
*
* THE PONDICHERRY STATE *
* GRANT - IN - AID CODE FOR *
* EDUCATIONAL INSTITUTIONS *
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THE PONDICHERRY STATE

GRANT - IN - AID CODE

FOR EDUCATIONAL INSTITUTIONS

APPROVED BY THE

GOVERNMENT OF INDIA

MINISTRY OF EDUCATION

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THE PONDICHERY STATE GRANT-IN-AID CODE
FOR EDUCATIONAL INSTITUTIONS.

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THE PONDICHERY STATE GRANT-IN-AID CODE FOR
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CHAPTER-1

INTRODUCTION

1. Grants-in-aid: A sum of money is annually set apart to be expended under these rules as grants-in-aid for Educational Institutions recognised by the Director of Public Instruction or cultural and educational activities under Private Management with the object of extending and improving secular education and such grants will be given impartially and without reference to any religious instructions to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each Institution and of the funds available, provided that grants shall be withheld from Institutions which refuse admission to any pupil merely on the ground of the caste or community to which he belongs, provided also that no grant of any kind shall be paid to a new Institution or in respect of a new department or course in an existing Institution which has been opened without the previous consent of the Director of Public Instruction (hereinafter referred to the Director).

(a) No pupil of a Recognised School receiving grant-in-aid from the Government shall be compelled to attend a class in which religious instructions given or take part in any religious exercises if the parent or guardian has formally communicated to the School authorities his wish that the pupil should not be so compelled.

(b) A pupil absenting himself from religious exercises under the above paragraph shall suffer no disability on that account.

(c) No pupil shall be refused admission to a Recognised School because exemption from attendance at religious exercise or religious instruction is claimed under this clause.

(d) No pupil shall be compelled to attend the School on any date set part for religious observances by the community or sect, to which his parents or guardians belong, nor shall he be compelled to attend Schools on recognised holidays of his religion, included in the list of gazetted holidays.

2. Reservation of Discretion by Government:-

(i) The Government reserve to themselves, anything in the rules and regulations notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

(ii) Grants will ordinarily be withdrawn from a Manager if he or any of the teachers, employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

(iii) Payments of all grants will be subject to audit, and in the event of an objection being upheld, the Management concerned may be called upon to refund the amount paid or such portion of it as the Government may decide. Such refund

may be made either by adjustment in any other grant payable to the School or in such other manner as the Government may see fit.

(iv) Inspecting Officer authorised for this purpose by the Director may, at any reasonable time, without notice, visit and inspect the School and such of its records as are required by the Director to be maintained provided that such Officers excepting Inspecting Officers shall not inspect and comment upon the instructional efficiency of the Schools and may record their remarks in the visitors book.

(v) The Director shall have power to refuse grants to any Institution which directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion.

3. Objects for which aid may be given:-

Grants are given for

(i) Teaching,

(ii) Payment of boarding charges to Indian Orphanages and boarding homes,

(iii) The erection, enlargement and purchase of School Buildings and Hostels or Boarding Houses for students attached to Educational Institutions,

(iv) The purchase of School and Hostel Furniture, Apparatus Chemicals and Appliances, of books for School Libraries and of the Plant, Materials and Tools required for Laboratories and Workshops,

(v) The purchase of land for school, hostel or play-ground purposes,

(vi) Medical inspection of pupils in schools,

(vii) Running of certain cultural and educational activities.

The above grants fall into 3 main groups:

(a) Grants for maintenance: Sub-Divisions (i), (ii) and (vi).

(b) Grants for capital: Sub-Divisions (iii), (iv) and (v)

(c) Grants for cultural and educational activities: Sub-Division (vii).

CHAPTER - II

GENERAL CONDITIONS OF AID

4. Management:- Every Institution on behalf of which aid is sought shall be under the management of one or more persons, who in the capacity of proprietors, or of trustees or of members of a committee elected by the Society or Association by which the Institution is maintained, shall undertake to be answerable for the maintenance of the Institution and the fulfilment of all conditions of aid including the due enforcement of such rules of discipline as are prescribed from time to time.

5. Declaration by the Management:- Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a signed declaration to the effect that the conditions of the Grants-in-aid Code are being and will continue to be, fully observed, excepting any rules from which the Institution may be specially exempted and that the Management is prepared to subject the Institution, together with its current endowment and trust accounts, its establishment, time table and registers, to inspection and to furnish such returns as may be required by the Education Department.

6. They shall at the end of each academic year bring to the notice of the Director a brief report showing the total number of students promoted and detained in each class of their schools.

7. They shall send the staff return and other particulars connected with their schools to other Departments or Universities if they are called on to do so after getting the same countersigned by the Director.

