

HARYANA EDUCATION CODE

Grant-in-aid, Fee, Scholarships, General, Recognition Rules,
Punjab Primary Education Act, Pupils' Funds Rules,
Building Fund Rules, Haryana Aided Schools
(Security of Service) Rules, and
APPENDICES



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FOREWORD

Haryana has made significant progress in the field of Education. In order to keep abreast of the changing rules, a large number of amendments have been, from time to time, made by the Govt. in the various provisions contained in the Education Code. New orders relating to the interpretations of the provisions of the code and instructions for the constitution and maintenance of different Pupil Funds have also been issued by the Directorate of Public Instruction.

In addition to the above, Haryana Aided Schools (Security of Service) Act, 1971, and service rules have been incorporated in the code. The Grant-in-aid rules applicable to privately managed schools have been liberalised and various clarifications have been issued from time to time. As none of these amendments in various Acts and Rules were readily available at one place, the need for a revised and up-to-date edition of the compilation was being acutely felt for quite some time. Accordingly, the present issue of the Education Code has been thoroughly revised by incorporating all the amendments, orders and instructions issued from time to time. The present Education Code is the first of its type compiled in Haryana and is corrected up to 31st Dec., 1976. I hope this publication, being self contained, will act a reference book for all those who are concerned with the promotion and development of education in the State.

This edition now replaces all the previous editions and reprints of the Punjab Education Code applicable to the State of Haryana.

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HARYANA EDUCATION CODE

CHAPTER—I

Definitions and Classifications

1. The regulations in this Code apply to Educational institutions in the State of Haryana.

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

3. In this code unless there is anything repugnant in the subject or context :—

(i) Words importing the masculine gender shall be taken to include the feminine as well and ;

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

4. The Department means the Education Department, Haryana.

5. Director of Public Instruction means an officer who is the head of the Education Department of the State.

6. District Education Officer means an officer of the Department holding charge of school education in a District.

7. Sub-Divisional Education Officer means an officer of the Department holding charge of school education up to high school level in a Sub-Division.

8. Block Education Officer means an officer of the Department holding charge of Primary Education (in a specified area).

9. Inspecting officer means an officer of the Department to whom the duty of inspection and administering education is entrusted.

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

11. Managing committee means a body of persons having financial and general control of an institution.

12. Correspondent means a person chosen by the Manager or Managing Committee to conduct and sign all correspondence with the Department.

13. College means an institution in which University or professional education is given in courses, prescribed by a University or by the Department.

14. Arts Colleges include Colleges in which prescribed courses in arts or science are studied.

15. Professional college is a college teaching a course of study, recognised by a University or by the Department of Government qualifying for the pursuit of a profession.

16. School means an institution in which instruction other than collegiate, is imparted to not fewer than 10 enrolled pupils.

17. Continuation school means an institution in which education 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.

18. Schools under public management are those schools which are under the direct management and control of Government or officer or committees acting on behalf of Government, or boards exercising statutory powers.

19. Recognised school is a school under an approved voluntary organisation which has been recognised for the purpose and imparting instruction up to a particular stage.

20. 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.

21. Recognised school is a school in which the course of study conforms to standards approved by the Department and which is inspected by the Department.

22. Private school means a school that does not come under the definition of a public school.

23. A privately managed recognised school may either be :—

- (a) an aided school which, being under private management received aid from the General Revenues.
- (b) or an un-aided school which being under the private management does not receive aid from the Department.

24. Schools are for :—

- (a) General Education ; or
- (b) Special Education, that is technical or Industrial Training, Education, for the gifted or Educationally sub-normal, physically or mentally handicapped or deficient children.

25. Boys school means a school in which admission are open to boys, and girls are admitted by special sanction.

26. Girls school means a school in which only girls are admitted, and boys are admitted by special sanction upto certain stage.

27. Co-educational school means a school in which boys and girls can be admitted without any distinction and follow the same courses of study.

28. Elementary school means a school which follows an approved course of study of approximately of the primary standard.

29. Approved school means school approved for the purpose of primary education as laid down in section 2 of the Punjab Primary Education Act., 1960.

30. Special School means schools which have been specially designed for the education of gifted, educationally sub-normal/physically handicapped, mentally retarded children, as provided for in section 7 of the Punjab Primary Education Act, 1960.

31. Model School means a school for general education which is either under direct management of Govt. or under private management where higher rate of tuition fee is charged with the prior approval of the Department and in lieu of which better facilities are provided.

32. Schools for general education are classified according to the stage (standard) up to which they teach as under :

(a) Pre-primary or nursery schools/Balwadis, schools catering to the education of children who have not attained the minimum age for admission for compulsory attendance.

(b) Primary/Junior Basic schools, having classes I—V.

(c) Middle/Senior Basic/Junior Model Schools having classes I—VIII or VI—VIII.

(d) High/Senior Model Schools having classes upto X with or without primary classes.

(e) Higher Secondary/Quality Higher Secondary Schools/Multi-purpose Higher Secondary Schools having classes up to XI with or without primary classes.

33. A Training College or a college of Education is an professional institution which prepares students for teaching middle, high and higher secondary classes.

34. A Junior Basic Training School is a Professional institution of under graduate standard in which pupils with Matriculation or equivalent qualifications are prepared for teaching primary classes.

35. Schools for professional education include Industrial schools and other such type schools preparing students for a profession/vocation.

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

37. Stipend means a subsistence allowance paid to a pupil on certain condition to enable or induce him to pursue a specified course of study.

38. Open scholarship means a scholarship which is not restricted to any particular section/class and is awarded under rules of general application.

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

40. A school meeting is a continuous period of secular instruction the minimum length of a school meeting shall be, in continuation school one hour in elementary schools, in primary schools or department, and in girl's 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.

41. 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. Attendance may be counted on account of pupils on leave ;

(a) to prepare for the middle standard or matriculation or Higher Secondary examinations.

(b) for sports or for participation in other/educational or cultural activities, sponsored by the Government or Recognised Educational Institution duly certified by the Manager or Headmaster. The period of leave to be thus counted shall not in either case exceed ten days in a year.

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

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

44. Grant year means the twelve months for which school statistics and accounts are submitted to the District Education Officer for the purpose of calculating grant-in-aid for any year *viz*. 1st April to 31st March preceeding the inspecton.

45. The term pay, wherever used in this publication has the meaning assigned to it in the Government Fundamental Rules.

46. A College Council is a small body of members of the staff of a college constituted for the purpose of consultation on matters concerned to studies, discipline and general matters, affecting the proper running of the institution.

**CHAPTER II
GRANT-IN-AID**

SECTION 'A' GENERAL

47. Grants-in-aid are sums of money which are annually set apart from the general revenues for the purpose of encouraging and extending private enterprise in education. Such grants are given only for purposes connected with secular instruction, without reference to any religious instruction and under the rules given hereafter.

Objects of grant.

48. Only permanently recognised institutions which are brought on the regular grant-in-aid list are entitled to this payment provided that the Director of Public Instruction, Haryana may pay special grants to such permanently recognised Educational Institutions, which are not otherwise on the regular grant-in-aid list provided the funds permit and provided further if there is still some balance available in the amount set apart. The Director of Public Instruction may consider the possibility of paying some special grant-in-aid to provisionally recognised educational institutions also.

Grants-under special rules.

49. Government reserves to itself the right to allocate to division, districts or other areas the maximum amount of money available in a given year for distribution as grants among secondary 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.

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

50. The competent authority to determine the grant-in-aid under these rules is the Director or Public Instruction, Haryana who will receive the recommendations for the payment of these grants from the District Education Officers concerned who will have the preliminary calculations regarding grants, made in their office on the basis of record which are made available by the Head of the institutions concerned.

