The amount of eligible loan for L.I.G is Rs. 20,020 and M.I.G. is Rs. 59,720. The Maximum period of refund is 15 years. Repayment will commence after one year from the date of drawal of cheque for the first instalment. The rate of interest is 13% from 1-4-1998.

## CHAPTER XII

## PARENT TEACHERS' ASSOCIATION

**Instructions to Schools for the organisation of Parent Teachers Association**

## I. WHY PARENT TEACHERS' ASSOCIATION

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

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

Along with the teachers and educational administrators Parents also form part of the machinery which mould the quality of education. Parents should come into contact with the teachers and vice-versa. Parents should regard themselves as part of the educational system and teachers should regard parents as part of the educational process. The getting together and establishing of positive link of understanding and appreciation between parents and teachers is essential for qualitative education.

The school and home build up the mental health of our children. The teacher can give suggestion and guidance to organise home environment to suit the growth of children and the background information which the parent alone can give can help the teacher to understand his ward better. Such a joint effort will be an effective check against the growth of indiscipline and indulgence in acts of lawlessness among students which are always against their own interests and the interest of the Nation. The parents and teachers can co-operatively take up many programmes for mutual benefit and for

the improvement of education in the country. They can set up adult education centres. Some schools may even be able to help to enhance a social and cultural standard of community life. They can arrange special lectures and discussions for the benefit of the community.

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

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

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

## II. HOW TO ORGANISE PARENT-TEACHER ASSOCIATIONS:

The first step towards the organisation of Parent-Teacher Association the teacher has to make a genuine attempt to win the confidence and co-operation of the parents. The parents cannot but offer this co-operation when they realise that the teacher is interested in the growth and well being of his child. The following tips may help the teacher to win the co-operation of parents:—

1. Invite and encourage the parents to talk freely on all matters relating to the education of their children.
2. Patience to understand the child in the socio-cultural background from which he comes.
3. Ability to interpret the functions of the school in relation to home and show how parental co-operation facilitates education and pupil growth.
4. Extending understanding to the parents point of view.



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

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

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

### III. FUNCTIONS OF THE ASSOCIATION:

The following can be the functions of the association:

1. To promote understanding and co-operation between parents and teachers for the welfare of children and youth.
2. To work for the social, economic, cultural and educational advancement for better schools and better homes.
3. To organise teaching of arts and crafts and arrange for cultural programmes, conferences, functions and seminars.
4. To organise the study, teaching and research in educational social and cultural matters, with a view to making the life of the community richer and happier.
5. To help and develop in children respect and regard for older and teachers, common institutions, our traditions and culture, etc.
6. To help parents assist the teachers in their work by taking a keen interest in the educational progress of their children and by periodical check up at home.
7. To help in improving the physical facilities in the schools.

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

### IV. DUTIES OF THE CONVENOR:

The following shall be the duties of the Convenor:

1. To be the custodian of the records of the Association.

2. To conduct the official correspondence on behalf of the Association.
3. To convene meetings of the Association of sub-committees appointed by the Association.
4. To keep the minutes of all the meetings.
5. To maintain accounts of Association.

#### V. THE FUNDS OF THE ASSOCIATION:

The funds of the Association shall consist of:

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

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

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

The inspecting officers are also expected to take keen interest in the working of the Parent-Teacher Association of the schools under them.

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

1. Frequent opportunities may be provided for teachers and parents to meet together.

2. Parent's meeting may be organised class-wise so that it is possible to establish class-teacher parent report.

3. Parent's meeting may be organised at least once in a month.

4. Parents may be invited to the school to see their children at study.

5. Home visits may be allowed to all teachers in specified or selected areas.

6. Teachers may be given special training in home visits.

7. Pupils may be taken on excursions to place of interest in the locality where parents are engaged in work.

8. The extension activities of the school may be planned with the help of the parents.

9. Parents may be involved in the organisation of school festival, cultural activities, etc.

10. Schools should be able to organise a few activities for the benefit of the parents, namely, extension of library service, organisation of information corner, first-aid services, sanitation campaigns.

#### VII. A FEW SUGGESTED ACTIVITIES FOR PARENT-TEACHERS ASSOCIATION:

1. Parent-Teacher Associations may ascertain from their teacher-members the particular needs of the schools and try to contribute to meet the needs.

2. Parent-Teacher Associations may constitute their own funds. They may contribute from their funds for the important needs of their schools.

3. Parent-Teacher Associations may educate the people of the locality about the various grants that are being made available by the Government if the community resources are harnessed.

4. Parent-Teacher Associations may organise cultural programmes for raising funds to provide the necessary amenities in particular schools.

5. They may constitute standing committees for formulating and executing school improvement schemes.

6. They may help to procure or donate such useful teaching aids as the radio, lingua-phone records, film-strip projector, tape recorder, library books.

7. They may co-operate in organising the cultural activities of the school. Parents who are good at sports and games and physical culture may visit the schools in their leisure hours and improve the physical education programme.

8. P.T.A. may take up schemes to honour teachers who have done good work in the schools.

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

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

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

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

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

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

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

#### VIII. ADMINISTRATION:

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

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

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

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

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

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

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

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

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

#### IX. BYE-LAWS OF SCHOOL ASSOCIATIONS:

The Parent-Teacher Association of a school will frame and accept its own Bye-laws consistent with this instrument of instructions. Such Bye-laws must be not approved by the Educational Officer in control of the school.

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

**Copy of Circular No. HI-72607/85, dated 7th April 1985 from the Director of Public Instruction, Trivandrum**

*Sub:*—General Education—Formation of Parent-Teachers Association at higher levels—Functioning of Parent-Teacher Association in schools—Further orders issued.

- Ref:*—1. G.O.(P) 138/69/Edn., dated 31st March 1969.  
 2. G.O. (P) 178/81/G. Edn. dated 13th October, 1981.  
 3. G.O. (P) 189/84/G.Edn. dated 20th August, 1984.  
 4. Govt. letter No. 57874/82/Ji/G.Edn. dated 11th February, 1985.

It has been under the active consideration of Government as to whether Parent-Teacher Associations are to be formed at higher levels be, at Sub District level. District level and State Institute of Education was formed to consider and formulate rules for the purpose. The report of the committee has been examined by Government and Government have found that Parent Teacher Associations are necessary only at school levels as at present. Hence, it is hereby ordered that Parent-Teacher Associations at Sub-District, District and State level need not be constituted.

The committee constituted for formulation of rules of Parent-Teacher Association has suggested six rules for incorporation in the existing rules laid down as per G.Os. cited. Government have accepted these six rules mentioned below:

The Deputy Directors (Edn.), District Educational Officers, Assistant Educational Officers and heads of all schools in the State are hereby directed to constitute Parent-Teachers Associations in schools according to these rules, also.

1. Membership fee Rs. 1, 3, and 5 may be realised from the guardians in L.P.S., U.P.S. and H.S. respectively at the time of admission of pupils.

2. The right to be a parent member of the General body should automatically be terminated, when that members ceases to be a guardian of any pupil on rolls. The right to be a teacher-member ceases as and when the teachers is transferred from that school.

3. The vacancies of members of the Executive Committee may be filled up immediately by co-opting or electing members from the general body,

4. The term of office of the Executive Committee shall be one year.

5. The number of members of the committee should not in any way exceed 15.

6. The income and expenditure of the Association shall be audited every year by a committee consisting of two parent representative elected from the General Body.

7. The Heads of all schools in the State will constitute the Parent-Teacher Association at school level by the 1st week of July itself of every academic year.

The controlling officers will see that all the above instructions are scrupulously followed by the heads of schools. At the time of visit or inspection of schools they will check this and make a note in their reports without fail. The receipt of this circular should be acknowledged.

## CHAPTER XIII

## FIXATION OF STAFF

(This is not a substitute for the rules in KER but only brief hint.)

1. Strength of teaching and non-teaching staff has to be fixed on the basis of rules in Chapter XXIII and XXIV A, of KER. According to the rules, strength of teaching staff in each school has to be fixed by the Educational Officers after finalising the number of divisions based on the effective strength of pupils in each standard on the basis of the roll strength on the 6th working day from the date of re-opening of schools in June. In calculating the effective strength fraction of half and above should be rounded off to the next higher number and fraction of less than half shall be ignored. Pupils who have been continuously absent for 5 working days from this re-opening day shall be treated as removed from this rolls and hence they shall not be reckoned for calculating the effective strength.

2. As per rule 12, Chapter of XXIII KER the strength shall be verified by the Educational Officer by surprise visit to the schools after 6th working day. Generally there is no need for re-visit. When at the time of verification the educational officer is convinced that there has been undue shortage in attendance due to flood, outbreak of epidemic etc., and the Educational Officer has recorded then itself that re-visit is necessary to assess the correct strength of pupils. While arranging the visits for verification of strength local festivals may be taken into consideration so as to avoid necessity of further visits. A further verification of strength by the District Educational Officer in the case of fixation of staff strength in Lower Primary and Upper Primary Schools, and by the Deputy Director (Education) in the case of High Schools, shall be done wherever additional division or additional posts are found necessary after verification by the Educational Officer concerned. In such cases the final orders of fixation of staff shall be issued only on the basis of such Higher level verification report.

3. There is no need to call for proposals from Managements for fixing the staff. If any manager choose to make any proposal for staff fixation, the same may however be considered by the Educational Officers before the order fixing the staff is issued. If there shall be scope for the sanction of any additional division or post which do not exist in the previous year staff fixation order that case may be reported for higher level verification. The Educational Officers shall at the time of the surprise visit to the school for verification of strength, verify whether the maintenance work has been done properly and noting on the aspect be made in the visit notes and staff fixation files. Fixation of staff has to be finalised not later than 15th July. If fixation of staff can not be finalised due to unforeseen circumstances in the above stipulated time

extension of time for finalisation of fixation of staff may be obtained from the Director. The staff sanctioned during previous year will continue till 14th July of the next year.

4. The corrections of new admissions made should be checked by the Educational Officer with reference to age rules evaluation for admission etc. In the case of departmental schools, strength of staff shall be provisionally fixed based on the details submitted by the Headmaster as on the 6th working day and then issue final staff fixation order after verification of Roll strength and attendance by Educational officers by surprise visit, before the end of August or otherwise extension of time may be obtained.

5. According to rule 16, Chapter VI, KER amended as per G.O. No. (P) 90/79/G. Edu., dated 6-6-1979, pupils re-admitted will not be counted for strength verification for staff fixation purpose. But as per G.O. (P) No. 284/96/G. Edu., dated 11-9-1996, re-admitted pupils can be reckoned for staff fixation from preventing re-treatment of existing regular teacher and non-teaching staff including schools under corporate management.

6. Staff fixation order should be issued immediately after verification visit in respect of each school and should not be delayed till the last date fixed for staff fixation. The Staff fixation orders should be sent by registered post to the managers concerned. The Staff fixation files should be closed only in D. Dis. The sketch plan of the school buildings and staff statement etc. should be obtained and kept with the staff fixation file.

7. There have been instances of sudden drops in strength in schools particularly in primary classes after staff fixation. Such situations are created by lack of interest on the part of teachers or managers to retain pupils. If such instances are noticed, the controlling officer will report them immediately to the Director who will take steps to reduce the staff in such schools. When pupils are given T. C. to other schools, after strength verification, the Headmaster will report the matter to the Director of Public Instruction within 7 days. Copies of the report will also be sent to the Educational officers concerned. The Educational Officers are authorised to take steps as per Rule 15, Chapter XXIII of KER.

8. According to Government Circular No. 43743/J2/98/G. Edn. dated 18-3-1999. In order to sanction any post, in excess of the number of posts admissible as per 1:45 than the previous year, higher level verification is necessary. In other words if the school is enjoying the concessions granted in G. O. (P) 219/97/Edn. dated 20-6-1997 and G.O. (P) 286/98 G. Edu., dated 21-7-1998 for the sanction of an additional division next year for making fresh appointments by applying 1:45 ratio higher level verification should be insisted.

11/4178/2001/MC.



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

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

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

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

### **Approval of Appointments**

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

2. In cases where the Manager commits delay in the submission of the Appointment order to the Educational Officer within the time specified, the Deputy Director (Education) or the Director of Public Instruction concerned

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

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

(a) Certificate in original for proving qualifications and date of birth of the candidate.

(b) Declaration from the Managers to the effect that none has to be absorbed under the management by virtue of any rule or order issued by Government.

(c) Conduct Certificate as prescribed below:—

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

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

(d) Declaration to the effect that he has not been convicted by a Court of Law for any offence involving moral turpitudes and no criminal case is pending against him.

(e) Declaration to the effect that he has not been debarred from appointment in any public service by P.S.C.

(f) True copies of the qualification certificate attested by the teacher as true copy in addition to the original certificate.

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

4. Rules regarding approval of appointments are given in rule 8, Chapter XIV A, K.E.R. The Controlling Officers are expected to pass orders within one month from the date of receipt of the orders from the Manager. A register should be maintained in the Educational Offices for recording the receipt of the appointment orders from the Manager in the

chronological order in which the name of the appointee, name of school, date of receipt of appointment order, duration of appointment and nature of disposal in the office under the signature of the Educational Officer, etc., should be recorded.

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

(a) For extension of the period of appointment in the case of an appointment which has already been approved by the Educational Officer.

(b) In the case of a teacher who was retrenched due to termination of vacancy but appointed during the same school year if the re-appointment is within 6 months from the date of retrenchment.

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

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

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

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

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

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

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

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

*Social Studies.*—History or Economics or Geography or Politics or Commerce or English Language and Literature or Sociology or Music as main subject for graduation.

OR

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

OR

B.A. Islamic History<sup>1</sup> (Main), Indian History and Political Science (Subsidiaries) and B.Ed. (History).

OR

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

## CHAPTER XIV

NOON MEAL PROGRAMME (REVISED)  
(NP-NSPE)

1. Free mid day meals to poor pupils in Lower Primary Schools was introduced with the material assistance of CARE (Co-operative for American Relief Everywhere) during 1961-62 as per G.O.(Rt) No. 2013/61/Edn. dated 31-8-1961. They had withdrawn the assistance from 1984 and gradually left the field by 1986. It was a welfare scheme and was enjoyed by poor and needy pupils. Consequent on the withdrawal of assistance of CARE School Feeding Programme, the Government of Kerala was constrained to take over the responsibility of noon feeding in Primary Schools. Accordingly Kanji Feeding was introduced in the place of care feeding from 1-12-1984. L.P. Schools of both Government and aided schools in 222 fishermen villages and tribal belts were brought under the scheme. Subsequently the programme was extended to all L.P. Schools of Government and Aided in the State from 31-12-1985.

2. During 1987-88 the scheme issued different shape. The area of feeding was widened. As a matter of policy of Government the programme was extended to all Upper Primary Schools and Upper Primary sections in High Schools from 1987-88 as per G.O.(P) No. 160/87/Gl.Edn. dated 28-7-1987 with effect from 15-8-1987. It was introduced as a people's programme. Feeding committee were constituted in every feeding centre. The committee constituted in every feeding centre. The committee consisted of the Headmaster of the school, PTA President, a representative of teachers and a nominee of local body. One of the members would be chosen as the President of the committee. The committee was aided to administer the scheme of supplying mid day meal in schools. The committee was to conduct the supply of Noon Meals in schools with the assistance of local people and Government. The committee selected the pupils for feeding. No eligible pupil was left out of the scheme. A state level committee was also constituted to review periodically the progress of implementation of the scheme.

3. The food grains used to feed the pupils were rice and green gram. The ration paid per pupil per day was 60 grams of rice coupled with green gram of 30 grams and palmolien 1 gram and condiments. Boiled rice and side dish prepared with green gram, palmolien and condiments were served as Noon Meal to every needy pupil.

4. The scheme was implemented through the heads of schools. The food materials for feeding were made available on credit basis through the Civil Supplies Corporation. The Heads of schools are to collect the feeding materials from the nearest Maveli store on production of indents duly passed by the Assistant Educational Officer concerned.

5. The Noon Feeding Programme in the state is administered by the Director of Public Instruction at the state level and assisted by the Senior Administrative Assistant (NMP). At the District level the programme was supervised and inspected by the Deputy Director (Education) and supervisors of Noon Meal Programme. The Noon Meal supervisors visited the feeding centres and scrutinised the number of pupils, fed on the day of visit and examined the quality of cooked food supplied, functioning of feeding committee, facilities available in the school for cooking, stock of food materials, details of funds and its utilisation etc. The visit report of the Noon Meal Supervisors are reviewed by Assistant Educational Officer and the Director of Public Instruction. The Director of Public Instruction issued suitable instruction to rectify the defects if found necessary in the implementation of the scheme. Annual verification of records was also conducted by the supervisors. The Assistant Educational Officers are the immediate controlling and inspecting officers at the lower level. The District Educational Officers also played a vital role in the implementation of the scheme.

6. Since the introduction of the NP-NSPE (National Programme - National Support to Primary Education) by Government of India, on the 15th of August 1995, the noon feeding scheme of the State was also brought under the NP-NSPE. Accordingly, Government of India issues 100 gram rice/pupil completely free of cost to pupils of Std. I to V, who are in the list of noon feeding.

7. But the scheme is introduced in Kerala, with a slight difference. Here the scheme is extended to pupils of Std. VI and VII also, while Government of India considers only pupils of Std. I to V. Similarly, while Government of India allows 100 gram of rice/pupil, we in the State supply only 60 grams/pupil. But in order to compensate this, 30 grams of any one pulse items such as Green gram, Bengal gram, Turdhal or Lobia is also supplied per pupil, as side dish, since the rice is supplied as cooked food to pupils. The entire cost of purchase of these pulse items is met by the State Government.

8. Moreover the Central Government is also financing partly the transportation cost of the rice lifted from the FCI godowns to Maveli stores. The transportation cost paid to Maveli Stores by the State Government i.e. Rs. 140/Qtl. Out of this Rs. 140 Rs. 50/Qtl. is re-imbursed by Government of India and the balance of Rs. 90/Qtl. is met by the State Government from the State budgetary provisions.

9. In addition to the above transportation cost and cost of purchase of pulse items, the State Government also meet the contingent charges of transportation of all these materials from Maveli Stores to schools as well as the fuel charges, cooking charges etc.

10. In addition to the regular noon feeding in schools special rice 5 Kg. per pupil, who are in the feeding list is supplied during Onam, X'mas and Ramzan. It was started from the Academic year 1997-98 and still continuing.

11. The contingent charges are paid to schools through local bodies and the fund is allotted by the General Education Department.

CHAPTER XV  
TRAINING COURSE

**Teachers Training Courses.**—Private Candidates (open quota) and the departmental Candidates are selected for TTC Course, as per rules in Chapter XXV KER.

The selection of private candidates under open quota is done in each revenue district by a selection committee consisting of Deputy Director of Education of the district, a nominee of the PSC, Headmaster of one Govt. Teacher Training Institute etc. Selection is made on the basis of marks obtained at the pre-degree examination and observing rules of Communal rotation.

The minimum qualification for selection for TTC should be a pass in Pre-degree examination or Higher Secondary examination with 50% of marks. The restriction regarding percentage of marks shall not apply to SC and ST candidates. In the case of OBC, a concession in the minimum marks required for admission shall be allowed by 2 per cent in the aggregate.

In each revenue District 6 seats will be reserved for Ex-Service persons. The seats left over after the selection of Ex-service personnel will be assigned to the wives and Children of these persons subject to the conditions that they would have put in a minimum service of Five years in the defence forces. Two seats in each district will be reserved for the members of the family of serving Jawans.

If sufficient number of candidates are not available in the quota of Ex-Service men, dependants of Jawans and dependants of Ex-Service man in any year, then that seats should be filled up by other eligible candidates vide G.O.(Ms) 52/82/Edn., dated 15-4-1982.

Three per cent of the total seats under open quota is reserved for qualified orthopaedically handicapped including blind persons. If sufficient number of applicants possessing the requisite qualification is not available then the selection will be made from the open quota vide G.O.(Ms) No. 58181/Gl.Edn. dated 27-2-1981.

The applicants under open quota and management quota shall possess the qualifications specified for selection on the date of application and shall not be below 17 years of age or above 33 years of age on the first day of July of the year.

Teachers undergoing TTC can be granted eligible leave during the period of training if they apply for it [G.O.Rt. No. 240/77/Gl.Edn. dated 2-6-1977]. Departmental trainees are eligible for subsistence allowance

at Rs. 250 as per G.O.(Ms.) 116/82/Gl.Edn. dated 23-8-1982. PD teacher belonging to SC/ST recruited under special recruitment programme are eligible for the minimum pay and usual allowance attached to the posts to which they were recruited during the period of training. Teachers belonging to Scheduled caste and Scheduled tribes recruited under reservation quota will also be paid the minimum of the scale of pay plus usual allowances during the period of their training as per G.O.(Ms.) No. 42/84/Gl.Edn. dated 7-3-1984.

As per G.O.(P) No. 471/97/Gl.Edn. dated 29-11-1997 in the case of aided teacher training Institute (Non-minority) 20% seats reserved for selection by the managers of the respective training institutes on the basis of the inter-se-merits and where as in the minority Community has to be filled up from among the students belonging to minority community concerned on the basis of the inter-se-merit arrived in accordance with the marks obtained in the following manner.

- (a) Marks obtained in the qualifying examination — 80%
- (b) Marks obtained in the Interview — 10%
- (c) Proved ability in Sports and Games and achievement in Youth Festival in the following order of priority.
 

(1) All India level	}	10%
(2) State level		
(3) District level		
(4) Sub district level		

Selection of candidates for 50% seats in Aided Training Institutes (Minority) is selected by respective managers. 80% of the seats under open quota in aided TTI are selected by a Selection Committee consisting of the Deputy Director of Education, a nominee of the PSG and one Principal of Government TTI.

### **B.Ed. Course**

Untrained leave reserve graduate teachers in Departmental High Schools untrained graduate language teachers in Departmental and Aided High Schools and UP schools, graduate PD Teacher in departmental and Aided Schools, Specialist and Craft teachers with graduation, clerks in offices and other institutions under the Directorate will be selected for the B.Ed. Course, under the departmental quota on 40 seats in Government Training College Thiruvananthapuram and 24 seats each in Government Training Colleges, Thrissur, Kozhikode and Thalassery. The selection is made according to seniority.



The departmental trainees are eligible for subsistence allowance at the rate of Rs. 250 p.m. as per G.O. (Ms) 116/82/Gl. Edn. dated 23rd August, 1982. Those trainees who belong to Scheduled Caste/Scheduled Tribe Communities who are recruited under special recruitment programme are eligible for minimum of the scale of pay and usual allowances attached to the posts to which they were recruited during the period of training (Government letter No. 26546/Q3/78/Gl. Edn. dated 21st June 1975).

If the selection once made is cancelled, no subsistence allowance will be paid when selected subsequently. These fact should be recorded in the service book when the selection is cancelled. The trainees will be granted eligible leave if they apply for it. [G.O. (Rt.) 5239/76/G. Edn. dated 31st December 1976].

### **Language Teachers Training Courses**

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

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

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

The selection (except on Hindi) is made on the basis of marks obtained for the oriental title examination observing the rules on communal rotation. The selection on Hindi is made by conducting an entrance examination. The departmental quota selection is made considering the seniority of the teachers applied for the course.

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

Departmental trainees will be eligible for Rs. 250 p.m. as subsistence allowance during the period of training.

CHAPTER XVI  
PLAN SCHEMES

**Budget provision for 2000-2001—(1Vth year Nineth Five year Plan 1997-2002)**

The General Education Department has been provided with a budget provision of Rs. 2400 lakhs under plan schemes for the financial year 2000-2001. Out of which an amount of Rs. 1053 lakhs is for Hundred per cent centrally sponsored schemes. Rs. 209648.84 lakhs have been provided for Non-Plan schemes. The budget provision for capital outlay or General Education is Rs. 300 lakhs.