8. Reservation of right regarding use of books:-

Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools.

(i) Managers of schools shall, as a condition of receiving Grants-in-aid from public funds, be required to prescribe Text Books to their schools only after the approval of the Director.

9. Reservation of right regarding employment of teachers: It shall be competent to the Director to forbid the employment in aided colleges and schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

10. Income to be devoted to educational purposes:- No aided Educational Institution shall be allowed to spend any portion of its income for other than educational purposes.

11. No grant will ordinarily be paid on behalf of members of the teaching staff in a school who have completed their 58th year. The Director of Public Instruction may, however, relax this rule in special cases upto the age of Sixty.

12. No grant will be paid on behalf of teachers who are retained in service beyond Sixty years.

13. Every Managing Committee of the Institution shall be constituted in accordance with the instruction issued by the Director and registered under the Societies Registration Act. Every Managing Committee shall be required to report at once any change in the constitution or in its office bearers to the Director.

14. No grant-in-aid shall be paid to any Recognised Institution unless it agrees to comply with the following conditions:-

(a) That the premises of the Institution are sufficiently spacious, provide accommodation of at least 9 sq. ft. or floor space for each pupil in the Primary Classes and 12 sq. ft. for each pupil in other classes, are healthy, well-lighted, ventilated and drained and are supplied with suitable offices.

(b) That the school is supplied with suitable furniture and equipment.

(c) That the staff is of good character and capable in point of principles and attainments of conducting the work of school efficiently. (It shall be open to the Director to order an enquiry into the conduct of any teacher employed in an aided school).

(d) That the fees levied and concessions allowed are in accordance with the rules laid down by the Director.

(e) That the organisation, discipline and tone are satisfactory, that the instruction is given in accordance with approved time tables and that the text books are authorised by the Department.

(f) That the income from subscription, endowments and other sources excluding fees suffice to ensure that the Management can contribute at least 5% of the net expenditure from their own funds after the school is aided.

(g) The Managing Committee will introduce such scales of pay and allowances for the staff as are approved by the Govt. for the corresponding staff in the Government schools.

(h) The Managing Committee shall comply with all the orders and directions of the Director in the interest of maintaining education to the approved standards.

(i) The Managing Committee shall follow the rules and procedures as laid down by Government in regard to dismissal, punishment, appeals etc. (Annexure-I).

(j) No grant shall be given to an Institution which is conducted for personal gains.

(k) Grants made under the orders of Director be reduced, suspended or withdrawn at any time if the tone, discipline, organisation or instruction is unsatisfactory or for any other serious reason provided that in all such cases after due enquiry (the result of which shall be communicated to the Manager) the Managing Committee shall be served with a show cause notice as to why proposed action should not be taken and given full opportunity to offer any explanation. If the defects are capable of early removal, the school authority shall on the first occasion be allowed reasonable time, to be fixed by the Director, for the removal and if they are removed to the satisfaction of Director within the specified time, the grant be not reduced or withhold.

(l) Payment of salaries to the teachers should be made regularly by crossed cheques.

ANNEXURE - I

GOVERNMENT AIDED PRIVATE SCHOOL TEACHERS (DISCIPLINE, PUNISHMENT AND APPEAL) RULES, 1959.

1. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a teacher in a Government Aided Private School, namely:-

- (i) Censure
- (ii) Withholding of increments

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

Explanation:- The following shall not amount to a penalty within the meaning of this rule.

(i) Stoppage at the efficiency bar on the ground of unfitness to cross the bar.

(ii) Retirement of a teacher in accordance with the provisions relating to his superannuation or retirement.

(iii) Replacement of an unqualified teacher (not approved by the(Director of Education) by a qualified one.

(iv) Discharge of a teacher appointed a short term officiating vacancy caused by grant of leave, suspension etc.

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

2.Suspension:

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

3. Punishing authority:

(1) The Punishing Authority in respect of Government aided private school teacher shall comprise (i) the Chairman of the Managing Committee of the School (ii) the Secretary/Manager of the Managing Committee (iii) a nominee of the Director of Education (not below the rank of a District Inspector if the case is against the Head of the School).

Note:- (i) The Punishing Authority may co-opt the Headmaster/Principal of the School where action is proposed to be taken against a teacher of the school. He shall however, have no right of vote.

(ii) If the Chairman of the Managing Committee and/or its Secretary/Manager happen to be a relating of the teacher against whom disciplinary action is proposed to be taken, the Committee shall nominate any other member of the Managing Committee in their place to serve as members of the Punishing Authority.

(2) The Punishing Authority may impose any of the penalties specified in Rule I.

