

# PUNJAB EDUCATION CODE.

*Grant-in-Aid, Fee, Scholarship, General and  
Recognition Rules with Appendices.*

**ELEVENTH EDITION.**

**(Reprint.)**

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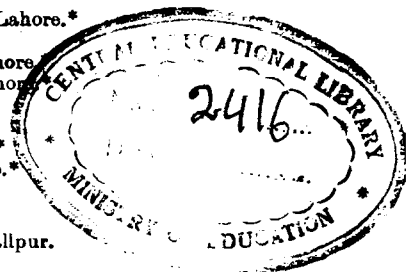
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**Corrigendum No. 184.**

*Substitute the following for article 4.—*

**Local Body means a District Board, or a Municipal, Notified Area, Cantonment or Small Town Committee.**

[Punjab Education Code, 11th edition (reprint 1932, 1934 and 1939) No. 17737-G., dated 3rd August, 1939.]

## CHAPTER I.

### Definitions and Classifications.

1. The regulations in this code apply to educational institutions (other than those for Europeans) in the Punjab.

2. The definitions and classifications in this chapter apply throughout the code except where it is otherwise stated.

2-A. In this Code unless there is anything repugnant in the subject or context —

(i) words importing the masculine gender shall be taken to include females, and

(ii) words in the singular shall include the plural and *vice versa*.

3. *The Department* means the Education Department, Punjab.

4. *Local Body* means a District Board or a Municipal, Notified Area or Cantonment Committee.

5. *Inspector* means an officer of the Department holding charge of education in boys' schools in a division.

6. *Inspectress* means an officer of the Department holding charge of education in girls' schools in a division or circle.

7. *Inspecting Officer* means any officer of the Department to whom the duty of inspection is entrusted.

8. *Manager* means a person having financial and general control of an institution.

9. *Managing Committee* means a body of persons having financial and general control of an institution.

10. *Correspondent* means the person chosen by the manager or managing committee to conduct and sign all correspondence with the Department.

11. *College* means an institution in which University or professional instruction is given in courses prescribed by the University or by a Department of Government.

12. *Arts Colleges* include—

(a) English Colleges, in which prescribed courses in Arts or Sciences are studied through the medium of English.

### **CORRIGENDUM No. 236.**

*Article 26.*—For the first paragraph of the article substitute the following :—

“Elementary school means a school maintained by a private body or individual which follows an approved course of study of approximately the primary standard”.

{*Punjab Education Code, XI edition, Reprint 1932, 1934 and 1939—  
Notification No. 25359-A., dated 28th November, 1941.*}

(b) *Oriental Colleges*, in which the prescribed courses are studied through the medium of a vernacular language or languages.

13. An Arts College may be—

(a) a Degree college, teaching a course leading to a University degree ; or

(b) a Second-Grade college, teaching a two-year course to students who have passed the Matriculation examination, and leading to the Intermediate examination of the University ; or

(c) an Intermediate college, teaching the courses prescribed for the high department of a school and for the Intermediate examination in Arts or Science of the University.

14. *Professional College* is a college teaching a course of study recognized by the University or by a Department of Government and qualifying for the pursuit of a profession.

15. *School* means an institution in which instruction, other than collegiate, is imparted to not fewer than ten enrolled pupils.

16. *Continuation School* means an institution in which tuition is given to those who do not attend any other school for general education and who are occupied during the day in earning a living, or in learning some art or handicraft.

17. *Schools under Public Management* are schools under the direct management of Government, or of officers or committees acting on behalf of Government, or of boards, exercising statutory powers.

18. *Board Schools* are either—

(a) Municipal Board Schools under the management of Municipal Committees ; or

(b) District Board Schools under the management of District Boards ; or

(c) Schools under the management of Cantonment Committees or Notified Area Committees.

19. *Aided School* means a school under private management which receives aid from general revenues or local funds.

**Corrigendum No. 184.**

*Substitute the following for article 4.—*

**Local Body** means a District Board, or a Municipal; **Notified Area, Cantonment** or Small Town Committee.

[Punjab Education Code, 11th edition (reprint 1932, 1934 and 1939) No. 17737-G., dated 3rd August, 1939.]

20. Schools are for—

- (a) General education ; or
- (b) Special education, that is, technical or industrial training.

21. *Boys' School* means a school in which the curriculum and classification followed are those laid down for a school for boys.

22. *Girls' School* means a school in which the curriculum and classification followed are those laid down for a school for girls.

23. *Public School* means a school in which the course of study conforms to standards approved by the Department and which is inspected by the Department.

24. *Recognized School* is a public school enrolled on a list of such schools maintained by the Department (See Appendix I).

25. *Private School* means a school that does not come under the definition of a public school.

26. *Elementary School* means a school maintained by a private body or individual and existing in a backward rural area or small town with no Government or local body school within a radius of two miles, which follows a course of study of the primary standard.

An elementary school or department may be associated with an advanced school teaching mainly Arabic, Persian, Sanskrit, or any other oriental classical language, or to a school teaching by rote the words of some oriental scripture.

27. *Anglo-Vernacular School* means a school in which the teaching of English forms an essential part of the course.

28. *Vernacular School* means a school in which the teaching of English is not obligatory.

29. Public schools for general education are classified according to the standard up to which they teach, as under :—

- Boys' Schools :
- (a) Elementary schools.
  - (b) Primary schools.
  - (c) Secondary schools, including—
    - (i) Lower middle schools.
    - (ii) Upper middle schools.
    - (iii) High schools.

Girls' Schools : (a) Lower primary schools.  
 (b) Upper primary schools.  
 (c) Middle schools.  
 (d) High schools.

**30.** Public schools for special education include normal schools, industrial schools and other schools of a special character.

**31.** *A Training College* is an institution in which students are prepared for anglo-vernacular masterships in secondary schools.

**32.** *A Normal School* is an institution in which students are prepared for vernacular masterships in primary and secondary schools.

**33.** *Scholarship* means a periodical payment to a pupil, guaranteed for a fixed period on conditions approved by the Department.

**34.** *Stipend* means a subsistence allowance paid to a pupil, on certain conditions, to enable or induce him to pursue a specified course of study.

**35.** *Open Scholarship* means a scholarship which is not restricted to any particular sect or class, and is awarded under rules of general application.

**36.** *Close Scholarship* means a scholarship, the award or tenure of which is subject to special restrictions.

**37.** *A School Meeting* is a continuous period of secular instruction. The minimum length of a school meeting shall be, in continuation schools, one hour ; in elementary schools, in primary schools or departments, and in girls' schools, one hour and-a-half ; in all other schools and departments, two hours. In no case may more than two school meetings be counted on the same day.

**38.** As many attendances are reckoned for each school meeting as there were pupils actually present at roll call and under instruction according to an approved time-table, throughout the meeting or attending a public examination during that day. Attendances may be counted on account of pupils on leave, (a) to prepare for the Vernacular Final and Middle School or Matriculation and School Leaving Certificate Examination, (b) for sports, duly certified by the manager or head master. The period of leave to be thus counted shall not in either case exceed ten days in a year.



**39.** The average attendance for any period is calculated by adding together the attendances and dividing the sum by the number of school meetings for that period.

**40.** *School Year* means financial year, viz., from 1st April to 31st March.

*Grant year* means the twelve months for which school statistics and accounts are submitted to the inspecting officer for the purposes of calculating grant-in-aid for any year, viz., 1st October to 30th September, preceding the inspection.

**41.** The term "pay" wherever used in this publication has the meaning assigned to it in the Government Fundamental Rules.

**41-A.** *A College Council* is a body constituted for the purpose of consultation on matters concerning the teaching and discipline of a college.

## CHAPTER II.

### Grants to Local Bodies.

Educational  
responsibilities of local  
bodies.

42. The responsibility for providing and maintaining vernacular education in the area administered by a local body devolves upon that local body, which is also responsible for the payment of grants-in-aid for vernacular education in the area, whether in primary or elementary schools, vernacular middle schools or in the primary departments of aided secondary schools.

Government  
grants to  
local bodies.

43. Government will set aside annually a sum of money to be paid from provincial revenues as grants towards the approved expenditure of local bodies on account of vernacular education. Such grants will be made in accordance with a scale determined by Government and up to a prescribed maximum which shall be communicated each year. Approved expenditure shall be held to mean expenditure on objects and at rates which may from time to time be laid down by Government in this regard.

44. Grants may also be made for anglo-vernacular schools maintained by local bodies, and for buildings for schools maintained by local bodies.

Local bodies  
receiving  
grants to  
observe the  
rules of the  
Code.

45. Local bodies receiving grants under the preceding articles shall be deemed to have accepted and shall follow all the provisions of this code so far as they are applicable to the schools maintained by them and to their other educational activities, and shall be deemed to have undertaken to maintain their schools to the satisfaction of the Department.

District  
inspecting  
staff.

46. Government will maintain in each district an inspecting staff, and it shall be the duty of such inspecting staff to inspect the schools maintained by the local bodies in that district. The advice of the district inspector in regard to educational matters shall be available to the local bodies in his district, and where he is not a member arrangements should be made to enable the district inspector to attend meetings of local bodies when educational matters are to be discussed. The President, Vice-President, or a member of the Education sub-committee of any local body, the executive officer of a

**Corrigendum No. 218.**

*Article 45.—Omit the full stop and add “and to have agreed :  
to make any changes in the conditions of service and scales  
salaries of their teachers without the previous approval of  
Department.”*

*[Punjab Education Code, XI edition (Reprints 1932, 1934 and 16  
Notification No. 22460-A., dated the 4th November, 1940.)]*

### Corrigendum No. 209.

*Article 46.*—Substitute the following for the words “The President, Vice-President.....of a Cantonment” occurring in lines 9—12 :—

“The President or Chairman, Vice-President or Vice-Chairman, or members of an Education Sub-Committee, of any local body; the Executive Officer of a Cantonment or of any Municipality to which the Punjab Municipal (Executive Officers) Act II of 1931 has been extended”,

[ *Punjab Education Code, XI edition, reprints 1932, 1934 and 1939, notification No. 6538-G., dated 19th March, 1940.* ]

### Corrigendum No. 212.

*Article 48.*—Substitute the following for “ Subject to the..... District Boards Act ” in lines 1—3 :—

“ Subject to the provisions of section 33 of the Punjab Municipal Act, sections 4 (a) and (b) (i) and 7 of the Punjab Municipal (Executive Officers) Act II of 1931 and section 19-A of the Punjab District Board Act ”.

*Article 48.*—In the sixth line add a “ comma ” and the words “ Executive Officer ” after the word “ President ”.

*Article 48.*—Insert “ as the case may be ” after “ concerned ” in the seventh line.

[ *Punjab Education Code, XI edition, reprints 1932, 1934 and 1939, notification No. 6538-G., dated 19th March, 1940. ]*

cantonment and any magistrate of the first or second class on the Civil staff of the district in which such school is situated may, at any reasonable time without notice, visit and inspect a local body school and such of its records as are required by the Department 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, and provided further that in the case of girls' schools the inspection shall be conducted by the inspectress or her assistant or by a lady visitor duly authorised. A district inspector may, however, visit a girls' school other than a purdah school at the request of the circle inspectress.

47. The procedure regarding the framing and passing of the educational budget of a local body, municipal committee or district board is governed by the appropriate sections of the Account Code. *Pl. see the attached S.L.H*

Educational budgets of local bodies.

48. Subject to the provisions of section 33 of the ~~Punjab Municipal Act and section 19-A of the Punjab District Boards Act~~, questions relating to the appointment, promotion, leave, dismissal, transfer, etc., of teachers employed in schools maintained by local bodies shall be disposed of in consultation with the president or chairman of the local body concerned, by the inspector in the case of teachers in boys' anglo-vernacular secondary schools and anglo-vernacular teachers in boys' vernacular middle schools, by the inspectress in the case of teachers in girls' high, anglo-vernacular middle and vernacular middle schools, and by the district inspector in all other cases.

Delegation of powers regarding appointment, etc., of teachers in board schools.

49. All orders under the preceding article shall, for purposes of appeal, be deemed to be the orders of the municipal committee or district board concerned.

Appeals against inspector's orders.

## CHAPTER III.

### Grant-in-Aid Rules.

NOTE.—For the purposes of the rules in this chapter, the high classes of intermediate colleges shall be regarded as schools provided that on the conversion of a high school into an intermediate college, managers shall make a new application for grant-in-aid to the high classes, with the necessary information. If, after a review of the new application, it is decided to continue the grant for the high classes strict observance of the rule in article 72 need not be insisted upon by inspectors at the time of assessing grants. The staff grant in such cases shall be calculated on the expenditure on staff employed in the high classes proportionately to the time devoted to these classes. Staff grants will be admissible in respect of un-certificated teachers in these classes, provided that they hold Masters' degrees.

#### SECTION A—GENERAL.

Object of grants.

**50.** Sums of money are annually set apart from the general revenues or local funds, to be expended, under these rules, in grants-in-aid for the purpose of encouraging and extending enterprise in education. Such grants are given only for purposes connected with secular instruction without reference to any religious instruction.

Grants under special rules.

**51.** Grants not provided for in these rules may be made, under the orders of Government, for special education and to colleges for general education.

Government's right to apportion money available for grants to divisions, districts, etc.

**52.** Government reserves to itself the right to allocate (as in the case of grants for vernacular education) to divisions, districts or other areas the maximum amount of money available in a given year for distribution as grants among secondary anglo-vernacular schools. This allocation having been made, the distribution of grants to schools not already on the grant-in-aid list will take into account for each division, district, or other area the claims of backward areas and communities and the proportion of the several communities relatively to the total population.

Right to determine number of schools in an area eligible for grants.

**53.** Government further reserves to itself the right to determine the number of schools in an area which shall receive grants-in-aid in order to meet the needs of anglo-vernacular education within that area, and to assess and apportion grant-in-aid among the schools in the area accordingly.

Sanction of the Department.

**54.** Whenever, under these rules, the order or sanction of the Department is required, the order or sanction of the Director is meant, which should be obtained through the inspector. Whenever the sanction of the inspector is required and has been granted, the Director has power to revoke such sanction.

### Corrigendum No. 213.

*Article 56.*—Substitute the following for “ the President, Vice-President.. . . . . . of a Cantonment ” in lines 2—5 :—

“ the President or Chairman, or members of an Education Sub-Committee, of any local body ; the Executive Officer of a Cantonment or of any Municipality to which the Punjab Municipal (Executive Officers) Act II of 1931 has been extended ”.

[ *Punjab Education Code, XI edition, reprints 1932, 1934 and 1939, notification No. 6538-G., dated 19th March, 1940. ]*



**55.** No grant from public funds may be made, increased or withdrawn otherwise than as provided in this chapter, except with the previous sanction of Government.

Sanction of Government required in cases not provided for.

**56.** Any inspecting officer authorised for this purpose, ~~the president, vice president, or a member of the education sub-committee of any local body giving a grant to an aided school, the executive officer of a cantonment and any magistrate of the first or second class on the civil staff of the district in which such school is situated may, at any reasonable time, without notice, visit and inspect the school and such of its records as are required by the Department, 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, and provided further, that in case of girls' schools the inspection shall be conducted by the inspectress or her assistant or by a lady visitor duly authorised. A district inspector may, however, visit a girls' school other than a purdah school at the request of the circle inspectress.~~

Authority to inspect aided schools.

**57.** Grants awarded under the rules of this chapter are payable from provincial revenues on account of secondary departments of aided anglo-vernacular schools and from local funds on account of (a) aided primary schools and the primary departments of aided secondary schools, and (b) aided vernacular middle schools.

Source of grants.

**58.** Grants are made in the form of maintenance grants, building grants and extraordinary equipment grants.

Form of grants.

**59.** All correspondence with the Department on the subject of grants-in-aid must be addressed to the inspecting officer or officers concerned.

Correspondence with the Department.

#### SECTION B.—CONDITIONS OF MAINTENANCE GRANTS.

**60.** Maintenance grants are of the following kinds, any or all of which may be earned in the same school :—

Maintenance grants.

- (a) block grants, for attendance, instruction, etc.
- (b) staff grants ;
- (c) provident fund grants ;
- (d) boarding house grants ;
- (e) special grants.

Applications  
for maintenance  
grants.

61. Applications for maintenance grants for consideration in any given school year shall be submitted to the inspecting officer in the prescribed form (appendix II) before the 1st of September. The inspector shall make all necessary enquiries regarding such applications on the occasion of his visit to the schools during the following cold-weather tour of inspection, and shall record his opinions and recommendations on the basis of these enquiries. The inspector will forward all the applications received during the year from school authorities in his division, together with his opinions and recommendations and an estimate of the amount of grant required for the first year, after the close of his tour of inspection and before the 1st of July following, to the authority responsible for the payment of the grant. The decision of that authority regarding the admission or otherwise of the school to the grant-in-aid list shall be communicated to the inspector by the 1st of September and by the inspector to the school authority concerned.

Conditions  
on which  
maintenance  
grants are  
given.

62. The following are the conditions on which maintenance grants are given to recognized secondary and primary (as distinct from elementary) schools—

- (a) that there is a managing committee approved by the Department. Any change in the personnel of the committee shall be notified to the Department through the inspector within one month of the suggested change ;
- (b) that there is an average daily attendance of not less than 20, or, in the case of girls, 15 pupils in the school ;
- (c) that the school premises are sufficiently commodious to provide at least nine square feet of floor space for each pupil in the primary classes and twelve square feet for each pupil in other classes ; are healthy, well-lighted, ventilated and drained, and are supplied with suitable offices ;
- (d) that the school is supplied with sufficient and suitable furniture and equipment ;
- (e) that the staff is of good character and capable, in point of number and attainments, of conducting the work of the school efficiently ;

**Reprints, 1932, 1934 and 1939.**

**No. 186.**

*Chapter III, Article 62.—Add the following as a note to clause (e) :—*

“ Under this rule it will be open to the Department to order an enquiry into the conduct of any teacher employed in an aided school ”.

[*Punjab Education Code, Eleventh Edition, (Reprints 1932, 1934 and 1939,) notification No. 17556-S., dated 1st August, 1939.*]

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- (f) that the organization, discipline and tone are satisfactory, that the instruction is given in accordance with approved time-tables, and that the text-books used are authorised by the Department ;
  - (g) that the fees levied and concessions allowed are in accordance with the rules laid down by the Department ;
  - (h) that admission and attendance registers, a log book and accounts of income from all sources, including subscriptions, endowments, fees, grants, etc., and of expenditure are maintained in forms approved by the Department ; that the accounts are submitted annually to the Department, and that these registers and the acquittance rolls of the staff and of scholarship-holders, and the file of vouchers for all contingent expenditure are made available to the inspecting officer when called for ;
  - (i) that the income from subscriptions, endowments and other sources (excluding fees) suffices to ensure that the management can contribute at least 10 per cent of the net expenditure from their own funds after the school is aided ;
  - (j) that the inter-school rules are observed ;
  - (k) that all information and returns called for by the Department are furnished ;
  - (l) that the school in all its departments, recognized or unrecognized, is open to inspection as laid down in Article 56 ; provided that it shall be no part of the duty of any one inspecting an aided school to examine any pupil, or to enquire into any instruction given, in religious knowledge ;
  - (m) that the books and periodicals purchased for use in the school are approved by the Department ;
  - (n) that the rules of this Code, so far as they are applicable to aided schools, are complied with ;

(o) that in the case of a secondary school receiving a grant-in-aid or recognition for the first time after the 1st April, 1926, a provident fund is established and properly administered in accordance with the Standard Provident Fund Rules (appendix III).

Refusal of grants.

**63.** No grant shall be made in respect to a school the income of which from fees and endowments is sufficient to maintain it in efficiency. New grants for anglo-vernacular schools or departments may be refused on the ground that public funds are insufficient.

Partial refusal of grants.

**64.** Grants may be made to one department of a school and refused to other departments : provided that a school which receives grants in any department shall observe the rules laid down in Article 62 in all departments.

Application for new grants necessary in all cases.

**65.** A school in receipt of grant in one department and desirous of grant in respect to another department shall submit a fresh application regarding the department for which grant is desired.

Block grants how based.

**66.** Block grants are based on attendance. For the purpose of awarding the block grant each department of a school shall be considered as a unit. The grant shall be based on the average attendance for the preceding three years or for such shorter period as the school or department has been in existence.

Mode of award.

**67.** For the purpose of awarding grant a school shall be classified as either (a) excellent or (b) satisfactory or (c) fairly satisfactory, and in classifying a school the inspector shall take into consideration the discipline and tone as well as the instructional state and general efficiency. The full grant, as prescribed in Articles 68, 69 and 74 shall only be awarded when the school in all its departments is classified as excellent ; a school classified as fairly satisfactory shall be awarded 75 per cent of the full rate ; and a school classified as satisfactory between 75 and 90 per cent of the full rate. A rate below 75 per cent shall only be awarded when the retention of the school on the grant-in-aid list is in question.

**68.** The rates of block grants shall be—

Rates of  
block grants.

*Primary Department.*

- (a) Rupees 3 per pupil in average attendance in classes I and II.
- (b) Rupees 5 per pupil in average attendance in other classes.

*Middle Department.*

- (a) Rupees 8 per pupil in average attendance in a vernacular school.
- (b) Rupees 16 per pupil in average attendance in an anglo-vernacular school.

*High Department.*

- (a) Rupees 24 per pupil in average attendance in an anglo-vernacular school.

These rates shall (for the present) be doubled for girl students in girls' schools, class III being included in (a) under the Primary Department.

**69.** Staff grants shall be at the rate of one-third of the pay paid and shall be admissible on account of teachers holding certificates awarded by the Department, and in the case of *Mahajani*, and girls' schools teachers who are considered by the inspecting officer to be sufficiently qualified, provided that—

Staff grants.

- (a) if the pay (including allowances and the value of free quarters) or increment paid to a teacher is considerably in excess of the rate current for teachers doing similar work in schools of the same grade under public management and in the neighbourhood, the pay or increment shall, for the purpose of calculating the staff grant, be reduced to that rate ;
- (b) if the proprietor (or manager) of a school is also a teacher in the school his pay (including allowances and the value of free quarters) shall, for the purpose of calculating the staff grant, be fixed at the same rate as for a teacher performing similar duties ;
- (c) if a school entertains the services of a principal or other controlling officer in addition to a head master the pay of these two shall, for the purpose of calculating staff grant,

be combined, and grant awarded on a single pay estimated at the rate ordinarily paid to the head master of a school of the same grade in the neighbourhood ; but if their combined teaching work exceeds 18 periods per week a staff grant may be allowed at the ordinary rate for similar work performed by a second master, in respect of the excess ;

- (d) if, as in the case of schools maintained by missionary or other charitable societies, teachers render gratuitous services or are paid pay out of proportion to the services rendered by them to the school, their services shall be assessed, for the purpose of calculating staff grants, at the rates obtaining for similar services in the school under public management and of the same grade in the neighbourhood, regard being paid to the time devoted by such teachers to secular instruction ;
- (e) if an uncertificated graduate be employed as a teacher he shall be considered as holding a certificate for a period of one-year from the date of his first employment as a teacher after graduation ; provided that this concession shall cease at the end of four years after taking a degree, such period of four years to be reckoned from the date on which the results of the degree examination were published by the university ;
- (f) the work of the teachers is reported by the inspectors to be satisfactory.

NOTES.—(1) In the case of 'fairly satisfactory' endorsements the teachers pay for grants-in-aid purposes shall be calculated on 75 per cent of what he actually received during the year to which the endorsement relates, excluding any increment awarded during the period. This action will be taken only in those cases where three previous similar endorsements have been recorded.

(2) No grant-in-aid shall be allowed under this rule on account of a teacher who has attained the age of fifty-five except in cases where there are exceptional reasons for a teacher's retention in service after that age. In every case of retention regular application for the continuance of the grant, to be renewed each year, shall be made by the management of the school to the divisional inspector in the case of boys' schools and to the circle inspectress in the case of girls' schools, and their orders shall be final in each case. This note is in reference to clause (f).

(3) A teacher holding an honours diploma in a classical language shall be treated as a graduate within the meaning of clause (e).

### **Corrigendum No. 227.**

*Chapter III.—Article 69—Substitute the following for the existing Note (2):—*

No grant-in-aid shall be allowed under this rule on account of a teacher who has attained the age of fifty-five years except in cases where there are exceptional reasons for a teacher's retention in service after that age. In every case of retention a regular application for the continuance of grant, to be renewed each year, shall be made by the management of the school to Government through the Divisional Inspector in the case of boys' schools and through the Circle Inspectress in the case of girls' schools. In addition a part or the whole of the grant of a school shall be disallowed in the event of contravention of these orders. This note is in reference to clause (f).

*[Punjab Education Code, XI edition (Reprints 1932, 1934 and 1939), notification No. 8214-S., dated 28th April, 1941.]*



**No. 228.**

*Chapter III, Article 74.—Substitute the following for the existing paragraph 2 of the note to the second paragraph of this article :—*

*“ With the previous written approval of the Inspector or Inspectress concerned the entire school reserve fund may be invested in Government securities ”.*

*Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939.  
Notification No. 11631-S., dated the 7th June, 1941.*

44 DPI—2,000—28-7-41—SGPP Lahore.

70. The teachers' acquittance rolls shall show the exact amount paid to and received by each teacher as pay, and any deduction must be shown separately. The whole of the maintenance grant may be withheld by the Department for breach of this rule.

Accuracy of teachers' acquittance rolls.

71. The Department may exclude from employment in any recognized school a teacher whose certificate has been withdrawn or who has, after due enquiry, been declared by the Director unfit to be a teacher.

Exclusion of undesirable persons as teachers.

72. The minimum weekly period of actual secular instruction required to qualify a teacher for full staff grant shall be not less than that laid down from time to time for a teacher of a similar grade in a Government school. Staff grants shall be reduced or may be disallowed on account of teachers not fulfilling these conditions and of teachers whose work is not satisfactory.

Minimum service required for staff grants.

73. In order to avoid duplication of effort and expenditure, a reasonable measure of co-operation among schools conveniently located for such co-operation is expected. This co-operation can suitably be directed to the provision of instruction in particular elective subjects. No grant will be admissible on account of that portion of the work of a teacher which is devoted to teaching a small number of pupils who could, in the opinion of the inspector, be conveniently taught in another school in the locality nor on account of a teacher employed to teach an elective subject newly added to the curriculum of a school unless the previous sanction of the inspector has been obtained to the addition of such elective subject. Application for the addition of elective subjects should invariably be made before the 30th April.

No grant for teachers of uneconomically small classes.

74. The total grant awarded to a school under the heads of block and staff grants, including all aid from public revenues towards expenditure on tuition, shall not exceed three-quarters of the excess of approved expenditure on tuition over the income from tuition fees, calculated on the basis of the actual rates charged, subject to the maximum of the rates levied in the corresponding classes of Government schools.

Total grant admissible.

NOTE.—For the purposes of this rule income from tuition fees shall include the income derived from fines of all kinds and from admission and late certificate fees.