The Budget provision for the Plan schemes are given below:

Head of Account (1)	Name of Scheme (2)	Budget provision 2000-2001 (Rupees) (3)	Budget Estimate 1999-2001 in lakhs) (4)
2202-01-101-96	Work oriented Education in Primary Schools	25	20
2202-01-101-86	District Primary Education Programme (World Bank aided)	220	170
2202-01-107-96	Special Training to Primary Teachers	10	10
2202-01-800-87	Attainment of minimum learning levels Q I P in Primary Schools	75	50
2202-02-004-98	Computer Education and Training in Government High Schools	150	150
2202-02-800-98	Work oriented Education in Secondary Schools	25	25
2202-02-800-84	Attainment of minimum learning level Q I P in Secondary Schools	125	100
2202-02-800-81	Office strengthening with photo copier, computer and other facilities	50	30
2202-02-800-80	Vocational Education at High School level	5	5

(1)	(2)	(3)	(4)
2202-02-800-79	Financial Assistance to rejuvenate various clubs in High Schools	10	10
2202-05-102-93	Establishment of District Centres of English	15	10
2202-05-103-97	Sanskrit Pandits under indigent circumstances Grant-in Aid	2.50	2.50
2202-05-103-96	Development of Sanskrit Education	6.75	6.75
2202-05-103-95	Calicut Adarsa Sanskrit Vidya-peetha Balussery Grant in Aid	0.75	0.75
2202-05-200-97	Inter National School of Dravidan Linguistics, Thiruvananthapuram Grant-in aid	8.00	5.00
2202-80-004-91	STATE Council of Education Research and Training	300.00	250.00
2202-80-800-93	Improvement of Facilities in the existing special schools Deaf and Dump & Blind Schools	100.00	75.00
2202-80-800-82	Improvement of Maths and Science Education in U.P. Schools and High Schools	20.00	20.00
2202-80-800-81	Education Technology Scheme	25.00	25.00
2202-80-800-80	School of Excellence for gifted Children	15.00	5.00
2202-80-800-79	Financial Assistance to poor Children who excel in Arts	10.00	5.00
2202-80-800-78	Removal of learning Disabilities among school children	25.00	10.00
2202-80-800-77	State open school Education programme	2.00	1.00
2204-00-101-96	Development of Physical Education in schools Scouts and Guides movement etc.	120.00	100.00
Total		1345.00	1086.00

(1)	(2)	(4)	(4)
<b>100% Centrally Sponsored Scheme</b>			
2202-01-107-97	Establishment of District Institute of Education and Training	400.00	400.00
2202-80-004-90	National policy of Education Environmental Orientation to School Education	5.00	5.00
2202-80-800-92	Operation Black Board Scheme	300.00	200.00
2202-80-800-91	Implementation of National Policy of Education improvement of Science Education in Schools	50.00	50.00
2235-02-101-95	Integrated Education of the disabled	300.00	300.00
<b>Total</b>		1055.00	955.00

## CHAPTER XVII

## OTHER ACTIVITIES

**I. Sports and Games**

Sports and Physical Education are integral Part of the learning process as it is essential for the development of the personality of an individual. Under the scheme for development of Physical Education, the Education Department is organising different Programmes. The Deputy Director (Physical Education and Sports) at the Directorate Organises the various Sports and Games activities. The main activities are:

1. The District level and State level competitions for Sports, Games and aquatics.
2. Selection of various teams for the participation in the National Schools games:
  - (a) District Selection
  - (b) Zonal Selection
  - (c) Final State School Team selection.
  - (d) Coaching to the selected pupils.
3. Summer Sports coaching camp.
4. Inservice Training for teachers.
5. Sports School Selection.

*Sports and Games Advisory Committee*

There is a Committee headed by the Director of Public Instruction as Chairman and Deputy Director (Physical Education and Sports) as Convenor, Joint Director, Public Relation Officer, one Deputy Director, One District Educational Officer, One Headmaster and one representative from each Revenue District as members.

The Sports and Games Advisory Committee is organising the following State level meets:

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

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

1. Schools Aquatic Meet.
2. Foot Ball under 19 (Boys), Kho-Kho, Kabadi under 19 (Boys and Girls)

3. Badminton, Table Tennis, Lawn Tennis, Ball-Badminton under 19, 17 and 14 both Boys and Girls.
4. Wrestling under 19 and 17 (Boys only)
5. C. K. Naidu (Under 19) and Vinod Mangad Under 16, Cricket Tournament (Boys)
6. Athletics under 19, under 17, and under 14 including cross country races (Boys and Girls)
7. Basket Ball, Hand Ball under 19, 17 (Boys and Girls)
8. Gymnastics under 19, 17 and 14 (Boys and Girls) and Football under 14 (Boys)
9. Hockey under 19, 17 (Boys and Girls)
10. Football under 17 (Boys) and Volley Ball under 19, 17 (Boys and Girls).

The winners in the State Athletic meet are given incentive cash awards at the rate of Rs. 400, Rs. 300 and Rs. 200 for the first three places respectively. In addition to the above in the case of Athletics and Aquatics grace mark of 5% to upto 10% for parts for I place and 5% for II and place and 3% for the III place winner will be given in the SSLC Examination.

In the Games section I place winner will be given Rs. 200 and II place winner will be given Rs. 100 and grace mark of 5% upto 10% for a pass for I place and 5% for II place and 3% to III place in SSLC Examination. In the case of National level, Grace Mark of 15% to the Gold Medal Winners, 13% to the Silver Medal Winners, 11% to Bronze Medal Winners and 10% to the participants are awarded. In the case of participants in the International meet representing India, Grace mark of 20% in the SSLC Examination will be given.

Pupils who win in National School Games Competition will be given cash awards @ Rs. 5000, Rs. 4000 and Rs. 3000 respectively for getting I place, II place and III place in the National Competition. It motivated the sports community students and help the total improvement of standard sports and games.

### *Special Coaching Programme*

For improving the Standard of the teaching of Sports in schools, a special coaching programme was introduced in 19 Schools from the Academic year 1995-96 onwards. In 1997-98 the scheme was extended to another 110

**schools, at three schools from every Educational District. Special coaching with incentives to teachers and students is being given in a selected discipline in each school. This has already produced encouraging results.**

**In Kerala, there is a full-fledged Sports school at Thiruvananthapuram viz. G.V. Raja Sports School and Sports Division attached to Government Vocational Higher Secondary School, Kannur. Sixty Boys and Sixty Girls are selected for these schools every year.**

## **II. Youth Festival**

**Youth Festival is the colourful programme drawing Public attention than any other extra curricular activities conducted by the Education Department. The state level youth festival is the biggest of its kind in Asia. There are competition in 62 items.**

**The youth festival competitions are conducted at Fourtier system i.e. School, Sub Divistrict, Revenue and State level. Balakalosavam upto Revenue District is conducted along with the Youh Festival. There is no competition for winners of the Revenue District Balakalolsavam at State level. The first place winners with 'A' Grade only are permitted to participate in the State level competition.**

**Competitions are conducted at Revenue District level before 5th December and State Level before the end of January. About 2500 student's participate in the competition.**

**Kalathilakom, Kalaprathibha are awarded to best performances as per the approved norms in the State Youth Festival. They are given an incentive cash awards at the rate of Rs. 400, 300, 200 for the first three places respectively. In addition to the above 5 percentage grace marks are also awarded in S.S.L.C. Examination to 1st and 2nd place winners and 'A' grade holders in the state level.**

**The Sanskrit Festival is conducted for sanskrit students in schools and T.T.I Youth Festival is conducted for T.T.I. students every year by the Department. Certificate for the same is awarded by the Government.**

## **III. Group Personal Accident Insurance Scheme**

**Insurance Scheme for school children: In Kerala about 55 lakhs of pupils are studying in schools from Standard I to X, VHS, HSS and THS**

These students often met with serious accidents, Road accidents, accidents in school building, natural calamities, food poisoning etc. are the most common causes of accidents that happen to children. Previously there was no risk coverage against accidents for them. The Government have therefore decided to Introduce "Group, personal Accident Insurance Scheme" for the school children of Government and Private aided schools from the year 1989-90 and ordered as per G.O.(P) No. 127/89/G.Edn. dated 26-7-1989.

The benefits of the Insurance Scheme have been extended to the students of VHS and HSS. Government vide G.O.(Ms.) No. 168/2000/G.Edn. dated 25-5-2000 has extended the benefits of the Insurance Scheme to the THS students of the State.

The Insurance scheme of the THS students of the State was entrusted to the United India Insurance Company.

The Students Group Accident Insurance Scheme is entrusted to 4 Insurance Companies as detailed below (From 14-8-2000).

<i>Name of the Insurance Company</i>	<i>Name of District allotted to the Company</i>
1. National Insurance Company	1. Thiruvananthapuram 2. Ernakulam 3. Kottayam 4. Idukki
2. New India Assurance Company	1. Thrissur 2. Pathanamthitta 3. Kollam 4. Alappuzha
3. United India Insurance Company	1. Wayanad 2. Kasargode 3. Malappuram 4. Palakkad
4. Oriental Insurance Company	1. Kozhikode 2. Kannur



*Compensation payable:*

In the event of:	Rs.
1. Death due to accident	10,000
2. Loss of sight of both eyes, loss of both hands both feet or loss of sight of one eye and loss of one hand or one foot due to accident	10,000
3. Any other permanent entire physical disablement due to accident	10,000
4. Loss or disablement of one eye, one hand or one foot	5,000
5. Apart from the above any kind of permanent or partial physical disablement caused due to accident	Fixed percentage of the sum insured of Rs. 10,000 as below
	Percentage of capital sum insured
(i) Loss of toes— all	20
Great—both phalanges	5
Great—one phalanx	2
Other than great, if more than one toe lost each	1
(ii) Loss of hearing—both ears	50
(iii) Loss of hearing—one ear	15
(iv) Loss of four fingers and thumb of one hand	40
(v) Loss of four fingers	35
(vi) Loss of thumb—both phalanges	25
Do. one phalanx	10
(vii) Loss of index finger—three phalanges	10
Do. two phalanges	8
Do. one phalanx	4
(viii) Loss of middle finger—three phalanges	6
Do. two phalanges	4
Do. one phalanx	2
(ix) Loss of ring finger—three phalanges	5
Do. —two phalanges	4
Do. —one phalanx	2

(x)	Loss of little finger—three phalanges	4
	Do. —two phalanges	3
	Do. —one phalanx	2
(xi)	loss of metacarpals —first or second (additional)	3
	Do. —(third, fourth or fifth additional)	2

In addition to the above, reimbursement of medical expenses subject to limit of Rs. 500 for any one student, any one accident per year incurred by the student for treatment in a hospital/nursing home as inpatient for injury sustained in an accident.

### Conditions

Upon the happening of any event which might give rise to a claim under this policy written notice as per the preliminary claim intimation form (Annexure I attached) should be given immediately by the Headmaster of school to the nearest nominated Office of the Company (as given below) after collecting full details from the insured person.

In short, in the event of claim.

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

2. Subsequently on receipt of the claim from the company fill in the detail with attestation of Headmaster, A.E.O., D.E.O., Medical certificate and submit it along with the relevant documents as per check list.

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

ANNEXURE I

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

From

To

(Name and address of the Insurance Company to which the District is allotted.)

Sir,

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

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

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

Thanking you.

Yours Sincerely,

Name and Signature.

Headmaster/

Headmistress of School.

Place:

Date:

## APPLICATION FORM FOR INSURANCE CLAIM

## ANNEXURE II

**Kerala School Children Personal Accident Insurance Scheme**

(For students of Government and Government Aided Schools)

## CLAIM FORM

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

Divisional Office.....Claim No.....  
 .....Policy No.....

**Details of Claimant**

## SECTION IA

1. Name of injured/deceased :
2. Age of student and class in which the student is studying :
3. Name and address of School :
4. Name of claimant (parent/guardian) :
5. Address of parent/guardian :
6. Relationship with the student in case of guardian :
7. Was the injured child suffering from any Physical disability before accident and if so give details :

**Details of Accident**

## SECTION B

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

**Details of Injury**

**SECTION C**

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

**Details of Hospitalisation**

**SECTION D**

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

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

Signature of Parent/Guardian.

Place:  
Date:

Signature of Headmaster/Headmistress

**SECTION II**

**Attestation**

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

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

Signature

Place:  
Date:

Name of Headmaster/Headmistress  
Name of the School

(Office Seal)

**SECTION III**

Attestation by Assistant Educational Officer, District Educational Officer.

1. All the above facts stated in this claim form have been verified by me and found true and I hereby declare and warrant the truth of the foregoing particulars in every respect.

2. I also declare that the claim cheque may be directly send to the beneficiary and the discharge from the beneficiary and Headmaster/Headmistress of the school will be full and final settlement of the claim for the insured viz. the Government of Kerala.

Signature.....

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

District.....

Kerala.

Place:

Date:

(Office Seal)

**SECTION IV****Doctor's Certificate**

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

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

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

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| (a) Death ..                        | } Permanent total<br>disablement |
| (b) Loss of sight of two eyes or .. |                                  |
| two limbs ..                        |                                  |
| (c) Loss of one eye and one limb .. |                                  |
| (d) Permanent total disablement ..  |                                  |
| from engaging in being ..           | }                                |
| occupied with, or giving ..         |                                  |
| attention to normal duties ..       | } Permanent total<br>disablement |
| of any description ..               |                                  |
| (e) Loss of one eye or limb ..      |                                  |

- (f) Permanent partial disability ..  
as below:
- 1. (a) Loss of all toes ..
- (b) Loss of great toes .. Both phalanges
- (c) Loss of great toes .. One phalanx
- (d) Other than great toes if lost, ..  
        mention the No. of toes lost
- 2. Loss of hearing .. Both ears
- 3. Loss of hearing .. One ear
- 4. Loss of four fingers and thumbs ..
- 5. Loss of four fingers ..
- 6. Loss of thumb .. Both phalanges  
    One phalanx
- 7. Loss of Index finger .. 3 phalanges  
    2 Phalanges  
    1 Phalanx
- 8. Loss of middle finger .. 3 Phalanges  
    2 Phalanges  
    1 Phalanx
- 9. Loss of ring finger .. 3 Phalanges  
    2 Phalanges  
    1 Phalanges
- 10. Loss of little finger .. 3 Phalanges  
    .. 2 Phalanges  
    .. 1 Phalanx
- 11. Loss of metacarpals .. First or second (additional)  
    Third, fourth or fifth  
    (additional)

I, (Name) Dr..... Designation  
..... have today examined (Name of  
the insured child)..... and  
certify he/she has died/permanently disabled to the extent mentioned above/  
injured and hospitalised solely and directly out of the accident mentioned  
by the claimant (please delete what is not applicable).

Signature.....  
Name.....  
Designation ..  
Reg No.....

Place:  
Date:

(Hospital seal)

## SECTION V

**Check List**

This claim form should be accompanied by:

1. Police report, if any (compulsory in case of motor accident).
2. Supporting hospital bills and certificates for hospitalisation claim.
3. Death certificate from the Panchayat or Municipality as the case may be, in the event of death.
4. Post-mortem report, if any, in case of death.
5. X-rays or any other supporting evidence in the event of permanent disablement.
6. Attested copy of Inquest report in case of death.
7. Copy of admit and discharge Certificate.

**IV Education of the Handicapped**

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

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

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

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

Grants will be paid to the recognised aided schools, subject to the conditions specified in G.O.(P)412/69/Edn., dated 23rd November 1969.

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



The pupils will be exempted from all kinds of fees such as games fees, examination fees etc. on the basis of annual income of the parents/guardians. The blind, deaf and dumb pupils are eligible for the above concessions if their parental annual income do not exceed Rs. 60,000.

#### **V. Kerala Aided School Employees Provident Fund**

The Kerala Aided School Employees Provident Fund (KASEPF) Branch functioned in the office of the Director of Public Instruction, Thiruvananthapuram have been decentralised to Revenue District level attached to the Office of the Deputy Director (Edn.) as per order No. G.O.(Rt.) No.3033/98/G.Edn. dated 31-7-1998. The KASEPF Units are under the control of Assistant Provident Fund Officer.

*Admission.*—All the full time employees either permanent or officiating who have completed one year of service and governed under Chapter XIV B, KER should join the KASEPF compulsorily. However one year of service is not a pre-requisite to join the fund. An employee whose appointment is approved and is likely to continue in service for more than one year can be admitted to the fund on condition that the controlling officer certify that the employee is likely to continue in service for more than one year. But the employees who belong to religious orders which vows poverty can be exempted by the controlling officers.

The application for admission with nomination in the prescribed form are to be forwarded through the Head of the Institution with the counter signature of the Controlling Officer, direct to the Assistant Provident Fund Officers of the concerned D.D. Offices.

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

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

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

## VI. Vidyarangam

The Government order (MS) No. 13/76/G.Edn. dated 24th January, 1976 have sanctioned the publication of a monthly (viz. Vidyarangam) by the Department of Education from January 1976. The Magazine is a priced one, and the price per copy is now fixed at Rs. 6.00. Valuable articles on educational problems, short stories, poems, experiences of good teachers, teaching techniques, lesson analysis and important orders and circulars of the department are mainly included in the publication.

All HS and UPS, LPS with Standard V, T.T.I.'s are the permanent subscribers to the magazine. Individuals can also subscribe to this publication. The amount of annual subscription is Rs. 72 per single copy. For HS Rs. 216 and UPS Rs. 144 LPS, T.T.I.s etc., remit Rs. 72 as subscription.

The LP and UP School Headmasters have to remit the amount of subscription at the AEO's Office and obtain TR 5 Receipt for each remittance. The High Schools and T.T.I.s should remit the same at the District Educational Officer and obtain TR 5 Receipt from there. All the AEO's and DEO's collect the subscription under their jurisdiction on or before 30th July and total collection has to be remitted at treasury under the Head of Account "0202-01-102-95 Text Books receipts". The original chalan with the list of subscribers has to be send to the Editor, Vidyarangam, Office of the DPI, Thiruvananthapuram, Pin-695 014 before 15th August of every year.

The Director of Public Instruction is the Chief Editor of the Magazine. The Chief Editor is assisted by a Full-time Editor.

From 1998-99 onwards Department formed Vidyarangam Kalasahitya Vedi in all Upper Primary and High Schools for promoting reading habit and encourage literary talent of the students. Hand written Magazines, Readers Corners, literary festivals, writing of literary notes has to be promoted by these clubs. The Director of Public Instruction is the State Chairman and Editor, Vidyarangam acts as General Convenor.

## **vii. National Policy of Education**

### **1. DIETs (District Institute of Education and Training)**

Main function of DIETs are to provide academic and resource support at district level for the success of various programmes being undertaken in the field of primary and adult education. There are DIETs in all the 14 Districts.

#### **FUNCTIONS**

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

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

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

## 2. *YOGA*

The scheme will operate as a centrally sponsored scheme and will be implemented through the Education Department as well as through Yoga Institutions of repute. Assistance under the scheme will be given for Training Teachers in Yoga and for building up infrastructure necessary for the purpose. The purpose of education is not only to impart knowledge but more importantly to tap the hidden talents and potentialities of the students and helping them to develop physically, intellectually, morally and spiritually. The Government for long been considering introducing Yoga education in schools as the school is the most appropriate place where systematic education in Yoga can be imparted. The National Policy Education 1986 has given a wider perspective of Yoga.

Under this scheme financial Assistance will be provided to State Government for the following purpose.

1. Recognised/Affiliated Yoga institutions for conducting Teacher training and research in Yoga.
2. For conducting full time Yoga Teachers training during 9-12 months and Refresher course training for 3 months.
3. Library grant up to Rs.10 lakhs as one time grant to an organization.
4. Assistance for construction/Expansion of hostels for teacher trainees.
5. Construction grant to an organisation as one time grant up to Rs.10 lakhs.
6. Furnishing grant up to Rs. 3.5 lakhs at one time.

## 3. *Improvement of Science Education*

This scheme is 100% centrally sponsored scheme financed by the Ministry of Human Resource Development, Government of India. Under this scheme Government Higher Secondary Schools were supplied with Library books, Laboratory equipments etc. with a view of setting up of new laboratories and upgradation of existing Labs in connection with the implementation of +2 Course in H. S. Schools. There is also provision to impart Training to Higher Secondary Science Training under this scheme.

## 4. *New Educational Technology*

New Educational Technology is also a 100% centrally sponsored scheme aided by the Ministry of Human Resource Development, Government of India. Under this scheme selected Government Upper Primary Schools

and High Schools are supplied with colour Televisions, Video Cassette player and accessories to improve listening and viewing facilities in educational institutions to make.....use of the transmissional software generation facilities created.

### *Computer Education Programme*

Computer Education Programme in High Schools/Higher Secondary Schools has been implemented in this State since 1995-96 onwards under the centrally sponsored scheme. Even though the centrally sponsored scheme abundant from 1999-2000 onwards, Government of Kerala has taken up the steps for the continuance of the computer education as a State scheme. Under this programme 504 High/Higher Secondary Schools were supplied with 3 to 5 computers including multimedia computers, one printer, UPS/CVTs etc.

Under this scheme selected students of class 8 to 12 were given computer awareness with syllabus prepared by an expert committee set up for the purpose. Steps are being taken to implement the scheme in full swing in all the Higher Secondary Schools of the State from 2001-2002 onwards.

### *Area Intensive Programme*

The Scheme is a centrally sponsored scheme funded by the Department of Education, Ministry of Human Resource Development, on 100% basis and will be implemented by State Government and voluntary organisation. The Community Development Block or a Tehsil will be the unit for educational development. The Programme though open to all, are to be organised such that the sections of people (Muslims) who have remained deprived of educational and developmental opportunities get priority. The activities for which financial assistance will be made available would include:

(1) Establishment of new Primary/Upper primary schools, non-formal education centres where such a need is felt and virility, established on the basis of a schools mapping exercise.

(2) Strengthening of educational infrastructure and physical facilities in the primary/upper primary schools.

(3) Opening of multi-stream residential Higher Secondary Schools for Girls where science, commerce, humanities and vocational courses are taught, to the Educational Backward Minorities.

Financial assistance under this programme would be given in addition to the educational development programme of the State.

### **VIII. Super Check cell**

The Government have constituted a Super Check Cell at Thiruvananthapuram as per G.O. (MS) 72/78/G.Edn. dated 13th June 1978 and another at Kozhikode as per G. O. (MS) 117/86/G.Edn. dated 10th July 1996. The Super Check cell is headed by a Deputy Secretary to Government designated as Super Check Officer to perform the functions under rule 16, Chapter XXIII, K.E.R.

The Cell is an public body under the Administrative Control of the Director of Puc Instruction. The Super Check Officer used to conduct surprise inspection in aided school verify the strength of pupils and call for the records from the school authorities and Educational Officers and such other acts as may be deemed necessary. As soon as the enquiry is over the super check cell officer should submit a detailed report to Director of Public Instruction for taking appropriate action as per rule 12 E(3) of Chapter XXIII K.E.R.,

### **IX. Integrated Education for Disabled Children**

#### *Aims and Objectives*

The centrally sponsored schemes of integrated Education for the Disabled Children (IEDC) purports to provide educational opportunities for the disabled children in common schools to facilitate their retention in the school system. The disabled children who are placed in special schools should also be integrated in common school once they acquire the communication and daily living skills at the functional level. The education of disabled children under their scheme will continue up to the senior secondary school level.

#### *Facilities for Disabled Children*

A disabled child may be given the following kinds of facilities:

- (a) Actual expense on books and stationary up to Rs. 400 per year.
- (b) Actual expense for uniform upto Rs. 200 per year.
- (c) Transport allowance up to Rs. 50 per month. If a disabled child admitted under the scheme resides in the school, hostel within the school premises, no transportation charge would be admissible.

(d) Readers allowance of Rs. 60 per month in the case of blind children after class V.

(e) Escort allowance for severely handicapped with lower extremity disability @Rs. 75 per month.

(f) Actual cost of equipments subject to a maximum of Rs. 2000 per year for a period of 5 years.

In the case of severely orthopaedically handicapped children, it may be necessary to allow one attendant for 10 children in a school. The attendant may be given the standard scale of pay prescribed for class IV employees.

Disabled children residing in school hostels within the same institution where they are studying may also be paid boarding and lodging charges as admissible under the State Government rules.

