

THE RAJASTHAN GRANT- IN AID TO NON
GOVERNMENT EDUCATIONAL AND
CULTURAL INSTITUTIONS IN RAJASTHAN,

1963

Govt of Rajasthan

(REVISED GRANT-IN-AID RULES)
EDUCATION DEPARTMENT (CELL VI)

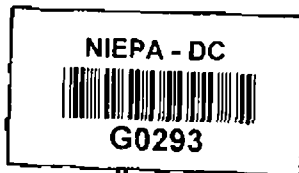
NOTIFICATION

Jaipur, January 19, 1963.

No. F. 2 (24) Edu./Cell VI/62.—In supersession of all previous orders and rules governing the grant-in-aid to non-Government educational and cultural institutions, the Governor has been pleased to make the enclosed revised rules to regulate payment of grant-in-aid to the non-Government institutions functioning for the educational and cultural development and physical culture of the people in the State.

These rules shall be enforced and be applicable to grants payable from 1963-64. The recurring grants payable in 1963-64 shall be on the expenditure in 1962-63.

By Order,
Sd/- VISHNU DUTTA SHARMA,
Secretary to the Government.



**THE RULES FOR PAYMENT OF GRANT-IN-AID TO
NON-GOVERNMENT EDUCATIONAL, CULTURAL
AND PHYSICAL EDUCATION INSTITUTIONS
IN RAJASTHAN, 1963.**

(i) *Short title.*—These Rules may be called the Rajasthan Grant-in-aid to educational and cultural institutions Rules, 1963.

(ii) *Definitions.*—In these rules unless the context otherwise requires:—

(a) Director of Education in case of degree and Post-graduate colleges means the Director of College Education, Rajasthan.

(b) Director of Education in case of Schools and other institutions (other than degree and Post-graduate colleges and institutions of Sanskrit education) means the Director of Primary and Secondary Education.

(c) Director of Education in case of institutions of Sanskrit Education means Director of Sanskrit Education.

(d) Director of Education in case of institutions of Technical Education means Director of Technical Education.

(e) Government means the Government of the State of Rajasthan.

(f) University will include University of Rajasthan, Jodhpur University and such other universities as may by law be established in Rajasthan.

(iii) *Eligibility.*—All institutions functioning in Rajasthan for the educational and cultural development and physical culture of the people are eligible for the following kinds of grants which may be paid at the discretion of the sanctioning authority:—

(i) Recurring or maintenance grant.

(ii) Non-recurring grant towards equipments/buildings etc., and

(iii) Such other grants as may be sanctioned by the Government from time to time.

Note 1.—The Government, in exceptional cases, may also sanction an *ad hoc* non-recurring grant to any such institutions functioning outside Rajasthan on such terms and conditions as it may deem fit to impose, if such an institution is of an all India character and its project and activities have been approved by the Central or any State Government.

Note 2.—Proprietary institutions (i.e. institutions not registered under either the Society Registration Act, 1860 or Rajasthan Public Trust Act or any other Act etc. that may be specified by the Government) will not be eligible for any kind of grant from public funds.

Note 3.—Money annually granted from public funds for undertaking educational activity in the State are administered under the control of the Director of Education in accordance with the conditions set forth in these rules.

Note 4.—The payment of grants to institutions will be subject to the proviso that the requisite budget grants are sanctioned by the State Legislature. Notice of the probable reduction in any year will be given as soon as possible after the budget grants are passed and such reduction will continue in force until the notice is modified or cancelled.

Rule 2.—Classification of institutions.—The institutions will be classified under two categories—

(a) *Educational institutions.*—In this category shall be included all schools, colleges, technical institutions and other institutions imparting primary, secondary or post-secondary (higher) education and following the circular prescribed or approved by the Education Department of the Government of Rajasthan or the Ministry of Education, Government of India, Board of Secondary Education, Rajasthan, Statutory Universities established or to be established in Rajasthan.

(b) *Other institutions.*—In this category will be included institutions dealing with other aspects of education such as pre-Primary, Training Institutions, Montessory and Kinder-Garten Schools; Research and Cultural Societies engaged in the advancement of knowledge or cultural institutions for the collection, preservation, editing and publication of old literature, which are

not attached to a recognised school or college provided that they do not take part in communal or subversive activities; Sanskrit Pathshalas and Colleges societies or special schools engaged in the teaching of Music and/or Dance and or Drama or Physical Education; Physical Culture Organisation and Sports Associations or other Bodies conducting tournaments and competitions in games, sports or cultural activities special schools for physically handicapped children; Arts, Science or Commerce Colleges, Teacher Training Colleges or Schools; Engineering Colleges/Vocational and Technical Schools or Institutes including Art or Craft Schools, Rural Institutes, Scouts/Guides Association, Vocational Guidance Clinics which are attached to educational institutions, institutions for adult and social education, public libraries, reading rooms, hostels, Educational Camps and tours etc. etc.

Rule 3. *Conditions of grant.*—No grant shall be made to an institution unless it agrees to comply with the conditions hereinafter laid down, which are over and above the conditions prescribed by the University, the Board of Secondary Education, Rajasthan and the State Department of Education and every institution which applies for grant-in-aid shall be deemed to have accepted its obligation to comply with these conditions:—

(1) The institution shall neither prepare nor send up candidates unless permitted by the Director of Education for an examination held in another State when an examination of the same nature is held in Rajasthan by the Education Department; or the Board of Secondary Education or the University.

(2) The records and accounts of the institution shall be open to inspection and a audit by persons authorised by Government or the Education Department or the Accountant General.

(3) Admissions and all facilities including free student-ship, half-free studentships, provided by the institutions shall be available to every section of people without any distinction of caste or creed.

(4) The institution shall not be run for the profit of any individual and its Governing Body/Council or Management is such as can be trusted to utilise its assets for the furtherance of the object of the institution

(5) The institution shall, satisfy the requirements laid down under Appendix I regarding the constitution of the management or Governing Body. Among other things, the constitution of the said body shall ensure its secular character¹

specially laying down that no more than 2/3rd of its members shall belong to any particular caste, sects or creed. Any change in the personnel of the Governing or Managing Body shall be reported early to the Department.

(6) The institution shall supply to the Education Deptt. a list of all its assets, the income of which is utilised for its expenditure.

(7) In the event of the Government being satisfied that a serious dispute exists in the Managing Committee or Governing Board of the institution which hampers the smooth running of the institution and/or the election of the members of the Managing Committee is wilfully delayed for more than six months, the Government after giving them a show cause notice may suspend the Governing body/Council or the Managing Committee and appoint an administrator to exercise control over the assets and to run the institution till a new Governing Body/Council or the Managing Committee is formed according to rules or the dispute is settled otherwise

(8) The institution shall not be closed down or down-graded without atleast one full academic year's notice being given to the Department. Such notice shall contain (i) the reasons of the intended closure of down grading and (ii) the list of all the assets held by it.

(9) The institution shall, unless specially exempted by Government, invest its endowment in trust stock or place them in deposit in the State Bank of India, the Post Office Savings Bank or any Scheduled Bank or one Bank recognised by the State Government. All money realised as fees from students, contributions, endowment and donations received for the institutions, its reserved funds, sums earmarked for building operations or other capital purposes and grants-in-aid shall constitute the Institutional Fund, which shall be placed in the State Bank of India, the Post Office Savings Bank or any other Scheduled Bank or State Recognised Bank. No money shall be kept out of the Institutional Fund. Withdrawals from the Institutional Fund shall be made only by a person who is duly authorised by the Governing Body or the Managing Committee to operate the Fund, and only for the purpose of incurring expenditure for the maintenance or improvement of the institution.