4. Procedure for imposing Minor Penalties:

No order imposing any of the penalties specified in clause (i) to (iv) of Rule I shall be passed except after:

(a) The teacher is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make.

(b) Such representation, if any, is taken into consideration by the Punishing Authority.

5. Procedure for imposing major penalties:

No order imposing on a teacher any of the penalties specified in clauses (v) to (vii) of Rule I shall be passed except after an inquiry, held as far as may be, in the manner indicated below:

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

(b) On receipt of the written statement of defence or if no such statement is received within the time specified, the Punishing Authority may itself inquire into such of the charges as are not admitted or, if it considers it necessary to do, appoint an Inquiring Officer for the purpose.

(c) At the conclusion of the inquiry, the Enquiring Authority shall prepare a report of the inquiry recording its findings on each of the charges together with reasons therefor.

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

(a) furnish to the teacher a copy of the report of the Inquiring Authority; and

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

(e) On receipt of the representation, if any, made by the teacher as aforesaid, the Punishing Authority should determine what penalty, if any, should be imposed on the teacher and pass appropriate orders on the case.

6. Appellate Tribunal:

All appeals against orders of the Punishing Authority will be heard by an Appellate Tribunal consisting of the Director of

Education (Chairman) and two non-official members, namely (i) a Manager of an aided school (representing the Managers' Association) and (ii) a Principal/Headmaster of an aided school (representing the teachers), both to be nominated by the Chief Commissioner. For this purpose the Managers' Association as well as the recognised Teachers' Associations of Aided Schools shall be asked to submit a panel of five names each out of whom the Chief Commissioner will nominate members of the Appellate Tribunal. The Manager and the Principal/Headmaster of a school to which the dispute relates shall not function as members of the Appellate Tribunal when that case is heard.

7. Appeals:

(i) No appeal shall lie against any order of punishment specified in Clause (i) of Rule I.

(ii) A teacher may make an appeal to the Appellate Tribunal in respect of penalties referred to in Clauses (ii) to (vii) of Rule I.

(iii) A teacher may also appeal to the Appellate Tribunal against an order of the Management which denies or varies to his disadvantage his pay, allowances and other conditions of service.

(iv) No appeal shall lie against the decision of the Appellate Tribunal.

8. Period of limitation for appeals:

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

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

9. Consideration of Appeals:

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

(a) Whether the procedure prescribed in these rules has been complied with, and, if not whether such non-compliance has resulted in denial of justice.

(b) Whether the findings are justified, and

(c) Whether the penalties imposed are excessive, adequate or inadequate, and pass orders:

(i) Setting aside, reducing, confirming or enhancing the penalty, or

(ii) Remitting the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case, provided that

(a) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

(b) The Appellate Tribunal shall not impose any enhanced penalty which the authority, which made the order appealed against is not competent in the case to impose.

(2) In the case of an appeal against any order specified in Sub Rule (iii) of Rule 7, the Appellate Tribunal shall consider all circumstances of the case and pass such orders as it deems just and equitable.

CHAPTER III

GRANTS FOR MAINTENANCE

15. Teaching grant paid to an Educational Institution shall be considered as having been paid in respect of the previous year's working of the Institution. If an aided Educational Institution works throughout a financial year or part of a year it shall be eligible for grant of such period, whether or not it works beyond the period.

16. Average daily attendance of pupils: A grant shall not be given to an Institution which had not for the previous official year a certain average daily attendance of pupils as the Director may, by general order, from time to time prescribe.

17. Number of school meetings:

An Institution shall not ordinarily be eligible for the full grant sanctioned for it in any year unless it met on 180 school days in the previous school year. (An exemption may, however, be made in the case of premerger Institutions, in case this is warranted by any agreement with the French Government and in that case the provision of 170 school days may be retained).

18. Definition of School Day: The school day shall consist of at least four hours of secular instruction, but two meetings each of not less than 2 hours, whether on the same day or on different days, shall be counted as one school day.

19. Qualifications of teachers:

(i) The qualifications general and professional, of teachers shall be as prescribed by the Director.

(ii) No grant shall be available on the salaries of teachers who do not possess such qualifications.

Provided that this condition will not apply in the case of teachers who are aged over 40 years and have put in over ten years teaching service as on the date the code is introduced.

20. Subjects of instruction: The subjects of instruction and standards of examination shall be such as are prescribed by the Director from time to time.

21. Application for aid: Application for first admission aid shall be made in the prescribed application form E.G.I to the Director before 1st May. The applications shall be accompanied by such returns as the Director may from time to time prescribe

with a view to ascertaining the financial position of the school and its eligibility for aid.

22. Admission to aid: The Director shall determine what Institutions shall be admitted to aid after taking into account the character, the efficiency, results, and the financial conditions of the Institutions, the educational needs of the locality and the funds available.