Severely orthopaedically handicapped children residing in school hostels may need the assistance of a helper or an ayah. A special pay of Rs. 50 per month is admissible to any employee of the hostel willing to extend such help to children in addition to his/her duties.

Special education teachers can be appointed in the schools where the scheme is in operation to provide specific attention to the disabled children.

#### **X. Work Experience Unit**

Work Experience programme is implemented in all High Schools in the State with the help of the institutions such as, Engineering College, Polytechnic, Technical High Schools and Food Craft Institute. Inservice courses for HSAs are being conducted for imparting training in pre-vocational subjects. 340 High Schools 10 each from 34 Educational District have been selected as Production Centres. One of the above centre in each Educational District is selected as production cum-sales centre. One teacher each from these centres are given training in the production in writing Chalk, Note Book, Office File and Cover, Electronic goods and Agarbothi, Writing Chalk Mould, Sewing Machines and hand operated paper cutting machines are supplied to the production centres wherever necessary.

115 U.P. Schools are introduced with engineering trades Workshop instructors are posted for implementing the scheme from the Department of Technical Education. SUPW Programme is also introduced in these schools. Funds are allotted to these schools for procurement of raw materials.

The following training programmes are also conducted.

1. Training in pre-vocational subjects.
2. Training in SUPW
3. Training in Electronic Products.

The Work Experience Unit conducts sub-district, Educational district and State level on the spot competition and the work experience exhibition every year.

The Regional Foreman in the unit visits the school periodically to assess programme of the school production centre and give necessary guidance to the teachers engaged in the programme.

## **XI. Science Unit**

The major objective of the scheme is to create scientific temper among pupils and to supplement the learning of science. Science Seminars, Science Fair, Quiz Competitions for High School students and upper primary school students etc. are conducted under the unit. Envisaging the science club units in U. P. Schools this unit renders financial assistance to the best one. The unit also envisages competitions in preparation of innovative teaching practices. Seminars are being organised at school, District and State level.

The NCERT announces each year a focal theme for science fairs and exhibitions and the best exhibits are presented in the southern India Science fair. The state level winners are selected for participating in the National Science Fair conducted by NCERT.

Various ongoing programmes are being conducted every year under the scheme which are co-ordinated through District Science Club Association Quiz Competition for UPS and HS pupils Science Talent Search Examination for High School pupils, teaching aid competitions for Science Teachers, C.V. Raman Essay competition for students Science Exhibition and Seminars in the District and State Level in accordance with the themes on the subject insisted by the NCERT and South Indian Science Fair etc. are conducted.

## **XII. Mathematics Unit**

The main objectives of the unit are:—

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

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

This unit is also conducting the following programmes:—

- (a) Mathematics club sponsors
- (b) Resource persons
- (c) H.S.As and UPS As.



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

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

### **XIII. Social Science Unit**

The Social Science unit function with the ultimate aim of qualitative improvement of teaching Social Science in schools particularly teaching of Geography, Economics, Environmental studies etc. Quiz competitions are conducted for L.P., School students and High School students at District and State level. District and State level elocution competitions are conducted for High Schools students.

### **XIV. Sanskrit Unit**

The main functions of the Sanskrit Unit are:

1. Formation and functioning of District Sanskrit Academic Councils.
2. Assistance for State Sanskrit Festival
3. Academic supervision of Sanskrit teachers.
4. Necessary helps for the preparation of text Books in curriculum unit.
5. Conducting of Sanskrit Scholarship Examination for the students of academic school and distribution of scholarship.
6. Verification of the Voluntary Organisation.
7. Distribution of Scholarship for pure sanskrit school.

## **XV. Muslim Education/Arabic Education**

Three categories of officers are working for the improvement of Muslim Education and Arabic Instruction in the State. Arabic Special Officer in the Directorate is in charge of the whole scheme of Arabic teaching in schools. The posts of Inspectors for Muslim Education are attached to the Office of the Deputy Directors of Education. There are such six officers; 3 of them are Women Inspectors, who are posted for the promotion of the Muslim girls education. They are attached with the Office of the Deputy Directors of Education in Palakkad, Malappuram and Kozhikode.

Arabic Teachers Complex was organised with a view to develop a high academic standard for the Arabic teachers of Kerala Schools vide Order No. ME 14152/78/dated 6-2-1978 of the Director of Public Instruction. The complex serve the purpose of giving Orientation and Inservice Training for the teachers as a continuous programme. It helps them in sharing experiences and encouraging professionalism among them.

In order that teachers are acquainted with the methodology of teaching, modern trends and developments in class room techniques etc., the complex meetings are conducted periodically at least thrice in a year. Arabic Special Officer is the ex-officio President of the complex. The Inspectors for Muslim Education are the implementing officers by the directions of Arabic Special Officers. They act as Academic Advisers and Programme Monitors. All Arabic Teachers are the members of the complex. They attend the programme as part of their duty. The complex is organised at Sub district and District levels.

**CHAPTER XVIII**  
**DELEGATION OF POWERS**

**DELEGATION ADDITIONAL/NEW POWERS OF THE VARIOUS OFFICERS  
OF THE EDUCATION DEPARTMENT**

*Ref:—G.O.(Ms) 76/84/G1. Edn. dated 25th April, 1984 of the General Education (C) Department.*

**APPENDIX I**

**NEW/ADDITIONAL POWERS DELEGATED**

**Director of Public Instruction**

To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 120 days to all officers under him and to make arrangements for additional charge and sanction charge allowance as per K.S.R.

2. To sanction creation of part-time contingent post subject to the standing orders of Government;

3. (a) To sanction journey on duty of all officers whom he is competent to appoint outside State for training if there is no financial commitment on the part of Government.

(b) To depute officers under him to all places including places outside the State for accompanying sports teams, excursion parties, etc., under sanctioned schemes.

4. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores required for educational institutions subject to budget provision and Store Purchase Rules, without monetary limit.

5. To sanction disposal of condemned and dismantled buildings under the control of the department by public auction if recommended by competent authority of P.W.D.

6. (a) To sanction without reference to P.W.D. subject to budget provision for maintenance and petty construction and repair works for execution upto Rs. 20,000 in each case on a proper estimates by a qualified Engineer in the case of works executed by the P.T.A.

(b) To accord administrative sanction subject to budget provision for maintenance of petty construction and repair works upto Rs. 50,000 in each case on a proper estimate prepared by P.W.D.

7. To incur non-recurring contingent expenditure upto Rs. 5,000 in each case subject to budget provision and rules under K.F.C.

8. To sanction advance against examination contingent charges upto Rs. 50,000 at one time subject to budget provision.

9. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000 at a time waiving Store Purchase Rules and subject to annual limit of Rs. 5,000.

10. To sanction shifting of office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per mensem on rent and non-availability certificated by P.W.D.

11. To sanction printing in private presses in emergent cases when the work cannot be got done by the Kerala Books and Publications Society or Superintendent of Government Presses subject to approval of the rates by the Superintendent of Government Presses.

12. To sanction refunds of all sums received by the Department when it is clear that Government are not entitled to such amounts.

13. To incur expenditure for ceremonial function upto Rs. 1,000 for each function.

14. To incur items of expenditure of a trivial nature not exceeding Rs. 500 at a time for bonafide purpose even if there are no specific rules to regulate such expenditure. To subscribe to the journals, news papers, etc., required for the department.

15. To sanction extension within the office to existing telephones subject to budget provision.

16. To sanction exemption from the conditions of bonds executed by the pupils of Sports Schools who discontinued the course in the Sports School in deserving cases.

17. To sanction repairs of Departmental vehicles involving expenditure of Rs. 15,000 in the case of heavy vehicles and Rs. 5,000 in the case of light vehicles including replacement of spare parts in workshops approved by Government subject to budget provision following the procedure laid down by Government.

18. To sanction local purchase of spare parts and repair of the departmental vehicles in the case of breakdown during the course of journey. Such purchase and repairs should be limited to minimum requirements to render the vehicles fit for journey to headquarters.

### **Additional Director of Public instruction**

1. To make appointment to all posts in the department upto and including lowest gazetted posts.

2. To sanction shifting of an office or institution from one building to another and hiring of private building the rent of which does not exceed Rs. 1,500 per month subject to general rules in the matter.

3. To sanction all cases of non-refundable withdrawals from the General Provident Fund subject to the conditions and limitations in the General Provident Fund (Kerala) Rules.

4. To award scholarships of a State-wise nature according to rules approved by Government.

5. To accept endowment and prizes and approve rules thereof in respect of school.

6. To sanction utilisation of accumulated unspent balance of special fee for purpose other than that to which it is collected.

7. To sanction vacation duty to officers.

8. To grant duty leave to teachers.

9. To approve the tour programme and tour diaries of all officers upto the level of Deputy Director in the teaching branch and countersign their T.A. bills.

### **Administrative Officer**

1. To sanction leave other than study leave, special disability leave, leave without allowances exceeding 120 days to all officers upto the level of Deputy Director and to sanction surrender of earned leave subject to eligibility to all officers upto the level of Joint Directors.

2. To countersign to T.A. bills of all officers in the Directorate upto the level of Deputy Directors based on approved tour diary.

3. To sanction reimbursement of medical expenses in respect of officers upto and including Deputy Directors subject to rules and to exercise in the powers of the Director in regular to condonation of delay in preferring the claims.

4. To sanction house building advance to all non-gazetted officers and lowest gazetted officers and countersign the bills thereof subject to principles approved by the Director and K.F.C. Rules.

5. To sanction non-recurring contingent charges upto Rs. 1,000 subject to budget provision.

6. To sanction purchase of furniture required for the Directorate within the standards prescribed by Government, subject to budget provision and Stores Purchase Rules.

7. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 200 in each case subject to annual limit of Rs. 2,000.

8. To sanction advertisement charges upto Rs. 2,000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Instruction.

9. To sanction repairs to motor vehicle in the department including purchase of spare parts and arrange for payment of bills upto Rs. 10,000 in the case of heavy vehicles and Rs. 3,000 in the case of light vehicles in each case subject to rules relating to the maintenance and repairs of departmental vehicles.

10. To write off unserviceable articles including damaged and worn out articles, books, etc., in the Directorate subject to an amount limit of Rs. 10,000 when the book value does not exceed Rs. 1,000 in each case.

11. To sanction refund of all sums received when it is clear that Government is not entitled to such amount.

### **Finance Officer**

1. To obtain quarterly reports relating to post audit and preaudit of Aided School Bills conducted by the Accounts Officers attached to Deputy Directors' office and to review the progress of work periodically and submit review report to the Director of Public Instruction.

2. To sanction all cases of temporary withdrawals from K.A.S.E.P.F. Deposits subject to other conditions and limitations under the rules of the fund.

3. To sanction non-refundable withdrawals from K.A.S.E.P.F. Deposit without monetary limit subject to other conditions and limitations under the rules of the fund in normal cases.

### **Finance Officer Grade II**

1. To assign and reassign Insurance Policies offered as collateral security by non-gazetted officers in the department for House Building Advance taken by them.

2. To release the mortgage deeds in respect of mortgaged to Government by non-gazetted officers in the department as security for House Building Advance taken by them.

3. To be in charge of safe custody of the documents mortgaged by non-gazetted officers in the department for H.B. advance and conveyance advance.

4. To sanction non-refundable advance to non-gazetted officers from G.P.F. deposit upto Rs. 5,000 subject to G.P.F. Rules.

### **Accounts Officer**

1. To sanction and disburse the amount under Family Benefit Scheme on behalf of the Director of Public Instruction.

2. To scrutinise the files relating to scholarships, endowment, but purchase of stores, etc., write off theft and disposal of unserviceable articles.

### **Administrative Assistant/Additional Administrative Assistant**

1. To open service book of the non-gazetted employees in the Directorate and attest entries therein.

2. To post Peons, Typists, Clerks, Superintendents to various sections in the Directorate to consultation with the Administrative Officer.

3. To sanction all kinds of leave including surrender of earned leave except study leave, special disability leave and leave without allowance exceeding 120 days, to all non-gazetted employees in the Directorate.

4. To sanction all cases of temporary withdrawals from Provident Fund Deposits subject to the rules of the fund.

5. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 to each case subject to an annual limit of Rs. 1,000 observing Store Purchase Rules.

6. To sanction auction sale of usufructs of trees and lease the premises of the Directorate for cultivation. To sanction auction sale of all dead or fallen trees in the premises of the Directorate.

7. To sanction destruction of old records as per rules.

### **Joint Director of Public Instruction**

1. To be in overall charge of all State level functions conducted by the Education Department namely Youth Festival, State Games Meet, State Athletic Meet, State Aquatic Meet Mini Meet, etc.

2. To review the academic inspection of Aided and Government school conducted by the District Educational Officers and Assistant Educational Officers,

3. To review of appeal petitions regarding approval of appointments promotion etc., of aided school staff.

4. To condone delay in submission of appointment order to the District Educational Officers and Assistant Educational Officers by the Managers of aided schools as per the provisions in K.E.R.

5. To conduct selection of candidates for B.Ed., T.T.C. and L.T.T subject to rules.

6. To exercise the powers of the Director in regard to the sanction of conveyance allowance to physically handicapped employees as per rules.

7. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case subject to an annual limit of Rs. 10,000.

8. To sanction disposal of condemned building by auction when the book value does not exceed Rs. 10,000 in each case of certified by competent officer of P.W.D.

9. To sanction write off of the irrecoverable arrears of revenue and other irrecoverable amounts including the value of stores and unserviceable articles upto Rs. 1,000 in each case subject to annual limit of Rs. 5,000 as per rules.

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**Deputy Director (in the Directorate)**

1. To conduct academic inspection of the Government and Aided Special Schools and review their working and submit report thereon to Director.
2. To fix the staff strength of Government Special Schools in the State as per rules.
3. To dispose of the appeal petitions regarding the sanction of Higher Grade to all Government employees and Aided School staff.
4. To sanction write off of the value of CARE food articles due to theft.
5. To sanction L.S.S., U.S.S., Sainik School Scholarship etc., according to rules.

**NEW ADDITIONAL POWERS DELEGATED****Deputy Director (Education)**

1. To make appointment to the sanctioned posts of all categories of Teachers excluding Headmasters of High and Training Schools and special schools subject to recruitment rules.
2. To transfer all personnel in the teaching branch excluding Headmasters of High and Training Schools.
3. To make all charge arrangements in vacancies within his jurisdiction and to sanction charge allowance as per rules in K.S.R.
4. To sanction leave other than study leave, special disability leave without allowances exceeding 4 months to all officers (Gazetted and Non-gazetted) under his control.
5. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VIII in K.S.R.
6. To promote Primary School Teachers as High School Assistants and Primary School Headmasters.
7. To sanction vacation duty to teaching staff under his control.

8. To prepare and maintain the seniority list of teaching staff recruited or appointed on district-wise basis.

9. To sanction pension to all non-gazetted teaching and non-teaching staff including aided school in the district.

10. To initiate disciplinary action and to impose minor penalties as specified in rule II (i) of C.C. and A Rules on 1st level Gazetted Officers of whom Director of Public Instruction is the appointing authority.

11. To sanction reimbursement of medical expenses to Gazetted Officers in his office and D.E.Os. and A.E.Os. in the Revenue District without monetary limit subject to Medical Attendance Rules.

12. To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in respect of all employees in the district subject to P.F. Rules concerned. To sanction non-refundable advance from G.P.F./K.A.S.E.P.F. subject to the conditions and limitations in the P.F. Rules concerned.

*Note:*—No relaxation of any provisions in the G.P.F. Rules will be allowed under any circumstances.

13. To sanction payment under Family Benefit Scheme in respect of all Private Aided Schools and all officers in his office and heads of office and institutions under him.

14. To incur non-recurring contingent expenditure upto Rs. 1,000 in each case subject to budget provision and observances of rules.

15. To sanction purchase of books, laboratory equipments, educational appliances and other items of stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 1,000 at a time.

16. To purchase furniture (including office furniture) according to approved specifications and standards subject to budget provision and Stores Purchase Rules and also subject to General Orders in the matter issued by Government/Director of Public Instruction.

17. To arrange manufacture and supply of furniture under the scheme of purchase of furniture for Departmental schools by the Parent Teachers Association as per G.O. (Rt.) 1693/81/G. Edn., dated 16th May 1981 and also to fix the local rates as per the scheme.

18. To sanction advance to the P.T.A. and to make final payment to the P.T.A. as specified in the Government order.

19. To arrange the distribution and transportation of furniture purchased by the D.P.I. to the schools and to accord administrative sanction for the transportation charge of furniture from the office of the District Educational Officers to the schools not exceeding Rs. 25,000 at a time.
20. To sanction repairs to motor vehicle upto Rs. 1,500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.
21. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.
22. To accord administrative sanction for original works the cost of which does not exceed Rs. 2 lakhs subject to budget provision.
23. To accord administrative sanction for maintenance and repair works upto Rs. 20,000 on the basis of estimate prepared by the Public Works Department.
24. To sanction printing of forms, circulars, pamphlets, etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month. (Printing of new forms and registers should have the approval of the Government).
25. To sanction write off of the value of stores to the book value of Rs. 500 in each case on account of deficiency, depreciation or similar reason provided that a copy of such order is sent to the Accountant General explaining the circumstances which occasioned or led to loss.
26. To sanction the disposal of unserviceable articles where the book value of each such item does not exceed Rs. 2,000 subject to the limit of Rs. 3,000 at a time as per provision in the Kerala Financial Code.
27. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 20,000 on the basis of the survey report of the Public Works Department.
28. To execute agreements towards purchase of stores (such as furniture, equipments, books etc.) within their financial powers. To execute agreement with the contractors of the transportation of CARE food materials. To execute agreement with teachers selected for various training courses in the institutions of the State. To execute lease deeds of private buildings taken on rent within their financial competency.

29. To sanction investigation of arrear claims except time barred claims by the Accountant General in respect of all Government servants within the district and as well as arrear claims relating to contingencies.

30. To sanction shifting of office and school buildings and hiring of private buildings, the rent of which does not exceed Rs. 1,000 per mensem as per rules.

31. To inspect the office of the D.E.Os, and educational institutions in the district and to review the inspection reports sent by D.E.Os., inspection reports of the Deputy Director (Education) will be submitted to the D.P.I.

32. To convene or direct to convene in conferences of subordinate officers including heads of private schools within the Revenue district. To depute staff and teachers to attend departmental conferences, seminars, courses etc., convened in the State by the Education Department.

33. To make original selection of candidates for T.T.C. course under open quota as per rules and to effect transfer of the first and second year trainees in exceptional cases and for sufficient reason.

34. To grant stipend and subsistence allowance to trainees undergoing B.Ed./T.T.C./L.T.T. courses according to rules.

35. To accept cash contribution as also lands and buildings from public for educational purposes as prescribed. To sanction collection of funds for purpose of providing building, furniture, equipments etc., for departmental schools as prescribed.

36. To grant permission under rule 14 of the Government Servants Conduct Rules, 1960, to Teachers and Headmasters and other staff of the school to participate in the collection of funds as sanctioned above.

37. To forward applications to the District Collector concerned for acquisition of land for schools.

#### **Administrative Assistant in the Deputy Director's Office**

1. To make appointment to the sanctioned non-gazetted posts upto and including the level of L.D. Clerks/Typists subject to recruitment rules.

2. To make appointment and to promote part-time contingent employees subject to the general orders of Government.

3. To transfer all officers in the Ministerial Branch upto and including the level of Junior Superintendent and last grade employees within the Revenue district.

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all members of staff below his rank in his office.
  5. To sanction casual leave to all members of staff below his rank in his office.
  6. To authorise increment to all Non-gazetted Officers in his office.
  7. To sanction higher grade to the staff working in the office.
  8. To sanction higher and senior grades to Teaching and Non-teaching staff of incomplete Departmental High Schools.
  9. To prepare and maintain the seniority list of employees whom he is competent to appoint on District-wise basis.
  10. To initiate disciplinary action and impose penalties as specified in rule 11 (1) of C.C. and A. Rules on Clerk, Head Clerk, Head Accountant and Junior Superintendent.
  11. To be drawing officer in respect of Establishment Pay Bills, T.A Bills, P.F. Bills Contingent Bills etc., relating to the Office.
  12. To sanction reimbursement of medical expenses to the Gazetted Officers below his level and Non-Gazetted Staff in his Office subject to Medical attendance Rules.
  13. To sanction cycle advance to eligible employees in the district subject to rules and budget allotment.
  14. To sanction Mosquito Net Advance to the eligible members of the staff in his office subject to rules and budget allotment.
  15. To sanction temporary withdrawals from G.P.F. in respect of members to the conditions and limitations in the General Provident Fund Rules.
  16. To sanction non-refundable advance from G.P.F. upto Rs. 5,000 subject to the conditions and limitations in the General Provident Fund Rules.
- Note:—* No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.
17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 500 in each case subject to annual limit of Rs. 3,000 and subject to budget provision and Store Purchase Rules.

19. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

20. To sanction printing of forms, circulars, pamphlets etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirements within one month (Printing of new forms and registers should have the approval of the Government).

21. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

22. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

23. To give confirmation of auction sales conducted by the Heads of schools.

24. To execute agreement with the leases in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

25. To sanction destruction and preservation of records in the office subject to rules.

26. To inspect the office of the A.E.Os. in the District and submit the inspection report to the D.P. I. for review.

27. To attest the entries in Part I and II of the Service Books of the employees in his office .

28. To organise and control the working of various sections in his office.

29. To be in-charge of the Office in the absence of Deputy Director.

30. To correspond with higher authorities on routine matters and to sign "for Deputy Director, Education" fair copies of the Communication approved by Deputy Director (Education).

31. To approve the draft communications to the subordinate Officers and public.

### **Accounts Officer in Deputy Director's Office**

1. To sanction casual leave to all members of staff working under his control.
2. To conduct periodical verification and test check of grade promotions sanctioned by the Headmasters and Assistant Educational Officers.
3. To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots in the District.
4. To conduct surprise visits and verify the cash balance, cash books and other accounts in the sub offices and Institutions in the District.
5. To conduct post-audit of Bills and pre-audit of arrear claims relating to Aided Schools in the District.
6. To be in-charge of the preparation and submission of annual budget estimate and control of expenditure of all Educational Institutions and Offices in the Revenue District. To sanction and communicate the distribution of budget allotment to the Subordinate Officers.
7. To watch the progress of expenditure periodically with reference to budget allotment and take timely action to regularise excess expenditure, if any.
8. To reconcile the Departmental figures of expenditure and receipt with those booked in the Treasury figures.
9. To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of communications approved by the Deputy Director (Education).
10. To approve the draft communications to the subordinate officers and public.

### **District Educational Officer**

1. To make provisional appointment to the sanctioned posts of Ministerial Staff and Last Grade Servants in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.
2. To make appointment to the sanctioned part-time contingent posts in his office subject to general orders of Government.

3. To transfer all teaching staff excluding the Heads of High and Training schools and non-teaching staff upto and including the level of U.D. Clerks within the jurisdiction under exigencies of service subject to ratification by the Deputy Director (Education).

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all officers working in his office.

5. To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days to the Heads of Aided High and Training and Special Schools.

6. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VH in K.S.R.

7. To issue permission to Heads of schools and A. E. Os. leave headquarters on C.L.

8. To sanction higher and senior grades to teaching and non-teaching staff of Aided High and Training and Special schools and higher grade to the staff working in his office.

9. To sanction vacation duty to teaching staff under his control.

10. To initiate disciplinary action against all officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C.C. and A) Rules.

11. To initiate disciplinary action against all teaching and non-teaching staff in aided School under his jurisdiction subject to the provisions in K.E.R.

12. To countersign the T.A. Bills of Personal Assistant in his office, Educational Extension Officers and Heads of High Schools, Training Schools and Special Schools within the Educational District.

13. To sanction reimbursement of medical expenses to Personal Assistant in his office, Educational Extension Officers, Heads of Departmental High Schools, Training Schools and Special schools in the Educational District without monetary limit subject to Medical Attendance Rules.