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

51. Wherever, under these rules, the order of sanction of the Department is required, the order and sanction of the Director is meant, which should be obtained through the District Education Officer, whenever the sanction of the District Education Officer is required and has been granted, the Director has power to revoke such sanction.

Sanction of the Department.

52. 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 Govt required in cases not provided for.

53. Any officer of the Education Department, at any reasonable time without notice, may visit and inspect the school and also inspect office records as are required by the Department and also inspect and comment upon the instructional efficiency of the school and may record his/her remarks in the log book and provided further that in the case of girls middle, high and higher secondary schools the inspection shall usually be conducted by a lady officer of the Education Department. However, if a male Education Officer wished to inspect/visit a girls middle, high and higher secondary school with or without notice he shall usually be accompanied by a lady officer.

Authority to inspect aided schools.

Source of Grants.

54. Grants awarded under the rules of this Chapter are payable out of State Revenues to :—

(a) Primary schools and Primary departments of Middle, high and higher Secondary schools.

(b) Middle schools or Middle Department of High/Higher Secondary Schools.

(c) High and Higher Secondary Schools.

Form of grants.

55. Grants are made in the form of maintenance grants, building grants and extra ordinary equipment grants.

Correspondence with the Department.

56. All correspondence with the Department on the Subject of grant-in aid must be addressed to the District Education Officer.

SECTION 'B'

CONDITIONS OF MAINTENANCE GRANTS

Maintenance grants.

57. These new maintenance Grants rules are applicable *w. e. f.* the year 1976-77 based on the deficit of the year 1975-76 (1st April, 75 to 1st march, 76.

Applications for maintenance grants.

58. Application for maintenance grants for consideration in any school year shall be submitted to the District Education Officer in the prescribed form (Appendix-II) before the 1st of September. The District Education Officer shall make all necessary enquiries regarding such applications and shall record his opinion and recommendations on the basis of these enquiries. The District Education Officer will forward all the applications received during the year from school authorities in his opinion and recommendations indicative the actual deficit of the school of the proceeding year. Submitting to the authority responsible i.e. Director of Public Instruction for the assessment and for the payment of grant.

Conditions on which maintenance grants are given.

59. The following are the conditions on which maintenance grants are given to permanently recognised Primary, Middle, High and Higher Secondary Schools.

(a) that there is a managing committee approved by the Department. The managing committee, among others, shall include the following members as representatives of teaching personnel. Any change in the personnel of the managing committee shall be notified to the Department through the District Education Officer within one month of the suggested change:—

(i) Head of the Institution as an ex-officio member with a right to vote ;

(ii) Teacher's representative to be nominated by the teachers themselves in the ratio of 1:20 according to the strength of the staff with a maximum of two with right to vote on school matters. The nomination shall be by rotation according to the length of the service of the teachers.

(iii) One or two Educationists.

(b) that there is an average daily attendance of not less than 20 or, in case of girls, 15 pupils in the school;

(c) that the school premises are sufficiently commodious to provide at least 9 square feet of floor space for each pupil in the Primary classes and 12 sq. feet for each pupil in other classes, are healthy well lighted, ventilated, and drained and are supplied with suitable office;

(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;

Note : Under the rule, it will be open to the Department to order an enquiry into the conduct of any teacher, employed in an aided school.

(f) that the organisation, discipline, and tone are satisfactory; that the instruction is given in accordance with the approved time table and that the books used are authorised by the Department/School Board;

(g) that the fees levied and concessions allowed are in accordance with the rules laid down by the Department provided that a recognised institution may, with the prior approval of the Department, raised the rates of tuition fees by 25 per cent;

(h) that the admission and attendance register, a log book and accounts of income from all sources, including subscription, 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 files of vouchers for all contingent expenditure are available to the inspecting officers when called for ;

(i) that the income from subscriptions, endowments and other resources (excluding fees) suffices to ensure that the management can contribute atleast 10 percent 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 the Departments, recognised or unrecognised, is open to inspection by an officer of the Education Department (as laid down in Article 53); provided further that it shall not be the duty of the inspecting officer 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 it has adopted the contributory Provident Fund scheme for its teachers :

(p) that the salary to teachers is regularly paid through crossed chedues.

(q) that there must be atleast one educationist on every selection committee appointed for selection of teachers in the school;

59. (A) (i) that the teachers are being given the scales of pay as admissible to their counter parts in Govt. Schools with effect from 1.12.67;

(ii) that annual increments to the staff are paid regularly ;

Conditions for
the release of
Maintenance
grants.

(iii) that the Dearness Allowance and other reliefs allowed and admissible are paid at the Govt. rates;

(iv) that the payment of salaries to the members of the staff is made by crossed cheques;

(v) that the fees levied and concessions allowed are in accordance with the rates prescribed by the Education Department;

(vi) that the management the staff and the students do not take part in communal anti-national and subversive activities, and the school maintains proper standard of discipline and reputation;

(vii) that the school authorities strictly adhere to the Provisions of Haryana Aided Schools (Security of services) Act, 1971 and the rules made thereunder as amended from time to time, and also the departmental instructions issued from time to time;

(viii) that the school authorities undertake to refund any grant or part thereof received in excess or inadmissible if and when pointed out by the Department;

(ix) that the decision of the Department in any dispute arising between the managements and its employees, will be final and binding on the school authorities

Refusal of grants

60. No grant shall be made in respect to a school the income of which from fees, and Govt. grants given in accordance with the recommendations of the Kothari commissions is sufficient to maintain it in efficiency. New grants for secondary/higher secondary schools or Departments may be refused on the ground that public funds are insufficient.

Partial refusal of grants.

61. Grants may be made to one Department of a school and refused to other Departments; provided that a school which receives grant in any department, shall observe the rules laid down in article 59 of this chapter in all departments.

Application for new grants necessary in all cases.

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

Mode of award.

63. Maintenance grant will be awarded on the proportion of the actual deficit of the school and the proportion of grant which will be worked on the basis of assessment of actual deficit of the school of the proceeding year and the availability of funds for the payment of grants in aid.

How maintenance grant is to be calculated.

64. Staff grants shall be at the rate of 1/3rd of the pay paid and shall be admissible on account of teachers, holding certificate awarded by the Department of the Haryana State or otherwise considered eligible by the Education Department to take the job of the teacher provided that ;

(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 school 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 grants, be fixed at the same rate as for teacher performing similar duties.

(c) If a school entertains the services of a principal or other controlling officer in addition to a headmaster, the pay of these two shall for the purpose of calculating grants, be combined and grant awarded on a single pay estimated at the rate, ordinarily paid to the headmaster of a school of the same grade in the neighbourhood; but if their combined teaching work exceeds 18 periods per week a 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 schools 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) The work of the teacher is reported by inspecting officer/staff to be satisfactory.

(f) No grant in aid shall be allowed under this article on account of a teacher who has attained the age of fifty eight years except in a case of a teacher of exceptional merit which necessitate his retention in service after that age.

Provided that such retention shall be admissible on year to year basis only up to the age of 62 years subject to the following conditions, Provided further that subject to the condition and procedure laid down in the first proviso retention beyond the age of sixty two years shall be given with the written approval of the state Government.

(i) A specific resolution has been passed by the Managing Committee of the school for retaining or re-employing beyond the age of 58.

(ii) The teacher produces a certificate of medical fitness to this effect from the Chief Medical Officer of the district.

(iii) The performance of the teacher and his conduct have been rated as good by the Managing Committee of the school.