23. Fixing the amount of grant: The grant will be based on 95% of the approved net cost for the preceding financial year i.e. 95% of the excess of the approved recurring expenditure over the income which will include among other things tuition fees at rates which may be prescribed by the Director. It may be paid in instalments.

Approved recurring expenditure will comprise such expenditure under teaching staff establishments, rents, taxes, ordinary repairs and upkeep, contingencies and other miscellaneous items as the Director considers reasonable.

24. Grant for medical inspection: The fees paid by the Institution to the Doctor for an annual medical check-up of the students at the rate of 50 paise per head will be reimbursed to the Institution, provided that the medical check-up is done within three months after the commencement of the academic year, provided that it is done by either a Government Doctor or a Doctor recommended by the D.M.S. and further that the school has not charged any fees from the students towards such medical check-up.

25. Amount of grant payable:

(i) The amount of grant payable in any one year may be decreased should the expenditure be considered as unreasonable or on account of deterioration of efficiency or on account of failure to remedy defects in organisation, discipline, instruction or accommodation pointed out in writing after a previous inspection, or, as the result of the operation of Rules (17 or 26) or on account of insufficiency of funds.

(ii) the Director may deduct from the grant payable to an Institution such amount as may be due to the teachers, from the Management for direct disbursement to the teacher concerned, should the Management fail in the discharge of its obligations to a teacher under its employ, by non-adherence to the terms of agreement entered into.

26. Penalties: The Director may, on the report of the Inspecting Officer, after enquiry, withhold, reduce or suspend the grant on account of falsification of the registers or misrepresentation regarding fees, attendance or other matters or violation of any of the conditions of aid, or other proved fraud or irregularity.

27. Financial statement: The Management of every aided school shall submit to the Director not later than 1st May of each year, a financial statement in the prescribed form E.G.2 certified by a person included in the current "Liste des experts pres les Tribunaux de Pondicherry" for verification of accounts or such other person as the Director may approve of.

CHAPTER IV

GRANTS FOR BUILDINGS, BUILDING

SITES AND PLAYGROUNDS

28. Objects of aid: Grants may be sanctioned for any of the following purposes:

(i) Purchasing, erecting, enlarging or improving school buildings.

(ii) Executing extensive alterations and repairs to buildings.

(iii) Acquiring land for school or playground purposes.

29. Conditions of grant:

(i) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character with reference to standard specifications available with him. Works commenced before obtaining the special permission of the Director will not be eligible for grant.

In the case of purchase of land or buildings, the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

30. Building grant: Procedure: (i) Applications in the prescribed form E.G.3 shall be submitted to the Director to judge the suitability of the proposal from an educational point of view. (ii) If the Director considers the scheme in general as essential and suitable, the Institution shall then submit to him in duplicate the detailed plans, specifications and estimates prepared by a qualified Engineer and get the specification approved by the Director. The Engineer will be responsible for the structural stability of the building. The plans should conform to the requirements prescribed by the Director. No building operations shall commence until after the issue of favourable orders on the suitability of the design and the reasonableness of the estimate from the technical point of view.

In respect of cases where grant is applied for and proposed to be considered the Director will call for a valuation of the work done from the Director of Public Works Department.

Amount of grant: In the case of buildings erected the grant payable will not exceed 50 percent of the total cost of the work shown in the management's estimates as approved by the Director and modified by the Public Works Department subject to a maximum monetary limit of Rs.35,000/=.

In case of buildings or lands acquired, the grant payable will be based on the Public Works Department's estimate of the value of the same or the actual cost of acquisition or purchase whichever is less, and shall exceed the percentage and maximum monetary limits prescribed for buildings erected. In case of lands or buildings purchased, the expenditure actually borne by the Management of the Institution in connection with the transfer of property, viz. stamp duty, registration charges etc., will be added to the purchase value of land or building required for an Educational Institution for the purpose of payment of grant from State Funds.

However, where a Management receives a private benefaction for the construction or purchase of a building or acquisition of land for an Educational Institution, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the construction or purchase of the buildings or acquisition of land and where the private benefaction is in excess of the Management's share of the cost, such excess shall be taken as deduction of the State Government's share of the cost.

Before making payment, the Director will require the Management to furnish certificates showing the actual amount expended by them in completing the work, purchase or acquisition and if necessary he may call for the vouchers at any time in support of the expenditure incurred.

31. Executive of Mortgage: Whenever a scheme is approved and the Government sanction a grant, the Management shall be required to execute a deed of mortgage of the property concerned or a deed of acceptance in respect of the grant payable in any one of the appropriate forms of deed prescribed by the Director of Public Instruction. The Government may, however, grant exemption from the execution of the deed in cases where the grant does not exceed Rs.10,000/= if the Government consider that the execution of the deed is unnecessary.