If in any grant year the receipts from all sources exceed the total expenditure the excess must be placed

to the credit of the school reserve fund, with a branch of the Imperial Bank of India, with a Post Office Savings Bank or with a Co-operative Bank approved by the Registrar, Co-operative Societies, Punjab, and a report to this effect made to the inspector or inspectress concerned. Failure to comply with this rule will render the school liable to reduction of grant. The reserve fund may be spent, partly or wholly, on the school with the previous approval of the Department.

**NOTE.**—The words “on the school” occurring in the last sentence mean any extraordinary but necessary expenditure on any legitimate requirement conducive to the benefit and improvement of the school, and recommended by the inspector or inspectress concerned. It shall be obligatory on the managing committee of the school to refund such loans to the reserve fund within a reasonable time approved by the Department.

With the previous written approval of the inspector or inspectress concerned the school reserve fund can be invested in Government securities up to a maximum of 50 per cent of the total deposits.

Approved  
expenditure.

**75.** Approved expenditure on tuition includes expenditure on—

(a) Establishment :—

- (i) Teaching staff, including contributions from school funds towards approved provident funds maintained in accordance with rules other than the Standard Provident Fund Rules.
- (ii) Servants regarded by the inspector as necessary.

(b) Contingencies, in accordance with a scale approved by the Department on account of—

- (i) Equipment and the repair and renewal of furniture and apparatus.
- (ii) Rent (to which no charge on account of upkeep of or repairs to buildings shall be added) at a reasonable rate and actually paid, of school buildings (excluding accommodation for boarders).
- (iii) Ordinary repairs to school buildings in respect of which no rent is included under this article or allowed under Article 76 (b).

- (iv) Reasonable expenditure on account of summoning girls and conducting them from and to their homes.
- (v) Petty contingent expenses.

**76.** For the purpose of determining the maximum grant for which a school is eligible, the inspector may include as approved expenditure on tuition—

Approved  
estimated  
expenditure.

- (a) the estimated value of services rendered by teachers referred to in Article 69 (d) assessed as therein provided ;
- (b) estimated rent, to which no charge on account of upkeep or repairs shall be added, of school buildings (excluding accommodation for boarders) at a rate to be determined after a review of the value (for educational purposes) and cost of the buildings concerned and, in any case, not exceeding Rs. 8 per mensem, for each approved room *necessary* for instruction, nor exceeding Rs. 200 per mensem for the whole school building ;
- (c) the estimated rent of quarters provided rent-free, for, and regarded as a part of the emoluments of, any regular member of the staff : provided that in the case of (b) or (c) no grant-in-aid shall be admissible on account of any building, or part of a building, for which a building grant of Rs. 40,000 or more from public revenues has already been paid, or for which a grant has been made towards the payment of a debt incurred thereon, or for which rent has been included in contingencies under Article 75 (b).

**NOTE.**—A school which has received the maximum amount of Rs. 40,000 in the form of building grant or grants will be ineligible for any grant whatever on account of rent. If a school has received building grants less in amount, then it will be entitled to a maximum rent calculated on the difference between the total building grants awarded in the past and the prescribed maximum of Rs. 40,000.

**77.** In cases where expenditure is common to tuition and the boarding-house, it should be distributed between the two in proportion to the services rendered or accommodation provided. Where a boarder is charged an inclusive fee for tuition and boarding, the tuition fee shall be held to be that which would have been levied under the rules had he been a day pupil.

Distribution  
of expendi-  
ture common  
to tuition and  
boarding.

Inspector  
may reduce  
or disallow  
expenditure.

**78.** The inspector is empowered, for the purpose of assessing the grant to a school, to reduce or disallow expenditure which is obviously lavish or extravagant, whether on account of buildings, equipment, contingencies or menials or on account of teachers who, in the opinion of the inspector are paid excessive pay or whose time is uneconomically spent in teaching very small classes, or which is inadmissible under these rules, or which is in excess of the maxima which may from time to time be laid down by the Department.

Provident  
funds grants.

**79.** In addition to the maintenance grants earned under the above rules a provident fund grant will be admissible in an aided school in which a provident fund is established and properly administered in accordance with the prescribed standard Provident Fund Rules (appendix III).

The special provident fund grant shall be assessed annually and shall be an amount equal to half an anna in the rupee of the total pay paid during the previous twelve months to the authorised subscribers to the fund at the time of assessment. The grant will only be awarded if an equal amount has been paid into the fund from other sources by the controlling body.

This special provident fund grant, together with the equal amount paid by the controlling body, shall constitute the contribution of the controlling body for the purposes of the Standard Provident Fund Rules.

Boarding  
house.  
grants.

**80.** Maintenance grants, not exceeding three-quarters of the excess of approved expenditure over the income from boarding house fees, may be made in respect to school boarding houses in which the average attendance of pupils in residence for the previous twelve months was not less than ten. The full grant on account of a boarding house will only be admissible if the locality is respectable, the sanitation satisfactory, the accommodation sufficient (see Article 224, Chapter VII), the rooms adequately ventilated, lighted and furnished and the boarders effectively supervised. For the purpose of assessing grants the rate of fee shall be the fee laid down for boarding houses attached to Government and board schools (Article 115), save where a lower fee is charged with the sanction of the Department. The approved expenditure shall not be in excess of the scale laid down by the Department.

**Corrigendum No. 203.**

*Chapter III, Article 78.*

*Add the following sentence at the end of the article :—*

*“ No grant-in-aid shall be made in respect of unapproved sections added to the existing classes. ”*

*(Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939—  
Notification No. 2619-S. dated the 3rd February, 1940.)*

329 DP1—2000—18-3-40—SGPP Lahore.

The condition relating to the fee shall not be regarded as absolutely essential in the case of boarding houses attached to girls' schools.

The authorities of a school boarding house may for the purpose of grant-in-aid include as approved expenditure the estimated rent of (i) boarding house buildings assessed at the rate of Rs. 8 per mensem per 600 square feet of area actually occupied by boarders at 50 square feet per boarder as laid down in Article 224 and (ii) kitchen buildings and superintendent's quarters on the basis of Rs. 5 per mensem per kitchen and Rs. 10 per mensem, respectively, for buildings designed in accordance with and of the same dimensions as in the type plan for the boarding houses issued by the Department.

**81.** Except when otherwise stated, grants are annual grants and take effect from the beginning of the school year following that in which they are assessed. Grants are payable to the manager or correspondent and shall, subject to allotments made under Article 50, ordinarily be paid in twelve instalments, each equal to one-twelfth of the total amount awarded by the Department after consideration of the assessment made by the inspecting officer in the preceding year. When a school is newly established a special temporary grant may be allowed in advance.

Grants how paid.

If a school or hostel in respect of which a grant is payable ceases to be maintained the grant in respect thereof shall cease to be payable from the date on which such school or hostel ceases to be maintained.

**82.** The continuance, enhancement, reduction, suspension or withdrawal of grants once awarded, depends generally on the condition of the school as ascertained at the annual inspection.

Continuance, alteration and withdrawal of grants.

In the case of primary schools or the primary departments of secondary schools grants may be withdrawn if the inspecting officer reports the school or department as unnecessary.

**83.** The inspecting officer shall, for the purpose of calculating grant-in-aid, reduce the average attendance in the following cases :—

Average attendance to be reduced in certain cases.

(a) if it appears that the number of pupils has been unduly swelled by the promotion of

inclusion of pupils unfit for a class or if pupils have been allowed to remain in the same class for more than two years, the reduction being in proportion to the number of such pupils ;

- (b) if the number of admissions to a class has been in excess of the accommodation available so as to cause serious overcrowding, in accordance with the prescribed standards, in that class ;
- (c) if it appears that the attendance registers are not trustworthy ;
- (d) if the number of school meetings (other than in very exceptional circumstances approved at the time by the inspector) has fallen short of ~~400~~ 370

Powers of the Department regarding grants.

84. Grants may, under the orders of the Department, 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, before such action is taken, an enquiry at which the school authority shall be allowed a full opportunity of explanation, shall be made by the Department, the result of which shall be communicated to the correspondent. If the defects are capable of immediate or early removal, the school authority shall on the first occasion be allowed a reasonable time to be fixed by the Department, within which to remedy them, and if they are remedied to the satisfaction of the Department, the grant shall not be reduced or withheld.

Grants are liable to be withdrawn from a school if the management or the staff of the school take part in agitation directed against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or of enmity and hatred between different classes of His Majesty's subjects. Grants will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why the grants should not be withdrawn.

Government reserves to itself the right, anything in the rules of this Code notwithstanding, to refuse or withdraw any grants at its entire discretion.



**Corrigendum No. 202.**

Chapter III, Article 83—*Substitute '370' for '400' at the end of clause (d).*

*(Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939—  
Notification No. 2256-S. dated the 31st January, 1940.)*

85. Special grants not exceeding half the approved expenditure, may be given for home education or zanana classes for girls, on condition that the classes are open to inspection, that registers of admission and attendance are maintained and are available for inspection, and that provision is made for imparting suitable instruction.

Grants for home education classes.

### SECTION C.—GRANTS TO ELEMENTARY SCHOOLS.

86. Grants under this section are administered by local bodies, and are regarded as approved expenditure for the purpose of assessing, within the prescribed limits, the grant payable from provincial revenues to local bodies for vernacular education. The object of the grants is to induce and encourage individuals and private bodies to establish elementary schools and to maintain them in a state of efficiency on approved lines.

Sources and object of grants.

87. Grants to elementary schools may be awarded on the following conditions :—

Conditions of grants.

- (a) that there is an average daily attendance of at least twenty (or in the case of girls' schools ten) scholars ;
- (b) that an attendance register, a register of admissions and withdrawals, and a statistical register, in the prescribed forms (appendices IV, V and VI) and a log-book (appendix X) are maintained ;
- (c) that the school and its records are open at all reasonable times to inspection by the persons authorised in Article 56 to inspect an aided school ;
- (d) that the school follows an approved curriculum, which shall include reading, writing and elementary arithmetic, and shall approximate as nearly as possible to the course prescribed for board primary schools ;
- (e) that the inter-school rules are observed ; and
- (f) that the managers and teachers are of good character.

88. Grants are of the following kinds :—

- (a) grants for attendance and instruction ;

Kinds and limits of grants.

(b) staff grants ;

(c) grants for buildings, furniture and equipment.

Grants under (a) and (b) may be awarded by a local body annually on the report of the inspecting officer. The total of this grant shall not exceed, in any year, three-fourths of the ordinary annual expenditure on a board primary school in the same district and with the same average attendance.

Rates of grants.

89. The department is not liable to contribute towards expenditure incurred by local bodies on account of grants to elementary schools in excess of the following rates :—

(A) Attendance grants : Rs. 3 in the case of boys, and Rs. 5 for girls, per pupil in average attendance.

The full grant shall be given only when a school is reported to be excellent in instruction, discipline and tone ; a school reported to be fairly satisfactory shall only be awarded 75 per cent of the full grant and a school, reported to be satisfactory, a grant between 75 and 90 per cent of the full grant. The grant shall be withheld entirely if the registers are unreliable.

An additional grant of Re. 1 may be awarded on account of each pupil receiving training in an approved industrial subject provided that—

- (i) no pupil may earn a grant for more than one industrial subject ;
- (ii) the pupil earning the grant shall have made satisfactory progress in reading, writing and arithmetic ;
- (iii) no grant shall be admissible for an industrial subject on account of pupils in the first class.

(B) Staff grants :—

I.—Men—

- (a) *Certificated teachers*—half salary up to a maximum of the approved scale of grade obtaining in the district.

(b) *Untrained and uncertificated teachers—*

(i) Rs. 5 per mensem for those who have passed an Oriental Title Examination; or the eighth class of either a vernacular or an anglo-vernacular school.

(ii) Rs. 4 for other approved teachers.

II.—*Women—*

(a) Trained teachers—as above.

(b) Untrained teachers—

(i) Rs. 8 per mensem for those who have passed the Middle School Examination or an Oriental Title Examination.

(ii) Rs. 6 per mensem for those who have passed the Upper Primary Examination.

(iii) Rs. 5 per mensem for other approved teachers.

Staff grant shall not be awarded for more than one teacher in a school with an average daily attendance of between 20 and 40 pupils nor for more than two teachers if the average attendance does not exceed 80. Grants may be awarded for additional teachers at the rate of one for every additional 40 pupils in average attendance.

**90.** The inspecting officer shall, in assessing the grant, reduce the average attendance on account of—

Average attendance may be reduced.

(a) any pupil who has been in the same class for more than two years; and

(b) any pupil whose name has not been on the rolls for at least three months previous to 1st October, in the case of those schools whose financial year for the purpose of grant-in-aid calculations is from October 1st to September 30th, or any other corresponding date if the year of expenditure is different.

**91.** The managers of a school desirous of receiving grants under the rules of this section shall apply to the local body within whose jurisdiction the school is situated, and shall state in the application the location of the

Application for grants.

school, the subjects in which, and the language and character through which, instruction is imparted, the number of pupils enrolled, and the names and qualifications of the teachers employed.

Inspecting  
officer's  
report.

**92.** The local body shall forward the application to the district inspecting officer who shall, within a reasonable time, inspect the school and submit a report together with an estimate of the amount of grant which will be admissible under these rules for the first year. Subject to these rules and to budget provision the local body shall award grants at rates not exceeding the maxima laid down in this section in accordance with the report of the inspecting officer. The decision regarding the application shall be communicated to the managers of the school.

List of aided  
elementary  
schools to be  
maintained.

**93.** Each local body shall maintain a list of the aided elementary schools within its jurisdiction; and any elementary school admitted to a grant shall be entered on this list.

Grants may  
be with-  
drawn.

**94.** A local body may at any time withdraw, reduce or suspend a grant if —

- (a) the conditions of award cease to be complied with;
- (b) there is reasonable ground for believing that the registers are unreliable;
- (c) the inspecting officer reports the school as unnecessary, inefficient or undeserving of encouragement; provided that in every case in which withdrawal or suspension of grant is proposed the managers shall be afforded an opportunity of explanation.

Alteration of  
rates.

**95.** A local body may, for the calculation of grants to elementary schools within its own jurisdiction, fix rates within the maxima laid down in these rules: provided that such rates shall apply to all elementary schools on the list referred to in Article 93, and that clear notice of any alteration in the rates be given to all such schools twelve months before such rates are applied.

#### SECTION D.—GRANTS FOR BUILDINGS AND APPLIANCES.

Grants for  
buildings and  
appliances.

**96.** Grants may be made, for the following purposes, to schools qualified to receive maintenance grants

except in so far as paragraph (c) of Article 62 is concerned, provided that the management of the school in each case is a registered body—

- (a) the purchase, erection or extension of school or hostel buildings ;
- (b) the execution of extraordinary repairs to school or hostel buildings ;
- (c) the payment of debts incurred in purchasing, erecting or extending school or hostel buildings ; or
- (d) the provision of books, furniture and apparatus.

No grant is admissible under this section for the ordinary repair and upkeep of a school building nor for ordinary renewals and additions to school equipment, and grants under (c) and (d) will be made only in special cases.

**97.** Applications for building and equipment grants must be made in the prescribed form (appendices VII and VIII) and shall be submitted to the inspector before the 1st of July. Plans and estimates must accompany each application for a building grant ; and a detailed list showing the cost of each item must be submitted with each application for an equipment grant.

Applications  
for grants.

**98.** The inspector shall, after scrutiny and enquiry, record his recommendation on each application and forward it to the Director or to the local body concerned, in sufficient time for the inclusion of the item, if sanctioned, in the budget for the following year.

Report of in-  
spector on  
application.

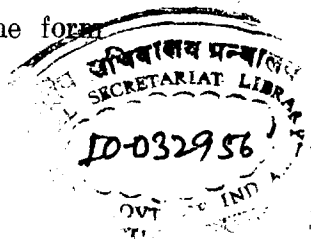
**99.** The order passed, upon such applications, together with the date on which it is to take effect, shall be communicated to the controlling body of the school concerned.

Communica-  
tion of order.

**100.** The Department will not consider applications for grants on account of buildings erected without its previous approval, and the following instructions must invariably be complied with when submitting an application for a building grant :—

Conditions of  
a building  
grant.

- (a) the application shall be made in the form prescribed (see appendix VII) ;



- (b) rough plans and approximate estimates should be attached to the application. If the applicant desires that these should be prepared by the Public Works Department he should apply to the divisional officer, who will be entitled to levy fees on the scale in the municipal works rules ;
- (c) it should invariably be stated what portion of the grant applied for is on account of buildings for secondary, and what portion for primary education ;
- (d) satisfactory evidence must be produced that—
- (i) a building of the nature and size contemplated is required in the locality ;
  - (ii) the proposed rooms provide accommodation in accordance with the standards prescribed ;
  - (iii) there is a likelihood of the school being permanently maintained in a state of efficiency ;
  - (iv) the school will observe Code regulations and will always be open to inspection by the Department ;
  - (v) there is a reasonable probability of the funds necessary to complete the building being forthcoming ;
- (e) in the case of a building to be erected within the jurisdiction of a municipal committee or other local authority exercising control over the erection of buildings, the sanction of that authority to the proposals set forth in the plans must be previously obtained ;
- (f) the opinion of the deputy commissioner, and in the case of a building estimated to cost more than Rs. 5,000, the opinion of the commissioner, on the proposals shall have been obtained.

Bond to be executed.

**101.** No portion of any grant for a building shall be paid until the controlling authority of the school has executed and registered a bond in the approved form.

which may be obtained from the inspector, securing to Government or the local body awarding the grant a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be applied to the purpose of a public school of the grade specified in the application or of any other grade approved by the Department, or in the event of the school ceasing to be open to inspection, or ceasing to be maintained in a state of reasonable efficiency.

NOTE.—All first grants paid to schools, irrespective of the amount, shall be subject to the provisions of this article, but for subsequent grants towards extensions or alterations to a building on which Government already holds a lien, the school authorities shall not be called upon to execute a fresh deed when the amount of the grant is less than Rs. 500.

**102.** No grant for a building shall be paid in full nor can payment of any portion of the grant be claimed as of right until the Department is satisfied that the building has been satisfactorily completed in accordance with detailed plans and estimates, approved and signed by the local divisional officer of the Public Works Department (Buildings and Roads Branch) which must be submitted to the Director of Public Instruction, Punjab, through the inspector or inspectress, as the case may be, and his final approval obtained, before the work is commenced. Advances may, however, be made from time to time out of the grant sanctioned if the Department is satisfied that the work is proceeding satisfactorily and provided, that the total sum actually expended thereon bears at least the same proportion to the advances so made as the total estimated cost bears to the grant sanctioned.

Conditions of  
payment of  
building  
grant.

In all cases where the total amount of the grant exceeds Rs. 500 the completion of a building to the satisfaction of the Department shall be held to mean the production of a completion certification in the form prescribed in Appendix XXIX signed by a responsible officer of the Public Works Department. The school or college authorities should apply direct to the divisional officer of the Public Works Department for this certificate stating that to the best of their knowledge the works or portion of the work for which the grant or portion of the grant is desired have been duly completed according to the plans and estimates approved by the Public Works Department.



Conditions of  
Payment of  
equipment  
Grant.

**103.** No portion of a grant for the purchase of books, furniture or appliances, shall ordinarily be paid until the Department is satisfied that the purchases in aid of which the grant is made have actually been completed, and that the books, furniture or appliances purchased have been approved by the inspector.

Total grant  
admissible

**104.** No grant shall ordinarily exceed half the total expenditure in aid of which it is given, including, in the case of buildings, the purchase of the site. The maximum amount that will be paid to a school in the form of building grant or grants shall be Rs. 40,000. This maximum will however be awarded only in exceptional cases.

#### SECTION E.—REGISTERS AND RETURNS.

Registers,  
etc., to be  
maintained.

**105.** Every school receiving a grant shall provide out of school funds—

- (a) a copy of the latest edition of the Punjab Education Code ;
- (b) a register of attendance (appendix IV) ;
- (c) a register of admission and withdrawal (appendix V) ;
- (d) a register of statistics (appendix IX) ;
- (e) a log-book (appendix X) ;
- (f) acquittance rolls of staff, menial servants and scholarship-holders ;
- (g) a register of school property (appendix XI) ;
- (h) a register of library books (appendix XII) ;
- (i) a visitors' book (in secondary schools only) ;
- (j) a register of private tuition.

All registers shall be maintained in forms approved by the Department. Accounts shall be kept, and be made available to the inspecting officers showing the details of income from fees and of the expenditure entered in the register of statistics.

Registers to  
be examined

**106.** The inspecting officer shall examine the registers, log books, and accounts of the school at least once a year and shall report as to the manner in which they are kept.

**107.** The reports and remarks of inspecting officers shall be recorded in the log-book. All others authorized to inspect schools under Article 56 may record their remarks in the visitor's book. Entries in log-book.

**108.** The school authority shall submit to the inspecting officer annually, and at other times, if called for, and in due form, all returns which may be required. Where a school is aided as to one part and unaided as to another, the annual returns shall be submitted in such forms as to show readily the division of the staff, expenditure, etc., between the two parts. Annual returns.

In the return of expenditure (appendix XIII) and the register of statistics (appendix IX) only disbursements actually made shall be shown.

## CHAPTER IV.

### Fees.

Tuition fees in Government colleges.

**109.** (a) Tuition fees shall be levied in Government colleges at the following monthly rates for twelve months in the year :—

(i) *Government College, Lahore.*

	Rs.	A.	P.
Intermediate Classes .. ..	12	4	0
B.A. and B.Sc. Classes .. ..	15	8	0
I and II Year Honours School ..	16	8	0
M. A. and M. Sc. (Old Physics) ..	20	12	0
III Year Honours School .. ..	20	12	0
M. Sc. (Post Honours School) ..	25	12	0

(ii) *Other Government Arts Colleges including Lahore College for Women.*

	Rs.
Intermediate Classes .. ..	10
B.A. and B. Sc. Classes .. ..	12
M.A. and M. Sc. Classes .. ..	15

An additional fee of Rs. 2 per mensem shall be levied from students taking an honours paper or papers in the B. A. Examination.

A second tuition fee for the same month shall not be charged from a student migrating to a Government college from a non-Government college affiliated to a recognized university.

Special fees in Government colleges.

(b) In addition to the above, special fees at the following monthly rates shall be levied from students taking science subjects :—

*Intermediate Classes* ..

	Rs.	A.	P.
Students taking Physics .. ..	0	12	0
„ „ Chemistry .. ..	0	12	0
„ „ Biology .. ..	1	0	0

*B. A. and B. Sc. Classes—*

Students taking Experimental Psychology .. ..	1	0	0
Students taking any other science subject .. ..	1	12	0

*M. A. and M. Sc. Classes—*

Students taking Experimental Psychology .. ..	1	12	0
Students taking any other science subject. { I year ..	2	8	0
{ II year ..	3	8	0

(c) Please see the attached slip

**Corrigendum No. 231.**

*Article 109 (b).—Add the following under “ Intermediate Classes”, and “ B.A. and B.Sc. Classes”, respectively :—*

			Rs. A. P.
Students taking Geography	..	..	0 8 0
Students taking Geography	..	..	0 12 0

*(Punjab Education Code, XI Edition, Reprints 1932, 1934 and 1939—Notification No. 19511-G., dated the 18th September, 1941.)*

149 DPI—2,000—7.11.41.—GPP Lahore.

**Corrigendum No. 194.**

*Article 109.—Add as paragraph (c)—*

*(c) The rates of tuition fees in professional institutions shall be as follows :—*

	Rs.	
B. T. class for men	20	per mensem for nine months.
S. A.-V. „ „ „	15	„ „ „
B. T. class for women	10	„ „ „
Post Matriculation Clerical 4 class.		„ „ twelve months.

*[ Punjab Education Code, XI edition, Reprints 1932, 1934, and 1939,— notification No. 22905-G., dated 6th October, 1939.]*

**110.** In aided colleges the rates of tuition fees charged shall not be less than 75 per cent of the rates charged for corresponding classes in Government colleges. Fees in aided colleges.

**111.** The principal of a Government or aided college may admit deserving students on the score of poverty at half the prescribed rates of tuition and science fees up to a limit of 10 per cent of the total number on the rolls of the college on the last day on which admissions are permissible by the regulations of the Punjab University. Half rate fees in colleges.

This does not apply to the high classes of an intermediate college.

**NOTE 1.**—Students enjoying the half fee concession who take an honour paper or papers in the B.A., shall be charged additional fee for the honours paper or papers at half the rate.

**NOTE 2.**—A fraction of one-half and over should be counted as one in calculating the number of fee concessions.

**112.** An entrance fee of not less than Rs. 4 shall be levied from each student on first admission to a post-matriculation class in a Government or aided institution except Government College, Lahore, and Government degree colleges in the mofussil where the rate of entrance fee shall be Rs. 10 and Rs. 5, respectively. Entrance fee in colleges. Provided that students who seek admission to the intermediate class of a four-year institution after passing the Matriculation and School Leaving Certificate Examination from the same institution shall not be required to pay a fresh admission fee. A student whose name is struck off the rolls as a disciplinary measure on account of absence, non-payment of fee, etc., or who himself withdraws his name, shall pay a fresh entrance fee at the usual rate on his re-admission.

**113.** The scale of fees to be levied monthly from pupils in vernacular board schools for boys shall be as follows:— Fees in vernacular schools.

<i>Primary Classes.</i>		<i>Secondary Classes.</i>	
	As.		As.
I Class	.. 1	V Class	.. 5
II Class	.. 2	VI Class	.. 6
III Class	.. 3	VII Class	.. 7
IV Class	.. 4	VIII Class	.. 8

Fees in Government and board anglo-vernacular schools.

**114.** The scale of fees for pupils in Government and board anglo-vernacular schools for boys shall be as follows :—

Grade.	*V Class.	VI Class.	*VII and Special Classes.	VIII Class.	*IX Class.	X Class.
	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.
Grade I ..	3 0	4 0	5 0	6 0	7 0	8 0
Grade II ..	1 8	2 0	2 8	3 0	3 8	4 0

\*With effect from 1st April, 1932, the scale of fees for these classes shall be as follows :—

Grade.	V Class.	VII and Special Classes.	IX Class.
	Rs. A. P.	Rs. A. P.	Rs. A. P.
Grade I ..	4 0 0	6 0 0	8 0 0
Grade II ..	2 0 0	3 0 0	4 0 0

An additional fee of annas 4 per mensem shall be levied from students taking science in the high classes.

NOTE.—During the current session (1932-33) the orders regarding the monthly realisation of science fees in colleges shall apply to new admissions only.

Fees at these rates shall also be leviable from pupils studying English as an optional subject in board vernacular middle schools and from pupils in the ninth and tenth classes of Government intermediate colleges.

The fees payable in the primary classes of Government and board anglo-vernacular schools shall not be less, and may be higher, than those laid down for primary classes in vernacular schools.

The scale of fees for girl pupils in Government and board anglo-vernacular schools for girls shall be as follows :—

Grade.	IV Class.	V and VI Classes.	VII, VIII and Special Classes.	IX and X Classes.
Grade I .. ..	1 0	2 0	3 0	4 0
Grade II .. ..	0 8	1 0	1 8	2 0

NOTE.—The girl pupils taking English as an optional subject in the Government and board vernacular schools shall also be charged tuition fees at these rates.