(iv) The Managing Committee shall submit a regular application for renewal every year for retaining/re-employment such teaching employee in service and payment of grant-in-aid to the:—

(a) Sub-Divisional Education Officer concerned in respect of teachers including Sanskrit teachers.

(b) The District Education Officer concerned in respect of a master/mistresses and lecturers.

(c) Director of Public Instruction, Haryana in respect of a Headmaster/Headmistress and Principals.

(v) The whole or a part of the grant of the school shall be disallowed in the event of contravention of the provisions of this note.

This note is with reference to clause (f)

(vi) A teacher holding an Honours diploma in classical or a modern Indian Language, shall not be treated as trained unless he or she has undergone a teacher's training course.

Note:—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 State Bank of India or with a Post Office Saving Bank or with any Nationalised Bank and a report to this effect be made to the District Education Officer 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 sanction/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 District Education Officer concerned. It shall be obligatory on the managing Committee of the school to refund such loan to the reserve fund within a reasonable time approved by the Department.

With the previous written approval of the District Education Officer concerned the entire school reserve fund may be invested in Government securities.

Accuracy of teacher's acquittance rolls.

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

Exclusion of undesirable persons as teachers.

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

Grant admissible only for trained teachers.

67. The grant will be admissible only against those members of the staff, who are trained and appointed against the posts which are sanctioned by the department. This shall not include the salaries paid to untrained staff and staff paid out of pupils fund and also staff employed for hostel/Boarding House etc.

68. In orders to avoid duplication of efforts and expenditure, a reasonable measures 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 inspecting officer be conveniently taught in another school in the same 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 D.E.O. has been obtained to the addition of such elective subjects. Applications for the addition of elective subjects should invariably made before the 30th April.

No grant for teachers of un-economically small class.

69. The approved expenditure will include the expenditure on salaries paid to:—

Approved Expenditure

- I (a) The teaching staff.
 - (b) Ministerial Staff.
 - (c) Class IV servants regarded by the District Education Officer as necessary.
 - (d) Ten per cent of the total emoluments of a teacher put on additional jobs such as a part time clerk, librarian, outside the normal hours of duty where there is no whole time clerk/librarian.
2. Contribution to approved Provident Fund maintained in accordance with the rules as laid down in the Haryana Aided School (Security of Service Rules 1974).

69. A For the purpose of grant-in-aid the approved income of the school will include the following:—

Approved Income.

1. Tuition Fees (including Surcharge & increase in fees allowed by the Department if any).
2. Late fee and other Fines.
3. Grants received from the Government in the proceeding year.
4. Maintenance grant.
5. Grant on account of introduction of Kothari Grade with effect from 1-12-1967.
6. Grant-in-aid in lieu of free-ships to Harijans and Backward class students.
7. Any other grant received from any other source.

70. In case where expenditure in common to tuition and the boarding house, it should be distributed between the two in proportion to the service rendered. Where a boarder is charged an inclusive fee for tuition and boarding, the tuition fees shall be held to be that what would have been levied under the rules, had been a day pupil.

Distribution of expenditure common to tuition and Boarding

District Education Officer may reduce or disallow expenditure

71. The District Education Officer is empowered for the purpose of assessing the grant to a school, to reduce or disallow expenditure which obviously lavish or extravagant whether on account of class IV servants or on account of teachers who in the opinion of the District Education Officer 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 maximum pay as laid down by the Department from time to time.

Grants How Paid

72. No grant in aid shall be made in respect of unapproved sections added to the existing classes. 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 allotment made under article 47. When a school is newly established, a special temporary grant may be allowed in advance.

If a school in respect of which a grant is payable, ceases to be payable from the date on which such school ceases to be maintained.

Continuance, alteration and withdrawal of grants.

73. The continuance, suspension, or withdrawal of grants once awarded, depends generally on the conditions of the school as ascertained at the time of inspection. In 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.

(a) If it appears that the number of pupils has been unduly swelled by the promotion or inclusion of pupils unfit for a class, or if pupils have been allowed to remain in the same class for more than two years.

(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 inspecting officer) has fallen short of 370.

Powers of the Department regarding grants.

74. 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 enmity and hatred between different classes. 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.

SECTION C—GRANTS FOR BUILDING AND APPLIANCES

75. Grants may be made for the following purposes to schools, qualified to receive maintenance grants except in so far as paragraph (b) of article 59 is concerned, provided that the management of the school in each case is a registered body.

Grants for buildings and appliances.

(a) the purchase, erection or extension of school, or hostel buildings ;

(b) the execution of extra ordinary repairs to schools 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 (b) and (c) will be made only in special cases.

76. Applications for building and equipment grants must be made in the prescribed form (appendix VI and VII) and shall be submitted to the District Education Officer 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.

Application for grants.

77. The District Education Officer, shall after scrutiny and enquiry, record his recommendation on each application and forward it to the Director in sufficient time for the inclusion of the item, if sanctioned in the budget for the following year.

Report of inspecting officer.

78. The order passed upon each application together with the date on which it is to take effect, shall be communicated to the controlling body of the school concerned.

Communication of order.

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

Conditions of building grants.

(a) the application shall be made in the form prescribed by the Department ; (see Appendix VI)

(b) rough plans and approximate estimates should be attached to the application. If the applicant desired 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 in variably 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 forth-coming ;

(e) In the case of 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 proposal set forth in the plan must be previously obtained.

(f) The opinion of the Deputy Commissioner and in case of a Building estimated to cost more than Rs. 50000/- the opinion of the Commissioner on the proposals shall have been obtained.

Bond to be Executed

80. 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 D.E.O., securing to Govt. 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 any other grade approved by the Department or in the event of the school ceasing to be opened 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 provision 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/-

Conditions for the payment of building grant.

81. No grant for a building shall be paid in full nor can payment of any portion of the grant be claimed as a 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, Haryana through the District Education Officer 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 of the advances so made, as the total estimated cost bears to the grant sanctioned.

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 certificate in the form prescribed in Appendix XIX 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 ceasing to be applied to the purpose of a public school of the grade approved by the Department.

82. 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 District Education Officer.

Conditions for
the payment of
equipment
grant.

The grants shall be given in order of priority of the needs of the institution which will be determined by various factors, the more important of which are given below :—

- (a) The institution is situated in a backward area or in an out of the way place and is run by a local management whose financial condition is not so good;
- (b) The institution is an uprooted one and needs help and support on general grounds ;
- (c) the institution is situated somewhere along the border and its enrolment and financial condition have fallen in consequence of the fact ;
- (d) The institution has not received such grant for the last five years ;
- (e) The institution has met the pressure of the increased enrolment and the financial condition of the management is not such as to cope with the requirements of additional furniture and equipment ;
- (f) The general financial position of the management as judged from its deposition in the name of the school, the regularity with which the provident fund accounts for teachers are credited to the bank and the scales of pay to the teachers shall be borne in mind.

- (g) The conditions and quantity of the existing furniture and equipment shall be taken into account.

Total grant
admissible.

83 No grant shall ordinarily exceed half the total expenditure in aid to 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 'D' REGISTERS AND RETURNS

Registers etc. to
be maintained.

84 Every recognised school receiving a grant or not shall provide out of school funds :—

- (a) a copy of the latest edition of the Haryana Education Code.
- (b) a Register of Attendance. (Appendix IV)
- (c) a Register of Admission and Withdrawal. (appendix V)
- (d) a Register of Statistics. (appendix XXIX—XXXI)
- (e) a Log Book.
- (f) Acquittance Rolls of staff, class IV servants and scholarship holders.
- (g) a Register of School Property. (appendix VIII)
- (h) a Register of Library Books. (appendix IX)
- (i) a Visitor's Book (in Secondary Schools only)
- (j) a Register of Private Tuition.
- (k) Transfer Certificate File.
- (l) Cash book.