14. To sanction temporary withdrawals from G.P.F., K.A.S.E.P.F. in respect of all employees in the Educational District upto Rs. 5,000 subject to P.F. Rules concerned.

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15. To sanction Non-refundable advance from G.P.F./K.A.S.E.P.Fs upto Rs. 5,000 subject to the conditions and limitations in the P.F. Rules concerned.

*Note:*— No relaxation of any provisions in G.P.F. Rules will be empowered under any circumstances.

16. To sanction payment under Family Benefit Scheme in respect of all employees in his office and in Aided High Schools.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 and subject to budget provision and Store Purchase Rules.

19. To purchase office furniture according to approved specifications and standards upto Rs. 5,000 at a time subject to budget provision and Store Purchase Rules.

20. To sanction repairs of furniture according to rules subject to annual limit of Rs. 10,000 and subject to budget provision.

21. To sanction repairs to motor vehicles upto Rs. 500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

22. To sanction write off of the stores book value of upto Rs. 500 at a time which are purchased out of special fee account of the school subject to special fee rules.

23. To sanction write off of the value of unserviceable stores of Aided Schools upto an annual limit of Rs. 5,000 in each case subject to rules.

24. To sanction the disposal of unserviceable articles in the office when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules.

25. To execute agreement towards purchase of stores within their financial power.

26. To inspect all High and Training and Special Schools including recognised schools and submit inspection report to the Deputy Director (Education). To review the inspection report submitted by the Assistant Educational Officers.

27. To convene conferences of Heads of schools and A.E.Os. in the Educational District whenever necessary.

28. To depute staff and teachers for attending conferences, seminars, courses, etc., convened in the State by the Education Department.

29. To sanction building and equipment grant and maintenance grant to Aided Special Schools in the State according to rule.

30. To sanction educational concessions to the handicapped pupils in Special Schools and High/Training schools as per G.O.(P) 112/69/Edn, dated 3rd November, 1969.

31. To sanction payment of recurring grant to voluntary Educational Organisations and Institutions.

32. To sanction payment of annual recurring grant to recognised Nursery School subject to budget provision and as per rules approved by the Government.

33. To award scholarships in cases when the selection is confined to a particular institution (High and Training schools including U.P. section).

34. To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

35. To permit change of language and subject study of pupils upto Std. VII in composite schools.

36. To decide finally complaints on class promotions in respect of High and Training schools.

37. To sanction parallel divisions in English Medium schools in the next higher standards progressively when once the school is granted English medium standards under intimation to the Director of Public Instruction.

#### **Personal Assistant to the District Educational Officer**

1. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all Non-gazetted employees in his office and Heads of incomplete High schools (Departmental and Aided).

2. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days of all teaching and non-teaching staff in Aided Schools where the Head of Institution is under qualified and where there is no Headmaster, Teacher-in-charge appointed by the Manager.

3. To sanction casual leave to all members of staff working under his control.
4. To authorise increments to all Non-Gazetted Officers in his office, Heads of Aided High and Training and Special schools and Teaching and non-teaching staff of Aided schools where Head of Institutions is under qualified and where there is no Headmaster, Teacher in-charge, appointed by the Manager, also to authorise increment to the Assistant-in-charge of incomplete High school (Departmental and Aided).
5. To be drawing officer in respect of Establishment pay Bills, T.A. Bills, P.F. Bills, contingent Bills, etc., of the office. To countersign Establishment Pay Bills, Maintenance grant bills, etc., of Aided Schools and to countersign the contingent bills of complete Department High School.
6. To countersign bills relating to Educational grant-in-aid scholarship stipend, Book allowance, etc. in respect of Non-Government Institutions to be Drawing and Disbursing Officer in respect of Aided Schools where there is no Headmaster or Teacher-in-charge appointed by the Manager.
7. To draw and disburse T.A. claims of all non-gazetted staff in his office.
8. To countersign T.A. Bills of teaching and non-teaching staff including Headmasters of Aided Schools.
9. To countersign T.A. Bills of teaching and non-teaching staff of Departmental High School, Training Schools and Special Schools within the District.
10. To sanction reimbursement of medical expenses to the staff in his office and teaching and Non-teaching staff of Departmental and Aided schools (including Aided school Headmasters) without monetary limit subject to Medical Attendance Rules.
11. To sanction mosquito net advance to the eligible members of the staff in his office subject to rules and budget allotment.
12. To sanction temporary withdrawals from G.P.F., K.A.S., E.P.F. in respect of all employees in the Educational District upto Rs. 3,000 subject to P.F. Rules concerned.
13. To sanction non-refundable advance from G.P.F./K.A.S., E.P.F. upto Rs. 3,000 subject to the conditions and limitations in the P.F. Rules concerned.

*Note.*—No relaxation of any provision in the G.P.F. Rules will be empowered under any circumstances.

14. To sanction payment under Family Benefits Scheme in respect of the staff working in incomplete Departmental High Schools.

15. To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provisions and observance of rules.

16. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

17. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

18. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

19. To sanction investigation of arrear claims by the Accounts Officer in the Deputy Director's Office relating to all employees working in Aided schools within the Educational District except time barred claims.

20. To prepare and submit monthly expenditure statement of Aided High and Training and Special Schools and his office to the Deputy Director for reconciliation and monthly plan progress report.

21. To sanction destruction and preservation of records in the office subject to rules.

22. To attest the entries in Part I and II of the Service Books of the employees in his office.

23. To attest the entries in Part I and to make service verification entries to Part II of the Service Books in respect of teaching and non-teaching staff of Aided School.

24. To issue Service Certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Schools.

25. To organise and control the working of various section in his office.

26. To be in charge of the office in the absence of District Educational Officer.

27. To correspond with higher authorities in routine matters and to sign "for District Educational Officer" fair copies of communications approved by the District Educational Officer To approve the draft communications to the subordinate officers and public.

### **Assistant Educational Officer**

1. To make provisional appointment to the sanctioned posts of P.D. Teachers, Ministerial staff and Last Grade Servants in schools and in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To make appointment to the sanctioned posts of part-time contingent employees in his office and schools subject to general orders in the matter.

3. To transfer teaching and non-teaching staff in primary schools within the sub district under exigencies of service subject to ratification by the Deputy Director, Education.

4. To make charge arrangements in vacancies of Heads of Primary Schools and sanction charge allowances as per rules in K.S.R.

5. To sanction leave other than study leave and special disability leave and leave without allowances exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided Primary Schools and also teaching and non-teaching staff of Primary Schools where the Head of Institutions is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager subject to rules in K.E.R.

6. To sanction casual leave to all officers working under his control and to himself as provided in Rule 3 of Appendix VII in K.S.R.

7. To issue permission to Heads of Primary Schools to leave jurisdiction Headquarters on C.L.

8. To authorise increment to all employees in his office, Head of Departmental and Aided Primary Schools and Teaching and non-teaching staff of Primary Schools where Head of Institution is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager.

9. To sanction Higher and Senior Grades to teaching and non-teaching staff of Departmental and Aided Primary Schools and Higher Grades to the staff working in his office.

10. To sanction vacation duty to teaching staff under his control.

11. To initiate disciplinary action against the officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Service (C.C. and A) Rules. To initiate disciplinary action against all teaching and non-teaching staff in Aided Primary Schools under his jurisdiction subject to provisions in K.S.R.

12. To be drawing officer in respect of Establishment Pay bills, T.A bills, P.F. bills, Contingent bills etc. of the office and incomplete departmental Primary Schools.

13. To countersign the Establishment Pay Bills, Maintenance Grant Bills, Scholarship Bills etc. of Aided Primary Schools in the Sub District.

14. To draw and disburse T.A. claims of the staff in his office.

15. To countersign T.A. bills, of teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools.

16. To sanction reimbursement of medical expenses to the staff in his office and teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools in the sub district without monetary limit subject to Medical Attendance Rules.

17. To sanction mosquito net advance to the eligible employees under his control subject to rules and budget allotment.

18. To sanction temporary withdrawals from General Provident Fund K. A. S. E. P. F. in respect of all employees in the sub district upto Rs. 3,000 subject to P.F. rules concerned.

19. To sanction non-refundable advance from G.P.F., K.A.S. E.P.F. upto Rs. 3,000 subject to the conditions and limitations in the P.F. Rules concerned.

*Note.*—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

20. To sanction payment under Family Benefit Scheme in respect of all employees in his office and Departmental Primary Schools and Aided Schools under him.

21. To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provisions and observance of rules.

22. To sanction purchase of books, educational applicances and other stores subject to budget provision and store purchase rules not exceeding Rs. 2,000 at a time.

23. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 in each case subject to annual limit of Rs. 500 and subject to budget provision, and Stores Purchase Rules.

24. To purchase office furniture according to approved specification and standards upto Rs. 2,000 at a time subject to budget provision and stores purchase rules.

25. To sanction repairs of furniture according to rules upto Rs. 5,000 at a time subject to budget provision.

26. To accord administrative sanction for maintenance and repairs work upto Rs. 10,000 on the basis of the estimate prepared by the Public Works Department. To carry out maintenance and repairs works an urgent and unforeseen nature upto Rs. 3,000 on proper sanction from Departmental officer concerned.

27. To sanction electrification, water supply, drainage and toilet facilities in Departmental Schools at the expenses of outside agencies in accordance with the guidelines, instruction, Rules, etc. prescribed under intimation to the Deputy Director.

28. To sanction write off of the stores book value upto Rs. 300 at a time which are purchased out of special fee account of the School subject to special fee rules. To sanction write off of the value of unserviceable stores in Departmental and Aided Primary Schools subject to annual limit of Rs. 2,000 where the book value does not exceed Rs. 100 in each case subject to rules.

29. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case as per code rules and also to give confirmation of auction sale conducted by the Heads of Primary Schools.

30. To sanction disposal by auction of condemned buildings of primary schools, the book value of which does not exceed Rs. 10,000 on the basis of survey report of the Public Works Department.

31. To sanction sale in auction of usufructs of trees in the compound of his office and school premises.

32. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office and primary school premises and lease of office and primary schools premises for cultivation.

33. To give confirmation of auction sales conducted by the Heads of Primary Schools.

34. To execute agreement towards purchase of stores within their financial powers.

35. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of office and school premises for cultivation etc.

36. To execute agreement with the contractors for handling of CARE food materials in the Sub Depots.
37. To prepare and submit monthly expenditure statement of his office and all primary schools in the sub district to the Deputy Director for reconciliation and monthly plan progress report.
38. To sanction destruction and preservation of records in the office subject to rules.
39. To inspect all primary schools including nursery and recognised schools under his control and submit inspection report to the District Educational Officer.
40. To convene conferences of Heads of Primary Schools whenever necessary.
41. To depute staff and teachers for attending conferences, seminars courses etc., convened in the State by the Educational Department.
42. To sanction maintenance grant in Aided Primary Schools at the approved rates.
43. To submit recommendation for annual recurring grant of nursery schools to the District Educational Officers.
44. To sanction educational concessions to the handicapped pupils studying in Primary Schools as per G.O. (P) 412/69/Edn., dated 3rd November 1969.
45. To award scholarships in cases when the selection is confined to a particular institution (All U.P. and L.P. Schools).
46. To permit change of language and subject study of pupils upto standard VII.
47. To decide finally complaints on class promotions in respect of Primary Schools.
48. To arrange and supervise noon feeding in lower primary schools to draw CARE feeding bills, to make correspondence with D.P.I. direct on matters relating to CARE feeding programme.
49. To accept endowments upto Rs. 1,000 subject to the approval of the scheme by Government.



50. To attest the entries in Part I and II of the Service Books of the employees in his office and teaching and non-teaching staff of Aided Primary Schools. To make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Government Primary Schools. To issue service certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

**Headmasters of High and Training Schools and Special Schools  
Chief Instructor of R.L.T.C. and H.T.T.I.**

1. To make provisional appointment to the sanctioned post of teachers, ministerial staff and last grade employees in the school through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To sanction leave, other than study leave special disability leave and leave without allowances exceeding 120 days to all members of staff working under him. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power.)

3. To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power.)

4. To authorise increment to all employees working in the school (Assistant-in-charge of incomplete H.S. is authorised to exercise this power)

5. To sanction higher and senior grades to teaching and non-teaching staff working under him.

6. To initiate disciplinary action against the staff working under him and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C.C. and A) Rules.

7. To be drawing officer in respect of establishment pay bills, T.A. bills, P.F. bills, contingent bills, stipend and subsistence allowance bills, scholarship bills etc. in respect of the school. (Assistant-in-charge of incomplete H.S. is authorised to draw and disburse the bills relating to the pay and allowances of their own and their establishment including the pay and allowance of contingent employees without countersignature and P.F. bills, scholarship bills etc. in respect of the school).

8. To sanction mosquito net advance to the eligible members of the aff in his school subject to rule and budget allotment.

9. To sanction temporary withdrawals from G.P.F. in respect of members of staff in the school upto Rs. 3,000 subject to General P.F. rules. To sanction non-refundable advance from G.P.F. upto Rs. 3,000 subject to the conditions and limitations in the General Provident Fund Rules. Assistant-in-charge of incomplete H.S. is authorised to sanction temporary withdrawals in normal cases upto Rs. 3,000.

*Note*:—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

10. To sanction payment under Family Benefit Scheme in respect of all employees working in the school.

11. To incur non-recurring contingent expenditure upto Rs. 100 in each case subject to budget provision and observance of rules. (Assistant-in-charge of incomplete high school is authorised to exercise this power).

12. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 at a time and annual limit of Rs. 500 subject to budget provision and Stores Purchase Rules. To sanction purchase of books, laboratory equipments, educational appliances and other stores not exceeding Rs. 1,000 at a time subject to budget provision and Store Purchase Rules (This will not include expenditure from special fee collection).

13. To purchase office furniture according to the approved specifications and standards upto Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules.

14. To sanction repairs of furniture according to rules subject to annual limit of Rs. 2,000 and subject to budget provisions.

15. To carry out maintenance and repair works of an urgent and unforeseen nature upto Rs. 1,000 on proper sanction from the departmental officer concerned.

16. To sanction electrification, water supply, drainage and toilet facilities in his school at the expenses of outside agencies in accordance with the guidelines, instructions, rules, etc. prescribed under intimation to the Deputy Director (Assistant-in-charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director).

17. To sanction write off of the stores book value upto Rs. 100 which are purchased out of special fee account of the school subject to special fee rules (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

18. To sanction write off of the value of damaged class text books subject to the annual limit of Rs. 250.

19. To sanction the disposal of unservicable articles when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules (Assistant-in-charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director).

20. To sanction auction sale of fallen and dead trees within the school premises subject to confirmation by the Deputy Director (Education).

21. To permit to cut down the living trees when it endangers to life or property and to dispose of them with the approval of the Deputy Director (Edn.) as per rules. To sanction auction sale of usufructs of trees and lease of school premises for cultivation subject to confirmation by the Deputy Director (Edn.) (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

22. To execute agreement towards purchase of stores within their financial powers.

23. To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of school premises for cultivation, etc.

24. To prepare and submit monthly expenditure statement of the school to the Deputy Director for reconciliation and monthly plan progress report.

25. To sanction destruction and preservation of records in the school subject to rules (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

26. To grant permission for lending of school buildings and premises to outside agencies on rent prescribed in G.O. (Ms) No. 20/77/G.Edn. dated 29th January 1977 of the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

27. To permit the use of school buildings and premises on fee of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

28. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

29. To issue extract of Admission Register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standards up to IX on requisition from the guardian as per instructions issued from time to time. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

30. To accept endowments up to Rs. 1,000 subject to the approval of scheme by Government.

31. To attest the entries in Part I and II of the Service Books of the employees in the school. To make service verification entries in Part II of the Service Book of employee in the school (Assistant-in-charge of incomplete H.S. is authorised to attest the entries in Part II of Service Books).

**Headmasters of primary schools who have passed Account Test and test in K.E.R. or who stand exempted from passing the test and graduate Headmaster of U.P.S.**

1. (a) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all members of staff working under him.

(b) To sanction casual leave to all members of staff working under him and to himself as provided to Rule 3 of Appendix VII in K.S.R.

2. To authorise increment to all employees working in the school.

3. To be drawing officer in respect of bills relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. bills, scholarship bills, etc. in respect of the school.

4. To sanction write off of the value of damaged class text books subject to the annual limit of Rs. 100.

5. To conduct auction sale of unserviceable articles in the school up to the book value of Rs. 100 and dispose of them with the approval of the AEO.

6. To sanction disposal of the fallen and dead trees within the school premises subject to the confirmation by the Assistant Educational Officer.

To permit to cut down the living trees when it endangers to life or property with the approval of the Assistant Educational Officer as per rules.

To grant permission for lending school buildings and premises to outside agencies on rent prescribed in G. O. Ms. No. 20/77/G.Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

7. To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer.

8. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules.

9. To issue extract of admission register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standard up to VII on requisition from the guardian as per instructions issued from time to time.

10. To attest the entries in Part II of the Service Books of the employees in the school.

### **General**

1. All appointing authorities are empowered to issue N.L.C. for getting passport to the employees whom he is competent to appoint.
2. All appointing authorities are empowered to impose major punishments as per Kerala Civil Services (C., C. and A) Rules.
3. District Educational Officers are authorised to conduct annual stock verification of District Text Book Depots.
4. The Deputy Directors Education will be responsible for the overall control and supervision of all the offices and institutions under their jurisdiction.
5. The powers delegated to the various officers in the hierarchy will be exercised by the Superior Officers whenever necessary.

ORDER No. D6-18676/97/DPI. dated 27-12-1997.

*Sub:—Edn.—Estt.—Duties and responsibilities of Special Officer Arabic/IMEs and Women Inspectors for Muslim Girls Education—Orders issued.*

- Read:—*1. G.O.(Rt) No. 1356/75/G.Edn. dated 2-5-1975.  
 2. G.O.(P) No. 20/76/G.Edn. dated 9-2-1976.  
 3. G.O.(Rt) No. 3865/97/G.Edn. dated 7-11-1997.  
 4. Letter No. O&M1/112072/75/K. Dis. dated 29-9-1975.

As per Government order read as 1st paper the post of special officer-Arabic was created in the office of the Director of Public Instruction, Thiruvananthapuram by upgrading the post of IME in the Thiruvananthapuram Revenue District. Later in the G.O. 2nd cited qualifications and method of appointments to the post of special officer Arabic were prescribed and included in the General Education Special Rules. In the Government Order read as 3rd Shri Sulaiman, M. was promoted and posted as special officer Arabic in the Office of the Director of Public Instruction, Thiruvananthapuram. Accordingly he has joined duty in the post on 7-11-1997. The present duties and responsibilities attached to the post of Special Officer Arabic, IME's and women inspectors for Muslim Girls Education prescribed as per this office letter read as 4th paper above require necessary modification.

In the circumstances stated above the following duties and responsibilities are assigned to the post of Special Officer Arabic IME and Women Inspectors for Muslim Girls Education with immediate effect.

### **Special Officer Arabic**

1. To Co-ordinate the work of IME and Women Inspectors for Muslim Girls Education (WIMGE) in the State.
2. To review the inspection report of IME/WIMGE and to submit the progress report thereof to the Additional Director of Public Instruction (General) during the succeeding month before 15th.
3. To inspect the work of IME/WIMGE in all the Revenue District and to give direction for better performance.
4. To arrange training programme/Orientation courses to IME/WIMGE in consultation with Additional Director of Public Instruction(General).
5. To arrange periodical meeting of IME/WIMGE with the approval of Director of Public Instruction. Every month tentative Tour Programme should be prepared and got them approved by the Additional Director of Public Instruction (GI). At the end of each month Tour Diary should be submitted to the Additional Director of Public Instruction (GI) and approval obtained.

6. To obtain in advance from the IME/WIMGE's Educational proposals of work they intended to take up for a half year in May and October and assign work for each.
7. To Super Check a few schools inspected by IME/WIMGE at random.
8. To visit centres of Arabic teacher periodical meeting and give them necessary advice and guidance.
9. To disseminate the good practices in Arabic teaching in one area to other.
10. To attend occasionally the meetings of Parent Teachers Association organised by Women Inspectors for Muslim Girls Education.
11. To visit centres of Inservice/Orientation courses of Arabic Teachers conducted by the Department or sanctioned by the Department.
12. To arrange for the preparation of year plan in Arabic/Urdu for all standard, in Academic school utilising the service expert teachers in the field and get them printed and distributed to all schools with the help of SCERT, after obtaining orders of DPI.
13. To conduct inspection of Arabic & Urdu teaching and allied matters at the LTT centres Quilon, Calicut and Malappuram.
14. To inspect offices of the Inspectors and Women Inspectors to discuss their inspection reports, follow up activities in order to ensure effective teaching of language.
15. To sign "For Director of Public Instruction" the fair copies of letters and orders relating to Arabic teaching and Muslim Education addressed to subordinate offices the draft of which was approved by the DPI/ADPI (Gl.).
16. To be incharge of the whole scheme of Arabic and Urdu teaching in schools.
17. To attend to other incidental items of work relating to the syllabus Text Books and examinations as and when required.
18. To attend all duties and functions of IME, Thiruvananthapuram District (Since the post of IME in Thiruvananthapuram District was upgraded as special officer Arabic and shifted to the Directorate). The Special Officer should inspect at least 10 schools in Thiruvananthapuram Revenue District every month where Arabic is being taught and should submit the report thereof to the Educational Officer concerned for information and to the Additional Director of Public Instruction (General) for review.
19. The Special Officer Arabic should be present in the office at least one day i.e., Saturday or Friday in every week.

**II. IME/WIMGE**

1. The IME should inspect atleast 15 schools in every month where Arabic is taught and should submit the report thereof to Special Officer, Arabic for review and to the Educational Officer concerned for information.
2. The WIMGE should inspect at least 15 schools in every month (UPS/ LPS) and should forward the report thereof to Special Officer Arabic for review and to the Educational Officer concerned for information.
3. In addition to the above, the IME/WIMGE should conduct surprise visit atleast to 5 schools in a month.
4. The Monthly tour diary of IME/WIMGE duly countersigned by the Deputy Directors concerned should be forwarded to the Arabic Special Officer.
5. The WIMGE shall give priority to off-campus programmes like house visit, propaganda meeting etc. useful for the improvement of enrolment of Muslim Girls over supervision of teaching. They shall visit all categories of schools, collect statistics regarding droppage of pupils, assess the extent of Educational backwardness and plan suitable programmes. They should also review and take follow up action.
6. The IME/WIMGE will prepare a tentative tour programme for every month in advance and get them approved by the Deputy Director of Education concerned and forward a copy thereof to the Special Officer, Arabic. At the end of every month tour diary should also be submitted to the officers concerned.
7. The IME/WIMGE should also supervise Urdu teaching in the schools within their jurisdiction and send report to the Arabic Special Officer/ AEO/DEO/DDE concerned.
8. To arrange inservice training course to Arabic/Urdu teachers in their jurisdiction with the help of Special Officer, Arabic and with the permission of the DDE's concerned.
9. The IME/WIMGE should present in the office to which they are attached, atleast one day i.e. Saturday or Friday in every week i.e. the non working day for majority of schools in the District.



Copy of G.O. (Ms.) No. 14/94/G.Edn. dated 3-2-1994 from the General Education (J) Department, Government Secretariat, Thiruvananthapuram.

**Abstract**

**GENERAL EDUCATION—DELEGATION OF ADDITIONAL POWERS TO THE EDUCATIONAL OFFICERS—ORDERS ISSUED**

*Read:*—Letter No. D4-118924/92 dated 16-11-1992 from the Director of Public Instruction.

**ORDER**

Government are pleased to order that the Senior Administrative Officer, the Deputy Directors of Education, the District Educational Officers and Assistant Educational Officers will be delegated with the additional powers specified in the Annexure to this G.O. :

2. Necessary amendments to the Kerala Account Code, Kerala Treasury Code, Kerala Financial Code etc. will be issued by the Finance Department, separately.