32. Legal Charges: The charges for the verification of the titles drawing up of the mortgage deed registration etc. will be borne by the Management.

33. Grants: After the completion of the scheme (building or playground) the Institution will be required to furnish a completion certificate in the prescribed form E.G.4 signed by the Architect or Engineer in charge of the work, to the effect that the scheme has been completed generally in accordance with the plans and specifications which were approved by the Director and another certificate signed by the Management specifying the total amount actually spent on the scheme.

34. The grants sanctioned for the construction of buildings may be disbursed to the Institutions in instalments as work progresses and on the production of the following:

(a) A certificate from the qualified Engineer in charge that the construction is proceeding on sound lines in accordance with the approved plans, specifying the stage of the work and his estimated value of the work done.

(b) A certificate signed by the Management specifying the actual amount spent on the construction and that the grant claimed is not more than one-half of the actual expenditure incurred towards the construction.

Before making payment, the Director will require the Management to furnish a certificate showing the actual amount expended by them in completing the work, purchase or acquisition and if necessary he may call for the vouchers at any time in support of the expenditure incurred.

He may also require the Management to furnish a certificate specifying the total amount of private benefactions received in respect of the work.

35. Claims of the Government: The Manager of any Institution receiving a grant under this chapter shall refund the grant in whole or in part, if the land or building in respect of which the grant was made ceases to be used for educational purposes approved by Government within a period of thirty years from the date of payment of the grant. The amount to be refunded shall bear the same proportion to the total grant as the unexpired portion of the period for which the building or land is secured against diversion bears to the total period. If the Manager fails to make such refund, the Government may recover the amount by such means as they think fit.

CHAPTER V

GRANTS FOR FURNITURE BOOKS AND APPLIANCES

36. Applications for aid: Applications for grants under this chapter, which shall be in the prescribed form E.G.5 shall be submitted not later than 1st July and shall be accompanied by details showing the number, description and price of each article which it is proposed to provide.

Before making the payment, the Director may require the Management to furnish a certificate specifying the total amount of private benefactions received in respect of the equipment.

37. Object and proportion of aid:(a) Grants not exceeding one-half of the total cost on Rs.5,000/- whichever is less, may be given for furniture, for apparatus, chemicals, maps, diagrams and models, for books and periodicals, for school libraries, for the plant, materials and tools needed in industrial and technical schools, and for needle work or other art and industrial exhibitions.

However, where a Management receives a private benefaction amounting to not more than one-half of the cost of equipment, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the equipment and where the private benefaction is in excess of the Management's share of the cost, viz., one-half, such excess shall be taken in deduction of the Government's share of the cost.

(b) Grants may be given in connection with the approved expenditure on physical training and games when such expenditure exceeds the amount of games fees collected from pupils and staff.

The maximum grant to be given to a school during the financial year on this account shall be limited to the amount of games fees collected during the year and it shall not exceed one-half of the difference between the expenditure and the games fees collections during the year, taken together with any credit balance outstanding in the games fund the Management must contribute a sum not less than the grant received.

The amount of grant applied for should be based on a budget estimate of the games fund of the school for the year in which the grant is sought.

The accounts of the games fund shall be submitted along with the financial statement referred to in para 27 of these Rules. Should it be found that the Management has contributed less than the amount of the Government grant, the whole difference will be adjusted against any grant subsequently applied for under this chapter.

(ii) Grant shall not be given for articles regarding which the Director had not been consulted and for which aid has not been promised previously to purchase or manufacture.

38. Payment of grant: The grant shall be paid only on submission before the date specified in the order sanctioning the grant of vouchers duly received.

39. Claims of the Government: If an Institution which has received aid under this chapter has, within five years from the date on which a grant under this chapter is drawn, been closed or diverted to other than educational purposes approved by the Govt., the Government may direct that the articles for which the grant was made shall be sold in auction, in which case the proceeds shall be paid into the Government Treasury provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles the difference shall be payable to the Management of the school.

CHAPTER VI

BOARDING GRANTS TO ORPHANGES AND BOARDING HOMES FOR DESTITUTE CHILDREN

40. Objects and conditions of aid: A special grant may be made to orphanages and boarding homes for destitute pupils in aid of boarding charges.

Provided that such grants shall not exceed three fourths of the net boarding charges of the Institution subject to a maximum limit calculated at Rs.8/= a month for each certified free destitute pupil.

Provided also that such grant shall not be admitted on behalf of a pupil whose age on the 1st July of the year under consideration:

(a) Exceeded eighteen or was below six years in the case of a boy and

(b) Exceeded eighteen or was below five years in the case of a girl.