Boys attending girls' schools shall pay tuition fees at the rates prescribed for boys' schools of similar status : provided that no fees shall be charged if the school attended is situated in a compulsory area, and that tuition fees at the rates noted below shall be charged if English is taught in the school from the first class :—

*Per mensem.*

Rs. A. P.

1st and 2nd classes .. ..	1 0 0
3rd and 4th classes .. ..	1 8 0

The following additional fees shall also be charged in Government and board anglo-vernacular schools for girls—

- (i) Science fee of annas 4 per mensem from each student taking science in high classes ;
- (ii) Kindergarten fee of annas 2 quarterly from each student in classes I, II and III.

**115.** Hostel fees in colleges and schools under public management shall be in conformity with rates laid down from time to time in this regard. The boarders in anglo-vernacular institutions shall bear all charges for lighting and messing except pay of cooks and *kahars* in the boarding houses attached to all Government institutions for the training of teachers and Government schools for girls.

Boarding  
house fees.

Fees leviable  
for twelve  
months.

**116.** Fees are leviable in recognized schools for the twelve months of the year. In cases of (a) first admission to a school, (b) unavoidable delay in joining a new school, or (c) unavoidable delay in re-admission to a school previously attended, the fee is leviable from the month of admission. In cases (b) and (c) the inspector's, or in respect of vernacular schools the district inspector's sanction is necessary, except in case of re-admission within 20 days of the announcement of failure in a public examination. In the case of girls' schools the sanctioning authority in respect of (b) and (c) shall be the circle inspectress.

In the case of high classes of an intermediate college the principal shall exercise the same powers as divisional inspector for the purpose of this article.

A second tuition fee for the same month shall not be levied from a pupil on transfer from one recognized school to another, neither shall the tuition fee be levied for any calendar month during the whole of which a pupil has been absent on sick leave.

For the purpose of this paragraph, a school recognized in any province in India shall be regarded as a recognized school.

Grade of fees  
in anglo-  
vernacular  
schools.

**117.** The grade of fee payable by a pupil in a Government, board or aided anglo-vernacular school or in the ninth or tenth class in a Government or aided intermediate college shall be determined in accordance with the annual income of the parent. Parents, who were assessed to income-tax on an annual income of Rs. 2,000 or more in the year preceding the payment of fees, shall pay fees of the first grade. Others shall pay fees of the second grade. This rule shall cease to operate on the death of a pupil's father and thereafter the grade of fee payable shall be determined according to the then financial circumstances of the pupil.

*NOTE.*—Parents who pay land revenue amounting to Rs. 500 or more annually are presumed to have a minimum income of Rs. 2,000 per annum.

In the case of a pupil whose parent is a member of a Hindu joint family, the income of the parent shall be estimated for the purposes of this article by dividing the total income of the joint family by the number of co-sharers in that income. For the purpose of estimating the income of a parent under this article a pupil shall not be deemed to be a co-sharer.



### **Corrigendum No. 192.**

*Article 117.*—*Substitute* the following for the second paragraph :—

“ In the case of a pupil whose parent is a member of a Hindu joint family, as defined in the note below, the income of the parent shall be estimated for the purposes of this article by dividing the total income of the joint family by the number of co-sharers in that income.

NOTE.—For the purpose of this article, only those parents who are joint with their brothers or cousins or both shall be recognized as members of a Hindu joint family.”

[*Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939—  
Notification No. 19471-G., dated 24th August, 1939.*]

**Corrigendum No. 193**

Article 120—*Add* the words—

“on the 31st May last” at the end of paragraph 1 (b) of this Article as amended by Punjab Government notification No. 14830-G., dated the 23rd June, 1939.

[*Punjab Education Code, XI Edition, Reprints, 1932, 1934 and 193—Notification No. 22530-G., dated 3rd October, 1939.*]

## Corrigendum No 182.

**Article 120.**—Substitute the following for the existing article:—

The following concessions, which should be withdrawn for serious misconduct, idleness, or irregular attendance, are granted to pupils of ability whose parents are too poor to pay the prescribed tuition and science fees:—

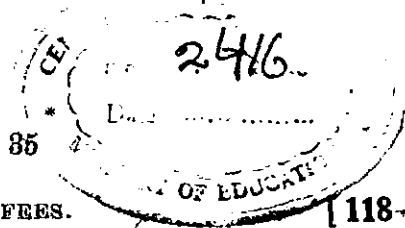
- (a) half-rates and complete exemption from the payment of fees for anglo-vernacular pupils in secondary schools and the secondary departments of intermediate colleges up to a limit of 10 per cent in each case of the number of anglo-vernacular pupils on the rolls on the 31st May last; provided that the proportion may be varied at the discretion of the head of the institution, and that the equivalent of 15 per cent exemptions is not exceeded.
- (b) exemption from the payment of fees up to a limit of 25 per cent of the number of pupils on the rolls of a vernacular school or the primary department of an anglo-vernacular school.

*Please see the attached S.O.*  
**Note 1.**—For the purposes of these calculations pupils taking optional English in a vernacular school shall be treated in the same way as pupils of the secondary department of an anglo-vernacular school.

**Note 2.**—In vernacular schools to the primary departments of which the Punjab Primary Education Act, 1919; has been applied, the percentage of exemptions shall be calculated only on the number of pupils in the secondary classes.

**Note 3.**—In calculating the number of fee concessions a fraction of one-half and over shall be counted as one.

(Punjab Education Code, XI edition, reprints 1932, 1934 and 1939.  
Notification No. 14830-G., dated 23rd June, 1939.)



**118.** No aided school shall levy higher or lower rates of fees than those levied in the corresponding classes of Government and board schools except with the special sanction of the Department.

Rates of fees in aided schools.

NOTE.—No reduction in rates of tuition fees actually levied in aided schools on the 1st April, 1931, shall be allowed.

**119.** An entrance fee of one rupee shall be charged on the first admission of a pupil to the secondary department of a Government, board or aided anglo-vernacular school or intermediate college. No entrance fee will be charged on account of a pupil exempted from the payment of fees, and half the prescribed entrance fee will be charged for a pupil admitted at half rates. A student whose name is struck off the rolls as a disciplinary measure on account of absence, non-payment of fees, etc., or who himself withdraws his name, shall pay a fresh entrance fee at the usual rate on his re-admission.

Entrance fee.

NOTE.—Promotion from the primary to the secondary department should be taken to imply first admission, for which an entrance fee is leviable.

A second entrance fee is payable when a pupil is admitted, on transfer, to a second school or to a high class of an intermediate college, except where the two institutions are under the same management.

**120.** The following concessions are permitted on account of pupils of ability, whose parents are too poor to pay the prescribed tuition and science fees. These concessions should be withdrawn for serious misconduct, idleness or irregular attendance :—

Fee concessions on account of poverty.

- (a) Half rates for anglo-vernacular pupils in secondary schools and secondary departments of intermediate colleges, up to a limit of 10 per cent of the anglo-vernacular pupils on the roll on 31st May.
- (b) Exemption from the payment of fees up to a limit of 25 per cent. of the total number of pupils on the roll of a vernacular school, or the primary department of an anglo-vernacular school, and 10 per cent of the total number of pupils in the secondary department of an anglo-vernacular school or intermediate college on 31st May.

The pupils reading optional English in a vernacular school shall be treated separately and in the same way as those of the secondary department of an anglo-vernacular school.

In vernacular schools to the primary departments of which the Punjab Primary Education Act, 1919, has been applied the percentage of free studentships shall be calculated only on the number of students in the secondary classes.

NOTE.—A fraction of one-half and over should be counted as one in calculating the number of fee concessions.

Other fee  
concessions.

**121.** The children of the following classes of persons who reside in poor and backward areas notified from time to time shall be exempted from the payment of fees in primary classes of all recognized schools and shall pay fees at half the usual rates in secondary classes of Government and board anglo-vernacular schools or Government intermediate colleges as also in English classes of Government or board vernacular middle schools (with optional English classes) provided the parents pay less than Rs. 50 per annum as land revenue and/or are not assessed for income-tax :—

- (i) Members of the agricultural tribes notified under the Punjab Alienation of Land Act and other owners or tenants of land who in person, and not merely through agents, servants, or tenants, engage in the work of cultivation.
- (ii) Agricultural labourers, village artisans, and *kamins*.
- (iii) (a) Soldiers and (b) other employees of Government drawing a salary of not more than Rs. 25 per mensem, who belong to the notified agricultural tribes and who, if living at their homes, would engage in person in the work of cultivation.

When two or more brothers or sisters attend the same school (or its branches in the same town) or intermediate classes of a college, and do not enjoy any concession under the preceding rules, the child in the highest class shall pay the full fee prescribed and the others one-half of the full fee. For the purpose of this paragraph a Government middle school or the middle classes of a

**Correction slip to the Punjab Education Code, 11th Edition.**

**Corrigendum No. 181.**

*Article 121.—Substitute the following for the 1st paragraph :—*

“ The children of the following classes of persons shall be exempt from the payment of fees in primary classes of all recognized schools in the Punjab :—

(i) (a) Members of the agricultural tribes notified under the Punjab Alienation of Land Act ;

(b) other owners or tenants of land, provided that both (a) and (b) engage in the work of cultivation in person and not merely through agents, servants or tenants ;

(ii) Agricultural labourers, village artisans and *kamins* ;

(iii) (a) Soldiers, and (b) other employees of Government drawing a salary of not more than Rs. 25 per mensem, who belong to the notified agricultural tribes and who, if living at their homes, would engage in person in the work of cultivation.

The children of the said classes of persons residing in the poor and backward areas noted below, shall pay fees at half the usual rates in secondary classes of Government and board anglo-vernacular schools or Government intermediate colleges as also in the English classes of Government or board vernacular middle schools (with optional English classes), provided the parents pay less than Rs. 50 per annum as land revenue and/or are not assessed for income tax :—

(i) Khushab tahsil in the Shahpur district ; (ii) all tahsils in the districts of Jhelum, Attock, Mianwali, Rawalpindi, Muzaffargarh and Dera Ghazi Khan ; (iii) Fatehabad and Bhiwani tahsils in the Hissar district ; (iv) Jhajjar tahsil in the Rohtak district ; (v) Kaithal tahsil in the Karnal district ; (vi) all tahsils (except Kangra and Palampur) in the Kangra district ; (vii) Una tahsil in the Hoshiarpur district ; (viii) Kot Khai tahsil and Bahrauli ilaqa in the Simla district ; (ix) Pathankot and Shakargarh tahsils in the Gurdaspur district ; (x) Nuh and Ferozpur-Jhirka tahsils in the Gurgaon district ; (xi) Bajwat area in the Sialkot district ; (xii) Naraingarh tahsil in the Ambala district.

[*Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939—Notification No. 8182-G., dated the 5th April, 1939.* ]

**Corrigendum No. 217.**

*Article 121.—Insert “ Mazhbi Sikhs ” between “ Sapela ” and “ and ” in the list of special classes in paragraph 4.*

*(Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939  
Notification No. 20747-C., dated the 11th October, 1940.)*

board anglo-vernacular school, and a Government intermediate college, if any, in the same town shall be regarded as a single school.

In schools, in the IX and X classes of intermediate colleges and in post-matriculation clerical and commercial classes one child of each teacher employed in a college or recognized school whose total income does not exceed Rs. 50 per mensem, or retired teacher whose total income is not in excess of Rs. 50 per mensem, or deceased teacher whose total income at the time of his death did not exceed Rs. 50 per mensem, if he died after retirement, or Rs. 100 if he died in active service, shall be exempt from the payment of fees, and any other children of the same teacher shall be admitted at only half of the full rates of fees. For the purposes of this paragraph the expression 'recognized school' shall be held to include a school recognized by the Department of Industries, Punjab, or by the Departments of Education in the province of Delhi and North-West Frontier Province, and a retired teacher not in receipt of a pension shall be considered to be in receipt of a pension exceeding Rs. 50 per mensem if his pay at the time of retirement exceeded Rs. 100 per mensem.

The children of the weaver class, and of the special classes' named below shall be exempt from the payment of fees in primary classes and shall be admitted at half of the full rates of fees in the secondary classes of vernacular and anglo-vernacular institutions:—

Chamar, Sweeper, Ramdasi, Dumna, Kohli, Sarera, Dhobi, Megh, Sansi, Ghosi, Bagria, Od, Mahtam, Kahar, Addharmi, Bawaria, Dagi, Koli, Marija (Marecha), Bangali, Barar, Bazigar, Bhanjra, Chanal, Dhanak, Gagra, Gandhila, Khatik, Kori, Nat, Pasi, Perna, Sapela and Sirkiband.

The concessions admissible under this article are independent of, and in addition to, those referred to in the previous article, provided that the same pupil shall not enjoy concessions under both articles. They should be withdrawn for serious misconduct, idleness or irregular attendance.

NOTE.—The term fee(s) wherever used in this article includes tuition fee and science fee.



Scholarship-holders not eligible for concessions.

**122.** Scholarship-holders shall not be eligible for fee concessions save in very exceptional circumstances, and then only with the express sanction of the inspector, inspectress or principal, as the case may be.

NOTE.—This rule does not apply to the military scholarship-holders in the primary and middle classes.

**123.** *Deleted.*

Local bodies may alter rates.

**124.** Local bodies may, with the sanction of Government, fix for particular schools or classes of schools or pupils, a scale of fees or a proportion of free pupils or pupils at half rates different from that prescribed in these rules.

Payment of fees by school authorities.

**125.** If the fee of a student is paid in whole or in part, by the school or college authorities, the student does not pay the prescribed fee within the meaning of the rules laid down in this Code.

Concessions to Muslim pupils.

**126.** Fee concessions in recognized schools shall be awarded by the headmaster of the school, subject to the control of the divisional inspector.

In Government and board schools, half of the fee concessions which may be available shall be allotted to poor Muslim pupils and the other half to poor pupils of Hindu, Sikh and other parentage ; provided that poor Muslim pupils shall be held to be eligible for any number of concessions in excess of one-half not taken up within a period of two months by poor Hindu, Sikh or other students, and *vice versa*. This rule should not apply to institutions maintained by Hindus or Sikhs or Muslims or any other religious community.

## CHAPTER V.

### Scholarships.

#### SECTION A.—GENERAL RULES.

**127.** All scholarships paid from public funds, whether administered by the Department or by local bodies, shall, in the absence of any special provision to the contrary, be awarded, held and drawn only as provided in the following rules. Scholarships from public funds.

**128.** Subject to the restrictions imposed by the subsequent rules of this chapter, the award of scholarships shall be by merit and in accordance with the results of public examinations, provided that in the case of scholarships for boys payable from provincial revenues candidates who are eligible for the award of scholarships shall submit, through the head of their school to the divisional inspector in the case of high school scholarships, and to the Director of Public Instruction in the case of college scholarships, a certificate in the form prescribed in appendix XIV-A. Award of scholarships.

If any such candidate be unable to furnish the required certificate, the scholarships shall be offered on the same terms to the next eligible candidate. But candidates who though otherwise eligible are unable to supply the certificate shall be designated 'honorary scholars' in the notification of the award under these rules.

The award of scholarships from provincial revenues shall be restricted to candidates whose parents' domicile is in the British Punjab.

**129.** The amount of scholarship, the period for which it is awarded and the class of school in which it is tenable shall be fixed and shall not be altered during its currency with a particular scholar. Any alteration in the number or value of or conditions attached to particular scholarships shall be publicly notified in the area from which competitors are drawn at least six months before an award under the revised rules is made. Alterations in scholarships.

**130.** The provision of close scholarships by a local body requires the sanction of the commissioner of the division. Such scholarships may be restricted to particular classes of the community. Close scholarships.

The value of a close scholarship paid from public funds shall in no case exceed that of an open scholarship of the same class.

Two or more  
scholarships  
held together.

**131.** No scholar can hold, at the same time, two or more scholarships falling under Article 127 unless they are tenable at two different institutions—one general and the other professional—or at the King Edward Medical College, Lahore.

A scholarship paid from public funds shall not be awarded to a scholar who, merely by virtue of the place gained by him in the pass list of a public examination, has won an endowed scholarship of the same or a higher value except in a case where the donor of the endowed scholarship has expressly stipulated that the scholarship endowed by him may be so held. A scholarship paid from public funds may, however, be held together with an endowed scholarship when the latter is awarded for proficiency in some specific subject and not on the general results of the examination.

Periods  
for which  
scholarships  
may be  
drawn.

**132.** Scholarships may be drawn only for the periods stated below :—

- (a) days of attendance ;
- (b) Sundays, sanctioned holidays and vacations ;
- (c) days of absence without leave, if shown to be unavoidable, not exceeding two working days in a calendar month ;
- (d) days of sick leave not exceeding six working days at one time nor thirty working days in the school or college year ;
- (e) days of ordinary leave, granted by the head of the institution, for not more than six working days at one time, nor for more than fourteen working days in the school or college year ;

If the period of absence exceeds the number of working days admissible the scholarship shall not be payable for any part of such period of absence. In the case of girls scholarships may be drawn for absence for double the period given in (c), (d) and (e).

- (f) to the close of the month in which a public examination takes place, for which a scholar is sent up by the head of the institution ;

**Corrigendum No. 226.**

*Article 131.*—Substitute “except” for “Unless they are tenable at two different institutions—one general and the other professional—Or”.

(*Punjab Education Code, XI edition, Reprint 1932, 1934 and 1939—Notification No. 5559-A, dated the 17th March, 1941.*)

21 DPI—2,000—18-6-41—3GFP Lahore.

(g) days of transit, up to the limit of one week, on the transfer of a scholarship from one institution to another not situated in the same town.

NOTE 1.—In the case of a college scholarship, so long as it has not lapsed the amount of fees shall be payable to the scholar and by him to the college.

NOTE 2.—Matriculation and School Leaving Certificate and Intermediate scholarships can be drawn up to the end of April of the year in which the holder has appeared in the prescribed examination and without attendance after such appearance if permitted to be absent by the head of the institution and middle school scholarships for boys can be drawn up to the end of March of the year in which the holder has appeared in the prescribed Vernacular Final and Middle School Examination.

NOTE 3.—A scholar who holds a college scholarship will receive the scholarship only from the date of joining a college, but will be re-imbursed for such tuition fees as he or she is required to pay in respect of the period between the commencement of the currency of the scholarship and that date.

**133.** A scholarship shall lapse if it is not taken up in school classes within a month of its award or in case of college scholarship, three weeks; or if the scholar dies; if the scholar is absent without leave for six consecutive school or college working days or with ordinary leave for more than one month, or with sick leave for more than three months at one time; or if the scholar, on transfer from one school or college to another, fails to join the second institution within fourteen days of leaving the former institution or if the scholar ceases to attend a school or college at which the scholarship is tenable or to read the course for which it is granted and not otherwise, except when the awarding authority is satisfied that the delay was unavoidable.

Lapse of scholarship..

**134.** A scholarship shall be forfeited for gross misconduct, laziness, or irregularity of attendance on the part of the scholar, and the head of the institution in which the scholarship is held shall be responsible that payment of the scholarship is discontinued to a scholar who has thus forfeited it.

Forfeiture of scholarship..

The lapse or forfeiture of a scholarship shall be reported in the form prescribed in appendix XIV to the inspector in the case of a scholarship held in a school, or in either of the high classes of an intermediate college or to the Director in the case of a scholarship held in a post-matriculation class of a college. If the scholarship lapsed or forfeited is payable from local funds, the local body concerned shall be informed, through the Director in the case of a college scholarship, and through the inspector in other cases.

The reasons for lapse or forfeiture shall in all cases be stated.

NOTE.—Failure in an examination shall lead to forfeiture of scholarship only if the head of the institution certifies that the failure was due to laziness.

Certificate to accompany bills for scholarships.

**135.** A certificate in the following terms signed by the head of the institution shall accompany all bills for scholarships:—“ I hereby certify that the scholars on whose account the above amount has been drawn, have been regular in attendance and have conformed to the rules under which the scholarships are tenable.”

Transfer of scholarship.

**136.** An application for the transfer of a scholarship from one institution to another shall be submitted, together with the transfer certificate, through the head of the institution to which the scholarship is to be transferred, to the officer by whom the scholarship was awarded. The awarding officer, after satisfying himself that the scholarship is still current shall notify the transfer to the head of the institution and also to the paying authority concerned. The latter will note the transfer on the award-roll.

Scholarships, not ordinarily re-awarded.

**137.** When a scholarship lapses or is forfeited it will not ordinarily be re-awarded. When, however, a scholarship which has been awarded has not been taken up or when a scholarship has lapsed owing to the death of the scholar, a re-award may be made at the discretion of the awarding officer or authority; the scholarship, in such cases, being tenable from the date of the re-award to the end of the period for which the scholarship was originally awarded.

Preferential claims to admission.

**138.** If, in any recognized institution maintained by Government or a local body, it is found necessary in any year from lack of accommodation or teaching power, to refuse admission to candidates, scholars shall have preferential claim to admission over all others seeking admission at the same time.

Scholarship paid from public funds where tenable.

**139.** No student of an unrecognized school shall be eligible for a scholarship payable from public funds, and such scholarships are tenable only in recognized institutions. It is also required in unaided schools and colleges that tuition fees at not less than 50 per cent. of the rates charged in Government and board schools and colleges shall be levied from all holders of scholarships paid from public funds.

SECTION B.—MIDDLE SCHOOL SCHOLARSHIPS FOR BOYS.

**140.** Open middle school scholarships for boys are provided by local bodies and are of the value of Rs. 4 per mensem. They are tenable for four years in the middle department of any recognized school situated in the area administered by the local body concerned.

Value and term of scholarships.

The payment of a scholarship to a student reading in a school outside the area, when such payment is in the opinion of the local body for the benefit of the inhabitants of that area, will be subject to the sanction of the commissioner.

**141.** An examination for middle school scholarships shall be held annually at a convenient centre or centres in each tahsil, and the number of candidates permitted to appear from each school shall be determined by the inspector. The examination will be conducted by a district inspecting officer under the orders of the inspector and the record of marks awarded will be retained for reference. Scholarships will be awarded in accordance with the order of merit on the pass-list of candidates in each tahsil.

Distribution by tahsils.

**142.** No open middle school scholarship shall be awarded to a boy whose age exceeds thirteen years on the last day of the school year in which the examination is held.

Age limit.

**143.** As soon as convenient after the completion of the examination, and before the close of the school year the award of scholarships, by tahsils, will be announced by the district inspector after confirmation by the inspector. A pupil to whom a scholarship has been awarded has no claim to the payment of the scholarship unless he joins the middle department of a school in which it is tenable before the end of the first month of the school year. A report to the effect that he has so joined shall be sent by the head master to the district inspector who shall inform the local body concerned.

Award.

SECTION C.—HIGH SCHOOL SCHOLARSHIPS.

**144.** Open high school scholarships are payable from provincial revenues and are of the value of Rs. 6 per mensem. Six open scholarships are provided for

Number and value.

each district (except Simla, for which there are two) half of which in each district are for anglo-vernacular candidates and the other half for vernacular candidates. These are awarded on the results of the Vernacular Final and Middle School Examination.

Tenure of  
anglo-  
vernacular  
high school  
scholarships.

**145.** Scholarships awarded to anglo-vernacular candidates on the results of the Vernacular Final and Middle School Examination shall be tenable for two years from the beginning of the school year in the high department of a recognized anglo-vernacular school or intermediate college.

Tenure of  
vernacular  
high school  
scholarships.

**146.** Scholarships awarded to vernacular candidates shall be tenable for two years in the special class of a recognized school where arrangements have been made to the satisfaction of the department for teaching English up to an approved standard within that period, and for a further period of two years in the high department of a recognized anglo-vernacular high school or intermediate college, provided that a scholar who fails to reach an approved standard of English in the first two years shall forfeit his scholarship.

Arrangements for the special teaching of English shall not be considered satisfactory for the purposes of this article unless separate provision is made for three hours' special teaching each day in English by a qualified teacher for the full period of two years and provision is also made for the regular revision of all subjects previously studied by the scholars.

Age limit.

**147.** No open high school scholarship shall be awarded to a candidate whose age at the close of the school year in which the Vernacular Final and Middle School Examination is held exceeds seventeen years.

Procedure  
in awarding  
scholarships.

**148.** When the award of scholarships is complete, the inspector shall furnish a copy of the award roll in the form prescribed in appendix XV to each school in his division from which pupils have won scholarships. On receipt of the award roll the head of the institution shall intimate to each successful pupil the fact of his having been awarded a scholarship and supply him with a certified extract from the award roll. The scholar will have no claim to the payment of the scholarship unless within a month of the date of issue of the award roll he joins the high department of a recognized school or



### Corrigendum No. 214.

*Article 153.*—Substitute the following for the existing article :—

“ The mode of award in the case of each of these two groups of cholarships shall be as follows :—

Four scholarships shall in the first instance be awarded to sons of Hindus and Sikhs who are members of agricultural tribes notified under the Punjab Alienation of Land Act. The remaining scholarships shall be awarded in order of merit subject to the provisions of Article 128, but so as to secure that the thirty-two scholarships are assigned to the main divisions of the people as follows :—

Muslims	..	5	Sikhs	..	5
Hindus	..	10	Others	..	2.”

(*Punjab Education Code, XI edition, reprint 1932, 1934 and 1939.*—  
*Notification No. 18082-A., dated the 27th August, 1940.*)

intermediate college, or if the scholarship be tenable for four years, the special class of a school fulfilling the conditions laid down in Article 146. The scholar shall hand over the certified extract from the award roll to the head of the institution to which he is admitted.

**149.** On the expiration of a month from the date of issue of the award roll the head of each institution to which scholars have been admitted shall prepare lists in the form prescribed in appendix XVI of scholars who have joined the school within the appointed time and shall forward them to the inspectors of the divisions in which the scholarships have been awarded.

Lists of scholars to be submitted to the inspector.

**150.** On receipt of the list referred to in the preceding article, the inspector shall prepare the final award roll in the form prescribed in appendix XVII and shall furnish a copy to each school in his division from which any of the scholars named therein was sent up for the examination.

Final award roll.

**151.** The amount due to a school on account of open high school scholarships shall be payable monthly direct to the head of the institution on the presentation of bills in the form prescribed in appendix XVIII.

Scholarship bills to be presented.

#### SECTION D.—COLLEGE SCHOLARSHIPS.

**152.** Thirty-two college scholarships are awarded annually on the results of the Matriculation and School Leaving Certificate Examination, and thirty-two on those of the Intermediate Examination.

Number and value.

The monthly value of each scholarship is Rs. 10 plus the tuition fee of the college in which the scholar elects to study, and the period of tenure is twenty-four months. The period of tenure is raised to 36 months in the case of scholars joining an honours school or the Hailey College of Commerce. These scholarships are payable from provincial revenues.

**NOTE.**—When the holder of a Government scholarship is appointed to assist in the library or in the teaching of English or Science in a Government College the amount of the tuition fee, which is ordinarily deducted from the scholarship bill, should be drawn and paid to him in recognition of his services.