By order of the Governor,

**K. K. VIJAYAKUMAR,**  
*Secretary to Government*

## ANNEXURE

**New/Additional powers delegated to the Officers in the Education Department**

<i>Sl. No.</i>	<i>Existing Powers</i>	<i>Government Orders No. and date</i>	<i>New/Additional powers delegated</i>
(1)	(2)	(3)	(4)
1.	Senior Administrative Officer Office of the D.P.I.—Nil	G.O.(P)350/65/ Edn. dated 25-6-1965  G.O.(P)76/84/ Edn. dated 25-4-1984.	To countersign the last salary bill to officers in the cadres of Personal Assistant to the District Educational Officers and above.
2.	Deputy Director of Education—Nil	do.	(a) To sanction time bound grade to the Assistant Educational Officers/Headmasters or those having identical scales of pay.  (b) To countersign the last salary bill of H.M./AEO, Senior Superintendent and of those having identical scales of pay on their retirement.  (c) To countersign the Bills for purchase of Motor Cycles on receipt of sanction order issue by the Director.  (d) To countersign the bills for loans and advances, House Building Advance, etc., on receipt of sanction order issue by the Director.  (e) To issue No Objection Certificate to apply for Indian Passport to all non-Gazetted Officers was under them.

(1)	(2)	(3)	(4)
3.	District Educational Officers—Nil	G.O. (P) 76/84/ Edn. dated 25-4-1984.	Exemption from age rules for admission of pupils in standard I to X will be delegated to the District Educational Officers.

Period of exemption that can be granted by the Educational Officer will be limited to six months. However, age exemption need be granted to pupils only if the guardian produce the birth certificate of the pupil issued by the competent authority.

4.	Assistant Educational Officers—Nil	do.	Exemption from age rules for admission of pupils in standard I to IV will be delegated to the Assistant Educational Officers.
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Period of exemption that can be granted by the Educational Officer will be limited to six months. However, age exemption need be granted to pupils only if the guardian produces the birth certificate of the pupil issued by the Competent Authority.

(Sd.)

*Secretary to Government.*

## GOVERNMENT OF KERALA

**Abstract**

**GENERAL EDUCATION—ESTABLISHMENT—DELEGATION OF POWERS TO  
SENIOR SUPERINTENDENTS, OFFICE OF THE ASSISTANT EDUCATIONAL  
OFFICERS—ORDERS ISSUED**

## GENERAL EDUCATION (C) DEPARTMENT

G.O.(Ms.) No. 8/95/G.Eda.

Dated, Thiruvananthapuram, 9th January, 1995.

Read:— 1. G.O. (Ms.) 14/93/G.Edn. dated 20-1-1993.

2. Letter No. D3-65620/92 dated 3-2-1993 from the Director of Public Instruction.

**ORDER**

In the Government Order read as first paper above Orders have been issued upgrading 157 posts of Junior Superintendents in the Office of the Assistant Educational Officers to that of Senior Superintendents. But they were not assigned any delegation of powers. To avoid delay in the functioning of the Office of the Assistant Educational Officers, Government are pleased to issue Orders delegating the powers to the Senior Superintendents, Office of the Assistant Educational Officers as shown in the Appendix subject to vetting by the Empowered Committee later.

By order of the Governor,

**K. GOPALAKRISHNAN,**  
*Additional Secretary to Government.*

## APPENDIX

1. To sanction all kind of leave other than study leave and special disability leave and leave without allowances not exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided Primary Schools and also teaching and non-teaching staff of Primary Schools where the Head of Institution is under qualified and where there is no Headmaster/Teacher in-charge appointed by the Manager in the case of Aided Schools subject to KER/K.S.R.

2. To sanction casual leave to all officers working under his control as provided in Rule 3 of Appendix VII of K.S.R.

3. To issue permission to Heads of Primary Schools to leave jurisdiction/Headquarters on casual leave.

4. To authorise increment to all employees in his office, Heads of Departmental and Aided Primary Schools and Teaching and Non-teaching Staff of Primary Schools where Head of Institution is under qualified and where there is no Headmaster/Teacher in-charge appointed by the Manager.

5. To be the drawing officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills, Contingent Bills etc. of the Office and incomplete departmental primary schools.

6. To countersign the Establishment Pay Bills, Maintenance grant bills, Scholarship bills etc. of Aided Primary Schools in the Sub District.

7. To draw and disburse T.A. claims of the Staff in his office.

8. To Countersign T.A. Bills of Teaching and Non-Teaching staff including Headmasters of Departmental and Aided Primary Schools.

9. To sanction reimbursement of Medical expenses to the staff in his Office and teaching staff including Headmasters of Departmental and Aided Primary Schools in the Sub District subject to Medical Attendance Rules.

10. To sanction temporary withdrawals/non-refundable advance from GPF/KASEPF in respect of all employees in the Sub District upto 65% of the deposit subject to PF Rules concerned.

*Note:*—No relaxation of any provisions in GPF/KASEPF will be empowered under any circumstances.

11. To sanction Mosquito net advance to eligible employees under his control subject to rules and budget allotment.

12. To sanction payment under Family Benefit Scheme in respect of all employees in his office and Departmental Primary Schools and Aided Primary Schools under his control.

13. To prepare and submit monthly expenditure statement and monthly plan progress report of his office and Primary Schools in the Sub District to the Deputy Director (Edn.) for reconciliation.

14. To incur non-recurring contingent expenditure upto Rs. 150 in each subject to budget provision and observance of rules.

15. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

16. To sanction auction sale of usufructs of trees and lease of Office premises for cultivation etc.

17. To give confirmation of auction sale conducted by the Heads of Primary Schools.

18. To sanction destruction of records in the Office subject to rules.

19. To attest the entries in Part I and II of the Service Book of the employees in his office and teaching and non-teaching staff of Aided Primary Schools to make service verification entries in Part II of the Service Book in respect of teaching and non-teaching staff of Government Primary Schools and to issue service certificate in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

20. To be in-charge of the office in the absence of Assistant Educational Officer.

21. To correspond with Higher authorities on routine matters and to sign "for Assistant Educational Officer" fair copies of communications approved by the Assistant Educational Officer. To approve draft communications to the subordinate officers and public.

22. To organise and Control the working of the Office.

23. To be in-charge of the Cash transaction in the office.

CHAPTER XIX

STATISTICAL TABLES

1. Institutions, Enrolment and Teachers by Type of School 1999-2000

<i>Type of School</i>	<i>Number of Institutions</i>				<i>Enrolment</i>			<i>Number of teachers</i>		
	<i>Govt.</i>	<i>Aided</i>	<i>Unaided</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
High School	979	1397	220	2596	1321595	1317021	2638616	30576	61430	92006
U.P. School	959	1873	134	2966	717994	651298	1369292	16072	32428	48500
L.P. School	2552	4035	161	6748	622613	603191	1225804	12930	30651	43581
T.T.I.	38	64	..	102	7680	7655	15335	284	693	977
<b>Total</b>	<b>4528</b>	<b>7369</b>	<b>515</b>	<b>12412</b>	<b>2669882</b>	<b>2579165</b>	<b>5249047</b>	<b>59862</b>	<b>125202</b>	<b>185064</b>

## 2. Number of Schools in Kerala 2000-2001

11/4178/2001/MC.

<i>Name of District</i>	<i>High Schools</i>				<i>Upper Primary Schools</i>			
	<i>Govt.</i>	<i>Aided</i>	<i>Unaided</i>	<i>Total</i>	<i>Govt.</i>	<i>Aided</i>	<i>Unaided</i>	<i>Total</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Thiruvananthapuram	121	94	27	242	98	101	15	214
Kollam	75	124	10	209	62	139	7	208
Pathanamthitta	48	114	7	169	43	85	13	141
Alappuzha	58	127	7	192	67	78	2	147
Kottayam	59	166	16	241	68	128	8	204
Idukki	52	72	10	134	41	61	1	103
Ernakulam	91	175	35	301	92	102	13	207
Thrissur	80	150	21	251	55	164	7	226
Palakkad	59	77	16	152	63	159	13	235
Malappuram	82	80	30	192	112	225	14	351
Kozhikode	67	100	17	184	76	242	11	329
Wayanad	38	23	4	65	34	40	4	78
Kannur	81	77	10	168	77	277	12	366
Kasaragod	74	33	8	115	72	72	4	148
<b>Total</b>	<b>985</b>	<b>1412</b>	<b>218</b>	<b>2615</b>	<b>960</b>	<b>1873</b>	<b>124</b>	<b>2957</b>



2. Number of Schools in Kerala 2000-2001—(Contd.)

Name of District	Lower Primary Schools				Total			
	Govt.	Aided	Unaided	Total	Govt.	Aided	Unaided	Total
(1)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Thiruvananthapuram	302	181	14	497	521	376	56	953
Kollam	269	189	17	475	406	452	34	892
Pathanamthitta	169	243	13	425	260	442	33	735
Alappuzha	194	198	13	405	319	403	22	744
Kottayam	169	274	21	464	296	568	45	909
Idukki	83	138	6	227	176	271	17	464
Ernakulam	187	278	22	487	370	555	70	995
Thrissur	120	390	10	520	255	704	38	997
Palakkad	194	350	9	553	316	586	38	940
Malappuram	346	479	8	833	540	784	52	1376
Kozhikode	185	533	6	724	328	875	34	1237
Wayanad	92	53	6	151	164	116	14	294
Kannur	114	614	5	733	272	968	27	1267
Kasaragod	141	115	8	264	287	220	20	527
<b>Total</b>	<b>2565</b>	<b>4035</b>	<b>158</b>	<b>6758</b>	<b>4510</b>	<b>7320</b>	<b>500</b>	<b>12330</b>

### 3. Roll strength of Pupils in Kerala 2000-2001

*District-wise*

District	All Communities			Scheduled Castes			Scheduled Tribes		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Thiruvananthapuram	241959	240482	482441	34661	33518	68179	1552	1730	3282
Kollam	199145	193054	392199	28574	27043	55617	645	761	1406
Pathanamthitta	89210	81923	171133	14968	13319	28287	491	396	887
Alappuzha	150793	143612	294405	16174	15160	31334	374	306	680
Kottayam	141056	137068	278124	12874	12183	25057	1390	1367	2757
Idukki	80569	75264	155833	12734	12046	24780	3640	3154	6794
Ernakulam	212081	206391	418472	21060	20139	41199	941	745	1686
Thrissur	244030	236565	480595	31442	29964	61406	508	674	1182
Palakkad	237495	230720	468215	40035	37985	78020	3142	2592	5734
Malappuram	410470	390216	800686	30811	29196	60007	1016	910	1926
Kozhikode	257607	245866	503473	17544	16244	33788	546	474	1020
Wayanad	67359	64936	132295	3960	3668	7628	11013	10337	21350
Kannur	215461	205476	420937	8607	8394	17001	1946	1848	3794
Kasaragod	113663	106581	220244	8610	8147	16757	2932	2636	5568
	2660898	2558154	5219052	282054	267006	549060	30136	27930	58066

#### 4. Roll Strength of Pupils in Kerala 2000-2001

*Standard-wise*

Standard	All Communities			Scheduled Castes			Scheduled Tribes		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
I	226906	223747	450653	24148	23374	47522	3015	2846	5861
II	244828	237199	482027	26049	24722	50771	3539	3335	6874
III	252045	242532	494577	26424	24921	51345	3617	3444	7061
IV	259372	246823	506195	27630	25754	53384	3581	3379	6960
V	279175	260335	539510	30497	27665	58162	3553	3114	6667
VI	287416	268113	555529	31555	28653	60208	3111	2666	5777
VII	305566	278496	584062	33176	29625	62801	2932	2564	5496
VIII	303630	282358	585988	32063	29397	61460	2797	2478	5275
IX	282749	279120	561869	29724	29397	59121	2474	2390	4864
X	219211	239431	458642	20788	23498	44286	1517	1714	3231
<b>Total</b>	<b>2660898</b>	<b>2558154</b>	<b>5219052</b>	<b>282054</b>	<b>267006</b>	<b>549060</b>	<b>30136</b>	<b>27930</b>	<b>58066</b>

5. No. of Teachers in Kerala 1999-2000

District/Section-wise

District	High and Training School Section			U. P. Section			L. P. Section			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Thiruvananthapuram	1649	4399	6048	1574	3770	5344	1094	4256	5350	4317	12425	16742
Kollam	1570	3493	5063	1121	3223	4344	813	3180	3993	3504	9896	13400
Pathanamthitta	755	2028	2783	499	1775	2274	368	1944	2312	1622	5747	7369
Alappuzha	1130	3045	4175	717	2627	3344	485	2710	3195	2332	8382	10714
Kottayam	1118	2799	3917	694	2492	3186	542	3057	3599	2354	8348	10702
Idukki	757	1218	1975	504	1202	1706	475	1456	1931	1736	3876	5612
Ernakulam	1361	4431	5792	914	3752	4666	714	4077	4791	2989	12260	15249
Thrissur	1210	4442	5652	834	4409	5243	623	4965	5588	2667	13816	16483
Palakkad	1746	3176	4922	1651	3414	5065	1534	4148	5682	4931	10738	15669
Malappuram	3699	3697	7396	3644	4254	7898	3413	6221	9634	10756	14172	24928
Kozhikode	3097	2934	6031	3230	2892	6122	3121	3788	6909	9448	9614	19062
Wayanad	672	716	1388	644	756	1400	560	1004	1564	1876	2476	4352
Kannur	2613	2562	5175	2297	3107	5404	2481	4065	6546	7391	9734	17125
Kasaragod	1384	596	2380	1255	1134	2389	1300	1588	2888	3939	3718	7657
<b>Total</b>	<b>22761</b>	<b>39936</b>	<b>62697</b>	<b>19578</b>	<b>38807</b>	<b>58385</b>	<b>17523</b>	<b>46459</b>	<b>63982</b>	<b>39862</b>	<b>125202</b>	<b>185064</b>

## 6. No. of Teachers in Kerala 1999-2000

*District and Management-wise*

District	Government			Private Aided			Private Un-aided			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Thiruvananthapuram	2561	6292	8853	1461	4904	6365	295	1229	1524	4317	12425	16742
Kollam	1680	3838	5518	1758	5691	7449	66	367	433	3504	9896	13400
Pathanamthitta	601	1616	2217	975	3824	4799	46	307	353	1622	5747	7369
Alappuzha	874	2777	3651	1423	5359	6782	35	246	281	2332	8382	10714
Kottayam	635	2158	2793	1592	5639	7231	127	551	678	2354	8348	10702
Idukki	735	1128	1863	944	2593	3537	57	155	212	1736	3876	5612
Ernakulam	1161	3408	4569	1658	7660	9318	170	1192	1362	2989	12260	15249
Thrissur	907	3571	4478	1607	9656	11263	153	589	742	2667	13816	16483
Palakkad	1885	3396	5281	2942	6848	9790	104	494	598	4931	10738	15669
Malappuram	4249	5204	9453	6248	8550	14798	259	418	677	10756	14172	24928
Kozhikode	2931	2556	5487	6369	6719	13088	148	339	487	9448	9614	19062
Wayanad	1119	1156	2275	736	1248	1984	21	72	93	1876	2476	4353
Kannur	2297	2196	4493	5028	7347	12375	66	191	257	7391	9734	17125
Kasaragode	2270	2085	4355	1592	1507	3099	77	126	203	3939	3718	7657
<b>Total</b>	23905	41381	65286	34333	77545	111878	1624	6276	7900	59862	125202	185064

## CHAPTER XX

## IMPORTANT ORDERS/CIRCULARS

No. D4,15375/97/DPI.

Office of the Director of Public Instruction,  
Thiruvananthapuram,  
Dated 31-3-1997.

## CIRCULAR

**Sub:—General Education—Establishment—Heads of Departmental High Schools—Charge Arrangement—Regarding.**

As per the Kerala Education Special Rules the post of heads of departmental High Schools/Assistant Educational Officers are to be filled up by promotion from the category of H.S.As., who possess the following qualifications.

- (i) A degree awarded or recognised by the University of Kerala.
- (ii) B.Ed./BT/LT.
- (iii) A pass in the test in Account Test (Lower) and KER conducted by the K.P.S.C.
- (iv) In the case of Language/Craft Teacher, 12 years of continuous graduate Service.

In the case of those who have completed 60 years of age will be permanently exempted from acquiring departmental test qualification.

But in the case of High Schools, where the strength of pupils exceed 1500, the senior most H.S.A. of the school will be designated as Deputy Headmaster of the school as clarified in G.O. (Ms.) No.53/96/GE dated 13-2-1996 without regarding the Educational qualification possessed by the Senior H.S.A. on the ground that the redesignation of the Senior Assistant as Deputy Headmaster does not involve upgradation of the post.

In the circumstances stated above, the Deputy Directors are informed that where the necessity for charge arrangement to the post of Headmaster of High School arise, the senior most graduate teacher of that school *who possess the qualification* prescribed for the post of Headmaster and in the absence of fully qualified person, the senior most graduate teacher who possess the basic Educational qualification prescribed for the post of Headmaster, need alone be placed in charge of Headmaster as was done hitherto.

The Deputy Directors are directed to issue necessary orders to the heads of schools on the subject.

(By order of the Director of Public Instruction)

(Sd.)

K. S. PREMACHANDRA KURUP,  
Senior Administrative Officer.

## GOVERNMENT OF KERALA

**Abstract**

**GENERAL EDUCATION—FORMATION OF OFFICE OF THE ASSISTANT EDUCATIONAL OFFICER, KUZHALMANNAM—SANCTION ACCORDED—ORDERS ISSUED**

## GENERAL EDUCATION (N) DEPARTMENT

G.O.(Ms.) 310/98/G.Edn

*Dated, Thiruvananthapuram, 6th August, 1998.*

*Read:*—1. Representation dated 27-6-1995 from Shri M. Narayanan, M.L.A.

2. Lr. No. D4/61370/95/DPI/K.Dis. dated 5-2-1996 from the Director of Public Instruction.

## ORDER

Shri M. Narayanan, M.L.A. in his letter read as 1st paper above has requested Government to form a new office of the Assistant Educational Officer at Kuzhalmannam as the schools in his constituency lie under the jurisdiction of five Assistant Educational Officers which affects smooth functioning of the schools. The Director of Public Instruction in his letter read as 2nd paper above has recommended Government to form a new Office of the Assistant Educational Officer at Kuzhalmannam having the jurisdiction over 46 schools which are now under the jurisdiction of five A.E.O. Offices viz., Kollangode, Alathur, Paraly, Palakkad and Chittur.

Government have examined the case in detail and are pleased to accord sanction for the formation of a new Office of the Assistant Educational Officer having headquarters at Kuzhalmannam. The following 46 schools which are now under the jurisdiction of Kollangode, Alathur, Paraly, Palakkad and Chittur A.E.O. Offices will come under the jurisdiction of the Office of the Assistant Educational Officer, Kuzhalmannam with immediate effect.

1. G.L.P.S., Peruvempu
2. G.J.B. School, Peruvempu
3. A.L.P. School, Thannisseri
4. G.B.U.P.S., Kuzhalmannam
5. J.B.S., Kannur
6. C.D.A.U.P.S., Olivemount
7. G.L.P.S., Thenkurissi
8. G.L.P.S., Kalappetti
9. G.L.P.S., Perumkunnu
10. V.B.S., Vilayannur.

11. V.L.N.U.P.S., Vilayamchathanur
12. A.S.B.S., Manjaloor
13. J.B.S., Vettumkadu
14. A.J.B.S., Manangulappu
15. J.B.S., Vempaloor
16. G.B.U.P.S., Ethannur
17. B.M.A.J.B.S., Kuzhalmannam
18. U.J.B.S., Kuzhalmannam
19. St. Thomas Mission L.P. School
20. G.U.P.S., Kannampalli
21. Sitharam U.P.S., Kunisseri
22. G.U.P.S., Bemmannur
23. G.L.P.S., Chengganikkur
24. G.L.P.S., Kottayi
25. G.J.B.S., Pallanchathanur
26. G.L.P.S., Peringottukurissi
27. G.L.P.S., Pulinelli
28. G.J.G.S., Thanniramcadu
29. G.L.P.S., Varodu
30. G.L.P.S., Vecswalam
31. A.U.P.S., Cheprakkulam
32. A.U.P.S., Chenganiyoor
33. K.A.M.U.P.S., Choolannur
34. A.J.G.S., Anikkodu
35. A.L.P.S., Karadiyampara
36. A.L.P.S., Kariyamkodu
37. A.L.P.S., Kizhathur
38. K.J.B.S., Kuthannur
39. N.J.B.S., Kuthannur
40. J.B.S. Mulanchitti, Kuthannur
41. A.L.P.S., Mathur West
42. A.N.P.S., Mathur East
43. A.L.P.S., Paruthippulli
44. A.L.P.S., Thottakkara
45. G.L.P.S., Kadakkurssi
46. M.S.L.P.S., Kadumthuruthi.

The post of Assistant Educational Officer and other supporting posts should be made available by redeployment.

By order of the Governor

**K. F. THRESIAMMA,**  
Additional Secretary to Government.



## GOVERNMENT OF KERALA

**Abstract**

**PUBLIC SERVICES—SCHEME FOR THE COMPASSIONATE EMPLOYMENT OF THE  
DEPENDENTS OF GOVERNMENT SERVANTS WHO DIE IN HARNESS—MODIFIED—  
ORDERS ISSUED**

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**PERSONNEL AND ADMINISTRATIVE REFORMS  
(ADVICE-C) DEPARTMENT**

**G.O. (P) No. 12/99/P&ARD**

**Dated, Thiruvananthapuram, 24th May, 1999.**

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- Read:—* 1. G. O. (Ms.) No. 20/70/PD dated 21-1-1970.  
 2. G.O. (P) No. 7/95/P&ARD dated 30-3-1995.  
 3. Judgment in OP. No. 10287/95 dated 26-7-1995 of the Hon'ble High Court of Kerala.  
 4. G.O. (P) No. 21/95/P&ARD dated 21-10-1995.  
 5. G. O. (P) No. 14/96/P&ARD dated 25-3-1996.  
 6. G. O. (P) No. 23/96/P&ARD dated 10-7-1996.  
 7. G. O. (P) No. 39/96/P&ARD dated 29-11-1996.  
 8. G. O. (P) No. 4/97/P&ARD dated 12-2-1997.  
 9. G. O. (P) No. 1/98/P&ARD dated 5-1-1998.

**ORDER**

As per the Government order read as 1st paper above, Government have introduced a scheme to provide employment assistance to the dependents of Government Servants who die in harness. The intention of the scheme was to provide expeditious relief to the immediate family of the deceased Government Servants, who will suffer in the absence of such a relief. Severe relaxations and restrictions have taken place over the past 29 years to the scheme and rules. This scheme was liberalised last as per G.O. read as 2nd paper above. While disposing OP No. 10287 of 1995, the Hon'ble High Court has observed that the provisions contained in G.O. (P) No. 7/95/P&ARD dated 30-3-1995 regulating the scheme contravene the instructions issued by the Hon'ble Supreme Court of India in two of their judgements, and directed the Government to revise the scheme adhering to the rules enunciated by the Supreme Court.

2. Government have considered in detail all the relevant aspects and are now pleased to issue the following orders, in supersession of all the existing orders to regulate the appointment under the compassionate employment scheme.

*Date of effect*

3. Applications received on or after the date of issue of this order shall be disposed of in accordance with these orders. Pending applications as on the date of this order shall be dealt with as per the earlier orders.

*Eligibility*

4. Applications from dependents of Government Servants who die in harness will be considered for employment assistance under the scheme. 'Government Servants' shall include contingent and work establishment personnel, part-time employees, N.M.R. Workers, Seasonal employees under various Government Departments, Permanent Labourers of the Agriculture Department and Panchayat employees.

5. Dependents of the employees of the Municipalities and Corporations who die in harness will also be eligible for employment assistance on the pattern of this scheme. However, their appointment shall be confined to the Municipalities and Corporations only.

6. Dependents of Government Servants missing while in service, if it is not proved otherwise as laid down in section 108 of the Indian Evidence Act will be eligible for employment assistance under the scheme treating that the incumbent had died while in service.

7. Dependents of Government Servants who die in harness irrespective of the circumstances of the death (including suicide) will be eligible for employment assistance under the scheme.