(10) The institution shall see that the number of pupils on roll and their average attendance or the number of persons

deriving benefit from it, does not fall below the standard or number mentioned below:—

Section	Class	Average of students on roll in a session	Average attendance
Lower Primary School.	I to III	45	75%
Pry. Section.	I to V	75	75%
Middle Sec.	VI to VIII	45	75%
Secondary School.	IX to X	40	75%
Higher Secondary School.	IX to XI	45	75%
Hostels.		25	75%
Sanskrit institutions.	
Institutions upto Preveshka		12	75%
Madhyama		6	75%
Shastri & Acharya		2	75%

*Note:—*Provided that the average minimum enrolment in girls institutions shall be at least 75% of the enrolment in boys institutions mentioned above. The average attendance in girls institutions shall not be less than 60%.

(11) The institution shall promptly comply with all the instructions issued by the Department for the proper running of the institution.

(12) The scale of tuition and other fees charged from the students shall not be lower than the scale laid down by the Government in this connection and shall not be charged without the previous approval of the Government.

(13) No grant shall be admissible for the starting of a new course class, section or subject, a project unless previous permission has been obtained from the Department.

If the management of an institution wishes to close down any course, class, section or subject, information of the same shall be given to the Department at least three months before such closures.

(14) No untrained teacher shall be permanently appointed in a school or in a teacher training institution without the permission of the Director of Education, unless the teacher concerned has been exempted from the training qualifications by the Department or the Board of Secondary Education.

Note:—This rule will not apply to Higher Secondary Schools until the academic session 1965-66.

(15) An institution shall not appoint staff on a temporary basis for more than two years without the permission of the Director of Education.

(16) The age of superannuation for teachers shall not ordinarily exceed 58 and no extension/re-employment in service shall be granted beyond the age of 60. In special cases the Government may waive this condition for not more than 5 years particularly for teachers doing post-graduate teaching or research work.

(17) Grant-in-aid shall not be sanctioned to such of the institutions which have failed to comply with the conditions in the past.

(18) The Grant-in-aid shall be utilised for the same purpose for which the same is sanctioned.

(19) The un-utilised balance shall be surrendered to the Department/Government before the close of the financial year.

Rule 4. *Condition of Service of the staff*.—(a) The conditions of service of every member of the teaching and ministerial staff appointed substantively shall be governed by an agreement executed by him and the Governing Body/Council, or the Managing Committee, in the form given in Appendix III. Variations in minor details may be approved by the Director of Education. The agreement must be executed within one month of the appointment of the persons on probation.

(b) The scales of pay and allowances to the staff of the institutions shall not be less than those prescribed by the Government for the staff of similar category in Government institutions. In case of higher salary scale grant-in-aid shall ordinarily be admissible at the prescribed Government scales only. The Government may in special cases allow grant on higher scales.

(c) Rules governing private tuitions and appearing at public examinations for members of the staff of the institution shall not be more liberal than those prescribed for Government institutions of the same type and standard.

(d) Salaries to the staff shall be paid in full and regularly every month and no un-authorized cut shall be made therein. The Director of Education may, if he considers it necessary, direct the Governing Body/Council or the Management of any particular institution to discharge salaries by cheque.

(e) No person on the staff of the institution shall be dismissed or removed or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him provided that this clause shall not apply:—

(i) Where a person is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on a criminal charge; or

(ii) Where it is not practicable to give that person an opportunity of showing cause and the Department's consent has been obtained before the action is taken.

(f) An order imposing punishment of the kind referred to in clause (e) above shall contain the reasons thereof and a copy of it shall be given to the person concerned immediately and sent to the Department for information within a month.

(g) An appeal shall lie to the authority mentioned in Appendix V from every order of the Governing Body/Council or the Managing Committee imposing punishment referred to in clause (e) above.

(h) The management shall implement the order passed by the appellate authority mentioned in (g) above within three months of the receipt of the copy thereof unless such implementation is stayed by the orders of any court of any higher authority.

(i) In case the management fails without sufficient reason to pay the amount, if any, specified in the order of the appellate authority, the Director may deduct it from the next grant-in-aid and, if necessary, from subsequent grant-in-aid bills also and pay the person concerned on behalf of the management. This would be deemed to be a payment to the management of the institution itself.

(j) P.F. Rules are to be followed by the institution as framed by the Department/Board of Secondary Education/University/Universities to be established.

Rule 5. *Assessment of annual recurring grant.*—(a) Annual recurring grant will be given on the basis of the approved recurring expenditure of the previous year and allowing for the annual increment of the teaching, ministerial and class IV staff.

(b) Approved expenditure shall be arrived at according to rules and such other instructions that may hereafter be issued from time to time by the Director of Education

(c) Institutions shall be categorised under advice of the Grant-in-aid Committee and shall receive Grant-in-aid as follows:—

Category	A. 80%) of the approved expenditure of the previous year plus likely annual increment of staff.
	B. 70%	
	C. 60%	
	D. 50%	

Spl. Category.—(institutions carrying on the work of education on experimental and pioneering lines in accordance with the criteria laid down by the Department of Education. 90%.

Note 4.—The case for an increase in grant-in-aid can, as a rule be reviewed by the Grant-in-aid Committee ordinarily after 3 years on the basis of inspection reports and general improvements in other principles of categorisation

Grant-in-aid Committee will admit institutions to the special category after examination of their cases under criteria listed in Appendix X

(d) The total recurring grant-in-aid from Government of Rajasthan in any year shall not exceed the difference between the approved expenditure taken into account and the income from the fees and other recurring sources during the same year including grants from other States and Central Government, Sabhas, Societies and Local Bodies.

For the purpose of this rule;

(i) income from interest on reserve fund or rent of properties.

(ii) fee income from fee charged at rate higher than Government rates to the extent of the actual excess realised;

shall not be considered as income from other recurring sources.

Examples:—

(1) Expenditure of Institute in 1960-61	9,200/-
Amount disallowed	200/-
Approved expenditure	9,000/-
Likely increment on staff etc.	1,000/-
Assistance to be calculated on	10,000/-
Income of the Institute from fee and other recurring sources.	1,000/-
Category of Institute is C	
Grant to be paid in budget year 61-62	7,500/-
(2) If in the above example the institution had received in 1960-61 central grant	1,500/-
The grant to be paid in 1961-62 by State Government	6,000/-
(3) If the Institute had received in 1960-61 Central grant	3,000/-
Then grant from State Government would be limited to the difference between approved expenditure and income from fee and all resources	5,000/-

*Note (1).—*In special cases such as when a new course or class is started or a new experiment or project undertaken or an institution has to face serious financial hardships grants may be sanctioned on the basis of the current year's budget estimates, provided that if the whole amount of the grant is not spent during the year the saving shall be recovered from the institution or deducted from the next year's grant.

*Note (2).—*The income from fees and fines referred to in sub rule (d) includes the following fees and shall be separately mentioned in the statement of audit prepared by the Chartered Accountant or other approved auditors:—

- (1) Tuition fees.,
- (2) Tutorial fees.

- (3) Admission and re-admission fees.
- (4) Transfer Certificate fees.
- (5) Any other fees not covered by the above except—
 - (a) Subject fees for example Commerce fees, Science fees, Agriculture fees, etc.
 - (b) Games fees and fees charged for craft and other activities in Agriculture dairy, Home Science, etc. referred to in sub-clause A.M.N. Rule 6.

(6) Fines.

With regard to other fees referred to in (a) and (b) above subject fees, games and crafts shall be utilised for the specified purpose for which they are charged and in the event of their non-utilisation in full or part, the amount is transferred to the Student Fund to be utilised in the next year. The Governing Body/Council or the Management shall in no case utilise any portion of the Students Fund for the purpose of running the institution or in payment of salaries of the staff, rent of the buildings etc.

Note (3).—During each year every institution admitted to the grant-in-aid list shall provisionally be paid a monthly sum equal to 1/12th or a quarterly sum equal to 1/4th of the annual grant fixed for the previous year till the current year's grant is sanctioned subject to its final adjustment.

The following will be the basis for the Categorisation of the institution:—

- (1) Quality of educational work judged on the results on an average of last 3 years of the public examinations of the Highest class in the institution.
- (2) Correction work.
- (3) Individual attention.
- (4) Teaching efficiency.
- (5) Discipline and tone of the institution (Rules of discipline Appendix II).