Explanation: Pupils from whom a nominal fee not exceeding Rs.9/= in a year is collected shall be considered free for purposes of the above Rule.

41. In support of a claim for grant for the first time in respect of every pupil, a certificate testifying to his or her destitution in the prescribed form E.G.6 if the pupil is an orphan, and in form E.G.7 if the pupil is a non-orphan should be produced from the Mayor or the Controleur of Contributions. These certificates must be filed in the orphanage or boarding home for reference.

42. Only Institutions which are primarily orphanages and which make suitable arrangements for the education of the inmates in authorised schools shall be admitted to aid.

NOTE:(1) An orphanage or boarding house for destitute pupils shall not be eligible for aid under this head unless at least 50 per cent of its inmates on the 1st July of the year under consideration are orphan or non-orphan free certified destitutes within the prescribed age limits and reading in recognised schools.

(2) The term "Orphan" used in these rules means a child which has lost either or both of its parents.

(3) The possession of a trifling income by the parent of a child does not necessarily exclude the child from the category of "destitute" "Trifling income" means a gross income of Rs.300/= and below per annum under all sources.

Children whose parents are in receipt of an annual gross income exceeding Rs.300/= will not be eligible for any boarding grant.

(4) "Boarding Charges" for the purpose of the grant shall comprise only the following:

(i) Cost of foodstuffs.

(ii) Pay of cooks and other servants, if any, employed for the purpose of cooking and serving meals.

(iii) Contingencies, ie. sundry expenses connected with the provision of meals.

(5) The net boarding charges shall be arrived at by deducting from the boarding charges (a) the wages, if any earned by the inmates paying no fees or only nominal fees and (b) the fees, if any, collected including the nominal fees referred to in the Explanation above.

(6) No grant under this chapter, will be admissible in respect of inmates who are not natives of the Pondicherry State.

43. Applications for aid: Application for grants under this chapter shall be made in the prescribed form E.G.8 and shall be submitted to the Director through the Inspector of Schools, so as to reach him not later than the 1st of August of each year.

44. Boarding Grant Procedure: As soon as an application for grant-in-aid under this chapter is received the local Inspector of Schools shall investigate the case. The application should not be considered unless the investigation officer is satisfied that the education provided by the orphanages or boarding home for destitute children is suitable and that the accounts of the orphanage or the boarding home show that it is not conducted for

private profit. A Medical Officer should invariably be consulted by the Inspector of Schools on matters relating to the sanitary condition of the buildings and their surroundings. The Inspector of Schools shall then submit the application alongwith his recommendation to the Director who will in turn obtain the sanction of the Government for the grant to be given.

CHAPTER VII
EXCEPTIONS AND SAVINGS

45. The Private Schools "Ecoles Prives Subventionnees" which were in existence on the 1st November 1954 and which have been in receipt of grants according to the rules then in force will continue to be governed by those Rules.

However, it will be open to such Institution to opt in writing to claim grants under these Rules. The option once exercised shall be final.

APPENDIX-I

APPLICATION FOR TEACHING GRANTS: FORM - E.G.I.

1. Name and address of the School.
2. Society, Association or Person owning the School.
3. Correspondent.
4. Forms and Classes under instruction with strength of each.
5. Fees levied in each form or class per term.
6. Names of teachers with qualifications and monthly salary of each.
7. Description of endowments with yearly income from each.
8. Amount which the Management proposes to spend on the School yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than standard rates.
9. Remarks.

DECLARATION: On behalf of the Management of the school I hereby declare that the conditions of recognition and aid laid down in the Pondicherry Educational Department's Rules and in the Pondicherry Grant-in-aid Code for Educational Institutions are being, and will continue to be, fully observed, excepting those Rules from which the Institution has been specially exempted by the Director's proceedings No. , dated and that I am prepared to subject the Institution together with its current endowment and trust accounts, its establishment, time table and registers to inspection and to furnish such returns as may be required by the Department.