All registers shall be maintained in forms approved by the Department. Accounts will be kept, and 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.

85 The inspecting officer shall examine all 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.

Entries in Log
Book.

86 The reports and remarks of inspecting officers shall be recorded in the log book. All other persons authorised to inspect schools may record their remarks only in the Visitor's Book.

Annual returns.

87 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 return shall form as to show readily the division of staff, expenditure, etc; between the two parts.

In the return of income expenditure & the register of statistics (Appendix XXIX-XXXI) only disbursements actually made shall be shown.

SECTION 'E'—GRANTS—IN—AID FOR THE REVISION OF PAY SCALES OF TEACHERS

Grants-in-aid for the revision of scales of pay of Teachers working in Privately Managed Institutions in accordance with the Recommendations of Kothari Commission.

88 1. That the managements tender an undertaking that they have revised the scales of pay of all teachers in position on 30th November, 1967;

Conditions of Grants.

2. That any replacement consequent upon resignation and retirement will be notified to the Department and the pay of the new incumbent will be fixed with the approval of the Department.

3. That no teacher in position on 30th November, 1967 will be removed by the management without prior approval of the Department ;

4. That the management will allow the revised scales of pay and Dear ness Allowance at revised rates to the teachers appointed against vacancies or newly created posts on/after 1st December, 1967 without insisting on financial assistance from Government, however the request for additional grant will be considered subject to the availability of funds and the conditions that the new posts were created with the prior approval of the Department;

5. That the pay of the teachers are to be fixed in the revised scales of pay with the approval of the Department.

Note : No grant-in-aid will be paid in cases of :-

- (i) Where the teachers opt to retain their old scales of pay.
- (ii) Special pay.
- (iii) The posts filled by Supernnuated Teachers.

89 1. The untrained teachers with Higher Secondary/Matriculation qualification who are getting fixed salary of Rs. 100/-per mensem till they attain the prescribed professional training.

Categories of Teachers who are eligible for the grant.

2. The untrained masters/mistresses who are paid the starting salary of Rs. 200/- per mensem, the regular scale of pay will only be given to them as soon as they acquire the prescribed professional qualifications.

3. The J.B.T. teachers are eligible for the grant-in-aid irrespective of the fact that they are attached with Secondary or Primary classes.

4. The revised scales of pay are allowed only to all those teachers who possess the requisit professional qualifications as prescribed in case of Government teachers of their respective categories.

5. Untrained Sanskrit teachers with 'Vishard' as qualification will get starting salary of Rs, 150/- per mensem and

those having Sanskrit as Elective subject in B.A. will get Rs. 200/- per mensem as fixed salary. The grant-in-aid in case of these untrained Sanskrit Teachers is to be given only upto 1974 if they fail to acquire requisite professional qualification.

Note : No grant-in-aid will be given if untrained teachers are recruited after 1967.

How pay in the revised scale is to be fixed.

90 The revised scale of pay are inclusive of Dearness Allowance as admissible on 1st November, 1966.

The pay of the teachers are to be fixed as a stage in the revised scales of pay corresponding to the aggregate of the basic-pay, temporary allowance, if any, and Dearness Allowance drawn, if on 1st November, 1966, and if there is no such stage, at a stage next below plus the difference to be treated as personal pay which would be absorbed in future increment accruing on the same date (s) as in the pre-revised scales of pay ;—

- (a) The 1st and 2nd class Trained Graduates are entitled to get an advance increment in the scale of Rs. 220-8-300/10-400.
- (b) The Post Graduate Lecturers are also to be paid one advance increment in case they have received professional training.
- (c) If any, hardship is involved in any particular case as a result of fixation in the revised scales of pay in the manner, the incumbent concerned will have the option to retain the existing scale of pay and allowances as and where advantageous to him/her.
- (d) The option has to be exercised within six months from the date of the issue of the order & option once exercised will be final. The option for retaining the existing scale of pay is to be submitted to the head of the institution within the prescribed time limit with a copy to the Education Department.
- (e) The Dearness Allowance is allowed to teachers working in the privately managed institutions on the revised scales of pay at the rates which it is admissible to their counterparts working in Government schools, however, the D.A. according to the revised scales of pay shall be reduced by an amount of dearness allowance, temporary allowance, if any admissible immediately before 1st November, 1966.

Note : The D.A. cut imposed on the dearness allowance admissible to the teachers on the revised scales of pay has been restored w.e.f. 1st January, 1977. Consequently no cut on this account will be imposed w.e.f. the aforesaid date.

Rates of grant and how to calculate.

- 91 Grants on the revision of the grades of teachers is given to non-government privately managed recognised schools only to meet the additional expenditure on account of revision of scales of pay enforced under the recommendations of Kothari Commission Report. The grant is given on cent per cent financial assistance and calculated on the basis of the difference of old and revised scales of pay and Dearness Allowance grant at central rates.

CHAPTER III

FEE AND FEE CONCESSIONS

92. The scales of fee and funds to be levied on students in schools shall be in no case at Higher or lower rates than the prescribed rates except with the special sanction of the Department.

Scales of Fees.

93. Tuition fee at the following rates should be charged from Boys and Girls students of High/Higher Secondary classes in the Government Schools in the state with effect from 1-4-1973.

Scales of fees in Govt. School.

Rates of Fee in Government Schools :—

1. <i>High Classes</i>	<i>Boys</i>	<i>Girls</i>
IX/X classes	Rs. 10/-	Rs. 6/-
2. <i>Higher Secondary Classes</i>		
IX Class	Rs. 10/-	Rs. 6/-
X Class	Rs. 10/-	Rs. 6/-
XI Class	Rs. 10/-	Rs. 6/-
3. JBT/OT Nursury (Trg.) Classes & C.P. Ed.	Rs./- 12/-	Rs. 8/-

94. Tuition fee at the following enhanced rates should be charged from Boys and Girls students of primary and Secondary Classes in privately managed (recognised) Schools with effect from 1-4-1973.

Scales of fees in privately aided schools.

The additional income derived from the tuition fees, so enhanced should not be treated as approved income for the purpose of grant. It should be utilised for the payment of Dearness Allowance increased after 1-1-68 and subsequent adhoc relief/Interim Relief, as mentioned in appendix III.

Rates of Fee in Privately managed Schools :—

<i>Classes</i>	<i>Total fees per mensum including surcharge</i>	
	<i>Boys</i>	<i>Girls</i>
<i>Higher Secondary Classes</i>		
XI	Rs. 10.00	Rs. 6.00
X	Rs. 10.00	Rs. 6.00
IX	Rs. 10.00	Rs. 6.00

<i>High Classes</i>	<i>Total fees per mensum including surcharge</i>	
X	Rs. 10.00	Rs. 6.00
IX	Rs. 10.00	Rs. 6.00
<i>Middle Classes</i>		
VIII	Rs. 6.00	Rs. 4.00
VII	Rs. 6.00	Rs. 4.00
VI	Rs. 6.00	Rs. 4.00
<i>Primary Classes</i>		
V	Rs. 1.00	—
IV	Rs. 1.00	—
III	Rs. 1.00	—
II	Rs. 1.00	—
I	Rs. 1.00	—

Scales of fees in
Model/Nursury
Schools.

95. Tuition fee and funds at the following rates per mensum should be charged from Boys and Girls students in Government Model Nursury Schools.