**153.** The mode of award in the case of each of these two groups of scholarships shall be as follows: Four scholarships shall, in the first instance, be awarded to sons of Jat or Rajput agriculturists, the Ahir agriculturists of

Mode of award.

the Gurgaon and Rohtak districts, the Sainis of the Rohtak, Jullundur, Ludhiana, Ferozepore, Gurdaspur, Sialkot, Sheikhpura, Lyallpur, Ambala and Hoshiarpur districts, the Gaur Brahmans (excluding Bohras) in the Rohtak, Karnal, Gurgaon and Ambala districts and the Hissar, Hansi, Fatehabad and Bhiwani Tahsils of the Hissar district, the Kamboh, Gujjar and Ror agriculturists of the Karnal district, the Chhang, Ghirat hand Bhatti tribes of Hoshiarpur and Kangra districts and the Chhangs of the Gurdaspur district and the Gujjars of the Hoshiarpur district who are either Hindus or Sikhs. The remaining scholarships shall be awarded in order of merit subject to the provisions of Article 128, but so as to secure that the thirty-two scholarships shall be assigned to the main divisions of the people as follows :—

Muslims	..	15	Sikhs	..	..	5
Hindus	..	10	Others	..	..	2

Tenure.

**154.** A college scholarship is tenable in any institution which is affiliated to the Punjab University up to the standard of the examination next higher than that on the results of which the scholarship is awarded, or with the sanction of the Director in the corresponding class of a College approved by the Department. College scholarships are also tenable on the same conditions in the M. A. O. College, Aligarh.

## SECTION E.—VICTORIA SCHOLARSHIPS.

Purpose.

**155.** Victoria scholarships are awarded from provincial revenues and local funds for the encouragement of English education amongst Muslims, and are tenable in recognized secondary schools.

Victoria middle school scholarships.

**156.** Victoria middle school scholarships are payable from local funds. They shall be awarded by the district inspector, after approval by the inspector on the results of the scholarship examination in each tahsil, to Muslim pupils who do not obtain open scholarships. The scholarships are of the monthly value of Rs. 4 and are tenable for four years in anglo-vernacular schools or vernacular middle schools (excluding lower middle schools) teaching English as an optional subject on the conditions applicable to open scholarships. No age limit is fixed.

### Corrigendum No. 215.

*Article 158.—Substitute the following for the existing article :—*

“ Zamindari scholarships are awarded from provincial revenues and local funds for the encouragement of English education among Hindu and Sikh agricultural tribes notified as such under the Punjab Alienation of Land Act.”

*(Punjab Education Code, XI edition, reprint 1932, 1934 and 1939.—  
Notification No. 18082-A., dated 27th August, 1940.)*

155 DPI—2,000—16-1-41—SGPP Lahore.

**157.** Victoria high school scholarships are payable from provincial revenues. One scholarship is allotted annually to each district to be held alternately by an anglo-vernacular and a vernacular candidate. The award shall be made on the results of the Vernacular Final and Middle School Examination subject to the provisions of Article 128 to a Muslim candidate who has not gained an open high school scholarship. If in any year no anglo-vernacular candidate is available for the scholarship it may be awarded to a vernacular candidate, and *vice versa*.

Victoria  
high school  
scholarships.

These scholarships are of the monthly value of Rs. 6 and are tenable in high schools and high classes of intermediate colleges, on the conditions applicable to open high school scholarships. No age limit is fixed.

#### SECTION F.—ZAMINDARI SCHOLARSHIPS:

**158.** Zamindari scholarships are awarded from provincial revenues and local funds for the encouragement of English education among Jat and Rajput agriculturists, who are Hindus or Sikhs. The term of this section shall also be held to apply to Ahir agriculturists of the Gurgaon and Rohtak districts, to the Sainis of the Rohtak, Jullundur, Ludhiana, Ferozepore, Gurdaspur, Sialkot, Sheikhpura, Lyallpur, Ambala and Hoshiarpur districts, to the Gaur Brahmins (excluding Bohras) in the Rohtak, Karnal, Gurgaon, and Ambala districts, and the Hissar, Hansi, Fatehabad and Bhiwani Tahsils of the Hissar District, to the Kamboh, Gujjar and Ror agriculturists of the Karnal district and to Chhang, Ghirath and Bhatti tribes of Hoshiarpur and Kangra districts and Chhang of the Gurdaspur district and the Gujjars of Hoshiarpur district.

Purpose.

**159.** Zamindari middle school scholarships are payable from local funds. They shall be awarded by the district inspector, after approval by the inspector on the results of the scholarship examination in each tahsil to candidates belonging to the classes specified in the previous article who do not obtain open scholarships. The scholarships are of the monthly value of Rs. 4, and are tenable in anglo-vernacular schools or vernacular middle schools (excluding lower middle schools) teaching English as an optional subject on the conditions applicable to open scholarships. No age limit is fixed.

Zamindari  
middle school  
scholarships.

Zamindari  
high school  
scholarships.

**160.** Zamindari high school scholarships are payable from provincial revenues. One scholarship is allotted annually to each district to be held alternately by an anglo-vernacular and a vernacular candidate. The award shall be made on the results of the Vernacular Final and Middle School Examination subject to the provisions of Article 128 to a candidate of the classes specified in Article 158 who has not gained an open high school scholarship. If in any year no anglo-vernacular candidate is available for the scholarship it may be awarded to a vernacular candidate, and *vice versa*. These scholarships are of the monthly value of Rs. 6 and are tenable in high schools and high classes of intermediate colleges on the conditions applicable to open high school scholarships. No age limit is fixed.

**SECTION G.—SCHOLARSHIPS FOR BALOCHIS IN THE TRIBAL AREA UNDER THE POLITICAL CONTROL OF THE DEPUTY COMMISSIONER, DERA GHAZI KHAN.**

Number,  
value and  
award.

**160-A.** Three scholarships of the value of Rs. 6 (rupees six only) per mensem each tenable for the period of four years for a course in a vernacular middle school ;

One scholarship of the value of Rs. 8 (rupees eight only) per mensem tenable for a period of four years in the middle department of an anglo-vernacular middle or high school ;

One scholarship of the value of Rs. 10 (rupees ten only) per mensem tenable for a period of two years in the high department of a high school.

These scholarships will be awarded annually by the Inspector of Schools, Multan Division, on the recommendations of the District Inspector of Schools, Dera Ghazi Khan, supported by the Deputy Commissioner.

**SECTION G (a).—SCHOLARSHIPS FOR THE CHILDREN OF OFFICERS OF THE PROVINCIAL SERVICES WHO DIE BEFORE THEY RETIRE ON A PENSION AND LEAVE THEIR FAMILIES IN STRAITENED CIRCUMSTANCES.**

Number,  
value and  
tenure of  
scholarships.

Four primary scholarships of Rs. 3 (rupees three only) per mensem each tenable for four years in primary schools or primary departments of recognized secondary schools ;

## Corrigendum No. 233.

### Chapter V.

(I) Add as a new section ;

*“Section G (a)—Scholarships for boys from Tribal Area under the Political control of the Deputy Commissioner, Dera Ghazi Khan.”*

*Article 160-B.—The following scholarships are awarded from provincial revenues :—*  
Number and value of scholarships.

- (1) Two scholarships of the value of Rs. 20 per mensem each tenable for two years in the Intermediate classes ;
- (2) Two scholarships of the value of Rs. 25 per mensem each tenable for two years in the B. A. and B. Sc. classes ;
- (3) One scholarship of the value of Rs. 20 per mensem tenable up to 5 years according to the length of the course in the following professional institutions :—
  - (a) The Punjab Agricultural College, Lyallpur.
  - (b) The Punjab Veterinary College, Lahore.
  - (c) The King Edward Medical College, Lahore.
  - (d) The Punjab College of Engineering and Technology, Moghalpura, Lahore.
  - (e) The Medical School, Amritsar.

The scholarships shall be awarded annually subject to the following conditions :—  
Mode of award.

- (i) the award shall be restricted to boys from the Tribal Area of the Dera Ghazi Khan district duly attested by the Political Assistant, Dera Ghazi Khan ;
- (ii) the award shall be by merit and in accordance with the results of public examinations ;
- (iii) the scholarships shall be awarded by the Director of Public Instruction, Punjab and shall be governed by Articles 132, 133 and 134 of the Punjab Education Code.”

(II) Substitute “G (b)” for the existing “G (a)”.

[Punjab Education Code, XI edition (reprint 1932, 1934 and 1939), notification No. 20062-A., dated the 25th September, 1941.]

Four middle school scholarships of Rs. 3 (rupees three only) per mensem each tenable for four years in middle departments of recognized secondary schools ;

Three high school scholarships of Rs. 10 (rupees ten only) per mensem each tenable for two years in high departments of recognized high schools and intermediate colleges ;

Three college scholarships of Rs. 15 (rupees fifteen only) per mensem each tenable for four years in institutions affiliated to the Punjab University or approved by the Department for the purpose.

2. The application for the award of a scholarship should be forwarded to the Director of Public Instruction, Punjab, by the Head of the Department under whom the deceased officer was serving before death and should be supported by the following documents signed by the officer forwarding the application :—

Documents  
to accom-  
pany the  
application.

- (i) a certificate to the effect that no compassionate gratuity has been granted to the bereaved family ;
- (ii) a statement of the assets and liabilities of the bereaved family together with a certificate to the effect that its income is below Rs. 2,000 per annum and that it does not pay more than Rs. 500 per annum as land revenue ;
- (iii) a certificate to the effect that no other child of the deceased is in receipt of a scholarship ;
- (iv) a certificate, in the case of a college scholarship, to the effect that the candidate has secured not less than the second division in each promotion or public examination.

#### SECTION H.—ENDOWED SCHOLARSHIPS TENABLE IN SCHOOLS.

**161.** Endowed scholarships tenable in recognised schools are vested and administered in accordance with conditions determined upon by the Director in consultation with the donors. Information regarding the number, value, conditions of award and tenure of these scholarships may be obtained from the inspector of the division.

Endowed  
scholarships.



## SECTION I.—SCHOLARSHIPS FOR GIRLS.

Award of  
Middle School  
scholarships.

**162.** One hundred and forty-two scholarships of the value of Rs. 4 per mensem each will be awarded annually. The period of tenure of each scholarship is three years.

The scholarships are distributed as below :—

Simla district	..	Two open.
The other 28 districts	..	One close (non-Muslim agriculturist). One close (Muslim agriculturist). Three open.

An examination for middle school scholarships shall be held annually at a convenient centre or centres in each tahsil and the number of candidates permitted to appear from each school shall be determined by the inspectress. The examination will be conducted by an assistant inspectress under the orders of the inspectress and the record of marks awarded will be retained for reference. Scholarships will be awarded in accordance with the order of merit in each tahsil.

Middle School  
Stipends.

**163.** Sixty-nine stipends of the value of Rs. 6 per mensem each for boarders and sixty-nine of the value of Rs. 2 per mensem each for day scholars will be awarded annually. The period of tenure of each stipend will be three years. Their distribution circle and community-wise is given below :—

Ambala Circle	..	..	21 stipends.
Lahore Circle	..	..	14 stipends.
Rawalpindi Circle	..	..	15 stipends.
Multan Circle	..	..	19 stipends.

Conditions of  
Awards.

**164.** These stipends will be awarded by the circle inspectresses of schools to girls whose fathers or guardians give an undertaking in writing that the candidates will take junior vernacular training in a normal school after passing the middle standard examination and on the production of certificate prescribed in Appendix XIV-A of the Punjab Education Code. The stipends will be open to both vernacular and anglo-vernacular candidates. Preference will, however, be given to students taking a vernacular course. Applications for the award of stipends should be submitted on the prescribed form to the assistant inspectresses at the time the candidates take the 5th primary examination.

**Corrigendum No. 210.**

*Article 164.—Substitute the following for the existing article :—*

These stipends will be awarded by the Circle Inspectresses of Schools to girls who propose to take junior vernacular training in a normal school after passing the middle standard examination and on the production of a certificate prescribed in Appendix XIV-A of the Punjab Education Code. The stipends will be open to both vernacular and anglo-vernacular candidates. Preference will, however, be given to students taking a vernacular course. Applications for the award of the stipends should be submitted on the prescribed form to the District Inspectress of Schools concerned.

*(Punjab Education Code, XI edition, reprints 1932, 1934 and 1939, notification No. 14579-A., dated the 16th July, 1940.)*

**No. 207.**

*Article 165.*—Add at the end of the first paragraph “Scholars who pass the Middle Standard Examination for Indian Girls after availing themselves of the compartment concession are not eligible for these scholarships”.

(*Punjab Education Code, XI edition, Reprints 1932 1934 and 1939, —Notification No. 29522-A., dated 22nd December, 1939.*)

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**Corrigendum No. ~~207~~**

*Article 165.*—Add at the end of the Article, as a new paragraph:—

“No open High School Scholarship will be awarded to a candidate whose age at the close of the school year in which the Middle Standard Examination for Indian Girls is held exceeds seventeen years.”

(*Punjab Education Code, XI edition, Reprint 1932, 1934 and 1939, Notification No. 3511-A., dated 12th February, 1940.*)

**165.** Twenty high school scholarships, each of the value of Rs. 8 per mensem, are awarded annually from provincial revenues to girls who complete the \*anglo-vernacular middle school course, and twenty of the value of Rs. 8 per mensem to those who pass the Vernacular Middle Standard Examination for Indian Girls. These scholarships are tenable for two years and four years, respectively, in the high departments of recognized anglo-vernacular schools, and will be drawn in the same way as the corresponding scholarships for boys. 2

High School  
scholarships

The distribution of the scholarships circle-wise is as under :—

Circle.	Vernacular scholar- ships.	Anglo-verna- cular scholarships.
Ambala .. .. .	6	5
Lahore .. .. .	4	5
Rawalpindi .. .. .	4	5
Multan .. .. .	6	5
Total .. .. .	20	20

**166.** Ten college scholarships of Rs. 15 per mensem each and six college scholarships of Rs. 25 per mensem each are awarded annually from provincial revenues to girls who pass the Matriculation and School Leaving Certificate and Intermediate Examination, respectively. These scholarships are tenable for two years in any institution affiliated to the Punjab University or approved by the Department for the purpose.

College  
scholarships.

Two scholarships of the value of Rs. 15 per mensem each and tenable for a period of two years in the intermediate classes, and two scholarships of the value of Rs. 25 per mensem each, and tenable for a period of two years in the B. A. classes, will be awarded to Muslim girls who fail to win one of those Government college scholarships which are awarded on merit from the Matriculation and Intermediate examination results, but obtain not less than the qualifying minimum mark which is midway between the first and second divisions.

\*NOTE.—If in any year the number of candidates on the anglo-vernacular side should be in defect the vacant scholarships may be awarded to vernacular candidates, and *vice versa*.

Award of  
high school  
and college  
scholarships.

**167.** High school scholarships to girls will be awarded by the circle inspectresses of schools, on the results of the Middle Standard Examination for Indian Girls, and college scholarships by the Director of Public Instruction, Punjab, on the recommendation of the University on the production of a certificate in the form in Appendix XIV (a) of the Code.

SECTION J.—STIPENDS IN TRAINING INSTITUTIONS.

Value of  
stipends.

**168.** Provision is made for the payment from the provincial revenues of stipends to teachers under training in Government institutions. The number, value and tenure of such stipends shall be as determined by Government from time to time. The period of tenure and the monthly value of stipends at present sanctioned are—

(a) *For men teachers:—*

	Rs.
S. V. (1st year), ten months ..	12
S. V. (2nd year), twelve months ..	12

(b) *For women teachers—*

S. V. (two years) .. ..	12
J. V. (two years) .. ..	9
J. A.-V. (two years) .. ..	15

(c) *For the weaver class and the special classes—*

J. V. (ten months) .. ..	8
J. V. additional stipends (ten months) ..	5
J. V. (women) additional stipends (two years) .. ..	5
S. V. additional stipends—(ten months) I year—(twelve months) II year ..	5
S. V. (women) additional stipends (two years) .. ..	5
Two stipends tenable at the Central Training College, Lahore, for graduates (nine months) .. ..	20

NOTE (1).—Senior Vernacular additional stipends will be awarded to men teachers of weaver class and of special classes elected under clause (a) and Junior Vernacular and Senior Vernacular additional stipends to women teachers elected under clause (b).

NOTE (2).—The number of Junior Vernacular stipends will be determined by the Director of Public Instruction, Punjab, from time to time.

NOTE (3).—Junior Vernacular and Senior Vernacular additional stipends of Rs. 5 per mensem each will be awarded up to 20 in number to approved teachers under training.

NOTE (4).—The monthly value of a Junior Vernacular stipend for a student from Dera Ghazi Khan or from the Kulu sub-division of the Kangra district is Rs. 9 instead of Rs. 8.

**No. 189.**

*Article 168, part (c).—Substitute “Four stipends tenable at the Central Training College, Lahore, etc.” for “Two stipends tenable at the Central Training College, etc.”*

*(Punjab Education Code 11th Edition, 1932, 1934 and 1939 Reprints, notification No. 19648-..., dated 24th August, 1939.)*

122 DPI—2,000—23.11.39—SGPP Lahore.

**No. 211.**

*Article 168.—Substitute the following for the existing clauses (a), (b) and (c) :—*

	Rs.
(a) For men teachers—	
S. V. (ten months) .. .. .	12
(b) For women teachers—	
S. V. (two years) .. .. .	12
J. V. (two years for primary passed teachers, one year for middle passed teachers).	9
J. A.-V. (two years) .. .. .	15
B. T. stipends (nine months) tenable at the Lady MacLagan Training College for Women, Lahore.	20
(c) For the weaver and the special classes—	
J. V. (ten months) I year (twelve months) II year.	8
J. V. additional stipends (ten months) I year (twelve months) II year.	5
J. V. (Women) additional stipends (two years)	5
S. V. additional stipends (ten months) ..	5
S. V. (Women) additional stipends (two years)	5
Four stipends tenable at the Central Training College, Lahore, for graduates (nine months).	20

[ *Punjab Education Code, 11th edition, 1932, 1934 and 1939 reprints,*  
*notification No. 17883-A., dated the 22nd August, 1940.* ]

**No. 219.**

*Article 168.*—Add the following as note (5) to this article :—

“ The term ‘Special Classes’ means the classes named in article 121, Punjab Education Code”.

*Punjab Education Code, 11th edition, 1932, 1934 and 1939, notification No. 22717-A., dated the 6th November, 1940.*

235 DPI—2000 -11.1.41—SGPP Lahore.



**No. 191.**

*Article 171.—Insert “late” before “Majesty” in line 2.  
(Punjab Education Code, 11th edition, 1932, 1934 and 1939 reprints.—  
Notification No. 20097 A., dated 9th September, 1939.)*

**Correction Slips to the Punjab Education Code, XI Edition,**

**169.** A student in a training institution is not entitled to draw his stipend for days on which he is absent in excess of—

Payment of stipends during absence.

- (a) one working day of ordinary leave in any one calendar month ;
- (b) six working days of sick leave in any one calendar month.

The payment of the stipend shall only be admissible in the case of six days under (b) if the student remains in the hostel attached to the institution.

Stipends to women students shall be payable for days of absence without leave, if shown to be unavoidable, not exceeding four working days and with leave not exceeding twelve working days in any calendar month.

NOTE.—In case of confinement stipend may be paid for a period not exceeding three months.

**170.** Teachers in Government service who are untrained or who, being trained, are desirous of undergoing a further course of training may be granted leave for this purpose under the ordinary rules with such allowances as are admissible under the rules.

Training of teachers in Government service.

NOTE.—The provisions of the above Article shall not apply in the following cases :—

- (a) women teachers required to undergo a duly authorised course of training approved by competent authority ;
- (b) teachers in intermediate colleges required to undergo S.A.-V or B.T. training at the Central Training College, Lahore ; and
- (c) teachers and assistant district inspectors of schools required to undergo a course of physical training.

#### SECTION K.—JUBILEE SCHOLARSHIPS.

**171.** These Jubilee Scholarships have been created in commemoration of the Silver Jubilee of His Majesty George V, King Emperor.

#### SCHOLARSHIPS FOR GIRLS.

One scholarship of Rs. 250 per mensem for study abroad tenable for two or three years, according to the length of the course, to be awarded every second or third year. A notification will issue when the scholarship is available.

Number, value and tenure of scholarships.

Two scholarships of Rs. 25 per mensem each for teacher's training or domestic science training, and one scholarship of Rs. 20 per mensem for physical training.

These scholarships will be awarded annually by the Director of Public Instruction, Punjab, on the recommendations of the circle inspectresses of schools and the Inspectress and Supervisor of Domestic Science, Punjab, and will be tenable for two years.

Candidates for these scholarships must have passed at least the Senior Cambridge or F. A. or F. Sc. Examination or hold a J. A.-V. certificate. In the case of Domestic Science if a three years' course of study is necessary, an extension of the scholarship for another year will be considered.

Eight high school scholarships of Rs. 8 per mensem each to be awarded annually. (Four scholarships tenable for four years will be awarded to those who pass the Vernacular Middle Standard Examination for Indian Girls in the first division and four scholarships tenable for two years will be awarded to those who pass the Anglo-Vernacular Middle Standard Examination for Indian Girls in the first division.) Two scholarships (one vernacular and one anglo-vernacular) will be awarded by each of the circle inspectress of schools.

Two high school scholarships of Rs. 8 per mensem each for students of the weaver class and of special classes who pass the Vernacular Middle Standard Examination for Indian Girls at least in the second division. These scholarships will be awarded annually by the Director of Public Instruction, Punjab, on the recommendations of the circle inspectresses of schools and will be tenable for four years.

NOTE.—The scholarship of Rs. 250 per mensem for study abroad will be governed, as far as possible, by the rules for State Scholarships issued by the Punjab Government.

#### SCHOLARSHIPS FOR BOYS.

Five high school scholarships of Rs. 6 per mensem each for the students of the weaver class and of special classes to be awarded each year to anglo-vernacular candidates on the results of the Vernacular Final and Middle School Examination. These scholarships will be tenable for two years. One scholarship will be awarded by each of the divisional inspectors,

Corrigendum No. 203.

205

*Article 171.*—Add at the end of the section “ Scholarships for girls ” as a new paragraphs :—

“ No open High School Scholarship will be awarded to a candidate whose age at the close of the school year in which the Middle Standard Examination for Indian Girls is held exceeds seventeen years .”

(*Punjab Education Code, XI edition, Reprint 1932, 1934 and 1939, Notification No. 3511-A., dated 12th February, 1940.*)

No. 208.

*Article 171.*—Add at the end of the section “Scholarships for Girls”, as a new paragraph “Scholars who pass the Middle Standard Examination for Indian Girls after availing themselves of the compartment concession are not eligible for high school scholarships”.

(*Punjab Education Code, XI, edition, Reprints 1932, 1934 and 1939—Notification No. 29522-A., dated 22nd December, 1939.*)

**No. 220.**

*Article 171.—Add the following as N. B. (2) to this article :—*

“The term ‘The special classes’ means the classes named in Article 121, Punjab Education Code”.

*Punjab Education Code, 11th edition, 1932, 1934 and 1939, reprints, notification No. 22717-A., dated the 6th November, 1940.*

235 DPI—2000—11-1-41—SGPP Lahore.

**No. 221.**

*Article 171-A.—Add the following as note to this article :—*

“The Term ‘the special classes’ means the classes named in Article 121, Punjab Education Code”.

*Punjab Education Code, 11th edition, 1932, 1934 and 1939 reprints,  
notification No. 22717-A., dated the 6th November, 1940.*

235 DPI—2000—11-1-41—SGPP Lahore.

**No. 190.**

*Article 171-A.—Substitute “ Five scholarships ” for “ two scholarships ” in items (i) and (ii), and add the following to each :—*

*“ One of the scholarships is reserved for a girl, provided a candidate is forthcoming, failing which the scholarship will be awarded to a boy ”.*

*( Punjab Education Code, 11th Edition, 1932, 1934 and 1939 Reprints, notification No. 19648-A., dated 24th August, 1939.)*

122 DPI—2,000—23-11-39—SGPP Lahore.



provided that, if any scholarship is not claimed in any division, it will be available for utilization in another division.

One college scholarship of Rs. 20 per mensem for students of the weaver class and of special classes. This will be awarded annually to a student who passes the Matriculation and School Leaving Certificate Examination at least in the second division and will be tenable for two years.

One college scholarship of Rs. 20 per mensem for students of the weaver class and of special classes. This will be awarded annually to a student who passes the Intermediate Examination at least in the second division and will be tenable for two years. These college scholarships will be awarded in order of merit by the Director of Public Instruction, Punjab, on the recommendations of the principals of colleges.

*N. B.*—As far as possible scholarships will be awarded to various communities in turn. In all cases where suitable candidates are forthcoming an endeavour should be made to allot 50 per cent to Muslims, 20 per cent to Sikhs and 30 per cent to others.

#### SECTION L.—SCHOLARSHIPS FOR THE CHILDREN OF

##### (i) WEAVERS AND (ii) OF THE SPECIAL CLASSES.

**171-A.** The following scholarships are awarded from provincial revenues :—

Number,  
value and  
tenure of  
scholarships.

- (i) ~~Five~~ scholarships of the value of Rs. 10 per mensem each plus tuition fee, tenable for a period of two years in the intermediate classes.
- (ii) ~~Two~~ scholarships of the value of Rs. 10 per mensem each plus tuition fee tenable for a period of two years in the B. A. classes.
- (iii) Thirty high school scholarships of the value of Rs. 6 per mensem each tenable for a period of two years.
- (iv) Additional stipends of Rs. 5 per mensem up to twenty in number to approved teachers under training from among the senior and junior vernacular classes.

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Scholarships under (i) and (ii) will be awarded to the first two candidates in each case in order of merit in the pass lists of the Matriculation and Intermediate examinations while those under (iii) will be awarded on the results of the Vernacular Final and Middle School Examination, one scholarship per district, on the anglo-vernacular side only.

## Corrigendum No. 198.

*Add* to chapter V as Section M—Scholarships in Post-Matriculation, Clerical and Commercial Classes maintained by Government.

*Article 171-B.*—Ten scholarships of the value of Rs. 10 per mensem each tenable for one year, with effect from the date of joining to the end of the month in which the public examination takes place will be awarded on the results of the Matriculation Examination subject to the condition that the candidates concerned are unable to take the course without the assistance of the scholarship. Five of these scholarships will be awarded to Muslims, three to Hindus, and two to Sikhs.

[Punjab Education Code, XI Edition (Reprints 1932, 1934 and 1939), No. 25035:A., dated the 3rd November, 1939.]

237 DPI—2,000—1-2-40 SGPP Lahore.

## Corrigendum No. 206.

### *Appendix III (Chapter III, Article 79), Rule 1.*

Insert the following as clause (6) :—

“ Family ” means—

- (i) in the case of a male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber ;
- (ii) in the case of a female subscriber the husband and children of a subscriber and the widow or widows and children of a deceased son of the subscriber.

NOTE.—“ Children ” means legitimate or adopted children ; provided that in the case of the latter it is proved to the satisfaction of the “ Controlling Officer ” that under the personal law of the subscriber adoption is legally recognized as conferring the status of a natural child.