- (6) Extra-curricular activities cultural life, games, etc.
- (7) Contribution to community life (special service in the area).
- (8) Classwise attendance throughout the year.
- (9) Facilities for games, sports, P.T. and participation and achievement in tournaments.
- (10) Provision for building and equipment.
- (11) Absence of malpractices and irregularities.
- (12) Absence of stagnation among students.
- (13) Number of faculties and subjects provided.

Note:—The notice period pay recovered from the employees of the institution and the amount of the management share of the Provident Fund Scheme forfeited by the management during the year shall be shown as income in the audited statement and shall be credited as income of the institution for the purpose of arriving at the figure of net approved expenditure.

Rule 6. *Approved Expenditure.*—Approved expenditure referred to in Rule 5 above shall relate to the following items only:—

(a) Actual salary and Provident Fund contribution not exceeding $6\frac{1}{4}\%$ in respect of teaching staff except the pre-merger employees of the aided institutions of the former Jodhpur State and the C.E. Schools run by the Municipal Board in Bikaner, Ganganagar, Churu and Bundi District in whose case it shall not exceed 8/1-3 per cent.

(b) Salaries and Provident Fund Contribution not exceeding $6\frac{1}{4}\%$ in respect of the Ministerial and Non-ministerial staff, except the pre-merger employees of the aided institutions of the former Jodhpur State and of the C.E. Schools run by the Municipal Board of Bikaner, Churu, Ganganagar and Bundi District in whose case it shall not exceed 8/1-3 per cent.

(c) Stationery and Printing charges.

(d) Dearness allowance not exceeding Government rates in force.

(e) Postage stamps on official correspondence, rent, charges on telephone for college and residential and partly residential High or Higher Secondary Schools only. Aggregate limit will be laid down for postage.

(f) Water and light charges.

(g) Registration, audit fees and affiliation fees.

(h) Recurring expenditure on equipment and apparatus.

(i) Ordinary repairs to buildings (if these belong to the institution and furniture etc.). Repairs may be calculated at 1% for Pacca and 2% for Kachha buildings.

(j) Building rent (if the building is rented). In all cases the department should be satisfied that the building is not owned by a society consisting of the same community or groups of persons running the institutions concerned. Rent will not be admissible if the building belongs to the same society or groups of persons (see note 4 and 5 below).

(k) Recurring (net) expenditure on Books, Library and Reading Rooms.

(l) In the case of residential institutions or educational societies running more than one institution such expenses on management as are necessary or incidental to the establishment and maintenance of the institutions and the society.

(m) Recurring (net) expenditure on games, physical education and other extra-curricular activity e.g., camps, annual functions (including prizes), Dramatics, Educational Tours, Excursions, Social Services.

(n) Recurring expenditure on craft including Agriculture, Dairy, Home Science after deducting the income accruing therefrom.

(o) Expenditure on travelling of teachers in attending conferences and seminars conducted by the Government or Department connected with educational matters: Provided the same has not been paid by the authority calling the teachers or arranging the conferences or seminars, and on journeys.

(p) Expenditure on advertisement for the posts of teachers and lecturers at the rate of not more than two advertisement in two news papers in a year.

(q) Petty expenditure according to the prescribed limits for brooms, dusters and earthen pots, rope for water, etc.

(r) Research bulletin for research institutions only.

(s) Book-binding (for public libraries only).

(t) Training expenses for teachers (according to rules for Government employees).

(u) Charges on account of taxes on school buildings to the extent of the amount if actually paid by the Manager.

(v) Travelling expenses of teachers accompanying school children on excursions, subject to the prior approval of the Director of Education.

(w) Expenditure incurred for obtaining rent verification certificates from P.W.D.

(x) A new institution coming into existence after the commencement of these rules shall not be eligible for grant-in-aid unless it has continued successfully, at least for one academic session from the date of recognition by the Department. In very special cases, however, this condition may be waived by the Government. In such cases, grants may be sanctioned against the approved budget of the First year. Such grants will not exceed half of the salaries of the teaching staff likely to be incurred during the year and will be payable in monthly

or quarterly or half-yearly instalments as may be required by the management.

(y) *Expenditure on Hostels*.—Approved expenditure for Hostels would relate to the following items:—

(i) Salary or allowance of the Warden or Superintendent or the Matron.

(ii) Ministerial and class IV establishment considered necessary by the Department.

(iii) Ordinary office contingencies.

(iv) In the case of Societies running more than one boarding house, such expenses on management as are necessary for and incidental to the establishment and maintenance of the Society as provided under the rules above.

Note 1.—The expenditure on Central office mentioned in (1) shall be approved for grant only when the total approved expenditure of the Society exceeds Rs. one lakh per year and at least 3 institutions are being run by the Society. By institutions are meant only those which are recognised as institutions for this purpose by the Department. Institution should not be of the nature of a Department or section or activity of the same institution.

Note 2.—Charges on account of contribution made by the institution to a pension fund or a gratuity scheme or an account of the pension or gratuity paid to former teachers are ordinarily not admitted for the purpose of grant-in-aid unless the rules on the subject are approved by Government, provided that in the case of staff obtained on lent services from any State Government or Government of India, pension and leave salary contribution shall be allowed as approved expenditure.

Note 3.—Charges on account of pension to widows of the deceased teachers are ordinarily not admissible for grant-in-aid unless the rules for grant of pension are duly approved by Government.

Note 4.—Expenditure on rent (to the extent assessed by the P.W.D. for the particular period) is admissible to an institution only when the building has been actually taken on rent and rent-deed containing the terms and conditions of rent is executed and registered. No rent is admissible where a parent

body has given a building to a trust for the charitable purpose of running an educational institution as a donation.

No rent is admissible where grant-in-aid has already been given for repairs, additions and alterations of the building used for educational institutions run by a private body.

In case institutions or society, which is other than the parent body, is entrusted with the running of a school and uses building which was got constructed by the parent body for the use of the school and then new managing body is required to execute a bond or agreement and get the same registered to the effect that rent for use of the building will have to be paid by the newly created management to the parent body for running a school, rent by the society will be admissible for grant-in-aid.

Note 5.—Save otherwise provided no expenditure on repairs of building for which rent is claimed is admissible for grant-in-aid as such repairs are to be done by the landlord.

Note 6.—Legal expenses are not admissible for grant-in-aid as they are non-recurring charges. Exceptional cases should however, be referred to the Director with pertinent details for orders, regarding the admissibility of the expenditure.

Note 7.—*Repayment of loans etc.*—Repayment of loans or the amount transferred to the Revenue Fund is not an expenditure admissible for the purpose of grant-in-aid.

Note 8.—*Arrears of expenditure.*—The expenditure which is incurred to meet the liabilities of any previous period but included in the expenditure of the year on which the grant is based is not admissible for the purpose of grant-in-aid.

Note 9.—The authorised maximum limits of expenditure mentioned in Appendix VI.

Note 10.—Any new or additional expenditure on any of the above items not provided in the approved budget will require previous sanction of the Department.

Rule 7. Non-recurring Grants.—(a) Non-recurring grant shall not exceed 50% of the total approved and actual expenditure or actual expenditure whichever is lesser.

(b) Non-recurring grants may be given for construction, repair and extension of building (including hostels), for purchase of furniture and equipment and for the purchase of library books.

(c) Grant for the purchase or replacement of bus shall not exceed 25% of the controlled price of the bus. Replacement

will normally be allowed after an interval of at least 10 years such grants will ordinarily be considered only for Girls institutions and Montessory schools and preference will be given to institutions situated in cities or away from residential localities.

Note.—(In case of Girls institutions expenditure incurred for the construction of teachers residential quarters will be admissible for grant-in-aid).

(d) Grants-in-aid will be given on only those cases where the plan and estimates of expenditure have received the prior approval of competent authority as per schedule of powers in Appendix V (item 6).