A. Nursury Schools :—

Tuition Fee	Rs. 5/-
Admission Fee	Re. 1/-
Amalgamated Fund	Rs. 2/65
Health Fund	Rs. -/50

B. Junior Model Schools : —

Tuition Fee	Rs. 10/-
Admission Fee	Re. 1/-
Amalgamated Fund	Rs. 2/65
Health Fund	Rs. -/50
Library Fund	Rs. -/50
Sight Seeing	Rs. 5/-
Stationery Fund	Re. 1/-
Music Fee	Rs. 2/- (only for those students who take this subject)

C. Senior Model Schools

(From VI to VIII)

1. Tuition Fee	Rs. 15/-
2. Admission Re-admission Fee	Rs. 2/-
3. Amalgamated Fund	Rs. 2/65
4. Health Fund	Rs. 0.50
5. Sight-Seeing (Per annum)	Rs. 5/-
6. Magazine Fund (Per annum)	Rs. 3/-
7. Science Fee	Rs. 2/- only
8. Music Fee	Rs. 2/- P.M. (only for those students who take this subject)

Note :—Tuition fee from students of L.K.G. to V Classes will be charged at the same rate as prescribed for these classes in Nursury and Junior Model Schools.

96. Girls attending the schools for boys will be liable to pay fees prescribed for girls and boys attending schools for girls will be liable to pay fees prescribed for boys.

Scale of fees in
co-educational
Secondary
Schools.

97. Hostel Fee in Schools under Public management shall be in conformity with rates laid down from time to time in this regard. The boarders in institutions shall bear all charges for lighting & messing except pay of cooks & Kahars in the boarding house attached to all Government institutions for the training of teachers and Government Schools for girls. Boarding House Fee in Government Schools shall be as follows :—

Boarding House
Fee.

- (a) Boys from 6th class onward in Middle High or Higher Secondary and JBT Institutions. Re. 1/- per month exclusive of charge for lighting & Kitchen servants.
- (b) Girls from 6th class onwards in Middle, High or Higher Secondary and JBT Institutions. 50 paise per mensum inclusive of charges for Kitchen servants & lighting.
- (c) No Boarding house fee shall be charged from students studying in Primary classes.

Note :—

- (i) Every resident student shall have to pay the Boarding House fee at full prescribed rates. No concession shall be allowed.
- (ii) The Boarding House fee shall be charged for full month during which a student leaves or joins the Boarding House before 15th of a month.

- (iii) Exemption from the payment of the Boarding House fee shall not be allowed to Boarder for his being absent on grounds of illness for a full calender month if the seat is reserved for him and cannot be allotted to another scholar during his absence.
- (iv) The charge for electricity shall be levied from Boarders and from the resident members of the staff for 12 months of the year.

Fee leviable for
Twelve months.

98. Fees are leviable in recognised schools for twelve months of the year. But in case 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 of (b) and (c) D.E.O.'s sanction is necessary except in cases of re-admission within 20 days of the announcement of failure in a public examination. In the case of an institution/classes attached to a training college/as a practising school, the principal of the said training college shall exercise the same powers as the District Education Officer 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 recognised school to another, including Government School, neither shall the tuition fee be levied for calendar month during the whole of which a pupil has been absent on sick leave.

Migration from
un-recognised
school.

99. For the purpose of this paragraph a school recognised in any province in India shall be regarded as a recognised school. Under clause (ii) of Article 187 students coming from un-recognised school should on their admission to a recognised school be charged tuition fee from the month of admission.

Transfer from
one recognised
school to
another.

100. A second tuition fee for the same month cannot be levied from a pupil on transfer from one recognised school (which term includes a Government School) to another.

Fees from
rusticated
students.

101. In schools no fee should be charged for the period of rustication but they should be levied from the month of re-admission.

Rates of fees in
Recognised
Aided Schools.

102. No aided recognised school shall levy higher or lower rates of fees as prescribed by the Government except with the special sanction of the Department.

Admission Fee
(Entrance fee.)

103. Admission fee at the following rates shall be charged on the first admission of a pupil to the secondary department to all Government aided/unaided schools.

Middle Classes	Rs. 3 per student
High/Higher Secondary classes	Rs. 5 per student

A student whose name is struck off the rolls as a disciplinary measure on account of absence from the educational institution or due to non-payment of dues within the prescribed time or for some other reasons or who himself/withdraws his name, re-admission fee at the token rate of Rs. 1/- only should be charged from such students and not the admission fee at full rates.

Note :—

- (i) Promotion from the Primary to the Secondary Department should be taken to imply first admission for which an admission fee is leviable.
- (ii) A second admission fee is payable when a pupil is admitted on transfer, to second school except where.
- (iii) Admission fee shall be charged once in the Middle Department and Second in the High/Higher Secondary Deptt.
- (iv) Admission fee at full rates is to be charged from Harijan/Scheduled Castes and Backward Classes students and no concession on this account is admissible to any class of pupils.
- (v) No admission fee is payable by the failed students who continue in the 6th and 9th class as a result of their failure in the annual school examination.

104. The admission of casual students in Government Schools are not allowed.

Admission of casual students.

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

Fee concession on account of poverty.

- (a) Half rates and complete exemption from the payment of tuition fees for pupils on means-cum-merit basis (from 6th class onwards in Middle, High and Higher Secondary/JBT schools upto a limit of 10% full concession and 10% half fee concession in case of boys, and 20% full and 20% half in case of girls of the number of pupils on the rolls from class VI to the highest class in the school (Both inclusive) on the 15th July last, provided that the proportion may be varied at the discretion of the head of the institution and provided that the equivalent of 15 per cent for boys and 33% for girls exemption is not exceeded.
- (b) Exemption from the payment of fees upto a limit of 25% of the number of pupils on the rolls of a primary schools which term also includes the primary Department of a Middle, High or Higher Secondary School on the 15th July, last.

Note :—

- (i) In the case of schools, started after 15th July, the number of the fee concessions, admissible under this article, may be calculated on the basis of enrolment on the last working day of the month following the month in which the school/class is started.
- (ii) The fee concession granted on the score of poverty in the month of August on the basis of the enrolment of school on 15th July, should be continued during the month of April, May, June &

July of the following school year or the last working day of the month following the month on which a new school/class is started.

- (iii) In no case the number of fee concessions during the month of April, May, June & July should exceed the total number of fee concession admissible on the enrolment of classes on the 15th July of the proceeding year.
- (iv) Fee concessions granted in the new schools started after the 15th July, too, shall continue upto the month of June of the following school year.
- (v) In calculating the number of concessions, fraction of one half and over shall be counted as one.
- (vi) Although there are separate provisions for the grant of fee concession to the children of Teachers, military men, special classes etc. none of these classes of children are debarred from the grant of poverty concession permissible under the article as it does not fix any income limit for the purpose. However, in no case can the pupil enjoy the two kinds of concessions at one and same time.
- (vii) In accordance with the policy of free-Education, Education upto VIII class in Government Schools have been made free, in other words no tuition fee shall be charged upto 8th class. The poverty concession under Article 105 of the Haryana Education Code should be calculated on the basis of students on roll in IX to XI classes.

Other fee concessions.

106. The children of the following classes of persons are totally exempted from the payment of tuition fee upto high/higher Secondary and JBT Classes in Government schools.

Para 1

General

- (i) The children of either sex of the serving Army personnels or ex-servicemen up to the rank of NCO's.
- (ii) The children of either sex of the serving JCO's or ex-JCO's earning pension upto Rs. 100/- per month and own less than Five standard acres of Agricultural land.
- (iii) Police Personnel serving in Jammu and Kashmir.
- (iv) Full Fee-concession is also allowed to the children of following classes upto BA/B.Sc. in Government Schools and Colleges.
- (v) The children of players in Olympics Hockey Team which won the final match in Tokyo Olympic in 1964 belonging to Punjab and Haryana.
- (vi) The children of all medal winners in Olympics, Asian Commonwealth and National Sports including Athletic meets at State Level and above.