[*Punjab Education Code, XI edition, reprints 1932, 1934 and 1939, notification No. 5687-S., dated the 9th March, 1940.*]

### Corrigendum No. 197.

*Article 191* (as amended by Punjab Government notification No. 18257-G., dated the 10th August, 1939) :—

*Insert* the words “not exceeding ten” *after* the word “strokes” in the third line.

[*Punjab Education Code, IX Edition, Reprints 1932, 1934 and 1939, Notification No. 28262-G., dated 11th December, 1939.*]

### **Corrigendum No. 234.**

*Appendix III (Chapter III, Article 79) Standard Provident Rules for Teachers.*

Add the following at the end of the existing clause rule 1 :--

“ It also includes all aforesaid members of the staff appointed on probation to permanent posts. ”

*(Punjab Education Code, XI edition, Reprints 1932, 1939—Notification No. 25214 S., dated the 26th November, 1941).*

## CHAPTER VI.

### Teachers' Certificates.

**172.** Teachers' certificates are awarded to candidates who pass the prescribed examinations conducted by the Department, or the B. T. examination of the Punjab University. Special certificates may also be awarded to teachers who have not so qualified in accordance with rules which may, from time to time, be laid down in this regard by the Department. Such certificates, except for the teaching of a specified subject, will not be issued to teachers joining the staff of a recognized school for the first time after the 1st April, 1925. The teaching qualifications conferred by a certificate shall be stated thereon.

Kinds of certificates.

**173.** The Department shall publish from time to time the regulations governing the conduct of certificate examinations, the admission of candidates thereto and the courses prescribed, and these regulations and courses shall be held to be in force for the time being.

Certificate examinations.

**174.** Certificates are issued under the signature of the Director, or an officer of the Department appointed by the Director for this purpose.

Issue of certificates.

**175.** The certificate issued to a candidate on passing a certificate examination conducted by the Department or the B. T. degree of the Punjab University is a provisional certificate, and may be made permanent after five years of continuous approved service in a school or intermediate college recognized by the Department or, in the case of a teacher who passed the examination on the completion of a course of training, three years of such service. This period shall begin to be reckoned from the first day of the month following the completion of the examination.

Provisional and permanent certificates.

**176.** Special certificates are provisional in the first instance, and may be made permanent, after five years' approved service. Junior special certificates are awarded by the Inspector with the sanction of the Director and senior special certificates by the Director. Special certificates qualifying the holder to teach a specified subject are not awarded except for the teaching of subjects for which no course of training is arranged or approved by the Department. It shall be open to the

Special certificates.

Department to award a diploma to an uncertificated teacher who has distinguished himself as a teacher of a particular subject in the secondary department of a school or college : such diploma shall be awarded only in cases of outstanding merit.

Certificates  
for women  
teachers.

**177.** Senior certificates, signed by the Deputy Directress, are awarded to women teachers who have passed the Middle Standard Examination, undergone a course of training for at least two years and passed the corresponding examination. Special senior certificates may be granted to women teachers who have passed the Matriculation and School Leaving Certificate Examination, but have not undergone a course of training.

Junior certificates are awarded to those who have passed the upper primary examination, have undergone a course of training for two years and have passed the corresponding examination.

Special certificates may be awarded by the Deputy Directress to persons who in her opinion are qualified to teach in the primary or middle department of a girls-school and who on account of age or for other special reasons are unable to undergo a course of training.

Holders of  
University  
Diplomas  
eligible for  
special  
certificates.

**177-A.** Every person who has passed the Honours Examination of the Punjab University in Persian, Arabic, Sanskrit, Urdu, Hindi or Punjabi is eligible for a provisional special certificate which will entitle him to teach his special subject in secondary schools' after he has put in not less than two years' satisfactory work as a teacher of that subject in a recognized school.

Endorse-  
ments.

**178.** Endorsements recording the quality of service rendered by a teacher shall be made annually on his provisional or permanent certificate by the inspecting officers.

Other certi-  
ficates not  
recognized.

**179.** Certificates other than those issued by the Department are not recognized by the Department, and will not be endorsed, but it is open to a teacher holding such a certificate to apply to the Department for a special certificate of an equivalent grade.

Certificates  
may be  
refused, etc.

**180.** A certificate may, notwithstanding anything contained in this chapter, be at any time refused, suspended, reduced or cancelled by order of the Director.



Before such action is taken the holder, unless he has been finally convicted in a court of law, shall be given an opportunity of explanation.

NOTE.—If the whereabouts of the holder of a certificate are not known, or if there is reason to believe that he is absconding or is deliberately refusing, directly or indirectly, to submit his explanation, it will be assumed that he has been afforded an opportunity to explain and has no satisfactory explanation to offer.

**181.** Duplicate certificates may be issued on payment of the following fees :— Duplicate certificates.

	Rs.
Senior Anglo-Vernacular Certificates ..	8
Junior Anglo-Vernacular Certificates ..	4
Senior Vernacular Certificates .. ..	4
Junior Vernacular Certificates .. ..	2
All other Certificates .. ..	2

In order to render the issue of duplicate certificates possible, each inspecting officer will maintain a record of all endorsements made on the certificates of teachers working within his jurisdiction.

## CHAPTER VII. General Rules.

[NOTE 1.—In these rules, the term 'head master' includes principal or head mistress where either of these is applicable.

NOTE 2.—For the purposes of the rules in this chapter, the high classes of intermediate colleges shall be regarded as schools, but with respect to such classes the authority vested in the inspector under articles 185, 189, 198, 201 (foot-note), 204, 206 and 214 shall be exercised by the principal.]

### SECTION A.—SCHOOL BUILDINGS, FURNITURE AND APPARATUS.

Dimensions,  
location,  
etc.

**182.** School buildings will not be approved by the Department unless the class-rooms are so designed as to allow a floor area of at least nine square feet for each pupil in a primary class, and twelve square feet for each pupil in a secondary class, and unless the ventilation, lighting and sanitary arrangements are satisfactory, the locality healthy, the neighbourhood respectable, and playgrounds are provided.

Local bodies and the managers of recognized schools are expected to consult the inspector before erecting or altering school buildings, and the claims of economy and efficiency should invariably be considered.

Repairs.

**183.** It is the duty of local authorities and school managers to maintain their school buildings in a state of proper repair. The responsibility for carrying out repairs to primary schools maintained by district boards can suitably be entrusted to *panchayats* or village school committees.

Duty of  
supplying  
equipment.

**184.** The duty of providing necessary furniture and equipment rests, in the case of all recognized schools, with the local authority or school managers concerned.

Minimum  
equipment.

**185.** The minimum equipment, including the library, required in a school shall be determined by the inspector, who is empowered to take suitable action should this equipment not be provided and maintained in a state of educational efficiency.

Science  
apparatus.

**186.** Schools will not be recognized for the teaching of physical science, physiology and hygiene, agriculture or domestic science unless suitable apparatus is provided and facilities are given for practical work to be done by the pupils.

Removal of  
school  
property  
from register.

**187.** No article may be struck off the school property register and no book removed from the register of library books, unless previously condemned as unfit for further use by some responsible person deputed by the controlling body for this purpose.

**Corrigendum No. 215.**

*Article 188.*—Add a “ semi-colon ” after “ to organise and supervise the instruction ” and substitute “ prescribe ” for “ prescribed ” in the fourth line of the article.

(*Punjab Education Code, eleventh edition, reprints 1932, 1934 and 1939, Notification No. 20361-C., dated the 3rd October, 1940.*)

151 DPI—2,000—16-1-41—SGPP Lahore.

In the case of schools under private management condemned articles should be sold by public auction and the proceeds credited to the school reserve fund.

#### SECTION B.—TEACHING STAFF.

**187-A.** In each Government college there shall be a council constituted for the purpose of consultation on all matters concerning the teaching and discipline of the college. College council.

In Government College, Lahore, this council will consist of the principal and professors, and in other Government colleges, of the principal, professors and lecturers.

**188.** It is the duty of the head master to exercise general control of the school and boarding-houses in his charge ; to maintain discipline among the staff and pupils to organize and supervise the instruction to prescribed text-books ; to take a regular part in the teaching work, especially in classes and subjects in which his personal guidance is desirable ; to arrange for the games and other extra-mural activities of the pupils ; to see that all registers are regularly and accurately maintained ; to keep strict accounts of all moneys entrusted to him, and to see that they are properly disposed of in accordance with the rules laid down in that regard ; and generally to promote the physical, intellectual and moral welfare of the pupils under his charge. General duties of the head master.

**189.** Class promotions shall be made by the head master at the close of the school year, except in the case of promotions from the first to the second class, which may be made at any time. Inspecting officers are empowered to scrutinize and revise the promotions proposed by the head master. Special promotions during the currency of the school year and promotions other than those from one class to the next higher class shall not ordinarily be given, and must in any case be sanctioned by the inspector of schools in the case of boys studying in anglo-vernacular schools, and by the district inspectors in the case of scholars in vernacular schools in their districts. Class promotions.

**190.** All pupils' funds shall be managed by the head master who will be personally responsible for ensuring that they are expended in strict conformity with the rules and regulations governing the fund to Deposit of pupils' funds.

which the moneys appertain and that a precise record of all the transactions of the fund is kept. The balances must be deposited with a branch of the Imperial Bank of India, with a Post Office Savings Bank or with a Co-operative Bank approved by the Registrar, Co-operative Societies. Only in absolutely unavoidable circumstances may balances be retained in hand.

Corporal  
punishment.

**191.** In recognized schools for boys, corporal punishment for misconduct may be administered only by the head master, and shall take the form of strokes with a cane on the palm of the hand. Every such punishment shall be recorded, and in every case a report shall be sent to the parent or guardian of the boy punished.

The head master of a Government or board school may impose fines not exceeding one rupee in any one case for breaches of school discipline.

Expulsion.

**192.** In a Government college the penalty of rustication or expulsion can be imposed by the college council only and shall be reported to the Director.

In a school a pupil may be expelled or rusticated by the managing body or, in the case of Government schools, by the inspector for serious misconduct.

Attendance  
of teachers.

**193.** The attendance of teachers should be recorded regularly and punctually in a book kept for the purpose. Teachers may not leave the school premises during school hours without the permission of the head master.

Pecuniary  
dealings with  
pupils.

**194.** Teachers are not permitted to borrow money from their pupils, nor to have any pecuniary dealings with them in a private capacity.

Extra-mural  
duties.

**195.** It is the duty of all members of the staff of a school to take a keen personal interest in all that tends to the physical, intellectual and moral development of the pupils, in the school games, and in the general conduct of the pupils outside the class-room.

Private  
tuition.

**196.** Teachers in Government and board schools may not undertake private tuition except in accordance with the rules issued by the Department in this regard and in force for the time being.

## Corrigendum No. 197.

*Article 191* (as amended by Punjab Government notification No. 18257-G., dated the 10th August, 1939) :—

*Insert the words “not exceeding ten” after the word “strokes” in the third line.*

*[Punjab Education Code, IX Edition, Reprints 1932, 1934 and 1939, Notification No. 28262-G., dated 11th December, 1939.]*

### Corrigendum No. 185.

*Article 191.*—Substitute the following for the existing article :—

“ *Article 191.* In recognized schools for boys corporal punishment for misconduct may be administered only by the head master, and shall take the form of strokes with the cane on the palm of the hand. Every such punishment shall be recorded, and in every case a report shall be sent to the parent or guardian of the boy punished. Corporal punishment.”

Corporal punishment may not be inflicted in a Government Intermediate College or in a privately managed intermediate college the matriculation classes of which are recognized by the Punjab Education Department.”

*Insert* the following as Article 191-A. :—

“ *Article 191-A.* The head master of a Government or board school may impose fines not exceeding one rupee in any one case for breaches of school discipline.” Fines for breaches of school discipline.

[*Punjab Education Code, XI edition (reprints 1932, 1934 and 1939), notification No. 18257-G., dated the 10th August, 1939.*]

**197.** Teachers in board vernacular schools are permitted to undertake postal duties on the understanding that the extra work thus entailed does not materially interfere with their teaching. Postal work.

SECTION C.—INTERNAL ECONOMY.

**198.** The hours for opening and closing Government schools shall be fixed by the inspector, and for other recognized schools by the local bodies or managers concerned in consultation with the inspector, after consideration of the season, locality and class of pupils and subject to the restriction that the total weekly period of instruction (excluding the time allotted to drill and recess) does not exceed the following limits :— School hours.

	<i>Hours.</i>
Class I .. .. .	16
Classes II and III .. .. .	19
Class IV .. .. .	24
Secondary classes .. .. .	30

A suitable distribution of time over the several subjects is shown in the scheme of studies issued by the Department.

A weekly half-holiday may be given.

**199.** A class time-table, showing the routine of study for each day of the week, shall be hung up in each class-room and a general time-table showing the work of all the teachers and classes, in the head master's room and in the staff-room. Time-table.

**200.** The roll shall be called within a quarter of an hour from the time when the school opens, and again at the close of the second meeting. No blank shall be left and no pupil's attendance shall be marked after the roll has been called. When a pupil leaves school from sickness or any other cause before he has completed two hours of secular instruction, his attendance for that school meeting shall be cancelled. Attendance,  
how registered.

**201.** Any pupil in the secondary department of a recognized school, who is absent without leave shall pay a fine\* of one anna for each day or part of a day during which he is so absent. Any pupil in any recognized school who is absent without leave Fine for  
absence.

\*Head masters and head mistresses are empowered to remit the fine in special cases.



for six consecutive school days or is continuously on sick leave for three calendar months shall be struck off the roll, and shall not be re-admitted without payment of a fresh entrance fee. Names of girls shall be struck off the rolls for absence without leave after ten consecutive days.

Application  
for leave.

**202.** Leave of absence may be granted only by the head master on a written application signed or attested by the parent or guardian.

Monitor.

**203.** One boy in each class should be selected by the head master to act as a monitor and definite duties should be assigned to him.

Limit of  
number in a  
class.

**204.** The number of pupils in a class or section shall not exceed that for which accommodation is available in the class-room (see Article 182), nor shall it ordinarily exceed 45. A new section should be formed only if and when in the opinion of the inspector the total number of pupils in a class plus the number applying for admission to that class justifies, on grounds of efficiency and economy, the appointment of an additional teacher.

Payment of  
school dues.

**205.** All school dues, viz., tuition fees, science fees, boarding-house fees, subscriptions to recognized school funds and fines must be paid simultaneously by the 10th of the month for which they are due. A fine\* according to the following scale shall be levied for each day after the 10th that the dues remain unpaid, provided that when holidays intervene immediately after the 10th the fine shall be levied from the date the school re-opens :—

Anglo-Vernacular schools, secondary department. One anna per day.

Vernacular schools, secondary department. Six pies per day.

Primary schools or primary departments of secondary schools. Three pies per day.

If the dues, together with the fine or fines imposed, are not paid in full by the 20th of the month for which they are due, the name of the defaulting pupil shall be struck off the rolls, and he shall not be re-admitted until all school dues, including, in the case of a pupil in the secondary department of an anglo-vernacular school, a fresh entrance fee, are paid :

\*Head masters and head mistresses are empowered to remit the fine in special cases.

No. 188.

*Article 205.*—For the words “ Vernacular schools, secondary department————six pies per day ” in the tenth line of this Article as amended by corrigendum No. 113 *substitute* the following:—

Vernacular schools, secondary depart- ment.	}	Optional English classes	One anna per day.
		Purely vernacular classes	Six pies per day.

(*Punjab Education Code, X<sup>th</sup> Edition, reprints 1932, 1934 and 1939, notification No. 14504-G., dated 7<sup>th</sup> July, 1938.*)

Corrigendum No. 229.

Appendix XXVII, Rule 9.

Substitute the following for the existing Rule :—

“ Except in cases where teachers are definitely employed in temporary vacancies up to the beginning of long vacation, a teacher who has worked continuously for 10 months before the long vacation shall be entitled to the full vacation salary; teachers who have worked for any lesser period shall receive reduced vacation pay in proportion to the period for which they have served, provided that no teacher who has served for less than three months will be entitled to any vacation pay ”.

[ Punjab Education Code, XI Edition (reprints 1932, 1934 and 1939), notification No. 17131-G., dated the 9th August, 1941.]

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Corrigendum No. 232.

Article 207.—Add the following between “ candidates ” and “ appear ” in the twelfth line of paragraph 2 :—

“ or who having failed in the IX class promotion examination from a high school ”.

(Punjab Education Code, 11th edition, 1932, 1934 and 1939 Reprints— Notification No. 19018-G., dated 9th September, 1941.)

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Provided that this penalty shall not be imposed when the delay has been occasioned by the intervention of holidays immediately after the 10th, if the school dues are paid in full within ten days of the re-opening of the school.

This rule shall apply to a scholarship-holder only when he fails to pay his dues immediately after the disbursement of his scholarship.

The department may sanction a departure from this article in cases in which its observance is likely to cause genuine hardship.

**206.** The minimum age for admission to a recognized school is five years. No pupil who has attained the age of twenty years may be retained in a recognized school except with the sanction of the inspector, and for exceptional reasons, e.g., if the education of a pupil has been unavoidably retarded. Age limit.

**207.** Pupils from primary or middle schools seeking admission to schools of a higher status may only be admitted after passing a test conducted by the head master of the school to which admission is sought, so as to ensure that they are fit to continue their studies in higher classes. Those who have passed the Vernacular Final and Middle School Examination are exempt from this rule. Admission tests.

Pupils from unrecognized schools seeking admission to any class of a recognized school except the IX and X classes shall, with the previous sanction of the inspector, be examined by the head master and placed in the class for which they are found fit. The question and answer papers of the examination so conducted and the marks awarded shall be shown to the inspecting officer at his next visit to the school. Students who, without having passed the VIII class promotion examination of a recognized anglo-vernacular secondary school or the Vernacular Final and Middle School Examination as anglo-vernacular candidates, appear as private students in the Matriculation examination and fail, shall not be admitted to the X class.

First admission.

**208.** Application for the admission of a child to a recognized school for the first time must be made in the prescribed form (appendix XIX) and signed by the parent or guardian of the child seeking admission.

Admissions to the infant class of recognized schools may be made only in the months of April, May, June, October and November.

Transfer certificates.

**209.** A pupil leaving one recognized school may not be admitted to another without the production of a transfer certificate in the prescribed form (appendix XX) issued by the last recognized school attended. The approved rules governing the issue of transfer certificates are contained in appendix XXI.

Presentation of examination candidates.

**210.** Head masters of recognized schools and colleges containing high school classes are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular Final and Middle School or Matriculation and School Leaving Certificate Examination, provided that—

- (a) they are of good conduct ;
- (b) they have attended the class preparing for the examination and have made *75 per cent* of the possible attendances ; or, in the case of candidates who failed in the previous examinations, *75 per cent* of the possible attendances from the first day of the month succeeding that in which the results were published. For purposes of calculating this percentage attendances shall be counted up to and including the day before the submission of the names.

NOTE.—No student shall, without the previous sanction of the inspector of schools, be allowed to take the final anglo-vernacular middle school examination of a recognized school unless he has made *75 per cent* of the possible attendances in the VIII class of a recognized school.

Responsibility for age entries.

**211.** Head masters are required to make every endeavour to ensure that the age of a pupil is recorded with scrupulous accuracy on his first admission to a school, and to make it clear to the parent or guardian that the date of birth when once recorded will not subsequently be changed. Head masters are personally responsible for the accuracy of all subsequent age entries made regarding pupils in their schools, whether in registers, certificates or applications to appear in a public examination.

## Corrigendum No. 196.

*Article 208.* —Add the words “Unless ordered by a Court of Law” at the beginning of paragraph 2.

[*Punjab Education Code, XI edition (Reprints 1932, 1934 and 1939*  
*Notification No. 24441-. dated the 30th October, 1939.*]

**Corrigendum No. 187.**

*Article 214.*—Add the following to the third paragraph :—

“ Sneh schools may, however, close for summer and spring vacations in lieu of harvest vacations if local needs so require, and the approval of the divisional inspector or of the circle inspectress of schools, as the case may be, is obtained by the local bodies concerned. ”

*Punjab Education Code, XI edition (reprints 1932, 1934 and 1939), notification No. 21067-G., dated the 18th October 1938 .]*

**212.** A candidate for a public examination misrepresenting his age will not be sent up for that examination and will be liable to expulsion from the school and exclusion from future examinations.

Misrepresentation of age.

**213.** Pupils who complete the high school course are entitled to a Final School Certificate in the form prescribed in appendix XXII. No fee should be charged for this certificate, but in Government and board schools a fee of eight annas is leviable for a duplicate. In awarding this certificate special importance should be attached to the entry regarding conduct and character.

Final school certificate.

**214.** The summer vacation in—

- (i) Government schools,
- (ii) municipal board, and
- (iii) district board anglo-vernacular schools for boys and girls,

Vacations in schools and colleges.

shall be two calendar months commencing from about the end of the month of July. The schools which have farms attached to them should close earlier so that they may re-open after the summer vacation not later than the 10th September each year.

2. The above-mentioned schools, as well as the vernacular schools under private management in urban areas, and all anglo-vernacular schools under private management for boys and girls (district board primary and vernacular middle schools excepted) shall be closed for spring vacation from the 1st to 14th April, including the Easter holidays if they fall within this period, otherwise from the 1st to 10th April.

3. District board primary and vernacular middle schools for boys and girls should be given two harvest vacations instead of the summer vacation, provided that the total duration thereof does not exceed seven weeks in the aggregate.

4. The summer vacation in degree colleges and intermediate colleges for men and women shall be of 12 weeks and 10 weeks commencing from about the beginning and middle of the month of July, respectively.



5. All Government colleges shall be closed for spring vacation during the month of April, for a period of ten days, the dates to be determined by the principal. To this period the Easter holidays may be prefixed, affixed or interposed.

NOTE 1.—In the case of local body schools the exact dates of the vacations will be fixed by the local body concerned, and in the case of Government schools by the inspector.

NOTE 2.—Special periods may be fixed under paragraph 1 above with the sanction of the department in the case of schools for boys situated in hill districts, schools for girls at places where the climate is extremely hot and in the Government Middle School for Girls, Dera Ghazi Khan.

Miscellaneous holidays.

215. The number of miscellaneous holidays should not exceed 41 in the year, exclusive of Sundays. The following holidays are authorised for Government and board schools :—

*General Holidays.*

	<i>Number of days.</i>
Proclamation Day, 1st January .. .. .	1
King Emperor's Birthday .. .. .	1
Durbar Day, 12th December .. .. .	1
Empire Day, 24th May .. .. .	1
	4

*Christian Holidays.*

Easter Holidays .. .. .	3
Christmas Holidays, 24th to 31st December	8
	11

*Muslim Holidays.*

Id-ul-Fitr .. .. .	1
Is-ul-Zuha .. .. .	1
Muharram .. .. .	3
Id-i-Milad .. .. .	1
Shab-i-Barat .. .. .	1
Jumat-ul-Vida .. .. .	1
	8

*Hindu Holidays.*

				<i>Number of days.</i>
Basant Panchami	..	..	..	1
Sheoratri	..	..	..	1
Holi	..	..	..	1
Baisakhi	..	..	..	1
Solono	..	..	..	1
Janam Ashtami	..	..	..	1
Dusehra	..	..	..	4
Diwali	..	..	..	1
				<hr/> 11 <hr/>

*Sikh Holidays.*

Guru Nanak's Birthday	..	..	..	1
Guru Gobind Singh's Birthday	..	..	..	1
				<hr/> 2 <hr/>
				36
Special and Local	..	..	..	5
				<hr/> 41 <hr/>

NOTE 1.—District inspectors and head masters are required to send by the 15th of January each year a list of local holidays to the inspector for information.

NOTE 2.—In the case of girls' schools the number of special and local holidays may be increased to eight by the inspectress of the circle.

A local holiday confined to the districts of Ambala, Ludhiana, Jullundur, Hoshiarpur, Ferozepore, Lahore, Amritsar, Gurdaspur, Montgomery, Sheikhpura, Gujranwala, Lyallpur, Sialkot and Rawalpindi, may be allowed for Holi Mohalla.

In addition to the above holidays, leave to prepare for a university examination may be granted not exceeding ten working days in the 10th class and fifteen working days in college classes. This preparatory leave should not be given as a matter of course but only when, in the judgment of the head of the institution, the courses have already been adequately studied.

A holiday may also be given on the last Saturday of every month, either for school sports or to enable teachers to attend meetings of teachers' associations in places where such may exist. These associations should keep a record of their proceedings which should be placed before the inspecting officer during his visits.

**Registers.**

**216.** The registers enumerated in Articles 62 (h) and 105 shall be maintained in every recognized secondary and primary school, respectively. The following registers must also be maintained in secondary schools :—

(a) Order book ; (b) school examination register ; (c) correspondence register (appendix XXIII) ; (d) teachers' attendance register ; (e) register of the issue of library books (appendix XXIV) ; (f) conduct and punishment register ; (g) private tuition register.)

Forms of the principal registers are prescribed in the appendices and in the statistical form prescribed for the log-book of recognized schools.

The accounts of provident funds maintained in accordance with rules other than the Standard Provident Fund Rules shall be kept in the same form and manner as those of funds under those rules (appendix III to this Code).

**Conduct register.**

**217.** The conduct register shall be in the charge of the head master. Remarks need only be entered in this register when a pupil is commended for special merit or reported for misbehaviour ; if no entry is made against the name of a pupil it would be presumed that his conduct has been satisfactory. Misbehaviour should be understood to include unpunctuality, irregular attendance, idleness, use of bad language and slovenly habits as well as breach of school rules and moral delinquencies generally. The periodical progress report sent to the parent should include remarks on the conduct of the pupil concerned.

**Religious instruction.**

**218.** Religious instruction shall not be given in Government or board schools except out of school hours, and then only at the express request of the parents or guardians concerned. No teacher employed in a Government or board school shall be required to give such instruction without his consent, and no charge on account of religious instruction shall be paid from public funds.

No. 180.

*Article 215.—Add the following as a Note to this article :—*

\* Government schools and colleges will close on the dates on which the festivals are actually celebrated.

2. Should " Id-ul-Fitr " fall on a day other than that notified, Government schools and colleges will close for two days, viz., the date notified and the date on which the festival is celebrated."

[ *Punjab Education Code, XI Edition (reprints 1932, 1934 and 1939) No. 10339-G., dated the 24th April, 1939.* ]

Corrigendum No. 235.

APPENDIX XXVIII.

Delete " three " occurring in lines 2 and 4 of paragraph 6 and substitute " (here enter the period provided in rule 4 of the Rules of Service, Appendix XXVII) ".

[ *Punjab Education Code, XI Edition (reprints 1932, 1934 and 1939) Notification No. 24554-S., dated the 21st November, 1941.* ]

**219.** Cleanliness of person and clothing must be enforced among the pupils of all schools. A pupil presenting himself in such a condition as to be unfit for admission shall be excluded from the school for that meeting and treated as absent without leave.

Cleanliness to be enforced.

**220.** The use of tobacco or intoxicants by pupils is strictly forbidden in schools and colleges. It is the duty of teachers to see that these orders are obeyed.

Tobacco and intoxicants.

**221.** An approved scheme of physical training shall be included in the curriculum of every recognized school and the head master is required to organize a general system of school games.