(e) Plans and estimates up to Rs. 25,000/- for the construction of building may be scrutinised and countersigned by the Inspector of Schools of the district concerned if the same are prepared by a qualified Engineer/Overseer.

Plans and estimates above Rs. 25,000/- must be prepared and verified by the P.W.D. and be submitted to the Director of Education through proper channel.

(f) Grants-in-aid will be sanctioned and released to the institutions by the competent authority as per schedule of powers in Appendix V (item 8). Before the sanction of grant the competent authority shall be satisfied that:—

- (i) Statement of expenditure audited by a Chartered Accountant has been received.
- (ii) Certificate of P.W.D. authorities for the value of construction has been received.
- (iii) Certificate of the P.W.D. authorities and Departmental authority that the expenditure is according to the approved plan or project.

(g) Normally grant-in-aid is to be released after the completion of the approved construction/project. In special cases where interim instalments of grant are decided to be sanctioned, the competent authority shall be satisfied, that—

- (i) Statement of expenditure audit by a Chartered Accountant has been received.
- (ii) Certificate of Dy. Inspector or Inspector of Schools regarding work done and material used.

The instalment sanctioned shall not exceed 50% of the approved and actual expenditure. For final payment certificates as (f) above would be necessary.

(h) In all cases before or at the time the money granted is paid over, the grantee and the officer of the Government making the grant shall sign a written agreement to the effect that the grant is made and accepted subject to the conditions as to presumption and all other conditions contained in these rules, the grantee undertaking to sell and the Government officer to buy for Government on those conditions, the agreement shall be properly executed and registered under the Registration Act. In case grant has been made by the Government for the erection, purchase, improvement or repair of a building that building shall not be transferred or used at any time for any other purpose except with the written permission of the Department. Ordinarily, the Government shall have a prior lien on such a building for the recovery of the sum representing the grant-in-aid paid when the building is to be alienated or proposed to be used for purposes other than those for which its construction was undertaken. The decision as to what the market value of such building be, shall rest with the Government. The above condition shall be included invariably in the agreement referred to above.

The form of the agreement by the management shall be as prescribed in Appendix VIII with such modifications as the Director of Education may agree to.

7. (i) In cases of well established institution undertaking big construction projects, Government, at its discretion may release initial instalments of the Grant-in-aid in advance of the expenditure.

Rule 8. *Working Days*.—If any institution has worked for less than 200 days during the twelve months ending on March 31, a proportional reduction may be made in the annual grant payable under the rules.

Rule 9. *Application for grant-in-aid*.—Application for grant-in-aid or special grant for any financial year must be made on the prescribed forms by the August of the year. Such applications shall be accompanied by the following:—

(1) A statement of accounts for the financial year ending 31st March of the preceding year duly audited by the Chartered Accountants.

Note.—Institutions with an annual expenditure of Rs. 2,000/- (Rupees two thousand) per annum or below are exempted from getting their accounts audited by Chartered Accountants.

(2) A declaration from the person authorised by the management of the institution for which the grant-in-aid is demanded that it has assets worth atleast three times of the amount of annual expenditure and that such assets (List to be annexed) are free of all encumbrances and do not include assets created or added out of the grant-in-aid received and that the income of such assets supplemented by grant-in-aid will be adequate to enable the management to carry on the institution efficiently and to pay the salaries of the staff of the institution as are prescribed by the Government or other competent authority.

Note.—Provided that the condition shall not be insisted upon during the first three years of an institution.

Rule 10. Reduction, withdrawal, withholding etc. of the grant.—The grant-in-aid shall be liable to be withhold, reduced or withdrawn at the discretion of the sanctioning authority if in its opinion the institution has failed to satisfy any of the conditions enumerated in these rules but before any such action is taken under this rule, the management shall be informed and also be given an opportunity of showing cause against the charges levelled and action proposed to be taken against it.

It will be open to the management to appeal to the Government against the order of the authority, withholding, reducing or stopping the grants, within two months from the date of the receipt of the said order.

Rule 11. Committee to scrutinise application.—All applications for (i) recurring grant to new institutions (ii) for increase in the percentage of recurring grants of the institutions already on aid list and (iii) non-recurring grants will be considered and recommended to the sanctioning authority by a Committee consisting of the following members. The Committee will keep in view these rules, Government orders and circulars issued from time to time in this behalf and the provision in the budget:—

- (1) Director of (P&S) Education *Convenor*.
- (2) Director of College Education (When cases of colleges are considered).
- (3) Chairman, Board of Secondary Education.
- (4) A representative of the Education Department.
- (5) A representative of the Finance Department.
- (6) Director of Sanskrit Education, when cases of Sanskrit Educational institutions are considered.

(7) Dy. Director of Education of each range, when cases concerning his range are being considered.

(8) Three eminent non-official educationists.

(9) Director, Technical Education for proposals on technical education.

The Director of Education shall intimate the amount that may be available for the above grants in the financial year to the above committee when meets to consider applications for grants-in-aid.

Rule 12. Sanctioning authority.—(i) Recurring grants to new institutions and all non-recurring grants above Rs. 50,000/- (Estimate of expenditure) shall be sanctioned by the Government.

(ii) The Director of Education shall have authority to approve expenditure and sanction:—

(a) Recurring grants to institutions already on the grants-in-aid list in accordance with these rules.

(b) Non-recurring grant up to Rs. 25,000/- without the concurrence of the Grant-in-aid Committee.

(c) Non-recurring grant up to Rs. 50,000/- with the approval of Grants-in-aid Committee.

Rule 13. Alienation of the property.—An institution or a body which has received grant-in-aid under these rules shall not transfer any property to any persons, institutions or body without the concurrence of the Department/Government as the case may be, except the disposal of un-serviceable articles.

Rule 14. Maintenance of registers etc.—All materials purchased from time to time out of the funds of an institution shall be entered in a stock register which shall be maintained by every institution on the grant-in-aid list. The Head of the Institution shall be responsible for the proper custody thereof. All the bills received for payments shall bear the following certificate:—

“The quality of articles received is good, quantity correct and according to the specification, rate is not more than those prevailing in the market and entered in stock register at page No.”

Rule 15. Purchase by tenders.—All purchases costing more than Rs. 250/- shall be made after calling for tenders from the manufacturers, suppliers and contractors. As far as possible,

lowest tenders shall be accepted unless for any special reasons to be recorded in writing the management decides otherwise.

Power of the Government to grant exemption from the provisions of these rules.—The Government may in special cases grant an institution exemption from one or more of the conditions contained in these rules.

Rule 16. Supersession.—The existing Rules for Grant-in-aid as contained in Chapter XVII of the Education Code of Rajasthan, 1957 (as amended from time to time) and (U. P. Education code applicable upon the institution of erstwhile Ajmer State) are hereby superseded.

INDEX OF ENCLOSURES

Appendix I	Rule 3 sub rule (v) — Constitution of Governing body.
Appendix II	Discipline
Appendix III	Rule 4 sub rule (a) Governing body and teacher.
Appendix IV	Governing body and head of the institution.
Appendix V	(i) Rule 4 sub rule (g) (ii) Rule 7 sub rule (a) powers .
Appendix VI	Rule VI note 9 — maximum limit of expenditure.
Appendix VII	Scale of class IV Servants.
Appendix VIII	Rule 7 sub rule (a) — deed.
Appendix IX	Schedule of fees.
Appendix X	Criteria to Categorise institutions as special one.

APPENDIX I

Formation of Governing Bodies.

(1) The Managing Committee of Governing Council shall consist of not more than fifteen members plus the Head or Heads of institution or Institutions run by the Society.

(2) Not more than 2/3 of the management shall belong to any one community, caste or sect.

(3) Not less than 1/3 of the total membership should be from amongst donors or subscribers.

(4) At least one member should be accepted from amongst the teaching staff of the institutions run by the management.

(5) The Education Department will nominate one member on the Managing Committee who will be a senior Education Officer of eminent educationist.