Para 2

When two or more brothers or sisters attend the same recognised school or college or such recognised institutions as are under the same management in the same town and do not enjoy any concession under the proceeding rules, the child in the highest class shall pay the full prescribed fee and the other one half of the full fee.

**Brothers/Sisters
concession.**

Note :—

- (i) The younger brother/sister shall continue enjoying the half fee concession even if the child in the higher class does not pay fee due to his remaining ill throughout the month.
- (ii) This concession is also permissible to the children of a re-married widow by first as well as by her second husband provided it is satisfactorily proved that the children by the deceased husband are also dependent on the second husband.
- (iii) This concession is admissible from the date from which the dues are charged or from the date of actual joining or attending the class provided necessary dues for this period have already been paid by the elder brother or sister previously on the rolls of the institution.
- (iv) In cases where the elder brother/sister joins the college/school long after the payment of full dues by the younger brother/sister, refund of half concession is permissible to the later from the date the former pays the fees. In cases of Model Schools, this concession shall only be permissible if the children are studying in the same school.
- (v) This concession is not permissible to the younger brother/sister of a student who enjoy full or half concession in tuition fee on account of poverty under article 105 of the Code or whose fees are paid out of the Red Cross Fund. However, this shall not debar them from being granted half/full fee concession on account of poverty under article 105 of this chapter and to receive further aid out of Red Cross Fund.
- (vi) For the month in which an elder brother/sister name is struck off for non-payment of fees.

Para 3

In school children of each teacher whose total income does not exceed Rs. 350/- per mensem or retired teacher whose total income is not in excess of Rs. 350/- per mensem at the time of retirement or teacher whose total income at the time of his death did not exceed Rs. 350/- per mensem if he died after retirement or Rs. 350/- if he died in active service, shall be exempted 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 purpose of this paragraph the expression recognised school shall be held to include a school recognised by the Department of Industries Department, Haryana. A retired teacher not in receipt of pension shall be considered to be in receipt of an income exceeding Rs. 350/-

**Teacher's
children
concession.**

per mensem. The children of a teacher whose pension is reduced to Rs. 100/- per mensem or less in consequence of commutation of a part of the pension shall not be eligible for these concessions.

Note :—

- (i) The term teacher shall mean a person doing the job of teaching.
- (ii) In Government schools, the children of teaching personnel whose basic pay does not exceed Rs. 350/- P.M. shall enjoy full fee concession upto Higher Secondary stage.
- (iii) Fee concession under article 106 of the Haryana Education Code is also admissible to the children of retired teachers from the date from which children of in-service teachers are enjoying.
- (iv) For purpose of teachers' sons fee concession, a retrenched teacher shall be treated as a retired teacher only for the period intervening his retrenchment and obtaining further employment provided he gives every month an affidavit to the effect that he has not been employed since the retrenchment.
- (v) The children of teachers placed under suspension are not eligible for this concession. However if the teacher concerned is reinstated to his post, fee charged shall be refunded to him.
- (vi) Since this concession is based on the income of year, preceding the payment of fees, affidavits should always be demanded from teachers, applying for fee concession annually regarding their previous years income.

Other allowance granted for the expensiveness of the locality shall be excluded from the income of teachers.

Note : Children of Gazetted Officers or income-tax payers will not be eligible for any concessions and stipends at school stage.

Para 4

Fee concession and free education policy.

Under the Free Education Policy of the State Govt. Education upto VIII class is free in all the Govt. Schools. Again, Education for Girls upto Primary Stage is free in all the privately managed Schools of the State where even fee is charged from boys in primary classes with the permission of the Government the children of the following classes of persons shall be exempted from the payment of tuition fee in Primary classes in all the Privately managed recognised Schools in Haryana.

- (i) Agricultural labourers, village artisans and other low workers.
- (ii) Tenants of land provided they engage in person in the work of cultivation and not through agents.
- (iii) Soldiers, retired soldiers and deceased soldiers.

Para 5

Facilities of free Education to certain classes of person.

Facilities of Free Education upto Matric Standard are provided to all the children studying in Government High Schools Morni Hill (Ambala). This concession is valid only upto 15-8-1979.

- (ii) Free Education upto the Degree level (Tuition and laboratory fee only) is permissible to the children of deceased Haryana Government Employees who die while in service after 1st January 1970, on the production of indent cards from the Chief Secretary to Government Haryana. This concession is also allowed to such children studying in Schools/Colleges in Punjab and Chandigarh.
- (iii) All children of the State Orphanage Studying in Government High School, Madhuban (Karnal).
- (iv) Facilities of full fee concession are granted to the children of Bhakra ousted in Government Schools w.e.f. 1974-75.

Para 6 :

Children belonging to Scheduled Castes as declared by the Haryana Government from time to time shall be totally exempted from payment of tuition fee upto High/Higher Secondary and J.B.T. classes in Government Schools irrespective of the income of the parents/guardians subject to the condition that the student getting this concession does not fail more than once in the same class.

Fee concession to the children belonging to Scheduled Caste and backward classes.

Total exemption of tuition fee is allowed to the children of backward classes as notified by the Government as backward on the basis of caste, on the rolls of recognised secondary schools from time to time provided the income of their parents from all sources does not exceed Rs. 4200/- per month.

Note:—Children belonging to Kamboz community have been granted concession from 26-12-1977 to 25-12-1982.

Para 6-(a)

Total exemption of tuition fee is also permissible to the children of Scheduled tribes who have been residing in Haryana State consecutively for three years provided the income of their parents from all sources does not exceed Rs. 4200/- per annum.

Fee concession to Scheduled Tribes.

Para 6-(b)

The full fee concessions at present permissible in Non-Government recognised schools are 10% of the total enrolment but the school which admit scheduled castes and other backward classes students should be allowed to raise this percentage subject to a maximum of 12% in the ratio of number of Scheduled Castes and other Backward Classes students admitted by them as follows :—

Fee concession to Scheduled Castes/Backward classes in Non-Government Schools.

<i>Percentage of Scheduled Castes and other Backward Classes students in the Schools</i>	<i>Number of full fee concession admissible at the school</i>
Below $\frac{1}{2}$ %	10%
$\frac{1}{2}$ to $1\frac{1}{2}$ %	$10\frac{1}{2}$ %
Above $1\frac{1}{2}$ % to $2\frac{1}{2}$ %	11%
Above $2\frac{1}{2}$ % to $3\frac{1}{2}$ %	$12\frac{1}{2}$ %
Above $3\frac{1}{2}$ % to $4\frac{1}{2}$ %	$12\frac{1}{2}$ %
above $4\frac{1}{2}$ %	$12\frac{1}{2}$ %

- (ii) For this purpose of calculating fee concessions a fraction of $\frac{1}{2}$ or more will count as one and less than $\frac{1}{2}$ will be ignored. Five percent of this concession should be reserved for Scheduled Castes and other Backward Classes students. This 5% will be in addition to such fee concessions as the students of Scheduled Castes and other Backward Classes may earn ordinarily under the existing rules.
- (iii) If the number of Scheduled Castes and other Backward Classes students on the rolls of a school exceeds 5% of total enrolment the tuition fee of the number in excess of 5% will be paid by Government to these schools at half rate as admissible under para 6 Article 106 of the Haryana Education Code.
- (iv) Special grants will be allowed to the privately managed recognised schools, on the basis of a graded formula to compensate them for the half fee covered by them, as under :—

<i>Category of Schools</i>	<i>Special grant admissible</i>
(i) Schools with more than 5% and up to 20% Harijan/other Backward Classes students.	50% of the half rate re-imburement.
(ii) Schools with more than 20% and upto 40% Harijan and other Backward classes students.	75% of the half rate re-imburement
(iii) Schools with more than 40% Harijan/other Backward Classes students.	100% of the Half rate re-imburement.