Station:

Date :

CORRESPONDENT

APPENDIX-II

FINANCIAL STATEMENT FOR THE YEAR 19 19

NAME OF SCHOOL/COLLEGE

RECEIPTS	Amount Rs. P.	EXPENDITURE	Amount Rs. P.
A. Fees due at standard rates April 19 to March 19		1. Teaching staff (as shown in the detailed statement attached)	
1. Amount brought forward from the last year's accounts.		2. Servants including writer (as shown in the detailed statement attached)	
2. Income from endowments		3. Rents	
3. Subscriptions and donations.		4. Taxes	
4. Actual receipts by fees (a) Ordinary (b) Special		5. Ordinary repairs and up-keep	
5. Grants-in-aid received (a) Teaching (b) Building (c) Furniture and Apparatus (d) Endowments		6. Contingencies	
6. Miscellaneous receipts		7. Scholarships	
7. Amount contributed by Management for the up-keep of the school during the year.		8. Prizes	
		9. New Buildings	
		10. Furniture	
		11. Science apparatus and materials	
		12. Other appliances for teaching	
		13. Library	
		14. Gymnasium and games	
		15. Outlay not falling under the above heads	
		16. Amount carried over to the next year's account	
	-----		-----
Total	-----		-----

..17/=

CERTIFICATE:

(1) On behalf of the Management, I hereby certify that the expenditure shown in the above statement under items 1 - 6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-aid Code.

Station:

Date :

CORRESPONDENT

(2) I hereby certify that I have audited the accounts of the College/School for the year and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

Station:

Date :

AUDITOR

..18/-

FINANCIAL STATEMENT FORM E.G.2 (Contd.)

NOTES

1. The total on the receipts side (excluding "A") should agree with the total on the expenditure side.

2. Receipts side: The amount shown against item "A" should agree with the amount shown in the fee returns as fees due for the official year.

3. Expenditure side: Item 1 and 2 should be supported by a separate statement in the form given below showing the names of the teachers or servants employed, their monthly salaries and the total salary paid to each.

Sl. No.	Name of teacher or servant	Desi- gnation	Period for which employed	Monthly salary		Total salary		Salary actually paid	
				Rs.	P.	Rs.	P.	Rs.	P.
				Rs.	P.	Rs.	P.	Rs.	P.

Certificate: I hereby certify that the expenditure shown above was actually incurred by the Management and that the salary actually paid is correctly stated.

Date

CORRESPONDENT

Note: For purposes of this statement "salary actually paid" means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purposes of the school. In the case of honorary or quasi-honorary workers the normal or assumed salary may be shown under "Monthly Salary" the real amount paid, if any, being shown under "salary actually paid".

4. Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs.10/=.

APPENDIX III

APPLICATION FOR APPROVAL OF A BUILDING SCHEME

FORM E.G.3

Application for approval of a building scheme in respect of School College at in the of

1. Brief history of the Institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition.

NOTE: (1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of managements should be specified.

2. The strength of the different classes or forms as it stood on the 31st March of every year for five years preceeding the year in which the application is submitted.

Number of pupils in each class on the date of application Number of pupils that can be accommodated in each class room

19 19 19 19 19

VI Form
V "
IV "
III "
II "
I "
5th Class
4th Class
3rd Class
2nd Class
1st Class

Total

Class Room	Area	Class Room	Area	Class Room	Area
A		G		M	
B		H		N	
C		I		O	
D		J		P	
E		K		Q	
F		L		R	

Note:- If there be any striking variations in the strength as shown above, such variations should be accounted for.

4. Character of an^d necessity for the proposed work in detail.

5. (i) Is a sketch plan of the proposed site and building attached?

(ii) Does it show:

(a) The relation of the proposed building or extension to the existing buildings?

(b) Any alteration in existing buildings necessiated by it?

(c) The purpose to which the existing buildings are now put?

(d) The purpose to which they will be put when the new buildings or extension is completed?

NOTE: Any notes that cannot be conveniently inserted in the plans may be given under each of the above headings.

6. (a) Probable cost of the proposed work.
- (b) Whether the manager has the necessary management funds to complete the work in case the scheme is approved.
- (c) Whether the Managing Body has been registered and if so, whether attested copies of the Memorandum of Association and the Articles of Association are submitted.
- (d) If the scheme relates to the purchase of site, declaration that it is the cheapest suitable site.
- (e) Amount of building grants drawn by the Institution in previous years with the number and date of the sanction and the purposes for which given (particulars should be given for 40 years).
- (f) If the scheme relates to the construction of hostel declaration that the hostel will be managed according to Rules approved by the Director of Public Instruction.
- (g) The annual expenditure incurred in the upkeep of the Institution and how much of it is met from

Fees	Government Grant	Other Sources	Manager's Funds	Total
(1)	(2)	(3)	(4)	(5)
Rs.	Rs.	Rs.	Rs.	Rs.
19				
19				
19				
19				
19				

Total				

7. Inspecting Officer's remarks about accommodation from his Inspection Reports for the two previous years.

8. Director's review of such remarks.

Station:

Date : _____ Manager / Correspondent

Inspection Officer's remarks and recommendations.

APPENDIX IV

COMPLETION CERTIFICATE FORM E.G.4

Name or Nature of Work.

Amount of the approved estimate Rs.