Note.—Nominations will be made by the Director in the case of managing bodies or Societies running not more than three institutions or of at least High Schools standard whose expenditure does not exceed rupees 3 lakh per annum, and the Government in consultation with the Director of Education in the case of managing bodies which run more than three institutions of at least High School standard or whose expenditure exceeds rupees three lakhs per annum.

(6) At least one member shall be co-opted from amongst the parents of the students of institution or institutions run by the management.

(7) At least one old student of the institution run by the management to be co-opted by the other members of the Managing Committee or Governing Council under clauses 4, 6 and 7.

Note 1:—Doners.—Those who have donated at least Rs. 250/- at a time or have been paying a subscription of at least Rs. 3/- per month for at least one year shall be considered doners. Institutions may fix higher minimum of donation or subscription according to their needs.

Note 2.—Doners and Founder members and Honorary members (if any) shall form an Electoral College for the election of members (as may be fixed by them) to the Managing Committee or Governing Council under clause No. 3.

Note 3.—While making nomination the department will see that the officer to be nominated is not inferior in status to the head of the institution concerned.

APPENDIX II

Rules of Discipline in Educational Institutions.

The managers of recognised Educational Institutions are required to enforce the following principles of discipline:—

- (1) Strict regularity and implicit obedience must be exacted in class. 10
- (2) Any reported or observed objectionable conduct out of institution should be punished.
- (3) Parents must be given to understand that they cannot dictate to managers but that the managers have a right to say on what conditions they will admit or retain pupils in their institutions.
- (4) Politeness and courtesy of speech and conduct should be inculcated as well as cleanliness of dress and person.
- (5) No child suffering from a contagious or infectious disease shall be permitted to attend any recognised institutions.
- (6) Persons at study who are over sixteen (16) are free to attend all public meetings. Persons at study who are under that age may with the consent of their guardians be prevented by the Heads of their schools or colleges from attending any particular meeting which the heads of the schools or colleges consider objectionable.
- (7) Persons at study who are over eighteen (18) are free to become members of organisation other than those whose policy or programme involves the dissemination of ideas of violence or the use of violence.
- (8) Persons at study may take part in the activities of all educational, social and religious associations.
- (9) Such persons may not, however, become members of the executive or Managing Committee of any political or religious organisations likely to result in communal antagonism or take an active part in furthering their activities.

APPENDIX III FORM OF AGREEMENT

An agreement made this.....day of..... between (hereinafter called the teacher) of the one part and the Managing Committee of the.....other part. The Committee hereby agrees to employ the teacher and the teacher hereby agrees to serve as.....in the said school on the following terms:--

(1) The teacher's employment shall begin from the.....day of..... 19 . He shall be employed in the first instance for one year on probation and period of probation shall in no case exceed two years. If at the end of the period two years, the teacher is not found competent or otherwise suitable, his appointment shall be terminated.

(2) If confirmed in his appointment at the end of his period of probation, the teacher shall be employed on a monthly salary of Rs. in the grade

(3) The said monthly salary shall be paid regularly in the month following that for which it is due.

(4) The duties of the teacher shall not be confined as to place to the school building nor as to time to the periods during which the school is open for the purpose of class tuition. The teacher shall perform all such duties connected with the work of the school as shall be required of him by the Headmaster and shall in carrying out those duties obey at all times and places the direction of the head of the institution. No work which is not connected with the school shall be required of him and the collection of subscriptions or donations for the School/College/Society funds shall not be considered as part of his duties. But his voluntary engagement in such work is not prohibited.

(5) Except during periods when the school is closed for not less than four consecutive days the teacher shall not leave the Station in which the school is situated without having first obtained the written permission of the Headmaster.

(6) The teacher shall be allowed leave according to the leave rules of the Government of Rajasthan.

(7) (i) Subject to the provision of sub-clause (iii) of this clause, the committee may at any time at a meeting regularly

conveyed under its rule pass a resolution dismissing a teacher without notice for any one or more of the following offences:—

(a) In subordination or disobedience of the orders of the Head of the institution or the management.

(b) Deliberate neglect of duty.

(c) Serious misconduct or the commission of an act which constitute a criminal offence.

The teacher may at any time within 30 days after the passing of such a resolution apply to have the decision of the Committee reviewed by it at a second meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such second meeting the teacher may submit an additional statement of his case and shall if he so desires be allowed to appear before the Committee in person to state his case and to answer any question that may be put to him by any members present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed or if the resolution is confirmed by the Committee at the second meeting, no further notice dismissal shall be given to the teacher but he shall be given a copy of the resolution by which he is dismissed together with written statement of the grounds of his dismissal. He shall also be paid his salary up to and including the day on which he was suspended from duty but he may be required to refund or return any school money or any school property or the value thereof which he has misappropriated or wrongfully retained in his possession.

(ii) Instead of dismissing the teacher on any of the grounds aforesaid the Committee may pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his salary either permanently or temporarily and/or may deprive the teacher of his pay during the period, if any, of his suspension. The Teacher shall still be entitled to apply to have the resolution of the committee reviewed as provided in sub-clause (i) if the teacher so applies. the committee shall be at liberty to accept or reject his appeal at its second meeting or to pass a resolution dismissing the teacher instead of inflicting such minor punishment as aforesaid and in such case the resolution dismissing the teacher shall be final and no other notice of dismissal shall be necessary.

(iii) Before a meeting is held for the purpose of dismissing or otherwise punishing the teacher, the Committee or manager shall give to the teacher a statement in writing of the specific

charge or charges against him with particulars of time and place and shall allow him at least ten days in to give a written reply thereto and pending the meeting of the committee considered the charge or charges as aforesaid, the committee or the manager may suspend the member from duty. The Teacher shall however, be allowed if he so desires, to appear before the committee in person to state his case and answer any questions that may be put to him by any members present at the meeting.

Note:—It will be incumbent upon the management to hold a meeting of the committee within a month from the time of receipt of a reply to the charge or charges framed against a teacher who is suspended and to pay to him subsistence allowance equal to $\frac{1}{4}$ of his pay from the time of suspension till the case is finally decided.

(iv) If the teacher is exonerated of the charges brought against him, he shall be re-instated in his post and shall be paid his salary for the period during which he was suspended.

(8) While the teacher is on probation as provided in clause 1, the Committee may at any time terminate this agreement by giving the teacher one calendar month's notice in writing or upon paying to the teacher a sum equal to his salary for the month in addition to any pay which he has then earned. The teacher may similarly terminate this agreement by submitting one calendar month's notice in writing to the Committee through the Head of the institution or on paying to the Committee a sum equal to his salary for one month.

(9) If, within three months of the expiry of the period of probation no notice of termination of this agreement or of an extension of the period of probation is received by the teacher he will be treated as confirmed in his appointment.

(10) When the teacher has been confirmed, neither the teacher nor the committee, subject to the provisions of clause 7, shall terminate this agreement except by giving to the other three calendar month's notice in writing or paying to the other a sum equivalent to thrice the monthly salary which the teacher is then earning.

The committee shall not terminate the agreement in any case unless a resolution to this effect has been passed at a meeting of the Committee specially convened for the purpose and unless adequate reasons for such action are recorded in the resolution. Such reasons shall be (a) inefficiency (b) general retrenchment decided upon for reasons of financial stringency (c) abolition of a subject or (d) abolition of a section or class.

(11) The teacher shall follow all rules in regard to public examinations and private tuitions etc. in force in the institution.

(12) If the teacher wishes to apply for any job elsewhere, the application shall be sent through the Head of Institution. The maximum number of places where one can apply shall not be more than two during an academic year.

(13) If the teacher violates the provision of either clause 7 or clause 9, he will forfeit all pay then due to him and the committee may terminate his services or dismiss him as the case may be.

(14) The committee will not, except with the previous sanction (to be obtained in writing) of the Director of Education, exercise its right under clause 8 between first day of January, and 31st day of March of any year. But the three months notice required under clause 10 shall not include the vacation.