Note: (i) No tuition fee will be re-imbursed to (i) Government Schools and Colleges and (ii) in respect of Scheduled Castes and other Backward Classes students as they are covered under the Free Education Scheme.

- (ii) In addition to the above the Scheduled Castes/Backward Class students are eligible to all other concessions under the State Harijan Welfare Scheme as sanctioned by Government from time to time.

Para 7

SCHEDULED CASTES

List of Scheduled Castes, Scheduled Tribes and Backward Classes

Note : No person who possesses a religion different from the Hindu or the Sikh religion shall be deemed to be a member of Scheduled Castes.

(a) Part-X-Haryana

Throughout the State :—

- | | |
|--|------------------------------|
| 1. Ad Dharmi | 17. Khatik |
| 2. Bangali | 18. Kori or Koli |
| 3. Barar, Burar or Berar | 19. Marija or Mareeha |
| 4. Batwal | 20. Mazhabi |
| 5. Bauria or Bawaria | 21. Megh |
| 6. Bazigar | 22. Nat |
| 7. Balmiki, Chura or Bhangi | 23. Od |
| 8. Bhanjara | 24. Pasi |
| 9. Chamar, Jatia Chamar,
Rehgar, Raigar Ramdasi or
Ravidasi. | 25. Perna |
| | 26. Pherera |
| 10. Chanal | 27. Sarhai |
| 11. Dagi | 28. Sanhal |
| 12. Dhanak | 29. Sansi, Bhedkut or Manesh |
| 13. Dumna, Mahasha or Doom | 30. Sepela |
| 14. Gagra | 31. Serera |
| 15. Gandhila or Gandir Gondola | 32. Sikligar |
| 16. Kabirpanthi or Julaha | 33. Sirkiband |

2. Throughout the State except the district of Mahendragarh and Jind.

(1) Darain (2) Dhogri, Dhangri or Siggri (3) Sansoi

3. In the District of Mahendragarh and Jind, Deha, Dhaya or Dhea

(b) List of Erst while Criminal/Denotified Tribes in Punjab

1. Bangali
 2. Barar
 3. Bauria
 4. Nat
 5. Gandhila
- No. 1 to 6 are Scheduled Castes, also, if they are Hindus or Sikhs by religion.

6. Sansi (including the following Sub-Castes) :—

(1) Kuchband	(11) Arhar	(21) Singiwala
(2) Bhedkut	(12) Bhattu	(22) Kalkhar
(3) Godri	(13) Chhattu	(23) Mirsadhkari
(4) Mahesh	(14) Habura	(24) Bhagiarmar
(5) Kepot	(15) Kikan	(25) Singikat
(6) Rechhbana	(16) Harrar	(26) Dhe
(7) Aheria	(17) Mahla	(27) Kalkhar
(8) Totlu	(18) Rehlwala	(28) Chaddi or Chadi
(9) Bharia	(19) Biddu	(29) Birtwan
(10) Bhantu	(20) Langen	

7. Tagus of Karnal District.

8. Mahatams of police station Sherakpur, district Sheikhpura, police station Atari, district Montgomery and police station Mamdot and Fazilka, district Ferozepur.

9. Dhinwara of Gurgaon District.

10. Minas of Gurgaon District.

(c) UPTODATE LIST OF THE BACKWARD CLASSES, SO FAR DECLARED IN THE STATE

1. Kamboj Community (w e.f. 26-12-1977 to 25-12-1982)
2. Raj Sikh 3. Barwar 4. Barai, Tamboli 5. Baragi, Bairagi 6. Batterha 7. Bharbhujia 8. Bhat, Bhatra, Dari, Ramiya 9. Bhuhalia, Lohar 10. Chang 11. Chimba Chippi, Chimpa, Darzi 12. Dakaut 13. Dhimar, Malah Kashyap Rajputs 14. Dhosali, Dosali 15. Faquir 16. Gatria 17. Gawala 18. Hajjam Nai 19. Jhangra Brahman 20. Khai 21. Jogi Nath 22. Kangehra 23. Rachband 24. Thathera, Thamera 25. Kuchband 26. Vazara 27. Lakhera, Manihar 28. Lohar 29. Madari 30. Mirasi 31. Mochi 32. Nalband 33. Noongarh 34. Pinja, Penja 35. Shorgir 36. Shinghkant, Singhiwala 37. Soi 38. Teli

2. The following castes or part of, or group within the caste residing in Punjab/Haryana had already been declared as a Backward Class, irrespective of religion :—

1. Aheria, Aheri, Heri. Naik, Thori
15. Kahar, Jhinwar or Dhinwar
2. Berra
16. Ghasi Ghasiara or Ghosi
17. Bagaria

- | | |
|--|--|
| 3. Beta, Hensi or Hesi | 18. Raigar |
| 4. Changar | 19. Weaver (Jullaha) |
| 5. Chirimar | 20. Labana |
| 6. Daiya | 21. Nasi (Kuleen Brahman).. |
| 7. Gwaria, Gauri or Gwar | 22. Gorkhas |
| 8. Kanjar or Kanchan | 23. Kumhars |
| 9. Kurmi | 24. Dhobi Community |
| 10. Nar | 25. Hadi Community of Kangra District only |
| 11. Rehar, Rehara or Rar | 26. Gaddi Community of Kangra District |
| 12. Ghirath including Chahng and Bahti | |
| 13. Darain | |
| 14. Ghai of Kangra District only | |

Para 8

1. Areas in the State declared/considered backward by the State Government from time to time. (vide...Govt. No. Plg. (H)-DPA-913/919 dt. 17-5-76 to D.A. Chandigarh.)

Names of backward areas.

<i>District</i>	<i>Areas declared Backward</i>
1. Ambala	Nariangarh and Kalka Tehsil & 194 villages of Jagadhari Tehsil.
2. Karnal	267 Villages of Karnal & Panipat Tehsil situated in between G.T. Road & river Jamuna, comprising eastern parts of Iadwa Karnal, Gharaunda, Panipat & Smalkha blocks.
3. Kurukshetra	Tehsil Kaithal & Guhla & 39 villages of Thanesar Tehsil.
4. Sonapat	Tehsil Gohana & 115 villages of Khadar areas of Sonapat Tehsil.
5. Rohtak	Jhajjar Tehsil.
6. Gurgaon	Nuh and Ferozpur Jhirka Tehsils & 21 villages of Khadar area of Palwal Tehsil.
7. Jind	Jind sub Division on comprising Jind and Safidon Tehsils.
8. Hissar	Entire District.
9. Bhiwani	Do
10. Mahendragarh	Do
11. Sirsa	Do

Note :

- (i) The concessions admissible under this article are independent of and in addition to those referred to in the previous article provi-

ded that the same pupil shall not enjoy concessions under both articles. They should be withdrawn for serious misconduct, idleness or irregular attendance.