Certified that the above work, which has been in my charge, has been carried out according to the approved plan and estimate in a satisfactory manner with the following exceptions:

(here enter items of deviation with particulars as to dimensions and cost).

That the deviations are not of such a nature as to affect the stability or the suitability of the building, and that, in my opinion, the deviations would have resulted in Saving Rs. cost and excess above the approved estimate. under

Station:

(Signature)

Date :

Designation of Officer

APPENDIX V

APPLICATION FOR GRANTS FOR FURNITURE, BOOKS ETC.

FORM - E.G.5

1. Name of Institution :

2. Society, Association or Person owning the Institution :

In the case of books			Amount of grant applied for	In the case of furniture		
No. of books articles etc. required	Description of books, etc. required	Total cost	of grant applied for	Form or Classes for which the new furniture is required with average strength of each	Dimensions of each	Total cost of one article
(a)	(b)	(c)	(d)	(e)	(f)	(g)
		Rs. P.	Rs. P.			Rs. P.

3. Inspection Officers remarks : *regarding the supply of furniture in the last report on the school.*

4. Amount of furniture and other special grants drawn by the school in previous year with particulars of sanction :

5. Remarks (necessity for the proposed supply) :

6. Declaration by Management :

DECLARATION: On behalf of the Management of the school, I hereby declared that the conditions of recognition and aid laid down in the Pondicherry Education Department's Rules and in the Grant-in-aid Code are being and will continue to be fully observed, excepting those Rules from which the Institution has been specially exempted by the Director's proceedings No. _____ dated _____ and that I am prepared to subject the Institution, together with its current endowment, and trust accounts its establishment, time table and registers to inspection and to furnish such returns as may be required by the Department, and that I shall abide by the provisions of Rule 32 of the Grant-in-aid Code in the event of the School being closed within five years from the date on which grant has been drawn.

Station:

Date :

CORRESPONDENT

APPENDIX VI

DESTITUTION CERTIFICATE FOR AN ORPHAN PUPIL FORM E.G.6

I hereby certify that _____ is a native of the State of Pondicherry and belongs to the Village _____ of _____ situated in my jurisdiction and is the son of _____ father and of _____ mother, and the father having deceased, the condition of this mother

father & mother
orphan and surviving parent _____ is so destitute as to entitle

orphan
the orphan to the benefits of the Pondicherry State Grant-in-aid Code. The occupation of the parent(s) is _____ the annual gross income from all sources of the parent(s) is Rs. _____ per annum.

Station:

Date :

Commune:

(Signature)
Mayor or "Controleur"

DESTITUTION CERTIFICATE FOR A NON-ORPHAN PUPIL
FORM E.G.7

I hereby certify that _____ is a native of the State of Pondicherry and belongs to the Village of _____ situated in my jurisdiction and is the daughter of father and of son mother, and the condition of the boy and his parents is so girl her destitute as to entitle the pupil to the benefits of the Pondicherry State Grant-in-aid Code. The occupation of the parents is _____ the annual gross income from all sources of the parent(s) is Rs. _____ per annum.

Station:

Date :

Signature
Mayor or Controleur Commune

Note: This certificate should be granted to each pupil individually.

APPENDIX VIII

APPLICATION FOR BOARDING GRANT FORM E.G.8

1. Name of orphanage or school to which it is attached.
2. (a) Number of free orphan destitutes for the previous year.
(b) Number of free non-orphan destitutes.
(c) Number of non-destitutes.
(i) Paying inmates for the previous year.
(ii) Others
(d) Total number of inmates (a) plus (b) plus (c) for the previous year.
(e) Total number of orphan and non-orphan destitutes for the current year.
3. (a) Number out of 2(a) who are within the prescribed age limits and reading in recognised schools.
(b) Number out of 2(b) who are within the prescribed age limits and reading in recognised schools.
(c) Total number of free destitutes within age limits and reading in recognised schools 3(a) plus 3(b)
4. The Education Work done for the inmates by the Institution (ie. general and vocational).
5. Other work done by it, if any.
6. Accommodation provided for dormitories, etc.
7. Sanitary conditions of the buildings and their surrounding as reported by the Medical Officer.
8. Income for 19 - 19 from
(a) Orphan and non-orphan destitutes paying fees
(b) Other paying inmates
Total of (a) and (b).
9. Other sources of incomes for the year 19 - 19
10. Whether separate provision is made for boarding, lodging and supervision and whether accounts are maintained separately for the orphanage or boarding home, in cases where it is connection with an ordinary hostel or residential school.
11. Net cost of boarding charges for the previous year.
12. Average boarding cost per mensem for an orphan or non-orphan destitute.

Station:

Date :

Correspondent/Manager