(15) Similarly no teacher will terminate his services before the end of the session without the previous permission in writing from the Director of Education.

(16) In case the Committee decides to impose any punishment under clause 7 of this agreement the decision of the Committee shall become operative immediately and the teacher shall carry it out immediately. He will however, have the right to appeal to the Appellate Authority specified in Appendix V of the grant-in-aid Rules.

(17) In all cases of appeal the decision of the department or the Government shall be final and no suit shall lie in any Civil Court in respect of the matters decided by it. Further, neither of the parties shall sue the other for the breach of this agreement nor refer it to arbitration without having first referred question in dispute to the Director of Education and allowed him reasonably time not exceeding two months to settle the dispute.

*Note:—*If the management fails to honour the judgement made by the Appellate Authority within three months of the date of award, the amount ordered for payment to the teacher shall be deducted from the grant-in-aid bill of the institution and paid to the teacher concerned direct by the Director of Education under intimation to the management.

(18) If the teacher is not in the station at the time when any notice ought to be given to him in accordance any of the provisi-

ons of the agreement such notice may be sent to him by registered post, to his address, if known and a notice so posted whether even delivered or not shall have effect from the day when it would have reached his in the ordinary course of the post. If the teacher leave the station without leaving any address a resolution or decision of the Committee passed not less than fourteen days, after the date when notice would have been given to him if he had been in the station shall be effective whether the teacher gets notice of it or not.

In witness whereof the parties hereto have set their hands the day and year above written.

Signed on behalf of the Committee by _____
under the authority of resolution of the committee as passed on
in the presence of:—

Witness (1) _____

Address _____

Witness (2) _____

Address _____

Witness (1) _____

Address _____

Witness (2) _____

Address _____

APPENDIX IV

*Form of agreement to be executed by the Heads of recognised
aided institutions.*

An agreement made this _____ day of _____
19 _____ between _____ (hereinafter called the
Headmaster) of the one part and the Managing Committee
Proprietor of the _____ school (hereinafter called
the Manager of the other party. The Manager hereby agrees
to employ the Headmaster and the Headmaster hereby agrees to
serve as Headmaster in the said school on the following terms:—

(1) The Headmaster's employment shall begin from the _____ day of _____ 19. He shall be employed in the first instance for twelve month on probation and during this period shall be paid a monthly salary of Rs. _____.

(2) If confirmed in his appointment at the end of his period of probation the Headmaster shall be employed on a monthly of Rs. _____ with increment of _____.

(3) The Secretary shall pay the Headmaster the said monthly salary not later than the tenth day of the month following that for which the salary is earned, and the Headmaster shall, on receiving the salary sign the acquittance roll in token of such receipt.

(4) The Headmaster shall perform all such duties as appertain to a Headmaster and shall be responsible to the Secretary of the said school for the due discharge of all such duties. The Headmaster shall be solely responsible for the internal management and discipline of the said school including such matters as the selection of text books, the arrangement of time tables, the allocation of duties to all members of the school staff, the grant of casual leave to the staff in accordance with rules made by the Secretary, the appointment, promotion control and dismissal of the mental servants, the admission of free and half rate pupils within the number sanctioned by the Secretary, the control of the hostel through the Superintendent the admission and promotion of pupils, the organisation of games and the administration of the games fund and other similar funds such as a reading room, or examination fund. In financial and other matters for which he is not solely responsible the Headmaster shall follow the direction of the Secretary, all instructions by the Secretary to the members of the staff shall be issued through the Headmaster.

The Headmaster shall have administrative control over the clerk and shall make recommendation to the Secretary in regard to the number of free and half rate pupils to be admitted to the institutions. The Secretary shall have the power to appoint, promote and dismiss the clerk, but the Headmaster shall have the power of controlling him.

(5) The Headmaster shall give him whole time to the services of the said school and shall not, take up any work un-

connected with the said school without obtaining the previous sanction of the Secretary, the Headmaster shall not leave the station in which the said school is situated during the holidays and the vacation without having first obtained the written permission of the Secretary.

(6) The Headmaster shall confirm to all the approved rules in force in the school, inclusive of leave rules and shall obey all lawful orders and directions as he shall from time to time receive from the Secretary.

(7) (a) The Secretary may dismiss a Headmaster without notice for any one or more of the following offences:—

(1) Insubordination.

(2) Deliberate neglect of duty.

(3) Serious misconduct or the commission of an act which constitute a criminal offence.

After proper enquiry is made, a charge sheet is given and an opportunity to answer is given to the person concerned.

(b) Such termination will have to be supported by a resolution of the Committee specially convened for the purpose at least three-fourth of the members are present by a two-third majority of the members present and voting.

(c) The dismissal or removal of a teacher shall be subject to the approval of the Director. A teacher discharged with or without notice may submit an appeal to the Director, provided that such appeal is preferred within thirty days of the order of dismissal or removal.

(8) *While the Headmaster is on probation, as provided in clause 1, the Secretary may at any time terminate this agreement by giving the Headmaster two calendar month's notice in writing or upon paying to the Headmaster a sum equal to two months' salary in addition to any pay which may be due to him, and the Headmaster may similarly terminate this agreement by submitting two calendar month's notice in writing to the Secretary or paying to the Secretary a sum equal to his salary for two months.*

(9) If by the end of his period of probation no notice of the termination of this agreement, as provided for under clause 8 has been received or given by the Headmaster, he will *ipso facto* be confirmed in his appointment.

(10) When the Headmaster has been confirmed, neither the Headmaster nor the Secretary, subject to the provision of clause 7 shall terminate this agreement except by giving to the other three calendar month's notice in writing or by paying to the other a sum equivalent to three times the monthly salary which the Headmaster is then earning.

(11) If the Headmaster at any time terminate, this agreement otherwise than under the provision of either clause 8 or clause 10 he will forfeit all pay then due to him and the Secretary may dismiss him.

(12) The parties to this agreement accept its conditions subject to such rules for the conduct of recognised schools as may be issued from time to time by the Education Department.

In witness whereof the first parties hereto have herein to set their hands the day and year first above written.

Signed by _____

On behalf of the Managing Committee, under authority of resolution of the committee as passed on _____ in the presence of:—

Witness (1) _____

Address _____

Witness (2) _____

Address _____

Signed by the said Headmaster _____ in the presence of—

Witness (1) _____

Address _____

Witness (2) _____

Address _____

Note 1.—In the case of an intermediate College, the word “School” where it occurs in the agreement should be altered to “College” and the word “Headmaster” to “Principal”.

Note 2.—In cases of girls schools, the word “Headmaster” where it occurs in the agreement should be altered to “Head” mistress”.

APPENDIX

Schedule of power of Departmental Officers for aided institutions.

S.No.	Name of expenditure	Govt.	Director of Education	Dy. Director of range	I. O. S.	Remarks
1	2	3	4	5	6	7
1.	Approval of appointment	Full powers	1. D. E. (College) up to the Lecturers (285-25-510-EB-25-560-30-800) 2. D. E. (P & S) (i) Headmaster H. S. & B. S. T. C. Trg. School (285-20-385-25-510-540) (ii) Headmaster H. S. S. (275-20-375-25-560-30-650) (iii) Senior Teacher (225-10-275-EB-10-285-15-435-25-485) (iv) Principals & Lecturers in professional Colleges (T. T. College & Physical Education Colleges and staff for Research Institutions)	Instructors in B. S. T. C. (170-10-310-12 1/2-335) Trg. Graduate or Graduate. (115-5-155-10-165-EB-10-235-250) Beyond this Director of Education	Up to Trg. Inter (75-4-90-5-105-EB-5-130-EB-5-160) L. D. C. (90-4-102-EB-4-110-5-150) Beyond the D. D. E.	

(v) Staff for Cultural institutions
Hostels, Libraries, Reading rooms
and Physical institutions like
Akharas etc. " "

3. Director, Tech. Education. up to lecturers. (360-25-560.30-500-E. B.30-860.900)

4. Director, Sanskrit Edu. Lect. in Sans. Colleges beyond this to the Govt.

2. Appeal by employees against the decision of the management.

According to the powers noted in item No. 1.