Physical training.

**222.** The courses of study followed and the text-books used in schools shall be those authorised by the Department. Variations from the prescribed courses, and the use of unauthorised text-books require the sanction of the Director.

Curricula and text-books.

#### SECTION D.—SCHOOL BOARDING HOUSES.

**223.** Every recognized school which enrolls boarders shall provide and maintain under efficient control a suitable building for the accommodation of such boarders. The boarding house shall be in a suitable locality and shall be capable of being closed to the ingress of visitors and the egress of boarders at any time.

Boarding houses.

**224.** Dormitories shall be not less than twelve feet in height and shall provide a floor space of at least fifty square feet for each boarder to be accommodated. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on that dormitory.

Dormitories.

**225.** The head master is responsible for the management of the boarding house, but for each separate hostel a resident superintendent shall be appointed.

Resident Superintendents.

The superintendent shall under the direction of the head master maintain discipline in the hostel, control the menial staff and satisfy himself that the boarding house premises are kept in a clean and thoroughly sanitary condition. He will furnish a daily report of the attendance of the boarders to the head master and will communicate at once with the head master regarding matters requiring his immediate attention.

Their duties.

Medical  
attendance,  
etc.

**226.** Provision shall be made for regular medical attendance. Wherever possible a suitably located and well ventilated room should be available as a sick room and a suitably furnished room for the use of the medical officer.

Rules for  
superintend-  
ents and  
boarders.

**227.** Two sets of rules shall be drawn up by the head master, one for the guidance of the superintendent and the other for the guidance of the boarders. These rules shall be shown to the inspecting officer for approval at the time of his annual visit. The latter set of rules shall be displayed in a conspicuous place in the boarding house.

**Corrigendum No. 183.**

Article 280.—*Delete* the words “for males” after “Boys” schools”

*Punjab Education Code, XI edition (reprints 1939), Notification No. 14095-G., dated the 15th June, 1939.)*

## CHAPTER VIII.

### Rules of Recognition.

**228.** A school is said to be recognized when it is allowed to present pupils for examinations held under the orders of the Department or by the Punjab University, to send up candidates for public scholarships, and to admit holders of such scholarships.

Definition.

**229.** Recognized schools may be (a) Government, (b) such local body, and (c) such privately-managed schools as in the opinion of the Education Department satisfy the conditions laid down in this Code.

Recognised schools.

**230.** Recognition to vernacular schools shall be granted in the case of boys' schools ~~for males~~ by the divisional inspector, and in the case of girls' schools by the circle inspectress.

Authorities to recognize schools.

All other schools shall be recognized by the Director of Public Instruction. The conversion of a vernacular school into an anglo-vernacular school, and the addition of optional English or special classes also shall require the sanction of the Director of Public Instruction.

**231.** A high school is said to be recognized when it is permitted to present pupils at the Matriculation and School-Leaving Certificate examination of the Punjab University.

Conditions for the recognition of high schools.

The authority competent to recognize high schools is defined in section X-A, Part III, Chapter V, of the Punjab University Calendar.

The conditions governing the granting of recognition to a high school are defined in section X-A, Part III, Chapter V, of the Punjab University Calendar.

**232.** The recognition of a middle school or department is governed by the following conditions :—

Conditions for the recognition of middle schools.

- (i) that the school is needed in the locality on educational grounds ;
- (ii) that it is under a regularly constituted managing body which is approved by the Department and is registered,—every change in the management being reported to the Department ;



- 
- (iii) that its financial resources are such as to ensure its continued maintenance in an efficient condition ;
  - (iv) that the terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher, are as prescribed in appendices XXVII and XXVIII ;
  - (v) that it has adopted the standard or some other approved provident fund scheme for its teachers ;
  - (vi) that the school premises, accommodation, furniture and equipment are sufficient and suitable ;
  - (vii) that it follows the departmental rules and that inter-school rules are strictly observed ;
  - (viii) that it follows courses of study prescribed or approved by the Department ;
  - (ix) that it has attained and maintains a reasonable standard of efficiency in instruction -
  - (x) that its discipline is satisfactory ;
  - (xi) that the rates of tuition fees and subscriptions to boys' funds charged are in accordance with the scales prescribed or approved by the Department ;
  - (xii) that suitable arrangements are made for compulsory physical training for all pupils except such as are declared unfit by a competent medical authority ;
  - (xiii) that the head master is recognized as the sole authority in all matters connected with the internal organization of the institution including class promotions, teachers' timetables and assignment of work, discipline, etc. ;
  - (xiv) that the records and registers specified in Article 238 are maintained.

**233.** The recognition of primary and elementary schools is governed by the following conditions :—

Conditions  
for the  
recognition  
of primary  
and ele-  
mentary  
schools.

- (i) that it is needed in the locality on educational grounds ;
- (ii) that it is under a manager or managing body approved by the Department ;
- (iii) that it has been in existence for at least six months ;
- (iv) that it follows the curriculum prescribed by the Department ;
- (v) that it has an efficient teaching staff ;
- (vi) that it is satisfactorily housed and equipped ;
- (vii) that it observes the departmental rules ;
- (viii) that it will be open to boys and girls alike except where the circle inspectress and the divisional inspector consider this undesirable ;
- (ix) that there is at least one whole-time teacher provided for every thirty-five pupils in average attendance ;
- (x) that it possesses a copy of the Punjab Education Code and maintains the following records :—
  - (a) an admission and withdrawal register ;
  - (b) daily attendance register of pupils ;
  - (c) an attendance register of teachers ;
  - (d) an acquittance roll of teachers ;
  - (e) a log book ;
  - (f) a fee register, if fees are charged ;
  - (g) a property register.

**234.** Adult schools for men and women shall be recognized by the divisional inspector and the circle inspectress, respectively.

Conditions  
for the  
recognition  
of adult  
schools.

The recognition of an adult school is governed by the following conditions :—

- (i) that it follows courses of studies approved by the Department ;

- (ii) that no pupil shall be admitted who is under fourteen years of age ;
- (iii) that no pupil who is not on the registers shall be allowed to attend the school ;
- (iv) that the number of pupils in average attendance is not less than fifteen ;
- (v) that the number of pupils in average attendance is in the opinion of the Department sufficient ;
- (vi) that suitable seating accommodation and sufficient school equipment is provided and lighting arrangements are satisfactory ;
- (vii) that an admission and withdrawal register and registers of daily attendance of income and expenditure and a time-table showing the distribution of work among the staff, are maintained ;
- (viii) that the school shall hold at least one hundred and sixty meetings during one year, that is to say, that it shall be in session for at least eight months ; five meetings being held per week except during recognised holidays ;
- (ix) that a school meeting shall not be less than one and a half hours.

Provisional  
recognition.

**235.** If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognition may be granted for a period not exceeding two years. In such cases the orders shall be accompanied by a clear and definite statement of the conditions which should be fulfilled before the school will be permanently recognized.

Refusal of  
recognition.

**236.** Where recognition is refused to a school a copy of the order shall be sent to the manager or correspondent of the school stating reasons for which recognition has been refused.

General  
undertaking.

**237.** The management of a recognized school shall undertake that all orders of the ~~Local~~ Government or of the Department relating to the admission and removal of pupils, the promotion of pupils to higher standards, the dates and duration of school terms and holidays,

**No. 195.**

*Article 237, Chapter VIII.*

*Delete the word "local" occurring before "Government" in the second line.*

*(Punjab Education Code, Eleventh Edition, Reprints, 1932, 1934 and 1939, Notification No. 19602-S., dated the 26th August, 1939.)*

reports, returns, records and registers, the use of authorized text-books, the conditions under which religious instruction may be imparted, the physical training of pupils, school games, school discipline, and the appointment, removal and conditions of service of the teaching staff, so far as such orders are applicable to the school in question, shall be strictly observed.

**238.** Every recognized secondary school shall possess a copy of the Punjab Education Code and shall maintain the following registers :—

School records.

- (i) an admission and withdrawal register ;
- (ii) daily attendance register of pupils ;
- (iii) an attendance register of teachers ;
- (iv) a cash book showing all receipts and expenditure ;
- (v) a statistical register ;
- (vi) an acquittance roll of teachers ;
- (vii) an acquittance roll of scholarship-holders ;
- (viii) a punishment register ;
- (ix) a log book ;
- (x) a visitors' book ;
- (xi) a fee register ;
- (xii) an order book ;
- (xiii) a register of private tuition ;
- (xiv) a conduct register of all pupils ; this also should show whether they live with parents or recognized guardians or in hostels ;
- (xv) a catalogue of library books and a register showing their issue ;
- (xvi) a register containing the results of house examinations and departmental and other examinations ;
- (xvii) a property register showing separately equipment and appliances purchased with the aid of grants from public funds ;
- (xviii) registers relating to all pupils' funds ;
- (xix) a correspondence register.

NOTE.—Forms of the principal registers are prescribed in the appendices.

Alteration in standard.

**239.** Without the previous sanction of the authority empowered to recognize it, a recognized school shall not open a class or classes either higher or lower than those for which the school has been recognized. When such classes are opened under proper sanction, a formal application for recognition shall be made ~~within six months from~~ the date of opening them, and if recognition is not accorded, the classes shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers, shall be observed with respect to such probationary classes.

NOTE 1.—For the purposes of this rule, the Easter, Summer and Christmas holidays shall determine the end of a term.

NOTE 2.—All applications under this rule should reach the inspector or inspectress concerned by the 30th September, and the Director of Public Instruction by the 31st December, each year.

In so far as local body schools are concerned classes recognized by a competent authority may not be closed without the sanction of the authority that originally recognized them.

Withdrawal of recognition.

**240.** Recognition may be withdrawn by the authority empowered to grant it.

When a school or any of its departments or classes has ceased to fulfil the conditions of recognition or when permission to close has been given, the recognizing authority shall withdraw recognition from that school or department or class provided that where recognition is withdrawn as a disciplinary measure the management shall be allowed a full opportunity of explanation. If the defects are capable of immediate or early removal the school authorities shall in the first case be allowed reasonable time, to be fixed by the recognizing authority, within which to remedy them, and if they are remedied to the satisfaction of that authority recognition shall not be withdrawn.

Undue laxity in granting promotions, if it continues after due warning, will be considered sufficient reason for the withdrawal of recognition from any school or department which suffers from this defect.

Political activities.

**241.** Recognition is liable to be withdrawn from a school if the management of the staff of the school take part in agitation directed against the authority of Government, or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or

**Corrigendum No. 225,**

*Article 239, Chapter VIII.*

*For the words " within six months from " in line 6 substitute " to the inspector or inspectress concerned by the 1st June (see Article 258) following ".*

*(Punjab Education Code, XI edition, Reprints 1932, 1934 and 1939; Notification No. 12739-S., dated the 20th June, 1940).*

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of enmity and hatred between different classes of His Majesty's subjects, or if the pupils are permitted to attend political meetings or to engage in any form of political or communal agitation. Recognition will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why recognition should not be withdrawn.

**241-A.** Government reserves to itself the right, anything in the rules of this Code notwithstanding, to grant, refuse or withdraw recognition at its entire discretion.

**242.** A school or class from which recognition has been withdrawn shall not be restored to that privilege until the recognizing authority has been satisfied that the defects which led to the withdrawal of recognition have been removed, and that in all other respects the school or class fulfils the prescribed conditions.

Restoration  
of recogni-  
tion.

**243.** The recognition of a school or department shall lapse if—

Lapse of re-  
cognition  
and recog-  
nition of  
branch  
schools.

- (a) a recognized school or department ceases to exist ; or
- (b) a school is transferred to a different building or locality not already approved by the Department ; or
- (c) school is transferred to a different managing body not already approved by the Department ; or
- (d) in case of provisional recognition the conditions imposed under Article 235 of this Chapter are not fulfilled on the expiry of the period of provisional recognition ; or an application for permanent recognition is not received, on the proper form, in the office of the inspector or inspectress concerned three months before the expiry of the said period :

provided that recognition shall not lapse in the middle of a school year but only at the end of it.

If the recognition of a school or a department has lapsed under this Article, then for the purposes of future recognition it shall be treated as a new school or department.

Branches opened by the management of a school already recognized shall also be treated as new schools or classes for the purposes of recognition.



Appeal re-  
garding re-  
cognition.

**244.** An appeal against an order refusing or withdrawing recognition will in all cases lie to the Director of Public Instruction.

Recognized  
schools open  
to all castes  
and creeds.

**245.** In a recognized school no pupil shall be refused admission on account of his caste or religion. No pupil who has once been admitted to a recognized school shall be treated differentially from the other pupils of the school so as to cause disabilities on account of his caste or religion.

Religious  
instruction  
and exercises.

**246.** No pupil of a recognized school shall be compelled to attend a class in which religious instruction is 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.

A pupil absenting himself from religious instruction or religious exercises under the above paragraph shall suffer no disability on that account.

No pupil shall be refused admission to a recognized school because exemption from attendance at religious exercises or religious instruction is claimed under this clause.

No pupil shall be compelled to attend the school on any day set apart for religious observance by the community or sect to which his parents or guardians belong, nor shall he be compelled to attend school on recognized holidays of his religion, included in the list of gazetted holidays.

Any representation made by guardians under this rule must be in writing.

Liability to  
inspection.

**247.** Every recognized school with its account books, registers and other records shall be open to inspection at all reasonable hours by the authorized officers of the Department, by the executive officers of Government authorized to inspect schools, by the Director or Assistant Director of Public Health and by any civil surgeon, assistant surgeon or health officer deputed by, or acting under, the general orders of Government, to examine the health of the students or the sanitary condition of the buildings and premises.

Reports and  
returns.

**248.** Every recognized school must periodically and in the prescribed form submit such annual and periodical returns and such other reports as may be required by the Department.

**249.** No books (other than books for religious <sup>Text-books.</sup> instruction) not authorised by the Department or the University shall be used in any recognized school; Government reserve to themselves the right to forbid or to prescribe the use of any book or books or other publications in recognized schools.

**250.** Every pupil of a recognized school shall reside <sup>Residence of</sup> with his parents or with guardians recognized by the <sup>pupils.</sup> school authorities and the parents or in a recognized hostel or boarding house.

**251.** Hostels intended for the residence of pupils <sup>Authorities</sup> of vernacular schools shall be recognized in the case of <sup>to recognize</sup> boys by the divisional inspector, and in that of girls by <sup>hostels.</sup> the circle inspectress. All other hostels will be recognized by the Director of Public Instruction.

**252.** The recognition of a hostel is governed by the <sup>Conditions</sup> following conditions :— <sup>of recog-</sup>

- (i) the buildings and sanitary arrangements <sup>hostels.</sup> shall be approved by a competent sanitary authority ;
- (ii) the minimum space to be allotted to each boarder in a dormitory shall be fifty superficial feet and six hundred cubic feet—a statement showing the area and content and the number of boarders allowed being placed in each dormitory ;
- (iii) there shall be satisfactory arrangements for medical attendance and supervision ;
- (iv) management of the hostel shall be in the hands of a superintendent approved by the recognizing authority ;
- (v) there shall be fixed times for morning and evening roll-call, study, meals, lights-out, and the closing of the hostel at night ;
- (vi) suitable arrangements shall be made for recreation ;
- (vii) the following records shall be kept :—
  - (a) an admission register showing the date of admission and home address of each boarder and the name of his parent or guardian ;

- (b) attendance registers ;
- (c) a sick register ;
- (d) accounts of income and expenditure ;
- (e) a property register.

Applications  
for recog-  
nition.

**253.** All applications for recognition should be in the form prescribed in appendix I or I-A as the case may be and should be submitted to the inspector or inspector concerned on the 1st June, and the Director of Public Instruction on the 1st October each year.

Lapse of re-  
cognition of  
a hostel.

**254.** Should a recognized hostel once cease to exist or be transferred to a different locality or to a different managing body, not already approved by the Department, its recognition will lapse and for the purposes of future recognition it shall be treated as a new hostel.

Recognition  
of branch  
hostels.

**255.** The provisions of paragraph 2 of Article 243 shall also apply to branch hostels.

## APPENDIX I.

(Chapter VIII, Article 253.)

To

Sir  
Madam,

I HAVE the honour to request you to recognise this school. Necessary particulars are given below :—

Dated \_\_\_\_\_

Signature of Manager.

Headings.	Manager's report.	Remarks of inspecting officer.
1	2	3
Name of school.		
Date of first opening of school.		
(a) Standard of recognition desired (High, Upper Middle, Lower Middle, Primary or Adult).		
(b) In the case of High, Upper and Lower Middle, the subject for which recognition is sought.		
Constitution of the management of the school together with the names of the managers and their occupations.		
Is the management registered ?		
School premises (number and dimensions of rooms). Plans should be attached.		
Dimensions of playgrounds.		
Library and equipment. In the case of subjects requiring special appliances detailed statements of appliances provided should be attached.		
Has the school adopted the Standard Provident Fund scheme for its employees ?		

APPENDIX I—*continued.*

Average attendance of scholars for the last six months and rate of fees levied in each class.	Classes.	Average attendance.	RATES OF FEES.	
			Agricul- turists.	Non- agricul- turists.
(a) Number of students not residing with their parents or guardians.  (b) Arrangements made for their residence.	<i>High.</i>			
	X class.			
	IX „			
	<i>Upper Middle.</i>			
	VIII class			
	VII „			
	<i>Lowr Middle.</i>			
	VI class.			
	V „			
	<i>Primary.</i>			
	IV class.			
	III „			
II „				
I „				

Financial condition of school during preceding 6 months.	AVERAGE MONTHLY INCOME FROM			Average monthly expenditure.	Reserve fund.
	Fees.	Other sources (nature of sources should be specified).	Total		

## APPENDIX I—concluded.

STAFF.		Date of appointment.	Post.	Qualifications including training.	Pay.	Classes and subjects taught.
No.	Name.					

*General remarks.*

*Forwarding authority.*

*Decision of the recognising authority.*

## APPENDIX I-A.

(Chapter VIII, Article 253.)

To

Sir  
Madam

I HAVE the honour to request you to recognize this boarding house. Necessary particulars are given below:—

Dated \_\_\_\_\_

Signature of Manager.

1	2	3
Headings.	Manager's report.	Remarks of inspecting officer.
Name of boarding house.		
Date of first opening of the boarding house.		
Names of schools to which the boarding house is affiliated, and whether they are recognized by the Department.		
Constitution of the management of the boarding house together with the names of the managers and their occupations.  Is the management registered ?		
Boarding house premises. (Number and dimensions of rooms with the number of boarders accommodated in each and the minimum space accepted to each boarder.) Plans should be attached.		
Its sanitary arrangements.		
Has the building and sanitary arrangements been approved by a competent medical authority.  If so, by whom ?		

APPENDICES.

APPENDIX I-A.

1	2	3	4
Average number of boarders for the last six months and rates of boarding house fees levied.	Classes in which the boarders read.	Average number of boarders.	Rates of fees.
<p>(a) Arrangements made for—</p> <p>(i) Medical attendance ..</p> <p>(ii) Supervision ..</p> <p>(iii) Recreation ..</p> <p>(iv) Meals ..</p> <p>(v) Night study ..</p> <p>⋆ (Supervision and lighting arrangements.)</p>	<p><i>High.</i></p> <p>X class.</p> <p>IX class.</p> <p><i>Upper Middle.</i></p> <p>VIII class—A.-V. Ver.</p> <p>VII class—A.-V. Ver.</p> <p><i>Lower Middle.</i></p> <p>VI class—A.-V. Ver.</p> <p>V class—A.-V. Ver.</p> <p><i>Primary.</i></p> <p>IV class</p> <p>III class.</p> <p>II class.</p> <p>I class.</p>		

Financial condition of the boarding house during the preceding six months.	AVERAGE MONTHLY INCOME FROM			Average monthly expenditure.	Reserve fund.
	Fees.	Other sources (nature of sources should be specified).	Total.		



---

**APPENDIX I-A—concluded.*****Times fixed for—***

- (i) morning and evening roll-call ;
  - (ii) study ;
  - (iii) meals ;
  - (iv) lights-out ;
  - (v) closing of the boarding house at night.
- 

***General remarks.***

***Forwarding authority--***

***Decision of the recognising authority.***

## APPENDIX II.

(Chapter III, Article 61.)

### Application to be brought on the Grant-in-aid List.

A.—Name, calling and residence of each of the managers.

B.—Name of school.

C.—Situation of school.

D.—Class of school (a).

E.—Source and amount of income exclusive of grant.

NATURE.	ANNUAL AMOUNT, Rs. (b).		REMARKS (c).
	Present.	Proposed.	
Endowment .. ..			
Subscription .. ..			
Fees .. ..			
Other sources .. ..			
Total ..			

(a) Here show whether (1) Boys' or Girls'; (2) High, Middle or Primary, or Industrial etc.; (3) Vernacular or Anglo-Vernacular; (4) Day or Night.

(b) Both columns to be filled in only when it is proposed to expand or improve an existing school on receipt of a grant.

(c) Here state the nature of the endowment, if any, and show how far and why the subscriptions, if any, are likely to be permanent.

## APPENDIX II—continued.

## F.—Expenditure.

NATURE.	ANNUAL AMOUNT, Rs. (a).		REMARKS.
	Present.	Proposed.	
Teaching staff .. ..			
House rent .. ..			
Contingencies .. ..			
Total .. ..			

## G.—Detail of Staff.

APPOINTMENT.	MONTHLY PAY RS. (a).		QUALIFICATION.			NUMBER OF PERIODS SPENT WEEKLY IN SECULAR INSTRUCTION IN EACH DEPARTMENT.			
	Present.	Proposed.	Highest school or college examination passed.	Departmental certificates held.	Trained or not.	High.	Middle.	Primary.	Infant.
Total .. ..									

(a) Both columns to be filled in only when it is proposed to expand or improve any existing school on receipt of a grant.

**APPENDIX II—concluded.**

*H.—Number of pupils on the rolls.*

DEPARTMENT.	Class.	NUMBER.		Average attendance for the last three school years or for the period (if smaller) the school or any department of it has been in existence.	REMARKS.
		Present.	Expected.		
<b>Total</b> ..					

*K.—Extent and nature of accommodation provided.*

Here state the dimensions of *each* class room, the total cubic and superficial space, and the number of pupils accommodated.

*L.—Ground for application.*

*M.—Agreement.*

We, the undersigned Managers of the \_\_\_\_\_ School, declare that we have read the rules contained in Chapter III of the Education Code, and apply for the above school to receive a maintenance grant under those rules and we hereby agree to be bound in all respects by those rules so long we may continue to receive such grant under them.

Signed (a)

(a) All the Managers must sign or, if the school is managed by an association, the signatures of the local President and Secretary will be sufficient.

## APPENDIX III.

(Chapter III, Article 79.)

### Standard Provident Fund Rules for Teachers.

**1.** In the following rules :—

- (1) "Pay" means monthly pay, and does not include personal pay, travelling or other allowances. For the purpose of these rules the monthly rate of pay of a teacher during any school year shall be taken to be that at which he draws his *pay* for the first month of the school year.

**NOTE.**—The school year is from 1st April to 31st March.

- (2) "Teachers" includes every certificated teacher holding a non-pensionable permanent post in a recognised school and also every whole-time superintendent of a boarding house and school clerk appointed substantively to a permanent post.
- (3) "Depositor" means a teacher on whose behalf a deposit is made under these rules.
- (4) "Interest" means the interest which is paid on a deposit at a *Government Savings Bank* or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on Government securities.
- (5) "Committee" means the committee of management of the school concerned.

**2.** These rules shall apply—

- (i) to all teachers holding non-pensionable posts in secondary schools for Indian boys and girls which receive a grant-in-aid or recognition for the first time after the first day of April 1926, and
- (ii) to all teachers of secondary schools for Indian boys and girls which had adopted the Standard Provident Fund Rules for teachers on or before the 1st April, 1926, and
- (iii) to such teachers of other secondary schools as may be permitted by the Director of Public Instruction and may elect to come under these rules with the sanction of the authority having financial control of the school.

**3.** The maximum age for admission to a provident fund shall be forty years.

**\*4.** The control of the fund shall vest in the local Government. The local Government may, however, delegate its powers under this rule to such officers as it may appoint in this behalf. Officers so appointed shall be called "controlling officers" for the purposes of these rules.

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**\*NOTE.**—Under the Punjab Government (Ministry of Education) notification No. 7027-G., dated the 4th May, 1927, and memorandum No. 20772-G., dated 20th October, 1933, powers under this rule have been delegated to divisional inspectors of schools and circle inspectresses of schools in the Punjab, who have been appointed "controlling officers" for the purposes of these rules, in regard to boys' and girls' schools, respectively, within their jurisdiction.

APPENDIX III—*continued.*

Every subscriber must on joining the fund sign a certificate in token of acceptance of the rules in form "C" appended to these rules.

5. Every teacher subject to these rules shall be required to subscribe at the rate of one anna in the rupee or  $6\frac{1}{4}$  per cent of his pay to the provident fund. Fractions of a rupee should be omitted.

6. The committee shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his *pay* under the preceding rule. Such contribution shall be credited to the fund, month by month, in favour of such teacher together with the amount deducted from his *pay*. The contribution will be charged in the school accounts to the sub-head "Provident Fund."

7. (1) The sums credited to the depositors monthly under rules 5 and 6 in the Provident Fund Ledger maintained by the school committee shall be paid duly into the post office savings bank or into a co-operative bank approved by the Registrar of Co-operative Societies. Such payment should, whenever possible, be made into the bank between the 1st and 4th of each month, in order that interest accrue. The bank account for each individual contributor shall be kept separately in the name of the manager of the school on behalf of the contributor and separate pass books should be issued in each case.

(2) Moneys cannot be withdrawn from such bank except as provided in rules 9, 11 and 17.

(3) Accounts of investments made under this rule must be maintained in form "D" annexed hereto.

*Note.*—Notwithstanding rule 7 (2) above, deposits up to a maximum of 50 per cent may, with the consent of the contributors and the local Government or controlling officer be withdrawn and invested in Government securities.

8. Every depositor shall be required to nominate in form E appended the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that, where such depositor has a wife or children, such wife or children shall be nominated as beneficiaries in preference to any other person or persons.

The committee will not be bound by or recognize any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

9. The deposits and contributions, with interest thereon, at the credit of any teacher, or such part of them as he may be entitled to, may, with the sanction of the local Government or controlling officer, be withdrawn by the committee from the post office savings bank or approved co-operative bank or Government securities in the following cases:—

(1) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or if no nominated beneficiary survives him, to his legal heir or heirs.

**APPENDIX III**—*continued.*

(2) On his retirement for physical unfitness for further service when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave).

(3) On his resignation, when (subject to the provisions of rule 11) he shall receive :—

(i) After less than three years' service his own deposits, together with 5 per cent of the balance in the fund standing to the credit of his account.

**NOTE.**—The term 'service' or 'completed service' occurring in this rule means the length of such service from the date of joining the Provident Fund.

**N.B.**—This balance will consist of the committee's contributions (which include any grants from Government for this purpose), together with interest on such contributions and interest on teachers' deposits.

(ii) After three years' completed service his own deposits together with 30 per cent of the balance as above.