8. Dependents of Government Servants who have availed themselves of invalid pension and in whose case death takes place before the normal date of superannuation shall also be eligible for employment assistance under the scheme.

9. The scheme is not applicable to the employees of private colleges.

10. (a) Employment assistance under the scheme shall not be available to the dependents of Government Servants who are allowed to continue in service beyond superannuation either by extension of service or by reemployment and in whose case the death takes place after the normal date of retirement or superannuation.

(b) The dependents of the teaching staff of all educational institutions (including Principals of Colleges) who on completion of the age of 55 years during the course of an academic year continue in service, under Rule 60 (c) Kerala Service Rules, Part I, till the last day of the month in which the academic year ends and who die during the period of such continuance will be eligible for the employment assistance under the schedule.

11. Dependents of Government Servants who have retired voluntarily and in whose case death takes place before the normal date of superannuation shall not be eligible for the employment assistance under the scheme.

#### *Family Income*

12. The maximum income of the family of the deceased Government Servant should not exceed Rs. 1,50,000 (Rupees One lakh and fifty thousand only) per annum to make a dependent eligible for the Compassionate Employment and this limit will be revised from time to time.

13. Family income to be reckoned is the actual income available to all members of the family from all sources other than family pension. Income from the properties of the members of the family should also be reckoned. Income of the married sons and daughters and other members of the family living separately shall not be reckoned for calculating the family income. In case of disputes on income, the case shall be referred to the concerned District Collector and the income reported by the Collector shall be accepted as the actual income. When salary based income is calculated the pay including all allowances except Travelling Allowance shall be reckoned for the purpose. For this purpose, necessary amendments in the guidelines in G.O. (Ms.) No. 192/85/RD dated 23-3-1985 will be issued, separately.

#### *Dependents*

14. (a) Only one dependent will be given employment assistance under the scheme in the event of the death of a Government Servant. Employment assistance shall be given to the widow/widower, son, daughter in the said order of priority. Son and daughter shall include adopted son and adopted daughter respectively and will rank after son/daughter. No other dependent shall be eligible or given appointment under the scheme.

(b) Whenever there is a dispute between the claim of two dependents the person recommended by the widow/widower of the deceased Government Servant will be preferred.

(c) In the case of dependents other than widow/widower the consent of the widow/widower shall invariably be obtained.

*Minimum Service*

15. There shall be no minimum service restriction. Dependents of those Government Servants who are regularly appointed and employed in Government Service shall be eligible for the benefit of the scheme irrespective of the length of service.

*Category of appointment*

16. Appointment under the scheme will be limited to Class III & Class IV posts in the Subordinate Service, Last Grade Service and in Part-time Contingent Service to which direct recruitment is one of the methods of appointment. In the case of posts for which different methods of appointment are prescribed, the appointment under the scheme shall be set off against the quota earmarked for direct recruitment.

*Qualification for posts*

17. The qualification prescribed for direct recruitment to the post will apply. No relaxation in the qualifications will be allowed under the scheme.

*Age limit*

18. In the case of appointment to widow/widower and in the case of appointment to Part-time contingent posts, there shall be no upper age restriction i.e., applicants shall be given appointment up to the age of retirement. In all other cases the upper age limit prescribed for direct recruitment to the post shall apply.

*Time limit for preferring application*

19. The time limit for preferring applications under the scheme will be 2 years from the date of death of Government Servants. In the case of minor, the period will be within 3 years after attaining majority.

*Procedure for appointment*

20. Applications for appointment from dependents of Government Servants who die-in-harness will be entertained only in the prescribed form given in Appendix 'A' with a court fee stamp of Rs. 2 affixed thereon. The applications shall be submitted in the office where the Government Servants had last worked. Legal heirship certificate issued by the Tahsildar concerned, income certificate and death certificate should invariably be enclosed with the application. An applicant under the Compassionate Employment Scheme will be permitted to indicate the order of priority of the posts applied for. To the extent possible this order of priority will be accepted. However, if this is not possible the applicant will be appointed to any available vacancy in any of the subordinate services.

21. A checklist as in Appendix 'B' will be adopted by Heads of Departments/District Collectors for making reports to Government on the application for employment under the scheme.

22. Verification of character and other formalities to be followed in the case of direct recruitment, shall be followed in the case of appointment under this scheme also.

23(a) Proposals for appointments under the scheme to be made in the departments other than those in Secretariat will be processed and orders issued by the concerned Administrative Department in the Secretariat. The Administrative Department will issue only an order sanctioning the appointment of the candidate and the formal appointment order will be issued by the concerned Appointing Authority.

(b) In respect of appointments to be made in the Administrative Secretariat, Finance Department and Law Department the proposals will be processed by the concerned Administrative Department of the Secretariat but the final orders will be issued by the Administrative Secretariat, Finance Department and the Law Department as the case may be. In such cases sanction for the appointment need not be issued, instead formal appointment order itself may be issued.

#### *General*

24. Candidate appointed under the scheme should produce an attested copy of photograph at the time of joining duty.

25. Appointment once offered and the post once applied for shall be allowed to be charged if the request for change is made within the time limit prescribed in para 19 above.

26. Applicant will have the right to withdraw his/her application at any time within the time limit before the job is accepted, so as to enable another dependent of the family to make his/her application for employment assistance.

27. The appointment given under the scheme will be cancelled if and when it is found that there was misrepresentation or suppression of material facts on the part of the applicant while submitting application.

28. Candidates appointed under the scheme will have the option to choose any district for appointment, and in case they are appointed in a district other than the district of option, they will be transferred to the district of option at the earliest opportunity without loss of seniority.

29. The five year rule prescribed for inter-district transfer of district-wise recruits will be made applicable to persons appointed under the scheme only after the candidate is posted to the district of his choice.

30. Appointment of dependents in general category posts such as Lower Division Clerk, Lower Division Typist, Peon etc., will be made in the concerned Department itself against an existing or arising vacancy.

31. If vacancies of Lower Division Clerk is not available and the applicant is qualified for appointment as Lower Division Typist, he will be appointed as Typist-Clerk against an existing vacancy of Lower Division Typist and given category change as Lower Division Clerk without loss seniority, based on his option, adopting the General Pattern regarding category change in the case of appointments under the Compassionate Employment Scheme also, i.e., the Typist Clerk appointed under Compassionate Employment Scheme will remain as Typist-Clerk for a period of five years before category change is allowed.

\* 32. If a vacancy of Peon is not available in the Department to accommodate a dependent and if there is vacancy and the applicant is willing, he will be appointed in part-time contingent post. Such persons will be allowed change of appointment as Peon prospectively at the earliest opportunity.

33. If none of the alternatives mentioned in paras 30, 31 or 32 above is possible for want of vacancies, such cases shall be referred to the General Administration (C.E. Cell) Department for allotment of vacancies.

34. For allotment of vacancies under para 33 above, 5% vacancies in the categories of Lower Division Clerk, Lower Division Typist and Peon arising every year will be reported by all Heads of Departments/Appointing Authorities to the General Administration (C.E. Cell) Department.

35. 5% vacancies of Assistant Grade II including Legal Assistant Grade II in the Secretariat (Administrative Secretariat), Finance Department, Law Department and Office of the Advocate General and 5% vacancies of Auditor Grade II in the Local Fund Audit Department will be reserved and reported to the General Administration (C.E. Cell) Department for allotment of vacancies to the candidates possessing graduation and post graduation qualifications. The dependents of Government Servants in Secretariat, Office of the Advocate General and Local Fund Audit Department having the requisite qualification will be appointed as Assistant Grade II/Legal Assistant Grade II/Auditor Grade II in an existing or arising vacancy in the concerned department and such appointment shall not be set off against the 5% vacancies reserved and reported to the General Administration (C.E. Cell) Department.

36. 5% vacancies of Village Extension Officer and Lady Village Extension Officer in the Rural Development Department and 5% vacancies of Lower Division Compiler in Bureau of Economics and Statistics Department will be reserved and reported to the General Administration (C.E. Cell) Department for allotment under the scheme, to qualified dependents.

37. 10% vacancies of Police Constable, Excise Guard, Forest Guard and Jail Warder will be reserved and reported to the General Administration (C.E. Cell) Department for allotment to qualified hands.

38. The dependents of Government Servants in any of the Departments of Rural Development, Bureau of Economics and Statistics, Police, Excise, Forest and Jail applying for the posts of Village Extension Officer/Lady Village Extension Officer, Lower Division Compiler, Police Constable, Excise Guard, Forest Guard and Jail Warder respectively will be appointed in the concerned Department in existing or arising vacancies, provided they possess the requisite qualifications without consulting the General Administration (C.E. Cell) Department. Such appointment shall not be set off against the vacancies reserved and reported to the General Administration (C.E. Cell) Department.

39. Employment assistance under the scheme will be given only on fulfilment of the conditions stipulated in these orders. Appointment under the scheme shall be given only to one eligible dependent of the Government Servant. In cases, where appointment is in a Department other than the Department where the deceased Government Servant had worked and the vacancy is not one assigned by the General Administration (C.E. Cell) Department prior concurrence of the concerned Administrative Department should be obtained before orders are issued.

40. Government will have the right to cancel the order sanctioning the appointment of persons under the compassionate employment scheme if after the issue of the order it is seen on examination that the orders were issued erroneously.

41. As the scheme is intended to help the bereaved family of the deceased Government Servant, the application for employment assistance should be processed at all stages and at all levels with a sense of urgency. Enquiry reports of the District Collectors should be finalised and submitted within six weeks. A register in the proforma in Appendix 'C' will be maintained in the Collectorate to watch the receipt and disposal of applications.

42. The details of applications received from the dependents of the deceased employees and the details of appointment given will be entered in the Service Book of the deceased employees and also in the establishment register of the office in which the deceased employee last worked and the

fact should be attested by the Head of Office/Head of Department. Every Administrative Department of the Secretariat shall also maintain register in the proforma in Appendix 'D' in which applications received for employment assistance under the scheme shall be entered so that it will be easy to watch the progress of action and to furnish information on I.A. questions.

43. The files relating to issue of sanction for appointments of Government Servants dying-in-harness should be closed as Manuscript (MS) series so as to retain them permanently.

By order of the Governor,

**DHARAM VEER,**  
*Secretary to Government.*

To

All Heads of Department/Appointing Authorities and Offices.  
 All District Collectors,  
 All Departments (all Sections) of the Secretariat including Law and Finance.  
 All Officers of the Secretariat.  
 The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram (with C.L.)  
 The Secretary, Kerala Public Service Commission (with C.L.)  
 The Registrar, High Court of Kerala Ernakulam (with C.L.)  
 The Registrar, University of Kerala/Kochi/Kozhikode/Kannur (with C.L.)  
 The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)  
 The Registrar, Kerala Agricultural University, Thrissur (with C.L.)  
 The Registrar, Sree Sankaracharya University of Sanskrit, Kalady, Ernakulam (with C.L.)  
 The Secretary, Legislature Secretariat (with C.L.)  
 The General Manager, K.S.R.T.C., Thiruvananthapuram (with C.L.)  
 The Secretary, K.S.E.B., Thiruvananthapuram (with C.L.)  
 The Private Secretaries to the Chief Minister and other Ministers.  
 The Private Secretary to the Leader of Opposition, Convent House, Thiruvananthapuram.  
 The Private Secretary to the Speaker/Deputy Speaker, Legislative Assembly, Thiruvananthapuram.  
 The Private Secretary to the Governor, Raj Bhavan, Thiruvananthapuram.  
 The Advocate General, Ernakulam.  
 The Additional Secretary to the Chief Secretary.  
 The Director of Public Relations.  
 Stock File.

11/4178/2001/MC.



## APPENDIX A

(A Court Fee Stamp of Rupees two should be affixed to the Application Form)

**Form of Application for Employment under the Scheme for the  
Compassionate Employment of the dependents of Government  
Servants Dying-in-harness contemplated in G.O. (P) 12/99/  
P&ARD dated 24-5-1999**

1. Name and full postal address of the :  
applicant indicating the name of the  
District
2. Name, full residential address and :  
details of appointment last held by the  
Government Servant together with  
details of the date of entry in service,  
office and department where worked  
immediately before death etc.
3. Relationship of the applicant to the :  
Government Servant who died-in-  
harness
4. Total continuous service put in by the :  
deceased Government Servant with  
dates of birth and death
5. Details of the members in the family :  
of the deceased Government Servant  
together with the name, age occupation  
and relationship of each with the  
deceased
6. Total annual family income of the :  
deceased Government Servant (certi-  
ficate from concerned authority  
should be attached)
7. Applicant's age and date of birth :  
(attested copy of the relevant school  
records or other relevant records  
should be attached)
8. Educational qualifications and ex- :  
perience, if any, gained (attested  
copy of the certificate to be attached)

9. Physical measurements and fitness :  
 (Need be filled by the applicant who apply for the posts of Police Constable, Excise Guard, Forest Guard or Jail Warder)
- Height :
- Chest—Normal :
- Expanded :
- (To be supported by a certificate from a Medical Officer in Government Service)
10. Whether the applicant is married or single? :
11. Whether the applicant or any other dependent of the deceased Government Servant had applied for the benefits under the scheme earlier? (if so give details) :
12. Whether any other dependent of the deceased Government Servant has availed of the benefit of employment under the scheme previously? :
13. Name of posts for which appointment is sought in the order of preference :
14. The District chosen by the applicant :

DECLARATION

I,.....do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree to the appointment secured by me under the scheme being terminated without notice in the event of finding any misrepresentation or suppression of material parts on my part.

Place:  
 Date:

*Signature of applicant.*

## APPENDIX B

**Check list of points to be looked into for appointment of Dependents of Government Servants Dying-in-harness**

1. Name and designation of the deceased :  
Government Servant
2. Total service put in by the deceased :  
Government Servant
  - (i) Date of birth of the Government Servant :
  - (ii) Date of entry in service :
  - (iii) Date of death :
3. Details of members in the family :  
(Name, date of birth, marital status and occupation, if any)
4. Total annual family income of the deceased Government Servant :
5. Date of receipt of the application form :  
whom the application is received
6. Name and relationship of the person to :  
be considered for appointment
7. Applicant's age and date of birth :
8. Qualifications of the candidate as :  
represented and reported
  - (a) Educational qualification :
  - (b) Physical measurement :  
(In the case of Posts such as Police Constable, Excise Guard, Forest Guard or Jail Warder)
    - Height :
    - Chest— Normal :
    - Expanded :

9. Post for which the applicant is qualified :
10. Other points or consideration if any :
11. Recommendation of the Head of Department/Collector :
12. Whether any dependent of the deceased employee was given appointment under the scheme. If so, details of appointment given. :

## APPENDIX C

1. Serial Number :
2. Reference number if any, date and from whom received :
3. Current Number :
4. Date of receipt by Check :
5. Name and designation of the deceased Government Servant and the Department in which the deceased was working :
6. Name and address of the applicant :
7. Reference issued to whom for enquiry report and date :
8. Date of receipt of the enquiry report :
9. Report sent to whom and date :
10. Nature of disposal :

## APPENDIX D

1. Serial Number :
2. Name and address of the applicant :
3. Name of the deceased employee and the Department or office (institution) where he/she was working :
4. Date of receipt of application :
5. Current Number :
6. How disposed of (if appointment given details thereof) :

## GOVERNMENT OF KERALA

**Abstract**

**GENERAL EDUCATION AIDED- PROTECTION TO AIDED SCHOOL TEACHERS  
GRANTED—ORDERS ISSUED**

## GENERAL EDUCATION (J) DEPARTMENT

**G.O.(P) No. 112/2001/G.Edn.**

**Dated, Thiruvananthapuram, 26th March 2001.**

- Read: —1. G.O.(Ms.) 60/96/G.Edn. dated 15-2-1996.  
2. G.O.(P) 175/99/G.Edn. dated 26-7-1999.*

## ORDER

In the Government Order read as 1st paper above orders were issued to protect all aided school regular teachers who were retrenched due to fall in divisions after completing 7 years of service on or before 15-7-1995. In the G.O. read as second paper above it was ordered that all aided school teachers who were in service as on 14-7-1996 will be given protection by retaining them in the respective schools.

2. Subsequently, Government have received representations from non-protected teachers who did not complete seven years of regular service on or before 15-7-1995 and who were not in service against a regular division vacancy as on 14-7-1996.

3. Having examined the matter in detail in consultation with the Director of Public Instruction, Government are pleased to order that all aided school regular teachers appointed prior to 14-7-1996 who did not complete seven years of service on or before 15-7-1995 and who were not in service as on 14-7-1996 will be given protection. They will be absorbed in the future vacancies arising under the respective management. The period during which they are out of service till the date of deployment on protection will be regularised as eligible leave or Leave Without Allowance.

By order of the Governor,

**K. JAYAKUMAR,**  
*Secretary to Government.*

## GOVERNMENT OF KERALA

## Abstract

**GENERAL EDUCATION—PUPILS ADMITTED IN GOVERNMENT/AIDED/RECOGNISED SCHOOLS FROM UNRECOGNISED SCHOOLS WITHOUT PRODUCING TRANSFER CERTIFICATE—RECKONING OF—ORDERS ISSUED**

## GENERAL EDUCATION (J) DEPARTMENT

G.O. (Ms) 160/2001/G.Edn., *Dated, Thiruvananthapuram, 28th April, 2001.*

- Read:*—1. G.O. (P) 122/2000/G. Edn. dated 15-4-2000.  
 2. G.O. (P) 177/2000/G. Edn., dated 31-5-2000.  
 3. D.O. Lr. No. H1/8644/01/DPI dated 27-2-2001. from the Additional Director of Public Instruction,—Thiruvananthapuram.

## ORDER

On the basis of Government Orders cited pupils studying in unaided unrecognised schools have been admitted in regular schools in Government/Aided/recognised schools without producing transfer certificate subject to the age declaration of parents. As per the reference read as 3rd paper the Additional Director of Public Instruction has recommended Government to consider their admissions as valid and reckon them also for staff fixation for the year 2000-2001.

Having examined the matter in detail Government are pleased to order that the pupils admitted from unaided unrecognised schools in the regular stream in Government/Aided/Recognised schools without producing Transfer Certificate on the strength of Government orders read above will be reckoned for staff fixation in the respective standards in Government and aided schools for the year 2000-2001.

By order of the Governor,

K. NALINI,

*Additional Secretary to Government.*

## GOVERNMENT OF KERALA

**Abstract**

**GENERAL EDUCATION—AIDED—PROTECTION/RETENTION—SUBJECT  
RATIO 1:1:1 IMPLEMENTATION—CLARIFICATION ISSUED**

**GENERAL EDUCATION (J) DEPARTMENT**

**G.O. (Ms.) No. 125/2001/G.Edn. Dated, Thiruvananthapuram, 2nd April, 2001.**

- Read:—*1. Circular No. H2/54419/94/DPI dated 10-2-1995 from the Director of Public Instruction, Thiruvananthapuram.
2. G.O. (P) 175/99/G.Edn., dated 26-7-1999.
3. G.O. (P) 240/99/G.Edn., dated 29-9-1999.

**ORDER**

On the strength of the Rule I (i) of Chapter XIV A KERS, the Director of Public Instruction has issued instructions in the circular read as 1st paper above that it is mandatory to follow the subject ratio 1:1:1 (between the core subjects with internal ratio 3:2 between physical science and Natural Science) either in the matter of appointment of HSA or in the matter of their retrenchment.

Now, it has come to the notice of Government that in several instances, the aided school teachers who are protected retained in their respective schools, as per the protection orders/teacher-student ratio of 1:40 ordered in the G.O's. read above, without following the instructions in the circular read as 1st paper above.

After having examined the matter in detail, Government are pleased to clarify that it is mandatory to follow subject ratio 1:1:1 in applying the revised teacher student ratio 1:40 or in giving protection or in recalling protected teachers to parent school.

By order of the Governor,

K. JAYAKUMAR,  
*Secretary to Government.*

## GOVERNMENT OF KERALA

## Abstract

**SAINIK SCHOOL, KAZHAKOOTTAM—AWARD OF SCHOLARSHIPS TO THE STUDENTS—  
INCOME SLABS OF PARENTS—REVISED—ORDERS ISSUED**

## GENERAL EDUCATION (D) DEPARTMENT

G.O. (Rt.) No. 410/97/G.Edn., Dated, Thiruvananthapuram, 6th February, 1997.

- Read:—1. G.O. (Rt.) No. 1681/86/G.Edn., dated 12-5-1986.  
2. Letter No. 8(4)/94/SSC dated 3-2-1994 from the Hon. Secretary, Sainik Schools Society, Ministry of Defence, New Delhi.  
3. Letter No. N2/92065/91 dated 22-8-1995 from the Director of Public Instruction.

## ORDER

In the G.O. read above, orders were issued fixing the income slabs of parents for award of scholarships to the students of the Sainik School, Kazhakoottam. The Ministry of Defence, Government of India had suggested a review of the slabs in view of the fact that the slabs vary from State to State and that in some States, the slabs are so low. It was also felt that the slabs required revision because the slabs were fixed more than a decade ago. The Director of Public Instruction has reported that in view of the revision of pay scales of Government employees, a review and revision of the parent slabs is reasonable.

2. Government have examined the matter in detail and are pleased to order that the income slabs of parents for award of scholarships to the students of Sainik School, Kazhakoottam will be revised as follows:

- (a) Full Scholarship —Income upto Rs. 2500 p.m.  
(b) 3/4 Scholarship —Income between Rs. 2501 and Rs. 3000, p.m.  
(c) 1/2 Scholarship —Income between Rs. 3001 and Rs. 3500, p.m.

3. The additional expenditure estimated at Rs. 12,74,365 (Twelve lakhs Seventy-four thousand Three hundred and Sixty-five only) will be met from the head of account 2202-02-107-95 (Non-plan).

By order of the Governor,

K. JAYAKUMAR,

Secretary to Government.



## GOVERNMENT OF KERALA

## Abstract

GENERAL EDUCATION DEPARTMENT—SCHOLARSHIP TO THE STUDENTS OF  
KERALA IN SAINIK SCHOOL, KAZHAKOOTTAM—REVISED—ORDERS  
ISSUED

## GENERAL EDUCATION (D) DEPARTMENT

G.O. (Ms.) 102/94/G.Edn.

Dated, Thiruvananthapuram, 15th June, 1994

- Read:—*1. Letter No. 32(2)/91/SSC dated 3-1-1992 and 18(3)91/SSC dated 6-8-1992 from the Hon. Secretary, Sainik School Society, Ministry of Defence, New Delhi.
2. Letter No. 2007/SST/93 dated 14-1-1993 from the Principal Sainik School, Kazhakuttam.
3. Letters No. W2. 92109/92 dated 25-1-1993 and 15-6-1992 from the Director of Public Instruction.

## ORDER

The Secretary, Sainik School Society has informed the State Government as per the letter dated 3-1-1992 read as 1st paper above that the Board of Governors have decided to raise the fees of Sainik Schools from the present level of Rs. 7500 to Rs. 11,000 per boy per annum in respect of the students to be admitted in session 1992-93 and beyond (except those belonging to SC/ST category). It is also informed that the State Government may consider to increase the scholarship amount consequent on the revision of fees in respect of students newly admitted in session 1992-93 and beyond and to meet the entire amount. As per the letter dated 6-8-1992, the Hon. Secretary has informed that the fees of SC/ST students and existing students also increased to Rs. 11,000 from Rs. 7500. It is also informed that the portion of such increase in respect of existing Non SC/ST students has to be realised from the parents till the State Government agrees to meet this element of the increase. It is also requested that this element of the increased pay also be born by the State Government instead of passing it on to the parents.

The Principal, Sainik School, Kazhakoottam has also requested to issue orders raising the scholarships of all Kerala domicile boys studying in Sainik School from Rs. 7500 to Rs. 11000 per annum with effect from the academic year 1992-93 onwards.