3. Approval of creation of new posts. Full powers beyond the power of Director

Full powers of up to
1. D. Coll. Edu. up to lecturer.
2. D. P. S. E. up to Headmaster/Headmistress, High/Higher Secondary Schools etc. as in item No. 1 clause 2.

Note:—First appeal by the employees of the institutions which are running three or more institutions & whose expenditure exceeds Rs. one lac per annum would

1	2	3	4	5	6
			3. Director of Tech. Edu. up to lecturers. (360-25-560 30-500-EB-30-860 900.		lie with the Director of Edu. and second appeal to the Govt.
			4. D. S. Edu. Lecturers in Sanskrit.	Nil	Nil
4.	Approval of raising of standard.	..	Full powers	Up to middle (under approved scheme)	Up to Primary (under approved scheme)
5.	Approval of opening of new section.	..	-do-	-do-	-do-
6.	Approval of non-recurring expenses.	Full powers with concurrence of G. I. A. Committee above 50,000/-	(i) Up to 25 thousand without concurrence of G. I. A. Committee. (ii) Up to 50,000/- with concurrence of G. I. Committee.		
7.	Approval of constitution.	Full powers (College)	Full powers (School level)	Middle School.	Primary School.

8.	Sanction of non-recurring grants (Within budget provision)	Full powers	Up to 25,000/-	Nil	Nil
9.	Sanction of Grant-in-aid to new institutions.	Full powers with the concurrence of G. I. A.	Nil	Nil	Nil
10.	Sanction of Grant-in-aid to institutions outside Rajasthan.	Full powers with the concurrence of G. I. A.	Nil	Nil	Nil
11.	Sanction of Grant-in-aid to institutions already on the Grant-in-aid (list) within budget provision.	..	Full powers	Nil	Nil
12.	Change in category of institution.		Full powers with concurrence of G. I. A. Committee.	Nil	Nil
13.	Approval of special increments Higher start & special leave etc.	Full powers.	Full powers up to the powers of appointment.	Nil	Nil

APPENDIX VI

Statement showing maximum limits of expenditure to be taken as approved in regards to grant-in-aid to private institutions.

S. No.	Heads as provided in the Grant-in-aid Rules	Tech. (Engg.) College	Post-Graduate College	Degree College 11th to 14th	Training Colleges	Inter Colleges 9th to 12th	H. S. S. 6th to 11th	H. S. or S. T. C. 6th to 10th	Middle School	Primary School 1st to 5th	Montessori Schools Primary Standard 1st to 3rd
1	2	3	4	5	6	7	8	9	10	11	12

- Salaries.—*
- (a) Teaching Staff. At R. P. S. or scales prescribed by the University (whichever is more) but increase in Establishment or increase in recurring liability by way of revision of Grades or D. A. should be got approved by the Department.

(b) Ministerial staff According to the attached Appendix VII.

(c) Class IV servants
 - Provident Fund. Not exceeding 6-1/4%. In case of pre-merger employees of former Jodhpur State & Compulsory Education Schools it will be up to 8-1/3%. In the case of degree and Post degree colleges it will be 8% as prescribed by Rajasthan University.
 - Dearness Allowance. Not more than the scale allowed by the Government.
 - | | | | | | | | | | | |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|----|-----|
| Stationery & Printing. | 900 | 700 | 600 | 600 | 500 | 400 | 350 | 200 | 75 | 150 |
| Water and Light charges. | 600 | 600 | 500 | 600 | 600 | 600 | 300 | 125 | 50 | 250 |

6.	Recurring expenditure on equipments.	As per University conditions			As per Board condition and as regards S. T. C. Schools the limit will be as per statement 'B'			150	50	250	
	Ordinary repairs to—	@ 1 % of the cost of the pucca building and 2% of Kachha building up to 25,000/- to be verified buy I. O. S. and above by P. W. D.									
	(i) Building										
	(ii) Furniture and its replacement.	700	600	600	500	500	300	200	150	100	200
8.	Building rent	Actual expenditure incurred (original receipts to be produced) on assessment certificate of competent authority whichever is less.									
9.	Recurring expenditure on library, books, reading rooms	700	As per University conditions.		700	500	500	300	100	50	150
10.	Net recurring exp. on games, physical Education and extra curricular activities etc.	800	800	700	700	500	400	300	200	50	250
11.	Net recurring exp. on crafts including Agri. Dairy, Home Science etc. (per craft).	300	300	350	300	150	50	100
12.	Expenditure on travelling of teachers attending conferences.	According to the rate of Government T. A. rules.									

1	2	3	4	5	6	
13.	Expenditure of Central Office Managing Several Institutions.	1. For approved expenditure to Rs. 1 Lac by Deptt. and having 3 separates institutions.		2. For approved expenditure amounting to Rs. 2 Lacs and over by Deptt. and having separate institutions.		
		1. Organising Secy.	150-300	1. Organising Secy.	250-500	
		2. L. D. C.	60-130	2. Accountant	150-300	
		3. Class IV Servants 1	25-40	3. U. D. C.-cum-Steno	80-200	
		4. Office contingencies	500	4. Two L. D. C's	60-130	
				5. Two Cl. IV servants	25-1-40	
				6. Office contingencies	1,000/-	

NOTE:—1. Library books and reading rooms. If the number of students in Middle schools exceeds 300. Rs. 150 may be allowed in the case of Primary School. Rs. 75/- if students exceed 200.

2. For library. The provisions under item No. 6 expenditure an equipment and No. 9 library books as shown above represents general limit for provision subject-wise see Annexure A.

3. Item (a) and 3. In the case of aided institutions of erstwhile Ajmer State the Rajasthan scale will be applicable who have been appointed after 1-11-55.

4. The amount shown against item 9 is for General Library for subject-wise, See Annexure A.

ANNEXURE A TO APPENDIX VI

*STATEMENT SHOWING LIMITS OF RECURRING GRANTS
FOR S.T.C. SCHOOLS UNDER HEAD EQUIPMENT
AND APPARATUS*

1. History Maps & Charts	Rs.	50.00
2. Geography	Rs.	50.00
3. Commerce	Rs.	100.00
4. Drawing & Painting	Rs.	100.00
5. Music	Rs.	100.00
6. Apparatus & Chemicals (Physics & Chemistry)	Rs.	300.00
7. General Science	Rs.	200.00
8. Domestic Science	Rs.	200.00
9. Civics with Indian Admn.	Rs.	25.00
10. Biology	Rs.	100.00
11. Agriculture	Rs.	500.00

APPENDIX VII

Statement showing the scale of the Ministerial Class IV servants for the various categories of the institution.

S. No.	Head	Tech. Engg. College	Post-graduate College	Degree College	Training College	Inter College	H.S.S.	H.S. or S.T.C.	M.S.	Prim-ary School	Monte-ssory School	Hos-tels	Lib-raries	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Class IV Servants.														
Peon	..	4	4	4	3	3	3	3	2	One Addl. Chowkidar where two shifts are arranged in one building.
Chowkidar	..	1	1	1	1	1	1	1	1	..	1	
Waterman	..	1	1	1	1	1	1	1	1	
Lab. Bearer	..	One per section subject if separate laboratories are maintained for each subject												
Mistry for gas Plant	..	1	1	1	1	1	1	1	One addl. Farrash be allowed where the No. of students exceeds 500 in the case of H.S. and below.
Sweeper	..	1	1	1	1	1	1	1	1	..	1	
Farrash	..	2	2	2	2	2	2	1	1	
Games Boys	..	1	1	1	1	1	1	1	
Gardener	..	1	
Agr. Farm servant	2	
Library attendant	1	1	
Class IV Servants.														
For various courses of the Higher Sec. Schools														
Technical	2	These depend upon the sub-allotted.
Agriulture	

Fine Arts	2	To the institution.
Home Science	1	..	1	
Commerce	1	

Ministerial staff.