(iii) After four years' completed service his own deposits, together with 40 per cent of the balance as above.

(iv) After five years' completed service his own deposits, together with 50 per cent of the balance as above, and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the Fund to the credit of his account.

(4) If a teacher's services are dispensed with through no fault of his own, *e.g.*, owing to reduction of establishment, he shall be paid the full balance at his credit without any reduction.

(5) To make temporary advances as provided in rule 17.

**10.** In case a teacher resigns with a view to take up an appointment in another school, or is transferred to another school which has a provident fund, the balance at the credit of his provident fund account, notwithstanding anything contained in rule 9 above, shall, instead of being paid to him be transferred to the credit of a similar account in his name in the new school.

**11.** If a teacher is dismissed or leaves a school in contravention of a written agreement the committee may with the consent of the local Government or controlling officer pay to him, only his own deposits, together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or a part of any further sum to which he would ordinarily be entitled under rule 9. The depositor's own deposits cannot be forfeited.

**12.** A separate account with the bank concerned shall be opened in the name of the committee for depositing any sum of money withheld from a teacher under the preceding rules. This account shall be called the "Teachers Provident Fund Account." Money at the credit of this account may, with the approval of the local Government or controlling officer, be utilised for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents.

**APPENDIX III**—*continued.*

**13.** A separate account, in form A, appended shall be kept and written up in the office of the school committee for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

**14.** Amounts credited or debited to the provident fund shall, on the same day, be posted into the provident fund ledger, in Form B, appended, in full detail. The figures for column 8 of the ledger must be calculated yearly up to 31st March and the net balance of each account entered in columns 5 and 9 ; but the figures in these columns should be compared once a year with the savings bank pass book. Great care should, therefore, be taken to make the monthly calculations according to the rules in force in the post office or in the co-operative bank approved by the Registrar of Co-operative Societies as the case may be. The provident fund ledger should have separate pages for each month's transactions.

**15.** No voluntary deposits from teachers will be credited to the provident fund.

**16.** Teachers are not entitled to subscribe to the provident fund while absent on leave other than privilege leave.

**17.** (1) The committee shall have power, with the approval of the local Government or controlling officer, to allow temporary advances not exceeding three months' pay to any subscriber from the amount of deposits, at his credit in the fund, provided that he has no other resources at his disposal, for the following purposes :—

- (a) To pay expenses incurred in connection with the illness of himself or a member of his family.
- (b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

(2) When an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him until at least twelve months have elapsed since the complete repayment of the last advance taken.

(3) (a) Advances will be recovered at the discretion of the committee in not less than twelve or more than twenty-four instalments. A subscriber may, however, at his option make repayment in less than 12 instalments or may repay two or more instalments at the same time.

(b) In determining the advance to be sanctioned, due regard should be paid to the amount lying to the credit of the applicant in the provident fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalments to be thus fixed.



**APPENDIX III**—*continued.*

(c) Recoveries will be made monthly, commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from a teacher while he is on leave of any kind, except privilege leave.

(d) The instalments will be paid by compulsory deductions from pay, and will be in addition to the usual deposits.

(4) When the advance is repaid in twelve instalments or less, a thirteenth instalment, representing interest and equivalent to 4 per cent of the amount of the advance, shall be paid in the month following that in which the last instalment is paid. Similarly, an additional instalment equivalent to 8 per cent of the total amount of the advance shall be paid when the advance is repaid in more than twelve instalments. In calculating the  $\frac{4 \text{ per cent}}{8 \text{ per cent}}$  interest as above, a fraction of a rupee should be taken at the next higher whole rupee if it exceeds 8 annas, and should be ignored if it does not. The repayments shall be credited to the account of the teacher concerned.

**18.** On a depositor leaving a school, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn within one year it shall be written off as a dead account, and repaid only under the order of the local Government or controlling officer.

**19.** When an account becomes "dead" the balance at the credit thereof must be credited to the teachers provident account of the school as a miscellaneous receipt.

**Form A.**  
*Provident Fund Ledger.*

NUMBER OF ACCOUNTS.	NAME OF SUBSCRIBER _____					FOLIO NUMBER OF ESTABLISHMENT CHECK REGISTER.		
19      -19 .	Deposit.	Contributions.	Total.	Withdrawals.	Monthly balance on which interest if calculated.	Monthly balance of withdrawals on which loss of interest is calculated.	REMARKS.	
1	2	3	4	5	6	7	8	
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.		
Opening balance ..								
April .. ..								
May .. ..								
June .. ..								
July .. ..								
August .. ..								
September .. ..								
October .. ..								
November .. ..								
December .. ..								
January .. ..								
February .. ..								
March .. ..								
Total ..								
Interest for 19 -19								
Balance on 31st March,								
19 .								

APPENDIX III—continued.

**APPENDIX III—continued.**

**Form B (1).**

*Provident Fund Ledger.*

CREDITS.									REMARKS.
Date of receipt.	Number of depositor.	Name.	Appointment.	Opening balance.	Deduction from pay.	School committee contribution.	Interest.	Total.	
1	2	3	4	5	6	7	8	9	10
				Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
									When payments are made the date of payment and the amount will be entered in the column of remarks.



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**APPENDIX III—continued.**

**Form C.**

(To be filled in and signed by every subscriber on admission to the fund.)

I HEREBY agree to abide by the Standard Provident Fund Rules, laid down in Appendix III to the Panjab Education Code, 11th Edition.

Dated the \_\_\_\_\_ 19 .

Signature of teacher \_\_\_\_\_

Name of school \_\_\_\_\_

Town or District \_\_\_\_\_

Witness :—

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## Form D.

### *Provident Fund Investment Account.*

—————SCHOOL.

Serial No.	Date of purchase.	Description of investment.	Number and date of sanction of the inspector of schools.	Amount.	Place where securities are lodged.	REMARKS. (Give date when cashed.)
				R. A. P.		

### *Provident Fund Investment Interest Account.*

—————SCHOOL.

Serial No. in Provident Fund Investment account.	INSTALMENTS OF INTEREST DUE.		INSTALMENTS OF INTEREST RECEIVED.			REMARKS.
	Date.	Amount.	Date of receipt.	Date of credit in the Post Office Savings Bank or to the teachers' account.	Amount.	
		Rs. A. P.			Rs. A. P.	

APPENDIX III—continued.

APPENDICES.

**Form E.**

*Provident fund for teachers employed in schools under private management.*

**FORM OF DECLARATION.**

(For\* \_\_\_\_\_ subscriber.)

I hereby declare that in the event of my death the amount at my credit in the Teachers Provident Fund of \_\_\_\_\_ school, \_\_\_\_\_ shall be distributed among the persons mentioned below in the manner shown against thier names.

The amount due to nominee who is a minor at the time of my death should be paid to the person whose name appears in column 5 :—

1	2	3	4	5	6	7
Name and address of the nominee or nominees.	Relationship with the subscriber.	Whether major or minor; if minor, state his age.	Amount or share of deposit.	Name and address of the person to whom payment is to be made on behalf of the minor.	Sex and parent-age of person mentioned in column No. 5.	REMARKS.

\*Here state unmarried, married or widower.

Two witnesses to signature of subscriber :—

Signature of subscriber \_\_\_\_\_

Witness No. I.

Witness No. II.

Occupation of do. \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address of do. \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Station \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_

APPENDIX III—continued.

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APPENDIX IV.

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**APPENDIX**

(Chapter III.)

**Register of Daily Attendance in the**

Serial No. in the Admission Register. Agriculturist or Non-Agriculturist.	Class and name of Student.	DAILY ATTENDANCE FOR																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	No.																		
	Name.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.	1st Meeting.	2nd Meeting.

Number of students on the rolls at the beginning of month ...

Ditto at the end of the month ...

Number of school meetings during the month ...

Total of attendances ditto ...

Average daily attendance ditto ...

N. B.—Presence should be indicated by a down stroke, absence without leave by the letter A, absence on provided for the purpose.

All changes should be attested by the headmaster.

IV.

Articles 87 (b), 105 (b).)

Class of the \_\_\_\_\_ School at \_\_\_\_\_

THE MONTH OF _____ 19+ .													Number of Attendances for the month.	Number of Attendances brought forward.	Total number of Attendances.	Collected during the month.	Fees and Fines.	ATTENDS.	REMARKS.
18	19	20	21	22	23	24	25	26	27	28	29	30							
1st Meeting.																			
2nd Meeting.																			
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2nd Meeting.																			

sick leave by the letter S, and absence on other leave by the letter L, at each roll call in the column.

**Admission and Withdrawal Register of the \_\_\_\_\_ School at \_\_\_\_\_**

Date of admission.	Serial No.	Name of student	Date of birth by the Christian era in words and figures.	Father's name.	Tribe or caste.	Occupation.	Residence.	Class to which admitted.	Grade of tuition fee.	Class from which withdrawn.	Date of withdrawal.	REMARKS.

*(Chapter III, Articles 87 (b) and 105 (c).)*

**APPENDIX V.**

NOTE.—The age entries should be recorded in words, and any change in such entries should be initialled by the headmaster, and explained in the remarks column.

**CORRIGENDUM No. 222.**

*Substitute the following for the existing form in Appendix V :—*

**Appendix V.**

*Chapter III, Articles 87 (b) and 105 (c).*

Admission and Withdrawal Register of the \_\_\_\_\_ School  
at \_\_\_\_\_

Date of admission.	Serial No.	Name of the student.	Date of birth by the Christian era (in words as well as in figures).	Father's name (agriculturist, non-agriculturist or Zamindar).	Religion (Caste, sub-caste or tribe).	Father's occupation.	Residence.	Class to which admitted.	Grade of tuition fee.	Class from which withdrawn.	Date of withdrawal.	REMARKS.

**NOTE.**—The age entries should be recorded in words and any change in such entries should be initialled by the Head Master, and explained in the remarks column.

*(Punjab Education Code, XI Edition, Reprint 1932, 1934 and 1939, notification No. 26733-G., dated 18th December, 1940.)*

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APPENDIX VI.

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**APPENDIX**

(Chapter III,

**Monthly Register of the Elementary School for Boys or  
District of \_\_\_\_\_ for each month**

MONTHS OF THE SCHOOL YEAR.		GRANT.		Fees.	Subscriptions.	Endowments and other sources.	Total.	Total number on rolls at the close of the month.	Average daily attendance.
Serial No.	Name.	District Funds.	Municipal Funds.						
		Rs.A.P.	Rs.A.P.	Rs.A.P.	Rs.A.P.	Rs. A.P.	Rs.A.P.		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

The figures below this should be filled in at end of the school year.

Number in 4th class at close of the year—

Number of Agriculturists.	Number of Buddhists.
” ” Indian Christians.	” ” Parsis.
” ” Hindus.	” ” Sikhs.
” ” Higher Castes.	” ” Jains.
” ” Weaver Class and the Special Classes.	” ” Others.
” ” Muslims.	

In a school attended both by boys and by girls, this information should be given of each sex separately.

The following are included under the heading Weaver Class and the Special Classes :—  
Number of pupils learning Urdu.

”	”	Nagri.
”	”	Lande Mahajani.
”	”	Punjabi.
”	”	Persian.
”	”	Arabic.
”	”	Sanskrit.

**VI.**

Article 87 (b).)

**Girls at \_\_\_\_\_ in the  
of the school year ending 31st March, 194 .**

*Average attendance for last three school years or for the period,  
if smaller, the school has been in existence.*

I Year.	II Year.	III Year.	Total.	Average.	REMARKS.

## APPENDIX VII.

(Chapter III, Article 97.)

### Application for grant for building purposes under articles 96—102.

For\*

Name of school \_\_\_\_\_

Situation of school \_\_\_\_\_

Class of school \_\_\_\_\_

#### Sources and amount of Expenditure.†

Nature.	Amount.	REMARKS.‡
	Rs. A. P.	
1. Endowments .. .. .		
2. Subscriptions .. .. .		
3. Other private sources (to be specified) ..		
4. Grant applied for (should not exceed the expenditure from 1, 2 and 3 sources).		
Totals§ ..		

**CERTIFIED—**

- (1) that there is a reasonable probability of the school being permanently maintained in efficiency ;
- (2) that the school will always be open to inspection by the Department ;
- (3) that there is a reasonable certainty of the funds necessary to complete the work being forthcoming ;
- (4) that plans and estimates for the work are sent herewith.

(Sd.)||

\*Here note the object, which should be (a), (b) or (c), as below :—

- (a) the purchase, erection or enlargement of school buildings ;
- (b) the execution of extensive repairs to school buildings ;
- (c) the paying off of debts incurred in purchasing, erecting or enlarging school buildings. This is allowed in special cases only.

†The expenditure, actual or contemplated, as the case may be, on building (including purchase of site in the case of erection) should be shown in this statement.

‡If the grant applied for is in behalf of an existing school building, it should be stated what amount of building grant has already been received, and in what year.

§Should agree with the total amount of expenditure entered in the estimates.

|| All Managers, or, if the school is managed by an Association, the Secretary and President must sign.

Note.—Grants for the objects of this application can be made only to those schools which are entitled to maintenance grants-in-aid.



**APPENDIX VIII.**

*(Chapter III, Article 97.)*

**Application under article 26 (d) for a grant towards providing a school with books, furniture or appliances.**

Name of school \_\_\_\_\_

Situation of school \_\_\_\_\_

Class of school \_\_\_\_\_

	*Rs.
Amount of grant-in-aid applied for .. .. .	
	†Rs.
Total amount of expenditure on (state here the object for which the grant is desired.)	

I (or we, as the case may be) agree to refund the amount of grant that may be allowed on this application in the event of the school ceasing to exist within three years of the date of payment of the grant. (This should be scored out if the grant does not exceed Rs. 25.)

(Sd.) †

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\*The grant must not ordinarily exceed half the total expenditure in aid of which it is given (Article 105).

†A detailed list, with the cost of each item, must accompany this application.

‡All Managers or, if the school is managed by an Association, the Secretary and President must sign.

**Statistical Register of the** \_\_\_\_\_ **(a)** \_\_\_\_\_ **School at** \_\_\_\_\_  
**for (b)** \_\_\_\_\_ **for the year ending 31st March, 194** \_\_\_\_\_ **, maintained by (c).**

	I	II	III	IV	V	VI	VII	VIII	IX	X	Total.	Average daily attendance.	No. of residents in approved hostels.	Number of girls in boys' schools and of boys in girls' schools included in column 11.	REMARKS.
..	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
(1) Number of pupils on roll on 31st March ..															*The following are included under the head "Weaver class and the special classes":—
(2) Number of pupils on roll on 31st March according to race and creed—															
Europeans and Anglo-Indians ..															
Indian Christians ..															
(Hindus—															
(a) Higher Castes ..															
*(b) Weaver class and the special classes.															
Muslims .. .. .															
Buddhists .. .. .															
Parsis .. .. .															
Sikhs .. .. .															
Jains .. .. .															
Others .. .. .															
(3) Number of agriculturists at the close of the school year .. .. .															
(4) Number of non-agriculturists <i>kamins</i> at the close of the school year.															
(5) Number of pupils at the close of the school year learning—															
English .. .. .															
Urdu .. .. .															
Hindi .. .. .															
Hindi Lande (Mahajani) .. .. .															
Punjabi .. .. .															

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	Arabic .. ..																					
	Persian .. ..																					
	Sanskrit .. ..																					
	(6) Number of scholarships and stipends at the close of the school year payable from—																					
Provincial revenues	{	Open scholarships .. ..																				
		Close .. ..																				
		Victoria .. ..																				
		Zamindari .. ..																				
		Other .. ..																				
District funds.	{	Stipends .. ..																				
		Open scholarships .. ..																				
		Close .. ..																				
		Victoria .. ..																				
		Zamindari .. ..																				
Municipal funds.	{	Other .. ..																				
		Stipends .. ..																				
		Open Scholarships .. ..																				
		Close .. ..																				
		Victoria .. ..																				
Other sources	{	Zamindari .. ..																				
		Other .. ..																				
		Stipends .. ..																				
		Close scholarships .. ..																				
		Stipends .. ..																				
		(7) Total number of scholarships .. ..																				
		(8) Total number of stipends .. ..																				

XXXI.

(a) Anglo-Vernacular High, Vernacular High, Anglo-Vernacular <sup>Upper</sup> Middle, Vernacular <sup>Upper</sup> Middle, Primary or Special.

Special schools include industrial and other technical schools. (See Article 30, Chap. I of the Punjab Education Code.) Training Schools are not to be entered in this register.

(b) Boys or girls, as the case may be.

(c) Government, District Board, Municipal Committee, or Private body (Aided or Unaided) as the case may be.

**APPENDIX**  
(Chapter III,

**Statistical Register of the (a) School or Schools maintained**

**EXPENDITURE FROM THE FOLLOWING SOURCE (d) ON ESTABLISHMENT AND CONTIN**

1	Government funds.			District funds.			Municipal funds.			Fees.			Subscriptions.			Endowments and other sources.		
	2	3	4	5	6	7												
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
1. Secondary Department ..																		
Primary Department ..																		
2. Secondary Department ..																		
Primary Department ..																		
3. Secondary Department ..																		
Primary Department ..																		
4. Secondary Department ..																		
Primary Department ..																		
5. Secondary Department ..																		
Primary Department ..																		
6. Secondary Department ..																		
Primary Department ..																		
7. Secondary Department ..																		
Primary Department ..																		
8. Secondary Department ..																		
Primary Department ..																		
9. Secondary Department ..																		
Primary Department ..																		
10. Secondary Department ..																		
Primary Department ..																		
11. Secondary Department ..																		
Primary Department ..																		
12. Secondary Department ..																		
Primary Department ..																		
Total Expenditure on Secondary Department (e).																		
Total Expenditure on Primary Department (e).																		
GRAND TOTAL ..																		

(a) Anglo-Vernacular High, Vernacular High, Anglo-Vernacular <sup>Upper</sup> Middle, Vernacular, Lower

schools. (See Article 30, Chap. I of the Punjab Education Code.) Training

(b) Boys' or Girls' as the case may be.

(c) Government, District Board, Municipal Committee, or Private Body (Aided or

(d) If the income of any aided school exceeds the expenditure, the excess should be sources." The actual receipts from "Government funds" from District and

(e) The expenditure on establishment should be distributed in proportion to the time to the average attendance of pupils in each department.

Instructions.—In the case of unaided schools columns 2, 3 and 4 should be left blank.

(f) In the case of girls' schools the average attendance of both the upper primary classes

IX—continued.

Article 105 (d.)

at \_\_\_\_\_ for (b) \_\_\_\_\_ for the School year ending 31st March, 194  
by (c).

AGENCIES.		Total number on rolls at close of the month.	(f) AVERAGE DAILY ATTENDANCE.						Total Secondary and Primary Departments.	NUMBER OF BOARDERS.			REMARKS.
			Secondary department.			Primary department.				Secondary Department.	Primary Department.	Total.	
Total.		High Department.	Upper Middle Department.	Lower Middle Department.	Total.	IV Class.	I, II and III Classes.	Total.	Secondary Department.	Primary Department.	Total.	REMARKS.	
8	9	10	11	12	13	14	15	16	17	18	19	20	21
Rs.	A. P.												

Upper  
Middle Primary or Special. Special schools include industrial and other technical  
Lower schools are not to be entered in this register.

Unaided) as the case may be.  
proportionately deducted from the sub-heads "Subscription" and "Endowments and other  
Municipal funds and fees should be shown in full.  
spent by teachers in secondary and primary departments, and that on contingencies according

should be entered in the columns for the 4th primary class.

## APPENDIX IX—concluded.

(Chapter III, Article 105 (d).)

Statistical Register of the \_\_\_\_\_ (a) \_\_\_\_\_ School  
at \_\_\_\_\_ for (b) \_\_\_\_\_ for the  
school year ending 31st March, 194 , maintained by (c) \_\_\_\_\_

Objects of indirect expenditure.	From Government funds.	From district funds.	From municipal funds.	From fees.	From subscriptions	From endowments and other sources.	TOTAL.
Scholarships (d) and stipends held in { Secondary Department. Primary Department.							
Expenditure on boarding house (e). { Secondary Department. Primary Department.							
Extraordinary expenditure on furniture (f), apparatus and libraries. { Secondary Department. Primary Department.							
Expenditure on school buildings. { Secondary Department. Primary Department.							
Miscellaneous .. { Secondary Department. Primary Department.							

(a) Anglo-Vernacular High, Vernacular High, Anglo-Vernacular  $\frac{\text{Upper}}{\text{Lower}}$  Middle, Vernacular

Upper Middle, Primary or Special. Special schools include industrial and other technical schools. (See article 30, Chapter I of the Punjab Education Code.) Training schools are not to be entered in this register.

(b) Boys' or Girls' as the case may be.

(c) Government, District Board, Municipal Committee or Private Body (Aided or Unaided), as the case may be.

(d) Scholarships paid from district or municipal funds should not be entered.

(e) In order to determine the expenditure on secondary and primary departments separately, the total expenditure should be distributed in proportion to the average number of boarder belonging to each department.

(f) In order to determine the expenditure on secondary and primary departments separately, the total expenditure should be distributed in proportion to the average attendance of pupils in each department.

*Instructions—*

(1) Expenditure on boarding houses should be excluded from the returns of direct expenditure on tuition, but should be shown in a separate statement and reported to the inspectors.

(2) Ordinary expenditure on apparatus, furniture and libraries can be entered under the head of Establishment and Contingencies.

(3) Extraordinary expenditure on apparatus, furniture and libraries is not considered a tuition charge and must not be included under the head of Establishment and Contingencies, but should be entered in a separate statement and reported at the close of the year to the inspector.

## APPENDIX X.

(Chapter III, Articles 87 (b), 105 (e).)

### Form A.

LOG-BOOK, PART I.

Statistics of the ——— Primary School at ——— inspected on ———

Particulars.	NUMPERS.					Increase or decrease since last visit of	No. of candidates.	NO. PASSED.						
	I class.	II class.	III class.	IV class.	Total.			Hindus (higher castes).	Hindus (weaver class and the special classes).	Sikhs.	Muslims.	Buddhists.	Parsis.	Others.
Roll ..														
Present ..														

Upper  
Primary  
Examina-  
tion (for  
girls  
only).

Average attendance for the school year.	
Hindus (high castes) ..	
Hindus (weaver class and the special classes).	
Sikhs .. .. .	
Muslims .. .. .	
Buddhists .. .. .	
Parsis .. .. .	
Others .. .. .	
Agriculturists .. .. .	
Number of boarders .. .. .	
Income from fees for the twelve months preceding the inspection.	

#### TEACHERS.

NAME.	Pay.	Qualification.	Class and subjects taught.

For remarks, see page—

*Inspector.*

**APPENDIX X—concluded.**

(Chapter III, Article 87 (b) and 105 (e).)

**Form B.**

LOG-BOOK, PART I.

Statistics of the \_\_\_\_\_ Secondary School at \_\_\_\_\_ inspected on \_\_\_\_\_

Particulars.	PRIMARY DEPARTMENT						SECONDARY DEPARTMENT.						Examination.	No. PASSED.												
	Class I.	Class II.	Class III.	Class IV.	Total.	Increase or decrease.	Class V.	Class VI.	Class VII.	Class VIII.	Special Class.	Class IX.		Class X.	Total.	Increase or decrease.	No. of candidates.	Hindus (higher castes).	Hindus (weaver class and the special classes).	Sikhs.	Muslims.	Buddhists.	Parsis.	Others.		
Roll ..																Matri- culation Vernacu- lar Final and Middle Standard.										
Present ..																										
Average attendance for the school year.																										
Hindus (high castes) on rolls ..																										
Hindus (weaver class and the special classes) on rolls.																										
Sikhs on rolls .. ..																										
Muslims on rolls .. ..																										
Buddhists on rolls .. ..																										
Parsis on rolls .. ..																										
Others on rolls .. ..																										
Agriculturists .. ..																										
Number of boarders .. ..																										
Income from fees for the twelve months preceding the inspection.																										

For remarks, see page—

Inspector.





## APPENDIX XII.

(Chapter III, Article 105 (h).)

### Register of Library Books.

No.	Name of book.	No. of copies.	Price per copy.		Amount.		Whence received.	Date of receipt of the book.	REMARKS.
			Rs.	A. P.	Rs.	A. P.			

**Form A.**

**SCHEDULE OF ATTENDANCE AND EXPENDITURE, &c.**

[To be filled up by the Manager, excepting columns 9—13, which will be filled up by the inspecting officer.]

CLASSIFICATION.	Number of pupils on the first day of inspection.		Average attendance* for last three years or for the period (if smaller), the school or any of its Departments has been in existence.					Merit of each Department (Article 67).	Amount of Block grant (Article 68).			Deductions, if any, under articles 74 and 78.			Net amount earned.			REMARKS.
	On rolls.	Present.	I year.	II year.	III year.	Total.	Average.		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
High Department, X Class .. ..																		
Ditto IX " .. ..																		
Total .. ..																		
Middle Department, VIII Class ..																		
Ditto VII " .. ..																		
Ditto VI " .. ..																		
Ditto V " .. ..																		
Ditto Senior Special Class of Vernacular Middle passes ..																		
Total .. ..																		
Primary Department, IV Class .. ..																		
Ditto III " .. ..																		
Total .. ..																		
Primary Department, II Class .. ..																		
Ditto I " .. ..																		
Total .. ..																		

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APPENDIX XIII.

\*To be entered against the total of each Department.

**Form A—concluded.**

**SCHEDULE OF ATTENDANCE AND EXPENDITURE, &c.—CONCLUDED.**

[To be filled up by the Manager, excepting columns 9—13, which will be filled up by the inspecting officer.]

CLASSIFICATION.	Number of pupils on the first day of inspection.		Average attendance* for last three years or for the period (if smaller) the school or any of its Departments has been in existence.					Merit of each Department (Article 67).	Amount of Block grant (Article 68).	Deductions, if any, under articles 74 and 78.	Net amount earned.	REMARKS.
	On rolls.	Present.	I year.	II year.	III year.	Total.	Average.					
1	2	3	4	5	6	7	8	9	10	11	12	13
Mahajani Department .. ..									Rs. A. P.	Rs. A. P.	Rs. A. P.	
GRAND TOTAL .. ..												

Number of school meetings during the past school year.		
High Department .. ..	P.	
Middle .. ..		Mahajani.

Total expenditure .. ..	..	..	..	..
Add—				
(a) For estimated value of honorary teachers ..	..	..	..	..
(b) For estimated value of low-paid teachers ..	..	..	..	..
(c) Estimated rent of school buildings held rent-free ..	..	..	..	..
(d) Estimated rent of free quarters for staff ..	..	..	..	..
GRAND TOTAL .. ..	..	..	..	..
Subtract for lavish expenditure ..	..	..	..	..
Net Total .. ..	..	..	..	..

Total expenditure from various sources during the past school year.	Provincial revenues .. ..	..	..	..
	District funds .. ..	..	..	..
	Municipal funds .. ..	..	..	..
	Total .. ..	..	..	..
	Fees .. ..	..	..	..
Other sources .. ..	..	..	..	
GRAND TOTAL .. ..	..	..	..	
Signature of the Manager.	..	..	..	