The Director of Public Instruction in his letters read above has reported that the amount required on this account will be Rs. 6 lakhs only (for students newly admitted during 1992-93 Rs. 80,504 and for students continuing studies during 1992-93 Rs. 5,15,789.50)

Government have examined the proposals in detail and are pleased to order to enhance the full scholarship amount to Rs. 11,000 from Rs. 7500 per added per year for the Kerala students studying in Sainik School, Kazhakoottam from the academic year 1992-93 onwards.

By order of the Governor,  
K. K. VIJAYAKUMAR,  
Secretary to Government.

## GOVERNMENT OF KERALA

### Abstract

GENERAL EDUCATION—SCHOLARSHIP—KERALA GOVERNMENT SCHOLARSHIPS TO THE CADETS OF RASHTRIYA INDIAN MILITARY COLLEGE, DEHRADUN REVISED RATE OF SCHOLARSHIP—SANCTIONED—ORDERS ISSUED.

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### GENERAL EDUCATION (N) DEPARTMENT

G.O. (Ms.) 57/95/G.Edn.

Dated, Trivandrum, 20th March, 1995.

Read:—1. G.O. (Ms.) 107/82/G.Edn. dated 2-8-1982.

2. Lr. No. N1/96922/94 dated 3-12-1994 from the Director of Public Instruction.

### ORDER

As per the G.O. read as 1st paper above the value of full scholarship awarded to the first rank holder among Kerala candidates in the selection examination for admission to the Rashtriya Indian Military College irrespective of the parental income of the cadet is Rs. 3,000 per annum provided that a student will get only one of the scholarships whichever is a advantageous to him.

The Director of Public Instruction in his letter read as second paper above has requested Government to revise rate of scholarship.

Government have examined the proposal in detail and are pleased to revise the rate of scholarship sanctioned to the first rank holder among the Kerala candidates in the selection examination for admission to Rashtriya

Indian Military College from Rs. 3,000 to Rs. 11,000 (Rs. Eleven thousand only) per annum with effect from 1994 provided that a student will get only one of the scholarships whichever is advantageous to him.

By order of the Governor,  
**K. GOPALAKRISHNAN,**  
*Additional Secretary to Government.*

General guide lines regarding schemes and institutions transferred to local bodies as part of decentralisation of powers under education department have been issued vide G.O. (Ms.) No. 14/96/G.Edn. dated 18-1-1996.

#### **Grama Panchayat**

- (1) Control over L.P. Schools.
- (2) Construction and maintenance of Government Schools.
- (3) Implementation of Noon meals programme in the Schools
- (4) Running of schools established in panchayats.
- (5) Distribution of grants and scholarships to students.
- (6) Undertake Non Formal Education Adult Education and other Literacy Programmes.
- (7) Create Sports awareness among students and encourage Sports activity.

#### **District Panchayats :**

- (1) Organise district level programme for Non Formal education, Adult Education etc.
- (2) To take up and control literacy programme organised at the district level.
- (3) Control and supervision of High Schools and Upper Primary Schools in the district.

#### **Municipality/Corporation**

- (1) Control and supervision of Government Lower Primary Schools, Upper Primary Schools and High Schools.
- (2) Construction and maintenance of School building.
- (3) Conduct of Noon Meal Programme in schools.
- (4) Running of educational institution including preprimary schools instituted in the municipality.
- (5) Distribution of grants and scholarships to students.
- (6) Organisation of Non Formal education Adult education and Literacy programme.
- (7) Creation of sports awareness among student and encourage students in sports activities.
- (8) Render assistance for the conduct of cultural programme such as Youth Festivals, Sports meet, Other festivals and Control and supervise the festivals.

## GOVERNMENT OF KERALA

## General Education (G) Department

## CIRCULAR

No. 17636/G3/2001/G.Edn.

Thiruvananthapuram, 8th May, 2001.

*Sub:—*General Education—Pupils belonging to unrecognised schools—  
Seeking admission in Central Schools/Schools outside Kerala/India-  
T.C. countersigning of—Instructions issued.

As per the existing practice, whenever a pupil seek admission in a school outside Kerala or outside India, a Transfer Certificate duly countersigned by the Educational Authority concerned, is compulsory for admission in such schools. Similarly whenever a pupil desires to shift to a central school from a school following state syllabus, a countersigned T.C. is required.

2. As per Rule 7-9 Chapter VI of K.E.R. no formal Education (i.e. no enrolment in school is) compulsory for pupils up to Std. IV. That means any pupil can enrol himself as a private study pupil in any Government/Aided/Recognised school upto Std. IV. Once the pupil becomes successful in the annual Examination conducted by those school, he could seek admission up to Std. V in any Government/Aided/Recognised school, without producing any Transfer Certificate. Government by way of issuing orders year after year, have extended the privilege to private study pupils upto Std. VI. As a result any pupil can join upto Std. VII in any Government/Aided/Recognised School, without producing a T.C. as per the existing provisions of private study.

3. But, no matter whether the candidate is a private study pupil or not a Transfer Certificate duly countersigned by the Educational Authority concerned, is essential for enrolment in schools stated in para (1) above. But if it is the case of private study pupils seeking admission in such schools from Stds. II to VI, in the normal course, they cannot produce a Transfer Certificate.

4. But now-a-days, private study is done collectively and many unrecognised schools are coaching private study pupils up to Std. VI. They in some cases take the liberty of issuing T.Cs. to pupils, but since the T.Cs. issued by them have no sanctity the Educational Authority refuses to countersign the T.Cs. for any purpose.

5. As a result people approach Government with request to direct the Educational Authorities, for countersigning such T.Cs. In such individual cases Government have been issuing directions to the Educational Authorities individually. This causes much inconveniences to both Government as well as petitioners.

6. One possible way of overcoming such a situation is to permit such private study pupils upto Std. VI to join in Government/Aided/Recognised Schools so as to get approved T.C. so that the Educational Authority will countersign the T.C. without direction from Government. But granting admissions in school for the raise pupils of getting an approved T.C. would cause much Administrative difficulties to the school Authority as well as Educational Officers. Further those pupils desiring to migrate during vacation cannot be admitted in schools.

7. Government have examined the matter in detail. In order to overcome the difficulties experienced in this connection, Government are pleased to entrust all District Educational Officers/Assistant Educational Officers to countersign the T.C.s issued by the Recognised Schools to pupils who have studied upto Std. VI strictly the purpose stated in para (1) above (viz. Admission in schools outside Kerala/India and admission in Central Schools) without individual direction from Government.

**K. JAYAKUMAR,**  
*Secretary to Government.*

To

The Director of Public Instruction, Thiruvananthapuram.

All Department Directors of Education.

All District Educational Officers through the Deputy Director of Educational Officers.

All Assistant Educational Officers through the District Educational Officers concerned.

The Stock File/Office Copy

## CHAPTER XXI

**Important points on the orders on the Recommendation of  
Pay Revision Committee 1997**

(On the recommendation of the Pay Revision Committee, the Government have revised the existing scales of Government Employees, Teaching and non-teaching staff of aided educational institutions with effect from 1-3-1997, vide G.O. (P) No. 3000/98/Fin. dated 25-11-1998.

Schedule of Existing and Revised Scales of Pay are given below:

	<i>Existing Scales</i>	<i>Revised Scales</i>
1.	775-12-955-14-1025-20-1065	2610-60-3150-65-3540-70-3680
2.	800-15-1010-20-1150-25-1300	2650-65-3300-70-4000-75-4150
3.	825-15-900-20-1200-25-1450	2750-70-3800-75-4625
4.	950-20-1150-25-1650	3050-75-3950-80-5230
5.	1050-25-1150-30-1660	3350-80-3830-85-5275
6.	1125-25-1150-30-1720	3590-85-4100-100-5400
7.	1200-30-1560-40-2040	4000-90-4090-100-6090
8.	1350-30-1440-40-1800-50-2200	4500-100-5000-125-7000
9.	1400-40-1800-50-2300	4600-100-5000-125-7125
10.	1400-40-1600-50-2300-60-2600	4600-100-5000-125-5750-150-8000
11.	1520-40-1600-50-2300-60-2660	5000-125-5750-150-8150
12.	1600-50-2300-60-2660	5250-125-5750-150-8150
13.	1640-60-2600-75-2900	5500-150-6100-175-9075
14.	1760-60-2600-75-3050	5800-150-6100-175-9425
15.	2000-60-2300-75-3200	6500-175-7550-200-10550
16.	2060-60-2300-75-3200	6675-175-7550-200-10550
17.	2200-75-2800-100-3500	7200-200-7800-225-11400
18.	2375-75-2900-100-3500	7450-200-7650-225-11475
19.	2500-75-2800-100-4000	7800-225-8475-250-12975
20.	2650-75-2800-100-4200	8250-250-9250-275-13650
21.	3000-100-3500-125-5000	10000-300-10600-325-15150
22.	3700-125-4700-150-5000	12000-350-12700-375-15325
23.	3900-125-4775-150-5075	12600-375-15600
24.	4200-125-4700-150-5300	14000-400-18000
25.	4500-150-5700	14300-400-18300
26.	5100-150-5700	16300-400-18300
27.	5100-150-6300	16300-450-19900

## SCHEDULE OF SCALES OF PAY OF TEACHERS

## Secondary School (including Training Schools)

	<i>Existing Scale</i>	<i>Revised Scale</i>
Headmaster H.G.	2200-3500	7200-11400
Headmaster	2060-3200	6675-10500
H.S.A. (Graduate/Language)		
Gr. II	1350-2200	4600-7125
H.S.A. Grade I	1520-2660	5000-8150
" Senior Grade	1640-2900	5500-9075
" Sel. Grade	2000-3200	6500-10550

## L.P. &amp; U.P. Schools

Headmaster Sen. Grade	2060-3200	6675-10550
Headmaster H.G.	2000-3200	6500-10550
Headmaster	1640-2900	5500-9075
Teacher (P.D.) Sel. Gr.	1600-2660	5000-8150
Teacher (P.D.) Sen. Gr.	1520-2660	5000-8150
Teacher (P.D.) Gr. I	1350-2200	4500-7000
Teacher (P.D.) Gr. II	1125-1720	3590-5400

## House Rent Allowance

(a) House Rent Allowance will be paid at the revised rates based on pay ranges and classification of cities/places as shown below:—

## Amount of H.R.A. payable

<i>Pay Range</i>	<i>B2 Class cities</i>	<i>Municipalities coming under 'C' class cities</i>	<i>District Head Quarters, Municipal Towns, Taluk Head Quarters, Townships Other than B2 &amp; C class cities</i>	<i>Unclassified places</i>
2610-2779	160	120	120	..
2780-4429	260	180	180	..
4430-8299	460	300	260	..
8300-10319	600	400	300	100
10320-11899	800	540	300	..
11900 & above	1000	660	300	..

(b) Employees working in offices situated within 5 km from B2 Class cities will be paid H.R.A. at the rate admissible in the respective categories, subject to the procedure at present.

### *Stagnation Increment*

The employees who reach the minimum of their scales of pay and become eligible for any increment in their existing scales are now granted three stagnation increments the first two annual and the last one biennial after reaching the maximum of the scale. This scheme will continue. However the maximum pay due to such increments should not go above Rs. 18,300. The part time contingent employees will be paid remuneration at the following rates: —

<i>PTC Employee category</i>	<i>Existing rate</i>	<i>Revised rate</i>
1. Part-time Sweepers/Cleaners whose area is 400 Sq.ms. and above but below 800 Sq.ms & part-time contingent employees other than those in category (1) whose remuneration cannot be determined based on sweeping area.	Rs. 460/pm. + DA + Interim Relief	Rs. 1500 pm. + DA
2. Part-time sweepers cleaners whose area of work is 100 Sq. ms and above but below 400 Sq. ms.	Rs. 370 pm + DA + Interim Relief	Rs. 1250 pm + D.A

### *City Compensatory Allowances*

City compensatory allowances will be paid as specified below:

<i>Pay Range</i>	<i>Rate per Month</i>
Below Rs. 3050	Rs. 30
Rs. 3050 and above but below Rs. 4500	Rs. 40
Rs. 4500 and above but below Rs. 5800	Rs. 65
Rs. 5800 and above	Rs. 120

### **RULES FOR FIXATION OF PAY IN THE REVISED SCALES**

1. The revised scales of pay shall come into force with effect from 1-3-1997.
2. Existing scale for the purpose of these rules is the scale of pay immediately prior to 1-3-1997.

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3. Existing emoluments for these rules shall be the total of :

(i) Basic Pay in the existing scale as on the date of change over to the revised scale including the increments, if any, accruing on such date in the existing scale. Stagnation increments shall also be reckoned for this.

(ii) Personal pay, if any, not specially ordered to be absorbed in future increase of pay.

(iii) Personal allowance ordered in G. O. (P) No. 816/85/Fin. dated 17-12-1985 as modified in G. O. (P) No. 540/90(69)Fin. dated 29-10-1990.

(iv) Special Pay drawn in lieu of higher time scale of pay, provided there is no special pay attached to the revised scale.

(v) Two instalments of Interim Relief sanctioned in G. O. (P) No. 922/95/(62)/Fin. dated 30-11-1995 and G. O. (P) No. 230(124)/97/Fin. dated 14-2-1997.

(vi) Dearness Allowance admissible on such pay [vide sub rule (i) (ii) & (iv) above] at 1510 points of All India Consumer Price Index (1960=100) i.e. at the rate admissible as on 1-1-1996 vide Appendix I.

*Note:* Special Pay, in addition to pay drawn in the existing Scale shall not be reckoned for fixation of pay in the revised scale.

4. To the existing emoluments computed above shall be added an amount equal to 10% (Ten percent) of basic pay towards fitment benefit and another amount equivalent to 1% of basic pay, for each completed year of service subject to a maximum of 20 completed years towards weightage. If the amount computed as above falls short of Rs. 250 the fixation should be so made as to ensure that the employee gets a minimum benefit of Rs. 250 in basic pay.

*Note:*—(i) Service for the purpose of this rule means service including broken periods of service qualifying for normal increments in the Scales of Pay. Time spent on leave not counting for normal increment will not be reckoned.

5. The pay shall be fixed in the revised scale at the stage next above the amount computed under Rule (4) above, even if the same is stage in the revised scale. If the minimum of the revised scale of pay is more than the amount arrived at under Rule (4) above pay in the revised scale shall be fixed at the minimum of the revised scale. If the amount arrived at under Rule (4) above is more than the maximum of the revised scale, the pay shall be fixed at the maximum of the revised scale and the difference shall be

treated as personal pay and it will not be absorbed in future increases in pay on account of granting increments (including stagnation increments). This personal pay will count for all purposes viz. fixation of pay, calculation of leave salary, drawal of allowances and pension.

6. In cases, where a senior Government servant promoted to a higher post before 1-3-1997 draws less pay in the revised scale than his junior promoted to the higher post after 1-3-1997, the pay of the Senior employee shall be stepped up to the level to the pay of the junior with effect from date on which the junior draws more pay, provided that:—

(i) the senior and the junior employees should belong to the same category and should have been promoted to the same category of post.

(ii) the pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical.

(iii) the senior Government servant at the time of promotion have been drawing equal or more pay than the junior.

(iv) the anomaly should have arisen directly as a result of the introduction of the revised scale of pay.

*Note:-* (1) If in the lower post the junior employee was drawing more pay in the pre-revised scale than the senior by virtue of any advance increment granted to him, the senior to such junior have no claim over the pay of the Junior.

(2) In case where the pay of an employee is stepped up in terms of clause 6 above, the next increment shall be granted after completing the required qualifying service for the next increment.

7. All appointments and promotions made on or after 1-3-1997 shall be deemed to have made in the revised scale of pay.

However, if an employee wishes to opt the revised scale of pay of his promoted post i.e. the next immediate promotion post assumed on or after 1-3-1997 he will be permitted to opt the revised scale of pay of the promotion post with effect from the date of promotion and his pay in the revised scale fixed on the basis of the pay he drew in the pre-revision scale of the promoted post on that date. This benefit will be restricted to the employees who were promoted between 1-3-1997 and to the date of issue of this order.

Employees who were promoted on or after 1-3-1997 cannot be allowed to exercise option of the feeder post beyond the date of such promotion.

8. Provisional employees recruited through the employment exchanges who were in service in 28-2-1997 and continued thereafter shall be eligible for the minimum of the revised scale of pay only.

**Date of next increment:**

9. (1) The next increment of an employee whose pay has been fixed in the revised scale of pay shall accrue on the date he would have drawn his increment had he continued in the existing scale. This benefit will be extended to those who exercised option to the promotion post also who got or would have got the benefit of an increment on refixation of pay in the pre-revised scale.

(2) If an employee draws his next increment in the revised Scale under Sub rule 9 (1) above and thereby becomes eligible for higher pay, than his senior whose next increment falls due at a later date, then the pay of such senior shall be refixed equal to the pay of the junior from the date on which the junior becomes entitled to higher pay.

*Note:*—In case where the pay of an employee is stepped up in terms of clause (ii) above the next increment shall be granted after completing the requisite qualifying service for the next increment.

10. An employee whose increment is withheld for want of declaration of probation on 1-3-1997 or on the date of change over to the new Scale will also be allowed the benefit of fixation of pay nationally counting the increment accrued but withheld, in relaxation of Rule 37 D (b), Part I Kerala Service Rules, Subject to the condition that the next increment after such fixation will be allowed only after he is declared to have satisfactorily completed his probation and the period of approved service required to earn an increment from the date of such fixation.

11. In the case of an employee whose pay has been reduced with effect of postponing future increments, fixation of pay in the revised scale will be allowed on the basis of the option exercised by him but he has to remain in that pay till the expiry of the period of reduction. The pay will, however, be fixed on the date of expiry of the period of reduction. The next increment in such cases will be allowed only after completion of one year from the date of such refixation.

12. An employee can exercise option to come over to the revised scale of pay with effect from 1-3-1997 or with effect from any subsequent date he opts.

13. The option in writing is to be exercised within a period of six months from the date of Government Orders revising the scales of pay.

14. The option is to be filed with the officer competent to fix his/her pay in the form appended (Appendix II).

15. The option once exercised shall be final. In the case of subsequent reversion (after the exercise of option as per these rules), the employee will be allowed to exercise option in respect of the lower post also, provided such option is exercised within a period of three months from the date of orders of reversion.

Re-option will not be allowed for past pay revisions except in the cases involving Court Orders and retrospective promotion.

16. An employee is allowed to exercise option only in respect of existing scale. If no option is exercised within the said period of six months of the date of Government Orders revising the scale of pay of the Government employees, the date of effect of pay revision orders i.e. 1-3-1977 shall be treated as the date of option and the Officer competent to fix his/her pay is to proceed accordingly. No subsequent option shall be entertained.

17. If an employee dies before the expiry of the time fixed for option and without exercising option, the officer competent to fix his/her pay in the revised scale of pay shall fix his/her pay with effect from the date which is more advantageous to the survivors of the deceased. If the dead is a Gazetted Officer the head of department and if the deceased himself was the head of department, the Secretary to Government concerned in consultation with the Accountant General (A&E) fix their date of option of the deceased employees which is found to be more advantages to the beneficiary

18. An employee on leave or on deputation or under suspension will be allowed to exercise option within a period of six months from the date of return to duty.

19. Persons whose services were terminated on or after 1-3-1997 and who could not exercise the option within the prescribed time limit on account of death discharge on the expiry of the sanctioned posts, resignation, demissal or discharge on disciplinary ground are entitled to the benefits of the aforesaid Rules.

20. A few illustrations of fixation of pay under these rules are given in Appendix III.

## GOVERNMENT OF KERALA

**Abstract**

**PENSION—REVISION OF PENSION AND OTHER RELATED BENEFITS CONSEQUENT ON REVISION OF PAY SCALES FROM 1-3-1997—ORDERS ISSUED**

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**FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT**

**G.O. (P) No. 3001/98/Fin.**

**Dated, Thiruvananthapuram, 25th November, 1998.**

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*Read:—*1. G.O. (P) No. 365/94/Fin. dated 1-6-1994.  
2. G.O. (P) No. 3000/98/Fin. dated 25-11-1998.

**ORDER**

Government have ordered in para 37 of the Order read as second paper above that the pension and other related benefits payable to State Government employees will be issued separately. Government are pleased to issue the following orders in regard to the revision of pensionary benefits to State Service Pensioners/Family Pensioners.

**Rate of Pension**

2. The present system of computation of pension at 50% of ten months average emoluments in all cases subject to the satisfaction of the conditions for earning full pension or part thereof, will continue. The minimum basic pension will be enhanced to Rs. 1275 p.m. from Rs. 375 p.m. The maximum ceiling of pension will be 50% of the maximum of the highest Scale of Pay under State Government. These orders will have effect from 1-3-1997.

**Fitment Benefit to Pre-1-3-1997 Pensioners/Family Pensioner**

3. The pension/family pension of the pensioners and family pensioners will be revised with effect from 1-3-1997 by allowing fitment benefits as shown against each.

- |  |                      |
|--|----------------------|
| (i) Those who retired during<br>1-7-1998 to 28-2-1997  | 15% of basic pension |
| (ii) Those who retired during<br>1-7-1978 to 30-6-1998 | 30% of basic pension |
| (iii) Those who retired prior to 1-7-1978              | 50% of basic pension |

If the increase admissible when worked out as above involves fraction of a rupee, it will be rounded off to the next highest rupee.

4. Revision of Pension/Family Pension will be made by the Treasury Officer/Disbursing Officer themselves. A statement of revised pension in the prescribed form (Appendix I) should be prepared in duplicate by the above officers and one copy sent to Accountant General, for updating the entry in his register.

#### **Revision of Pension/Family Pension**

5. (a) *Date of effect:—*

The revision of Pension/Family Pension as per these orders will take effect from 1-3-1997.

(b) **Revised Basic Pension/Family Pension**

The revised Basic Pension/Family Pension shall comprise of the following

- (i) Existing Pension/Family Pension.
- (ii) Fitment benefit at the respective rate noted in Para 3 above.
- (iii) Dearness Relief at the rate applicable to 1510 points of All India Consumer Price Index as on 1-1-1996, sanctioned as per G.O. (P) No. 583/96/Fin. dated 20-9-1996, as shown below:

*Pension/Family Pension (p.m.)*

*Rate of Dearness Relief from  
1-1-1996 (p.m.)*

- |  |   |
|--|---|
| (i) Not exceeding Rs. 1750                         | 148% of Pension/Family Pension                                  |
| (ii) Exceeding Rs. 1750 but not exceeding Rs. 3000 | 111% of Pension/Family Pension subject to a minimum of Rs. 2590 |
| (iii) Exceeding Rs. 3000                           | 96% of Pension/Family Pension subject to a minimum of Rs. 3330  |

- (iv) The Interim Relief as ordered in G.O. (P) No. 252/96/Fin. dated 15-3-1996 and G.O. (P) No. 230(124)/97/Fin. dated 14-2-1997.
- (v) The Revised Pension/Family Pension will be the total of (i) to (iv) above subject to a minimum of Rs. 1275 per month.
- (c) Dearness Relief on the revised Pension/Family Pension is allowable as indicated in Para 16 below.
- (d) The two instalments of Interim Reliefsanctioned to the Pensioners/ Family Pensioners will stand withdrawn from 1-3-1997. The total of the two instalments of Interim Relif drawn by the Pensioners/ Family Pensioners from 1-3-1997 will be adjusted in lump from the arrears payable for that period.
- (e) The eligible pension may be rounded off to the next higher rupee.

6. A few illustrations of refixation of Pension/Family Pension on the above basis are given in Annexure I.

### **Rate of Family Pension**

7. The minimum family pension with effect from 1-3-1997 will be Rs. 1275 p.m. The existing variable rates of family pension for different categories of employees (30%, 20%, 15%) shall be replaced by a uniform rate of 30% of the pay for all categories of employees. The ceiling on the amount of maximum family pension will be 30% of the highest pay in the State Government.<sup>11</sup>

8. Family Pension in respect of those who retired/died prior to 1-3-1997 will be enhanced as shown in para 5(b) above. This will be done by the pension disbursing authorities, under intimation to the Accountant General (Refer Appendix I). The Director of Treasuries will give necessary instructions in the matter, in consultation with Accountant General.