Librarian	1	1	1	1	1	1	One cook in Hostels for each 25 students.
U.D.C.	2	2	2	1	1	1	
L.I.C.	2	2	2	2	2	2	part time	

- NOTE:—**
1. *Games Boys*:—In all the Secondary School and Inter Colleges where regular games are provided for all the students and enough facilities exist for the purpose provided the No. of students is at least 300.
 2. *Gardner*:—Allowed for High Schools and institutions of Higher Standard provided the institution maintain a suitable Garden and justified the work for full time man.
 3. *Lib. Attendant*:—In all High Schools or above where there is a separate librarian and the issue of books justifies the necessity of a library attendant. One extra hand for institution where open shelf system is in vogue be also given.
 4. *Montessory Schools*:—If there be middle section one addl. peon and one addl. waterman if the number exceeds 200.

Director,
Primary and Secondary Education,
Rajasthan, Bikaner.

APPENDIX VIII

(To be stamped and registered on the amount of grant-in-aid)

MORTGAGE DEED

This mortgage made the _____ day of _____ between the _____ a Society registered under the Societies Registration Act/A Co. registered under the Indian Companies Act, having its head office at _____ (hereinafter called "the Mortgage" which expression shall include its liquidators, officials receivers and assignees) of the one part and the Governor of the State of Rajasthan (hereinafter called "the Government" of the other part).

Whereas the mortgager owns, runs and maintains an educational institution known as _____ at _____.

And whereas the mortgager has applied to the Government for grant-in-aid amounting to Rs. _____ for the purpose of _____ and whereas, the Government is satisfied that according to the rules relating to such matters for the time being in force, a grant-in-aid for the purpose for which the mortgager has so applied any property be given and the Government has accordingly, on the recommendations of the Director of Education, sanctioned and paid grant of Rs. _____ to the mortgager;

And whereas the property described in the Schedule hereto annexed and more particularly delineated and marked on the plan hereto attached (hereinafter called "the said property") is owned by the Mortgager;

And whereas the mortgager has agreed to mortgage in the manner hereinafter appearing the said property/order to ensure that the grant-in-aid shall at no time be utilised otherwise than for the purpose for which it has been given:—

WITNESS:

In consideration of payment by the Government to the mortgager of the sum of Rs. _____ as grant-in-aid (the receipt whereof the mortgager hereby admits) for the purpose of _____ for the benefit of the aforesaid institution, the mortgager does hereby declares to be free from any

incumbrances, by way of simple mortgage to the intent that if at any time hereafter the amount of the grant-in-aid hereby given, or the assets created hereby used for any purpose either than for which it has been given or if the whole or any part of the said property is used for any purpose other than educational purposes or purposes legitimately connected with the maintenance of the aforesaid institution in accordance with the purpose for which the said institution was started, then, and every such case these shall be recovered by the Government from the mortgager such sum, not less than the amount of grant thereby given, as shall, at the date when such sum becomes recoverable be equal to such proportion of the value of the said property assessed in the manner hereinafter provided as the aforesaid amount of grant of Rs.—

_____bears to the value of the said property on the date of these present, and estimated at Rs._____

and in default of payment of such sum, the Government shall have the power without the intervention of any court to sell or concur with any person in selling the said property or any part thereof either together or in lots and either by public auction or private contract and subject to such conditions respecting title or evidence for title or other matters on the Government may think fit with power to vary any contract for sale and to buy it at any occasion or to rescind any contract for sale and to resell without being liable to any loss occasioned thereby:

Provided always that for the purposes of determining of the sum which may be recoverable by the Government by virtue of the security hereby created, the value of the said property at the time when the Government seeks to enforce the security hereby created shall be assessed by the Government or by such person as may be appointed by the Government in this behalf and such assessment shall be binding on the mortgager.

SCHEDULE ABOVE REFERRED TO

Description of the said property:—

North:

South:

East:

West:

In witness whereof the parties hereto have appended their signature hereto in the manner and on the said indicated below:—

	for the mortgager:—
Signature_____	Signature_____
Date_____	Date_____
Designation_____	Authorised by article No. of the articles of asso- ciation by the resolution No. date (seal in case the mortgager is a company).
Witness (1)_____	(1) _____
(2) _____	(2) _____

APPENDIX IX

SCHEDULE OF FEES

Rates of tuition fee to be charged in different kind of Institutions in Rajasthan will follow. Other fees will be charged as in Government Institutions.

APPENDIX X

The following should be the criteria to categorise educational institutions as special one after some modifications:—

1. An institution will be considered as Special if it is carrying on some new educational experiments in teaching and maintained a record of the same.
2. Registers improvement in methodology of teaching various subjects by experimenting on the devices, techniques and variations with child as a centre of education. This should be reflected in the teachers diaries and student work and a written record of experimentation should be maintained by the Head of the institution from year to year with reasons for its success and failure. This may not be insisted in case of colleges.

3. Maintains cumulative comprehensive records of pupils work in all round education of the child during the period of the schooling.
4. Relates education in the institution to community life and bears a hand in the community development work in the areas. A record of activities should be maintained.
5. Gives training in Crafts, producing saleable articles of proper finish and beauty and keeps accounts and necessary record.
6. Has a co-ordinated programme of Home work with tuitional work in the institution.
7. Has a proper scheme of regular curricular activities, follow up work.
8. Has regular arrangement for physical education and medical inspection with its effective follow-up. Records should be maintained.
9. Has arrangement for mid-day meal or tiffin.
10. Hae at least 200 days of work with 5 hours of actual teaching including crafts, home science etc.
11. Has a pupils' Government for training in democratic way of living.

Finance.

An institution to be categorised as Special should have adequate teaching equipment, building, library, laboratory, workshop, playing field and other apparatus and appliances and has run efficiently for a period of three hours. This material should be necessary for the status and purpose of particular institution.

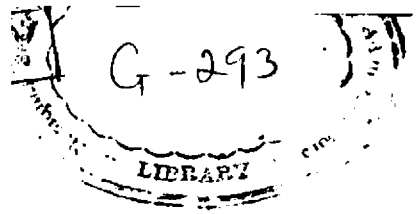
Administration.

The management provides security of tenure to teachers, according to Education Code under an agreement with the teachers as provided by the Department.

Minimum salaries are according to the Government scales. At least 50% of the staff is trained in the institution as a whole.

Teaching result in public examination.

The institution shows above 75% results on 5 years average consisting of not less than 100 pupils in the public examination in High and Higher Secondary Schools separately as well as in internal examinations and 60% in Intermediate



Examinations. Qualitatively the results should be satisfactory. In Middle Schools the minimum percentage should be 80 on the enrolment of 75 pupils in Classes VI, VII and VIII.

These institutions fulfilling the conditions mentioned above may be given grant-in-aid up to 90% of the net approved expenditure.

Special type of Institutions.

The institutions doing original creative work is accepted by the grant-in-aid committee and the Department in the fields of:—

- (a) Literature.
- (b) Arts.
- (c) Crafts.
- (d) Cultural activities e.g. Music, Dance and Drama.
- (e) Social Education.
- (f) Women Education.

may be considered special type of institutions on the recommendation of the department.

Institutions engaged in pioneering literature work in regard to the production of original or research work or approved literature for adult and children suiting the needs of age group may also be considered special types of institutions.

Institutions imparting higher education in Humanities, Science, Commerce, Fine Arts and other technical courses may be given grant-in-aid from 80 to 90% of approved expenditure and institutions organising educational camps, tours may also be considered.

An institution adjudged as Special for the purpose of grant-in-aid may be demoted from this category if the special features are not efficiently kept up or the institution shows signs of deterioration. The Inspector of Schools concerned will in that case, serve a caution to the Institution and an officer of the rank not less than a Deputy Director of Education will inspect the institution again after a period of 3 months but not later than 6 months and make final report on the working of the institution for the assessment of aid.