Signature of the Inspector.  
-----Division.

Dated ----- 194 .

\*To be entered against the total of each Department.

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APPENDICES.

APPENDIX XIII—concluded,

**Form B.**

**SCHOOL STAFF.**

Staff of \_\_\_\_\_ School at \_\_\_\_\_ in the District of \_\_\_\_\_

[To be filled up by Manager, excepting columns 21 and 22, which will be filled up by the inspecting officer.]

No.	Name.	Trained teachers with the following educational qualifications.					UNTRAINED TEACHERS.				WORK ASSIGNED.							Amount of staff grant awarded.	REMARKS.		
							Possessing a degree.		Possessing no degree.		Primary Department.		Middle Department.		High Department.						
		A degree.	Passed Matric or School Final.	Passed Middle School.	Passed Primary School.	Lower qualifications.	Certificated.	Uncertificated.	Certificated.	Uncertificated.	Class.	Subject.	Number of periods per week devoted to secular instruction.	Class.	Subject.	Number of periods per week devoted to secular instruction.	Class.			Subject.	Number of periods per week devoted to secular instruction.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

NOTE.—In case of an uncertificated graduate, note the year of his graduating and the date of his first appointment in any recognized school.

Signature of the Manager.

Inspector of Schools,

The \_\_\_\_\_ 194 .

\_\_\_\_\_ Division.

APPENDIX XIII—concluded.

APPENDICES.

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**APPENDIX XIV.**  
(Chapter V, Article 134.)

**Memorandum of lapsed or forfeited Scholarships held in  
and payable by the** **School or College**

Serial No.	Kind of scholarship.	Name of scholarship-holder.	College or school from which passed.	Passed.		Monthly value of scholarship.	Period for which current.		Date from which lapsed or forfeited.	Cause of lapse or forfeiture.
				Anglo-Vernacular.	Vernacular.		From	To		

(To be sent to the inspector in whose division the lapses or forfeitures occur, or to the Director in the case of college scholarships.)

The \_\_\_\_\_ 194 .

\_\_\_\_\_  
*Manager* \_\_\_\_\_ *High School* \_\_\_\_\_  
 or \_\_\_\_\_  
*Principal* \_\_\_\_\_ *College,* \_\_\_\_\_

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**APPENDIX XIV-A.**  
(Chapter V, Article 128.)

**Certificate.**

I \_\_\_\_\_ resident of \_\_\_\_\_  
and by occupation \_\_\_\_\_ <sup>father</sup> guardian of \_\_\_\_\_  
pupil of the \_\_\_\_\_ <sup>school</sup> college  
and a candidate for the Vernacular Final and Middle School Examination  
Middle Standard Examination for Indian Girls,  
Matriculation Examination,  
Intermediate Examination

do hereby declare that my income is below Rs. 5,000 per annum, and that  
I do not pay more than Rs. 1,000 as land revenue.

*Dated* \_\_\_\_\_ -194 . (Sd.) \_\_\_\_\_  
*Parent or Guardian.*

\_\_\_\_\_  
Certified that to the best of my knowledge this declaration is correct.

*Dated* \_\_\_\_\_ 194 . (Sd.) \_\_\_\_\_  
*Designation* \_\_\_\_\_

The Principal of an affiliated college or the  
head master or the headmistress of a re-  
cognized high school and countersigned by  
the divisional inspector or circle inspectress  
of schools concerned.

*Note 1.*—The term “income” used in the certificate means the income taxable under  
the Income Tax Act.

*Note 2.*—“A pupil’s lawful and *de facto* guardian may sign this document only when the  
father is dead.”

## APPENDIX XV.

(Chapter V, Article 148.)

### Award Roll of Open, Victoria or Zamindari Scholarships.

Source of payment.	Name of scholarship-holder.	Monthly value of scholarship.	PASSED IN		School from which passed.
			Anglo-Vernacular.	Vernacular.	
		Rs.			

(To be sent to each school from which students have won scholarships.)



## APPENDIX XVI.

(Chapter V, Article 149.)

**List of Scholarship-holders who have joined the \_\_\_\_\_ High School from \_\_\_\_\_ District.**

District.	Name of scholarship-holder.	School from which passed.	PASSED IN		Monthly value of scholarship.	PERIOD FOR WHICH CURRENT.		Date on which joined the high department.
			Anglo-Vernacular.	Vernacular.		From	To	
					Rs.			

(To be sent to the inspector of the division from which the scholarship-holders have come.)

The \_\_\_\_\_ 194 . }

Headmaster,  
\_\_\_\_\_ High School.

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## APPENDIX XVII.

(Chapter V, Article 150.)

### Final Award Roll of Open, Victoria or Zamindari Scholarships.

Name of school at which scholarship is held.	Name of scholar-ship-holder.	School from which passed.	Monthly value of scholarship.	Passed in		Period for which current.		Source of payment.	REMARKS.
				Anglo-Vernacular.	Vernacular.	From	To		
			Rs.						

The \_\_\_\_\_ 194 .

}

*Inspector of Schools,*

\_\_\_\_\_ *Division.*

**Bill.**

*Chargeable to 37—Education. (Excluding European and Anglo-Indian Education.)—E (p)—Scholarships.*

SERIAL NO. AND YEAR OF AWARD.		Kind of scholarship* or stipend.	Name of scholarship or stipend-holder.	Monthly value of scholarship or stipend.	No. of days for which claimed.	Authority sanctioning the scholarship or stipend.	Total number of possible attendances.	Actual number of attendances.	AMOUNT CLAIMED.	REMARKS.
No.	Year.									
1	2	3	4	5	6	7	8	9	10	11
									Rs. A. P.	
*College, Open, High, Girls, Middle, Zamindari, Victoria.      Deduct balance undisbursed from last month ..										
(In words) _____										
									Balance due ..	

I hereby certify that the scholarship or stipend-holders named in the Bill have been regular in attendance, and have conformed to the rules under which their scholarships or stipends are tenable.

Certified also that the scholarships or stipends drawn on the last Bill with the exception of those refunded by deduction have been paid to the proper persons, and their receipts taken in acquittance rolls kept in my office.

Pay \_\_\_\_\_ (Rupees ..... ) *Principal,* \_\_\_\_\_ College.  
*Treasury Officer,* \_\_\_\_\_ School.  
 (For use in Accountant-General's office.) *Manager,* \_\_\_\_\_  
 Received payment.  
 Rs. \_\_\_\_\_  
 (Rupees \_\_\_\_\_)

Rs. \_\_\_\_\_  
 Admitted \_\_\_\_\_  
 Objected to \_\_\_\_\_ *Auditor.*

\_\_\_\_\_  
*Superintendent.*      *Gazetted Officer*

\_\_\_\_\_  
*Principal.*  
*Headmaster.*

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APPENDIX XVIII.  
 (Chapter V, Article 151.)

**APPENDIX XIX.**

*(Chapter VII, Article 208.)*

**Form of application for admission to a recognized school.**

To

THE HEADMASTER,

SCHOOL,

I REQUEST the favour of your admitting my <sup>son</sup> ~~ward~~ named \_\_\_\_\_

\_\_\_\_\_ to your school. The required particulars are  
given overleaf.

I submit his leaving certificate.

---

I hereby declare that he has hitherto attended **no** recognized school.

2. I also solemnly declare—

(i) that I <sup>am</sup> ~~am not~~ assessed to income-tax on Rs. 2,000 or more ;

(ii) that I <sup>pay</sup> ~~do not pay~~ land revenue amounting to Rs. 500 or more per annum.

*Father or Guardian.*

*Dated* \_\_\_\_\_

**CORRIGENDUM No. 223.**

*Substitute the following for page 2 of the existing form in Appendix XIX :—*

Name of student.	Date of birth by the Christian era (in words as well as in figures).	Father's name.	Agriculturist, non-agriculturist or Zamindar.	Religion.	Caste, sub-caste or tribe.	Father's occupation.	Monthly income of the father or guardian.	Residence.	REMARKS.

Certified that the date of birth given above is, to the best of my belief, correct and that it accords with that given in the horoscope and the Municipal and chowkidar's birth register.

Signature of parent or guardian.

Certified also that the contents of the above certificate were read by or were read out and explained to the parent/guardian who accompanied the child and who was literate/iliterate.

**NOTE.**—No change of the date of birth given in the above statement can be made subsequently.

2. Should the declaration regarding income be proved to be false the student concerned will be liable to expulsion for two years. A fresh declaration shall be submitted annually in April in respect of each student in the secondary department of a Government, board or aided anglo-vernacular schools.

3. "A pupil's lawful and *de facto* guardian may sign this document only when the father is dead."

**Head Master.**

*(Punjab Education Code, XI Edition, Reprint 1932, 1934 and 1939, notification No. 26736-G., dated 18th December, 1950.)*

Name of student.	Date of birth in figures and words.	Father's name.	Tribe or caste.	Occupation.	Monthly income of the father or guardian.	Residence.	REMARKS.

APPENDIX XIX—concluded.

APPENDICES.

CERTIFIED that the date of birth given above is, to the best of my belief, correct and that it accords with that given in the horoscope and the Municipal and Chowkidar's Birth Register.

*Signature of Parent or Guardian.*

CERTIFIED also that the contents of the above certificate were read by, or were read out and explained to the parent guardian who accompanied the child and who was literate illiterate.

- NOTE.—(1) No change of the date of birth given in the above statement can be made subsequently.  
 (2) Should the declaration regarding income be proved to be false, the student concerned will be liable to expulsion for two years. A fresh declaration shall be submitted annually in April in respect of each student in the secondary department of a Government, board or aided anglo-vernacular school.  
 (3) "A pupil's lawful and *de facto* guardian may sign this document only when the father is dead."

*Headmaster.*

XLIX

**APPENDIX XX.**  
(Chapter VII, Article 209.)

To be issued  
in duplicate.

\_\_\_\_\_ SCHOOL.  
\_\_\_\_\_ DISTRICT.

**TRANSFER CERTIFICATE.**

Pupil's name \_\_\_\_\_ File No. \_\_\_\_\_  
Date of birth \_\_\_\_\_ Grade of Fee \_\_\_\_\_  
No. in Admission Register \_\_\_\_\_ Agr. or non-Agr. \_\_\_\_\_

Certified that \_\_\_\_\_, son of \_\_\_\_\_, attended this school up to the \_\_\_\_\_, has paid all sums due to the school, and was allowed on the above date to withdraw his name. He was reading in the \_\_\_\_\_ Class \_\_\_\_\_ Department, and passed in the examination for promotion to the \_\_\_\_\_ Class. failed

The following particulars are certified to be correct according to the registers of this school and certificates produced from previous schools attended during the school year :—

No.	School.	Date of admission			Date of withdrawal.	Period of attendance during the current school year.		Possible attendances during the current school year.	Actual attendances during the current school year.	Leave taken during the current school year.
		(a) to school.	(b) to department.	(c) to class.		From	To			
1	This school ..									
2										
3										
4										
	Total ..									

Date of issue—

Headmaster.

**For Scholarship-holders only.**

Kind of scholarship \_\_\_\_\_ Value \_\_\_\_\_  
Year of award and the district from which awarded. Date up to which drawn \_\_\_\_\_  
By whom payable \_\_\_\_\_ Leave taken at each school \_\_\_\_\_

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

Headmaster.

---

**APPENDIX XX—concluded.**

Certified that \_\_\_\_\_, son of \_\_\_\_\_  
 \_\_\_\_\_ and a student of the \_\_\_\_\_ class, who left the  
 \_\_\_\_\_ school, district \_\_\_\_\_, with transfer  
 certificate No. \_\_\_\_\_, dated \_\_\_\_\_, has joined the \_\_\_\_\_  
 \_\_\_\_\_ class of \_\_\_\_\_ school, district \_\_\_\_\_  
 on \_\_\_\_\_.

His date of birth as entered in the transfer certificate is \_\_\_\_\_

---

*Head Master.*

*Note.*—This certificate should be filled in, detached and returned by the head master of the school which the pupil joins to the head master of the school from which the transfer certificate was issued where it should be pasted on to the office copy of the transfer certificate in the school file.



## APPENDIX XXI.

(Chapter VII, Article 209.)

### Rules governing the issue of transfer certificates.

1. (i) No scholar who leaves a recognized school shall be admitted to another unless he produces a leaving certificate from the school in which he was last reading.

(ii) On migration from one recognized school to another a scholar shall not be placed in a class higher than that in which he was in the school he has quitted, except with the special sanction of the inspector, or in the case of girls' schools the inspectress.

NOTE.—In every school the transfer certificates of pupils admitted from other schools should be kept in a file and given the serial number of the pupil in the admission register.

2. Transfer certificates shall be issued as a matter of course to scholars of good character who wish to change their school at the termination of the course of reading in any department of the school, and at other times for good reasons shown.

NOTE.—The wish of the parent or guardian, expressed in writing, should invariably be accepted, without question, as a sufficient reason for granting a certificate under this rule and no fee should be charged for a transfer certificate.

3. Applications for transfer certificate shall, in every case, be made in writing by the parent or guardian of the scholar, and if the certificate is refused, the reason for such refusal shall be stated on the application in writing.

The certificate shall be withheld from scholars of bad character and from those who have not paid all fees, fines and other moneys due to the school, and also from those who absent themselves without leave before the Vernacular Final and Middle School, Middle Standard Examination for Indian Girls or the M. S. L. C. Examination. Where a certificate is withheld on account of moneys due to the school the various items and the circumstances under which, and the dates within which, these outstandings were incurred, shall be given in detail in the letter of refusal to the parent or guardian.

NOTE.—Applications for transfer certificates should ordinarily be made within one month of the date of withdrawal except in the case of candidates in the Vernacular Final and Middle School, Middle Standard Examination for Indian Girls and M. S. L. C. Examination when the month should count from the date of the publication of the results.

After the lapse of one month a fee of eight annas must be charged for the issue of a transfer certificate. When a transfer certificate has been lost, and a duplicate copy is applied for, a fee of eight annas must be charged for the issue of such duplicate.

Unless applied for in the month of April a transfer from one school to another situated in the same town is not permissible without the consent of the heads of the two institutions. The head of the institution issuing the transfer certificate will add a definite note on the certificate and duly sign it showing :—

(a) that he has no objection to the admission of the student to a local school, or

**APPENDIX XXI—continued.**

- (b) that he objects to such admission for reasons which should be specified.

NOTE.—Pupils must not be allowed to evade this rule by temporarily joining a school elsewhere and afterwards returning to a school in the same town. The object of this rule is to check all such migrations during the year, unless there is adequate reason for it.

4. In case a certificate is refused on what may seem insufficient grounds any scholar may be admitted to a school with the previous sanction of the inspector in the case of boys' schools and by the circle inspectress in that of girls' schools or to the high classes of an intermediate college by the principal subject to subsequent confirmation by the inspector or inspectress, as the case may be. The inspector or inspectress will also call upon the school, which the scholar last attended, to issue the transfer certificate.

The authority given to the inspectors and inspectresses under this rule extends to district inspectors and assistant inspectresses in respect of the vernacular schools open to their inspection.

5. Head masters, recognized schools, are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular Final and Middle School, Middle Standard Examination for Indian Girls or M. and S. L. C. Examination, provided that—

- (a) they are of good conduct ;
- (b) they have attended the class preparing for the examination and have made 75 per cent of the possible attendances ; or in the case of candidates who failed in the previous examination, 75 per cent of the possible attendances from the first day of the month succeeding that in which the results were published. For purposes of calculating this percentage attendances shall be counted up to and *including the day* before the submission of the names.

6. Scholars attending recognized schools who have been admitted to the class preparing for the Vernacular Final and Middle School, Middle Standard Examination for Indian Civil or M. and S. L. C. Examination shall not be degraded to a lower class except in very special cases and with the previous approval of the inspector or in the case of girls' schools the inspectress.

7. Scholarships can be drawn only for the periods noted below :—

- (a) days of attendance ;
- (b) Sundays, sanctioned holidays, and vacations ;
- (c) absence without leave, not exceeding two days in a calendar month if shown to be unavoidable ;
- (d) sick leave not exceeding six days at a time or one month in the scholastic year ;

## APPENDIX XXII.

(Chapter VII, Article 213).

### Final School Certificate.

\_\_\_\_\_ \*High School \_\_\_\_\_ †

This Certificate is granted to \_\_\_\_\_, son of \_\_\_\_\_, resident of \_\_\_\_\_

Tahsil, \_\_\_\_\_ District \_\_\_\_\_

Date of birth \_\_\_\_\_

1. *Period of study (in this school)*
2. *Conduct and character.*
3. *Diligence.*
4. *Attainment in the various branches of study :—*

Subject.	REMARKS.	Subject.	REMARKS.
English ..		Mathematics	
Classical Language.		Drawing.	
History and Geography.		Physical Science.	
‡Games, Drill, etc.			

Dated \_\_\_\_\_

Head Master.

\*Here give the name of the school, and state whether it is a Government, board, aided or unaided institution.

†Here enter the name of the locality in which the school is situated.

‡Games and drill should be regarded as an obligatory subject and should be specially commented on.

**APPENDIX XXIII.**

*(Chapter VII, Article 216 (c).)*

**Correspondence Register.**

Receipts.	From or To	LETTER.		Received from or addressed to	Brief abstract to be given here.
		No.	Date		
	From	40	12-3-86	Deputy Commis- sioner, Multan.	Requests that A. B. be directed to proceed to —— on transfer.
	To	105	20-9-86	Secretary, Muni- cipal Committee, Multan.	Forwards pay bill of the month of———

**APPENDIX XXIV.**

*(Chapter VII, Article 216 (e).)*

**Register of the Issue of Books from the Library.**

Date of issue.	Name of book.	To whom lent and in what condition.	Receiver's initials.	Date of return and initials of the Librarian.	REMARKS.

**APPENDIX XXV.**

*(Chapter V, Articles 162—165.)*

**Scholarships awarded to Girls under Chapter V, Article 162 to 165 of the Punjab Education Code in the District of \_\_\_\_\_.**

xix

No.	Name.	Father's name.	Amount of scholarship awarded in rupees.	Name of school from which the candidate passed the examination.	Name of school in which the scholarship is to be held.
.					

*Inspectress of Schools,*

\_\_\_\_\_ *Circle,*

The \_\_\_\_\_

194 . }

## APPENDIX XXVI.

(Chapter III, Article 62 (h).)

**Statement of income of \_\_\_\_\_ School,**  
**for each month of the year ending 31st March, 194 , maintained**  
**by (a)\_\_\_\_\_.**

MONTHS OF THE SCHOOL YEAR.		Department.	GRANT.			Fees.	Subscription.	Endowments.	Other sources.	Total.	REMARKS.
Serial No.	Name.		Provincial re-venues.	District funds.	Municipal funds.						
1	}	Secondary ..									
		Primary ..									
2	}	Secondary ..									
		Primary ..									
3	}	Secondary ..									
		Primary ..									
4	}	Secondary ..									
		Primary ..									
5	}	Secondary ..									
		Primary ..									
6	}	Secondary ..									
		Primary ..									
7	}	Secondary ..									
		Primary ..									
8	}	Secondary ..									
		Primary ..									
9	}	Secondary ..									
		Primary ..									
10	}	Secondary ..									
		Primary ..									
11	}	Secondary ..									
		Primary ..									
12	}	Secondary ..									
		Primary ..									
		Total for the Secondary Department.									
		Total for the Primary Department.									
		GRAND TOTAL									

(a) District Board, Municipal Committee or private body as the case may be.

## APPENDIX XXVII.

(Chapter VIII, Article 232 (iv).)

### Rules of service for employees in recognized schools under private management.

(1) An agreement stating in clear terms the conditions under which a teacher is engaged shall be executed between the teacher on the one side and the school authorities on the other. A draft form of agreement which will serve as a model is given in Appendix XXVIII.

(2) A copy of each agreement duly executed shall be filed in the school office and shall be available at any time for inspection by the inspecting officers of the Education Department.

(3) Among other things the agreement shall particularly state—

(a) the nature of the post showing whether it is temporary or permanent—in the latter case the period of probation shall be specified ;

(b) the initial and maximum pay of the post, and the rate of annual increment ;

(c) vacation pay ; and

(d) conditions of termination of service.

(4) The agreement may be terminated by either party on giving three months' notice in writing or paying three months' salary in lieu thereof unless the agreement provides for a shorter or longer notice.

(5) The management may dismiss a teacher without notice in the event of such gross misconduct as in the opinion of the management should be brought to the notice of the Department for action under Articles 71 and 180 of the Punjab Education Code. The salary payable in such cases shall be that due up to the day of dismissal.

(6) In case of dismissal the teacher shall before dismissal be called upon to submit his defence in writing for which he shall be given one week from the receipt of the letter calling upon him for his defence, within which he should submit his defence to the management. In the event of such defence not being submitted within the said week, the management may proceed to dismiss him without further delay.

(7) All cases of dismissal shall be reported in the case of men teachers to the inspector and in that of women teachers to the circle inspectress, together with a full statement of the case and a copy of the teacher's defence, if one has been submitted. If the inspector, or the circle inspectress disagrees with the decision of the management he or she shall refer the case to the Director of Public Instruction for final decision.

(8) Salaries shall be paid monthly within ten days of the termination of the month for which they are due. No deductions shall be made from salaries except in the following cases :—

(a) payment of income-tax ;

(b) contributions to or repayment of advances from the provident fund ;



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**APPENDIX XXVII—concluded.**

(c) payment to a court of law on an attachment order.

(9) Except in cases where teachers are definitely employed in temporary vacancies up to the beginning of the long vacation a teacher who has worked continuously in a school for eight months or more before the long vacation shall be entitled to the full vacation pay; teachers who have worked for any lesser period shall receive a reduced vacation pay in proportion to the period for which they have served, provided that no teacher who has served for less than three months will be entitled to any vacation pay.

(10) The duties of teachers shall be such as are usual and customary in schools for boys in the Punjab, and shall consist in teaching in class, supervising during play-hours and such other duties as head master of the school shall, from time to time, allot to them. Teachers shall not undertake private tuitions or any other duties likely to interfere with their school work without the written permission of the management.

(11) Any disputes that may arise between teachers and management may, at the request of both parties, be referred to the recognizing authority whose decision will be final and binding on both the parties.

## APPENDIX XXVIII.

(Chapter VIII, Article 232 (iv).)

The agreement contemplated under Article 232 (iv), Chapter VIII, Punjab Education Code, need not necessarily be the same in all schools, but should contain nothing repugnant to the rules in Appendix XXVII.

It should be noted that Government considers that when a teacher is appointed on probation, the maximum period of such probation should be one year.

The following is a draft form of agreement which will serve as a model :—

AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN (school authority) of the one part and (teacher) of the other part.

Whereas the said (school authority) have agreed to engage the said teacher) to serve the \_\_\_\_\_ (name of) school at (place) in the capacity of a teacher and at the salary hereinafter mentioned.

NOW THESE PRESENTS WITNESS and the parties hereto do hereby mutually covenant, contract and agree in manner following, that is to say :—

- (1) That the said (school authority) shall employ the said (teacher) and the said (teacher) shall serve the said (school authority) as a teacher in the (name) school at (place) from the date of his taking charge of such appointment until such employment shall be determined as hereinafter provided.

That except it be in a purely temporary vacancy the said (teacher) shall be on probation for a period of twelve months from the date of his first taking charge of his appointment during which period it shall be open to the said (school authority) to dispense with his services without giving notice or without assigning any reason.

- (2) That the said (teacher) will employ himself honestly, efficiently and diligently under the orders and instructions of the head master under whom he shall from time to time be placed as teacher in the said (name) school in which capacity he will discharge all such duties appertaining to that office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and will make himself in other respects generally useful as may be required of him.
- (3) That he will not on any pretence absent himself from his duties without first having obtained the permission of his superior officer authorised in this behalf or in case of sickness or inevitable accident without forwarding a medical certificate satisfactory to the officers aforesaid as may be required by the leave rules of the said school.

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**APPENDIX XXVIII—continued.**

- (4) That he will devote his whole time to the duties of the said employment and will not on his own account or otherwise either directly or indirectly, carry on or be concerned in any trade or business whatsoever without having first obtained the permission of his superior officers authorised in this behalf.
- (5) That he will conform to all the rules and regulations in force in the said school inclusive of leave rules—a copy of which is appended—and will obey all such lawful orders and directions as he shall from time to time receive, from any authorised officer of the said school.
- (6) That this agreement may be terminated at any time by either party on giving to the other three calendar months' notice in writing of such intention to determine the same, or by paying three months' salary in lieu of such notice provided that (school authority) can dismiss (the teacher) without notice in the event of such gross misconduct as in the opinion of the management should be brought to the notice of the Department for action under Articles 71 and 180 of the Punjab Education Code.

In such a case the teacher before dismissal will be called upon for his defence in writing for which he shall be given one week from the receipt of the latter calling upon him for his defence, within which he should submit his defence to the management. In the event of such defence not being submitted within the said week, the management may proceed to dismiss him without further delay.

- (7) That if the said (teacher) shall observe and comply with all the provisions of these presents there shall be paid to him, for such time as he shall be in the service of the said school and actually perform his duties, a salary of Rs. \_\_\_\_\_ per mensem for the first year of his service, which shall be increased each subsequent year of his service by Rs. \_\_\_\_\_ per mensem up to a maximum of Rs. \_\_\_\_\_, but that in the event of his temporary absence from duty by reason of sickness or leave or otherwise he shall be paid such salary only as shall be determined by the rules in force in the said school.

**PROVIDED** always that the teacher shall get the full salary or a proportionately reduced amount per month during the long vacation according as he has worked for eight months or more preceding the vacation or a shorter period, provided further that the teacher shall not be entitled to any vacation pay if he has served for less than three months.

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**APPENDIX XXVIII—concluded.**

- (8) That it shall be lawful for the school authority at any time if satisfied on medical evidence that the said teacher is unfit and is likely for a considerable period to continue unfit by reasons of ill-health for the discharge of his duties as such teacher to determine his service under these presents on paying him three months' salary less any amount which may have been paid him as leave allowance after the date of his last appearance in the school for the regular discharge of his duties as teacher (the decision of the school authority as to the unfitness of the teacher being final and conclusive) and thereupon his service shall absolutely cease and determine.

IN WITNESS whereof \_\_\_\_\_ and \_\_\_\_\_  
have hereunto set their hands the day and year first above written.

Signed by

in the presence of

Signed by

in the presence of

## APPENDIX XXIX.

(Chapter III, Article 102.)

### *Completion certificate.*

Certified that to the best of my knowledge the work of-----, or a portion thereof, for which the building grant is required has been completed at a cost of Rs.-----in accordance with the detailed plans and estimates approved and signed by the local divisional officer of the Public Works Department, Buildings and Roads Branch, and that the work is up to the required standard.

EXECUTIVE ENGINEER,

-----*Provincial Division.*



344.5455207

EDU-P, 1940

26 NOV 1956

12. 3. 57

15 FEB 58

13-7-59

4 FEB 1961

22-6-61

18-7-61

13-9-61

10 JUL 1963

464

19. 10. 63

13. 4. 64

13 OCT 1966