9. For retirements/death while in service from 1-3-1997, family pension will be calculated at the rate of 30% of pay as stipulated in para 7. This will be done by the Accountant General.

10. In the case of Private College/Aided School staff governed by Chapter III Pension Statute/Chapter XIV B Kerala Education Rules/Madras Government Order 1611/56 and other special categories, 50% of the family pension worked out at the rate specified in para 7 only is admissible, subject to the minimum of Rs. 1275 p.m.

**Retirements/Deaths from 1-3-1997**

11. In respect of those who retired/died on or after 1-3-1997, pensionary benefits will be calculated with reference to the revised pay introduced with effect from 1-3-1997 and applying after the rates sanctioned under these orders.

In the case of persons who retain pre-revised scale and retire or die-in harness after 1-3-1997, pension, DCRG and Family Pension, as may be relevant, shall be calculated in terms of these orders. Emoluments for the calculation of pensionary benefits in these cases will be basic pay in the pre-revised scale, plus DA admissible upto AICPI 1510 appropriate to the basic pay plus Interim Relief I and II.

**AVERAGE EMOLUMENTS FOR PENSION IN RESPECT OF  
EMPLOYEES WHO RETIRED FROM SERVICE FROM  
1-3-1997 OR THEREAFTER WITHOUT HAVING FULL  
BENEFITS OF REVISED SCALE**

12. For computing the ten months emoluments for the purpose of average emoluments for pension, in respect of employees who retired from service on or after 1-3-1997 and who, during part of the said period of 10 months, drew pay in the pre-revised scale, their pay in the pre-revised scale may be enhanced notionally by adding D.A. at 1510 points of AICPI admissible to serving employees as on 1-1-1996.

13. The revised pension worked out under para 5 (b) above is not commutable.

**COMMUTATION OF PENSION AND RESTORATION OF  
COMMUTED PORTION OF PENSION**

14. The existing rate of  $\frac{1}{3}$ rd of the basic pension for commutation of pension will continue. Commuted portion will be restored after 12 years from the date of commutation as exists now, in cases where commutation is done at retirement at the age of 55. In other cases, the turn for restoration will be determined with reference to the commutation factor (rounded) adopted in each case, as at present.

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### CEILING ON DEATH-CUM-RETIREMENT GRATUITY

15. The ceiling on maximum amount of DCRG will be raised from Rs. 80,000 to Rs. 2.80 lakhs with effect from 1-3-1997. The definition of 'emoluments' for the purpose of calculation of Gratuity will include Basic Pay and Dearness Allowance on the date of retirement. All other conditions governing payment of DCRG will remain unchanged.

### DEARNESS RELIEF

16. The revised rate of Dearness Relief irrespective of the range of Pension/Family Pension admissible from the dates mentioned below will be as follows:

<i>Date from which payable</i>	<i>Rate of Dearness Relief per month</i>
1-3-1997	8%
1-7-1997	13%
1-1-1998	16%

The payment of Dearness Relief from the dates indicated above shall be made after adjusting the instalments of Dearness Relief already sanctioned and paid to the State Government Pensioners/Family Pensioners.

### MEDICAL ALLOWANCE TO PENSIONERS

17. Pensioners who have completed 65 years of age are now in receipt of a Medical Allowance of Rs. 25 p.m. This will be enhanced to Rs. 50 p.m. This benefit will be available to all pensioners who have completed 60 year of age i.e. from the first of the month in which a pensioner has completed 60 years of age or from the date of this order, whichever is later.

### PAYMENT OF ARREARS

18. The arrears on account of revision of pension/family pension shall be disbursed in two instalments—first in December, 1998 and second in March, 1999. Arrears of Commutation and DCRG of those who retired between 1-3-1997 and the date of this order shall be disbursed to them in 8 half yearly instalments over a period of four years from 1-12-1998. Interest as applicable for General Provident Fund will be paid on these arrears along with each instalment. The interest will accrue from the date of authorisation of revised DCRG and Commutation.

## PART-TIME CONTINGENT EMPLOYEES

### (a) Pension

19. They are eligible for minimum pension with a qualifying service of 10 years and full pension with a qualifying service of 30 years as per rules. The rate of pension admissible to the part-time contingent employees retired on or after 1-3-1997 will be revised as follows. Dearness Relief as applicable to other pensioners will also be applicable to the Part-time contingent employees.

	<i>Existing</i>	<i>Revised</i>
Minimum	125	175
Maximum	425	850

### (b) Gratuity

20. Gratuity will be paid @  $\frac{1}{4}$  months basic pay last drawn for every completed year of service, subject to a maximum of 16 $\frac{1}{4}$  times of basic pay as at present. Dearness Allowance on the date of retirement will also be reckoned. Those who retired from 1-3-1997 will also be paid pension/gratuity at the enhanced rates from the date of their retirement subject to the general principles in the Government Order dated 3-9-1991.

## AUTHORISATION OF REVISED PENSIONARY CLAIM

21. (i) The revised pensionary claims on account of fixation of pay in the revised scales of pay sanctioned from 1-3-1997 will be authorised on the basis of the advance sanction/sanction already communicated to the Accountant General by the pension sanctioning authorities while settling the original claims of the employees without insisting on fresh sanction. Pension sanctioning authorities will forward to the Accountant General (A&E) all cases of pension requiring revision on the basis of fixation of pay in the revised scales of pay with Service Book, pay fixation statement and a calculation statement showing the revised pensionary benefits. In the case of Gazetted Officers, the Accountant General will revise pensionary benefits based on their pay fixed in the revised scale in terms of these orders.

(ii) In respect of retirements/deaths prior to 1-3-1997 for revision of pension/family pension, application in Appendix II should be given by the pensioner to the Treasury Officer/Disbursing Officer concerned.

(iii) Excess if any on account of revision of pensionary benefits shall be recovered from the balance of DCRG, arrears of pension, arrears of dearness relief and future relief on pension.

22. As per G.O.(P) No. 405/92/Fin. dated 21-5-1992, Dearness Relief on pension has been granted to pro-rata, pensioners on their final quittance from the absorbed service. Therefore consolidation of pension as contemplated in para 5(b) is applicable to them also, but is should not be raised to minimum, if the amount so arrived at is less than Rs. 1275.

23. The orders will be applicable to College Teachers who come under U.G.C./A.I.C.T.E./Medical Education Scheme Scales of Pay.

24. Orders revising Invalid Pension and Part-time Contingent Employees' Family Pension will be issued separately.

25. Formal amendments to the Kerala Service Rules on the basis of these orders will be issued separately.

26. This order is not applicable to the pensioners of public sector undertakings and autonomous institutions.

#### FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G.O. (P) No. 3233/98(4)/Fin. Dated, Thiruvananthapuram, 20th December, 1998.

*Abstract:*—Pay Revision—Revision of Pension/Family Pension and Invalid Pension to Part-time Contingent Employees—Orders issued.

*Read:*—1. G.O.(P) No. 780/97/Fin. dated 6-9-1997.

2. G.O. (P) No. 3001/98/Fin. dated 25-11-1998.

#### ORDER

Government are pleased to revise the existing rate of Family Pension and Invalid Pension of Part-time Contingent Employees, introduced as per Government Order read as first paper above with effect from 1-1-1998 as follows:—

	<i>Existing Rate</i> (Rs.)	<i>Revised Rate</i> (Rs.)
Minimum Family Pension	100 p.m.	375 p.m.
Maximum Family Pension	150 p.m.	575 p.m.
Invalid Pension	100 p.m.	375 p.m.

2. The Table showing the minimum and maximum rates of Pension of Part-time Contingent Employees in page 7 of the Government Order read as second paper above is corrected as follows:—

	<i>Existing Rate</i> (Rs.)	<i>Revised Rate</i> (Rs.)
Minimum	125 p.m.	425 p.m.
Maximum	275 p.m.	850 p.m.

By order of the Governor,

VINOD RAI,  
*Principal Secretary (Finance).*

**FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT**

G.O. (P) No. 1851/99/Fin. Dated, Thiruvananthapuram, 18th September, 1999.

*Abstract.*—Pension—Introduction of Ex-gratia Pension Scheme  
Orders Issued.

**ORDER**

Government are pleased to introduce an Ex-gratia Pension Scheme to provide relief to the employees who retire from service on superannuation and are ineligible for statutory pension as per the provisions in Kerala Service Rules. The scheme of pension shall be regulated as follows:

**1. Eligibility**

(a) The Scheme is limited to the employees who retire from service on superannuation but do not have the minimum qualifying service (i.e. 10 years) for statutory pension as specified in Rule 57 of Part III, Kerala Service Rules. The employees who had already retired from service on superannuation as above will also be eligible for the Ex-gratia Pension.

(b) Those who have lost their eligibility for minimum pension on account of not having the minimum qualifying service (i.e. 10 years) by availing leave without allowance including those sanctioned under Appendix XII A/Appendix XII C of Kerala Service Rules will not be eligible for the Ex-gratia pension.

(c) The Scheme is optional. Those who are eligible as above may opt for the Scheme of Ex-gratia Pension. They shall not be eligible for the service gratuity in lieu of Service Pension admissible as per Kerala Service Rules. However, those who had already retired from service till the date of this order are exempted from refunding the amount of service gratuity.

(d) The legal heirs of the pensioners coming under this scheme, shall not be entitled to Family Pension.

## 2. Consolidated amount of Ex-gratia Pension

The employees coming under the Scheme are eligible for a consolidated amount of Ex-gratia Pension as given below: They will not be eligible for any Dearness Relief.

<i>Completed years of qualifying service</i>		<i>Consolidated amount (P. M.)</i>
9 years	..	1148
8 years	..	1070
7 years	..	893
6 years	..	765
5 years	..	638
4 years	..	510
3 years and below	..	400

(Note:—Fraction of less than half year will be ignored and half year and above will be rounded to the next completed year. Those having more than 9 years of qualifying service will come under the existing statutory service pension scheme).

## 3. Procedure

Those employees who would like to opt for this scheme of pension shall apply for the same in the prescribed application form (form attached with this Order) to the Head of Office. The Head of Office shall properly verify the claim and send proposals to the Head of Department, who after due processing shall forward the same to the Accountant General for authorising the Ex-gratia Pension. The existing procedures in respect of granting service pension may be followed as far as practicable under the new scheme.

## 4. Date of effect

The scheme shall come into force with the effect from 1st October, 1999. Those employees who had already retired from service shall also be considered for granting Ex-gratia Pension but will not be entitled to payment of any arrear for the period prior to 1-10-1999.

By order of the Governor,

VINOD RAI,

*Principal Secretary (Finance):*

## FINANCE (LOANS) DEPARTMENT

G.O. (P) No. 158/99/Fin.

Dated, Thiruvananthapuram, 14th January, 1999.

*Abstract:*—Pay Revision 1997—Revision of Additional House Construction Advances—Sanctioned—Orders issued.

*Read:*—G.O. (P) No. 3000/98/Fin. dated 25-11-1998.

## ORDER

In the Government Order read above, Government have issued orders revising the House Construction Advance of State Government Employees with effect from 1-11-1998. It has come to the notice of Government that certain modifications/inclusions are necessary in the order cited. Accordingly, Government are pleased to issue orders revising rate of Additional Advance of HBA is detailed below:

- |                        |    |   |
|------------------------|----|---|
| (i) Additional Advance | .. | 1 lakh or 10 times of basic pay whichever is less.          |
| (ii) Extension Loans   | .. | Rs. 1.25 lakhs or 15 times of basic pay, whichever is less. |
| (iii) Maintenance Loan | .. | Rs. 1 lakh or 10 times of basic pay whichever is less.      |

2. The enhanced rate of HBA will have effect from 1-11-1998.

3. Necessary amendment to the Kerala Financial Code will be issued separately.

By order of the Governor,

M. JAMEELA,  
Joint Secretary (Finance).

## FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G.O. (P) No. 3226/98/(3)/Fin. Dated, Thiruvananthapuram, 29th December 1998.

*Abstract:—Pay Revision 1998—Clarification/modification—Orders issued*

*Read:—I.G.O.(P) No. 3000/98/Fin. dated 25-11-1998.*

2. D.O. No. Co-ord. II/10-95/Vol. I/301 dated 18-12-1998 from the Senior Deputy Accountant General (Accounts).

## ORDER

In the Government Order read above, Government have issued orders revising the Scales of Pay of Government employees, Teachers and employees of Local Bodies with effect from 1-3-1997.

Government are now pleased to issue the following modifications/clarifications:—

1. *Para 5 (1) (b) time bound higher grade*

The revised scheme of time bound higher grade promotion for 10, 18 and 23 years will have effect from 1-11-1998 and not from the date of order.

2. *Para 5 (b) (iv)*

It is clarified that Class IV employees in the Scale of Rs. 2610-3680 will be allowed the fourth higher grade in the scale of pay of Rs. 3350-5275 on completion of 30 years service.

3. *Para 5 (b) (12)*

Time bound higher grade promotion will not be given to those who relinquished or relinquish regular promotion. This is applicable to ratio promotion also.

4. *Para 34 (a)—Surrender of Earned Leave*

Surrender of Earned Leave is restricted to once in a Financial Year. Those who have already surrendered 15 days in 1998-99 are not eligible to surrender the balance of 5 days.

Regarding terminal surrender, the maximum number of days of Earned Leave that can be accumulated is enhanced from 240 days to 300 days with effect from 1-11-1998.

5. *Para 34 (b) —Maternity Leave*

It is clarified that employees who were on Maternity Leave as on 25-11-1998 are also eligible to avail of the additional 45 days.

6. *Para 38 (b)—Deleted.*

7. *Para 40—Interim Relief.*

Para 40 of the above order is substituted by the following:—

The two instalments of interim relief sanctioned to the employees will stand withdrawn with effect from the date of Option to come over to the revised scale from 1-3-1997 or thereafter.

8. *Para—47 Advance Increment*

It is clarified that the next increment after granting advance increment, will be on completion of the qualifying service of one year from the drawal of advance increment.

By order of the Governor,

VINOD RAI,  
*Principal Secretary (Finance).*



## FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G.O. (P) No. 1272/99/(15)/Fin. Dated, Thiruvananthapuram, 7th April, 1999.

*Abstract:*—Pay Revision 1997—Rules for fixation of pay and other allied matters—Further clarifications—Orders issued.

- Read:*—1. G.O. (P) No. 3000/98/Fin. dated 25-11-1998.  
 2. G.O.(Ms) No. 401/99/(7)/Fin. dated 6-2-1999.  
 3. G.O. (P) No. 773/99/(10)/Fin. dated 5-3-1999.  
 4. Letter No. Co-ord. II/10-95/Vol. III/405 dated 15-3-1999 from the Accountant General (A&I), Kerala, Thiruvananthapuram.

## ORDER

As per the Government Order read as first paper above, the Scales of Pay of Government Employees and Teachers have been revised with effect from 1-3-1997. The Accountant General in his letter read as 4th paper above has sought for clarification on certain points including Rules for Fixation of Pay in Annexure III. Government are pleased to issue the following clarifications:—

1. In Rule 4 of the Rule for Fixation of Pay in Annexure III to Government Order first cited it has been ordered that the service including broken periods of service qualifying for normal increments in the scales of pay will be reckoned for the purpose of weightage. However, the period of '*Dies Non*' and the period of increment bar without cumulative effect shall also be reckoned as qualifying service for weightage.

2. The term, 'higher post' mentioned in Rule 6, does not include 'higher grades' for the purpose of stepping up of pay, as the higher grade is sanctioned based on the option exercised by the incumbents.

3. For the limited Purpose of stepping up of pay for rectification of junior/senior anomaly as envisaged in Rule 9(2) of the Rules for fixation, the Appointing Authority will be declared as the Competent Authority.

4. Rule 18:

Rule 18 of the Rules for fixation of pay is modified and substituted by the following:—

Government servant, who is, on the date of order, out of India on leave or deputation or foreign service the said option shall be exercised in writing within six months' of the date of his taking charge of the post.

(a) Employees on suspension on 1-3-1997 and continuing under suspension as on the date of order (25-11-1998) will be allowed to exercise option within six months of the date of return to duty.

(b) Employees on suspension with effect from a date after 1-3-1997 will be allowed to exercise option within 6 months from 25-11-1998. They will be allowed subsistence allowance based on the revised pay from the date of option if option is with effect from the date *before suspension*.

(c) An employee who was on suspension on 1-3-1997 and reinstated before 25-11-1998 is eligible to exercise option with effect from 1-3-1997 (notionally) even though the period of suspension has not been regularised. Monetary benefit will be admissible from the date of reinstatement only.

*Note:* — 1. Subsistence allowance will not be admissible in the revised scale.  
2. If the period of suspension regularised as leave, leave salary will be admissible in the revised scale.

#### 5. *Charge Allowance*

(a) Charge Allowance will be treated on par with Special Allowance as introduced with effect from 1-3-1997 i.e., Dearness Allowance and other allied benefits are not admissible for Charge Allowance with effect from 1-3-1997.

(b) Dearness Allowance and other allied benefits based on Charge Allowance in the pre-revised rates already drawn will not be recovered as in the case of Special Pay as ordered as per reference cited second.

#### 6. *Education Allowance to Physically Handicapped Children*

(1) Education Allowance shall be admissible during the month of annual vacations also. A formal sanction by the Controlling Officer/Leave Sanctioning Officer may be issued. The sanction may be renewed after every year.

(2) Only one of the parents shall be eligible for this and a declaration may be obtained from the parent in this regard.

#### 7. *Hill Tract Allowance/Warm Clothing Allowance*

Warm Clothing Allowance has been discontinued with effect from 1-11-1998 by including an element of Warm Clothing Allowance in the Hill Tract Allowance. The revised rate Hill Tract Allowance of is admissible with effect from 1-11-1998 to those who have already drawn Warm Clothing Allowance for the period beyond 1-11-1998.

By order of the Governor,  
K. G. SUKUMARA PILLAI,  
*Additional Secretary (Finance)*.

## FINANCE (RULES) DEPARTMENT

G. O. (P) No. 1330/99/Fin.      *Dated, Thiruvananthapuram, 30th April, 1999.*

*Abstract:—Kerala Service Rules—Rule 90-A, 93 and 103 of Part I and Appendix VII [Monetary limits—Revision—Orders Issued.*

*Read:— G.O. (P) No. 3000/98/Fin. dated 25-11-1998.*

## ORDER

As per the order read above, Government have revised the scales of pay of State Government employes with effect from 1-3-1997 necessitating the enhancement of the monetary limits in Rule 90A, 93 and 103 of Part I and Appendix VII of the Kerala Service Rules. Accordingly Government are pleased to order as follows:—

- (i) In clause (a) of Rule 90A the limits of Rs. 2500, Rs. 875 and Rs. 580 are enhanced to Rs. 7800, Rs. 2730 and Rs.1820 respectively.
- (ii) In the Exception below Rule 93, the limit of Rs. 2000 is enhanced to Rs. 6500.
- (iii) In clause (b) of Rule 103, the limit of Rs. 1520 is enhanced to Rs. 5000.
- (iv) In clause (i) of Rule 1 under Section II of Appendix VII, the limit of Rs. 1640 is enhanced to Rs. 5500.

2. The above orders will have retrospective effect from 1-3-1997. In respect of those who opted to remain in the pre revised scale of pay beyond 1-3-1997 the monetary limits as was existing before this enhancement will prevail.

3. Formal amendment to the Kerala Service Rules will be issued separately.

By order of the Governor,

V. P. REGHU,  
*Additional Secretary (Finance).*

## FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G. O. (P) No. 1559/99/(26)/Fin. Dated, Thiruvananthapuram, 7th July, 1999.

*Abstract:*—Pay Revision 1997—Holding of Additional Charge—Payment of Charge Allowance—Revision of Rates—Orders Issued.

*Read:*—1. G. O (P) No. 3000/98/Fin. dated 25-11-1998.

2. G. O. (P) No. 1272/99/(15)/Fin. dated 7-4-1999.

## ORDER

Consequent on revision of pay scales to State Government Employees and Teachers as per Government Order read above, the Accountant General has sought for clarifications on the status of charge allowance. As per the Government Order second cited Government have clarified that charge allowance will be treated on par with special allowance as introduced with effect from 1-3-1997 that is Dearness Allowance and other allied benefits will not be admissible for charge allowance with effect from 1-3-1997. However, Dearness Allowance and other allied benefits based on charge allowance in the pre-revised rates already drawn will not be recovered.

Government have further examined the matter in detail and are pleased to order the following:

The rates of charge allowance will be changed from 20% of pay to allowance equal to 10% of pay for holding full additional charge and from 10% of pay to allowance equal to 5% of pay for discharge of current duties under Rule 53 Part I, Kerala Service Rules.

The changed rates shall come into force with effect from 1-3-1997. However, there shall be no recovery of charge allowance paid at the existing rates. Charge Allowance will not be reckoned as 'emoluments' for the purpose of Pension. Formal amendment to Rule 53 Part I, Kerala Service Rules and Ruling No. 2 below Rule 62, Part III, Kerala Service Rules will be issued separately.

By order of the Governor,

VINOD RAO,

Principal Secretary (Finance).

**FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT**

**GO. (P) No. 1811/29 (38) Fin. Dated, Thiruvananthapuram, 15 September, 1999.**

**Abstract:—Pay Revision 1997—Notional fixation of pay to Headmasters—  
Orders Issued.**

**Read:—G.O. (P) No. 300 )/98/Fin. dated 25-11-1998.**

**ORDER**

Government are pleased to order the following clarifications in respect of notional fixation which are being allowed to the Headmasters who are promoted without holding the posts of Senior Grade/Selection Grade Teacher.

(a) Both Primary and Secondary School Teachers who get promotion as Headmasters without holding the posts of Senior Grade/Selection Grade Teachers will be allowed the benefit of notional fixation as and when they become eligible for Senior Grade/Selection Grade, as before.

(b) P.D. Teachers/High School Assistants who were promoted as Headmasters prior to 1-3-1997 and who would have been eligible for the post of Senior Grade/Selection Grade Teachers but for their promotion as Headmasters will be permitted to fix their pay notionally, first in the Senior Grade/Selection Grade on 1-3-1997 or on the date on which they become eligible for Senior Grade/Selection Grade after 1-3-1997. It will be fixed on the basis of the pay, in the revised scale of pay, which they would have drawn had they continued as Grade I/Senior Grade Teachers and then their pay in the revised scale of pay of Headmaster will be fixed under Rule 28A Part I, Kerala Service Rules, based on the Pay so fixed in the Senior Grade/Selection Grade.

(c) Teachers both Primary and High School who got promotion after 1-3-1997 would have been eligible for Senior/Selection Grades on a subsequent date but for promotion as Headmaster also will be allowed notional fixation based on their revised pay in the above manner.

(d) Government also order that teachers who got promotion as Headmaster without enjoying the benefit of Senior Grade/Selection Grade will be allowed one increment in the revised scale of pay already fixed in the Senior Grade/Selection Grade as the case may be, if they did not get the benefit of at least one increment even after the notional fixation.

(e) However, the Teachers would have the option of not to avail of the above benefit and could straight away opt to the revised scale of pay of Headmasters, irrespective of the above.

These orders will take effect from 1-3-1997.

By order of the Governor,

VINOD RAI,

*Principal Secretary (Finance).*

## FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G.O. (P) No. 1144/99/(13)/Fin. Dated, Thiruvananthapuram, 25th March, 1999.

*Abstract:—Pay Revision 1997—Motor Conveyance Advance—Eligibility—Modification—Orders issued.*

*Read:—G.O. (P) No. 3000/98/Fin. dated 25-11-1998.*

## ORDER

In partial modification of the orders issued in the Government Order referred to above, Government are pleased to revise the eligibility fixed for availing of Motor Conveyance Advance by the employees as shown below:—

Motor Car Advance	:	Those who draw a basic pay of and above Rs. 7,500 per month.
Motor Cycle/Scooter Advance	:	Those who draw a basic of and above Rs. 4,000 per month.

All other conditions governing the allotment of the above advance will remain unchanged. This order will take effect from 1-11-1998.

By order of the Governor,

K. G. SUKUMARA PILLAI,  
Additional Secretary (Finance).

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