- (ii) The fee concessions admissible under article 106 of the Haryana Education Code should not be withdrawn for reasons that the students fail to pass in the schools examination except when the failure is due to laziness or irregular attendance as required in the para 7 of the article quoted above.
- (iii) There is no income limit for the grant of poverty concessions under article 105 of the Education Code thus though there are separate provisions for the grant of fee concessions to Teachers' children and other classes of persons, but none of them are debarred from the grant of poverty concessions, provided the same pupil does not enjoy two kinds of concessions at one and the same time.
- (iv) Remission of tuition fee (including Science fee) if any, and grant of admission fee for Public Examination, is admissible to students belonging to Scheduled Castes and other Backward Classes, as notified as Backward on the basis of caste only and on the rolls of recognised Secondary Schools from 6th class onward with effect from 1-4-1966.
- (v) Public Examination fee will be granted only once for Middle standard, Matriculation and higher secondary, Junior Basic Training Classes Part I and Part II and other Teachers' Training Classes of under graduate standard.

Para 9 :

Rates of
Stipends

Stipends are also admissible to Scheduled Castes and other Backward Classes students on the rolls of recognised schools in the State at the following rates :

<i>Classes</i>	<i>Rates</i>
For Scheduled Castes :—	
IX, X & XI Classes	Rs. 8/- per mensem
or Backward Classes :—	
IX, X & XI	Rs. 8/- per mensem
J.B.T./O.T. & other Teachers' Training Classes of under Graduate Standard.	Rs. 15/- per mensem

Note :

(i) A stipendiary under this scheme cannot hold at the same time other stipend from the State or Central Government unless it is a merit any scholarship.

(ii) The Scheduled Caste students whose parent's/guardian's income excluding hill compensatory allowance is above Rs. 4200/- per annum and above, will not be entitled to any concession and stipends.

(iii) The socially Backward Classes (notified as Backward on the basis of caste) students whose parents/guardians family income exceeds Rs. 4200/- per annum are not entitled to any concessions or stipends under this scheme.

107. Scholarship-holders shall not be eligible for fee concessions save in very exceptional circumstances & then only with the express sanction of the District Education Officer as the case may be.

Scholarship holders not eligible for concession.

108. If the fee of a student is paid in whole or in part, by the school authorities, the student does not pay the prescribed fee within the meaning of the rules laid down in the code.

Payment of fee by school authorities.

109. The children of or dependent of Armed Forces personnel, killed, dead or disabled are also eligible for educational grant through the Deputy Commissioner concerned at the following rates per child/dependent. In according with rules in force from time to time only.

Educational Grant.

(i) At Primary Stage	Rs. 15/- per month
(ii) At Secondary Stage	Rs. 35/- per month
(iii) At the College Stage	Rs. 75/- per month
(iv) For Technical & Professional Education	Rs. 125/- per month
(v) Higher Education in foreign countries,	Rs. 350/- per month

CHAPTER—IV
SCHOLARSHIPS AND STIPENDS IN SCHOOLS
SECTION 'A'—GENERAL RULES

Scholarships
from Public
Funds.

110. All scholarships paid from public funds, administered by the Department shall, in the absence of any special provision to the contrary, be awarded, held and drawn only as provided in the following rules.

Award of Scho-
larships.

111. 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 boys and girls who are eligible for the award of scholarships, payable from the provincial revenues, shall submit through the heads of their institutions, certificate in the form prescribed in appendix XI to :—

- (i) The District Education Officer for Middle Schools scholarships, High School scholarships upto Matriculation and Higher Secondary.
- (ii) The Director of Public Instruction, Haryana through the District Education Officers for Higher Secondary scholarships.
- (iii) The Director of Public Instruction, Haryana for College 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. Any such scholar will be entitled to apply for a scholarship in the event of a change in his financial circumstances, bringing him within the prescribed income limits.

The award of scholarships from provincial revenue shall be restricted to candidates whose parent's domicile is in Haryana and they actually reside there (See annexure XXIII (a) & (b) for the definition of domicile of Haryana).

Alteration in
Scholarship.

112. The amount of scholarships, 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 competitions are drawn, atleast six months before an award, under the revised rules, is made.

Closed Scholar-
ships.

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

Admissibility of
two or more
scholarships
held together.

114. No scholar can hold, at the same time two or more scholarships falling under *Article 110*.

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 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 object and not on the general results of the examination.

115. Scholarships may be drawn only for the period stated below :—

Period for which
scholarships
may be drawn.

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

Note :

1. The scholarship holder can enjoy fee concession, in addition to the scholarship if ordinarily admissible to him under the rules.
2. The scholarship at School stage can be drawn up to the end of March or the last date of public examination in which the scholarship holder has appeared.
3. A scholar, holding a Scholarship at school stage, will receive the scholarship only from the date of joining a recognised school and remaining on its rolls, but he will pay school dues for the whole year.

116. The scholarship shall lapse, if it is not *taken up in school classes within a month* of its award or if the scholar dies or if the scholar is absent without leave for 6 consecutive working days in case of boys and 10 consecutive days for girls or remains on ordinary leave for more than a month or for sick leave for more than 3 months at one time, or if the scholar on transfer from one school or college to another fails to join the institution within 14 days of leaving the former institution or if

Lapse of Scholarships.

the scholar ceases to attend a school at which this scholarship is tenable or to read the courses for which it is granted and not otherwise, except when the awarding authority is satisfied that the delay was unavoidable.

Forfeiture of scholarship.

117. 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.

The lapse or forfeiture of a scholarship shall be reported in the form prescribed in Appendix X to the District Education Officers in the case of Middle and High School scholarships and to the Director of Public Instruction, Haryana in case of scholarships held in post Matriculation/Higher Secondary classes. The reasons for the Lapse/forfeiture shall, in all cases, be stated.

Note : Failure in examination shall lead to a forfeiture of scholarship unless the Head of the Institution is otherwise satisfied that the reasons for failure were beyond the control of the scholar.

Transfer of Scholarship.

118. An application for the transfer of scholarship from one institution to another, shall be submitted together with the transfer certificate or copy thereof, 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.

Re-award of Scholarship

119. 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 to the next eligible candidate on merit, 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.

Certificate to accompany the Scholarship bill.

120. A certificate in the following terms, signed by the Head of the institution, shall accompany all the 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”.

Preferential claims to admission.

121. If in any recognised institution maintained by Government, it is found necessary in any year for lack of accommodation or teaching powers to refuse admission to candidates, scholars shall have preferential claim to admission over all others seeking admission at the same time.

Scholarships paid from public funds where tenable.

122. Scholarships payable from public funds are tenable in recognised institutions only.

123. The responsibility for booking the expenditure in respect of each scholarship, shall rest with the District Education Officer concerned who shall collect the same from the respective institutions, functioning under him. The monthly Statement of expenditure in respect of each scholarship scheme, should reach the Directorate by the end of the following month at the latest.

Responsibility for booking the expenditure.

SECTION 'B' MIDDLE SCHOOL SCHOLARSHIP

124. There are in all 1014 Middle School Scholarship with effect from 1966-67. The value of Middle School scholarships is Rs. 10/- per mensem. They are tenable for 3 years in the Middle Department of any recognised School in Haryana State, or even in other states of India if the scholarship holders, due to the transfer or shifting of their parents/guardians, are forced to join Government or recognised Schools in those States. These scholarships are of two kinds viz. Rural and open scholarships. All these scholarships are awarded on merit, on the basis of the 5th Primary Class Examination, conducted for scholarship holders only. Rural Area Scholarships are awarded to those scholars only who produce a certificate of their belonging/residing in Rural areas. The Districtwise allocation of scholarships is as under :—

Number, value and tenure of scholarship.

District	Boys			Girls			Grand Total
	Open	Rural	Total	Open	Rural	Total	
Ambala	24	44	68	21	40	61	129
Bhiwani	19	34	53	7	14	21	74
Gurgaon	29	54	83	16	29	45	128
Hissar	21	38	59	12	22	34	93
Jind	16	30	46	6	11	17	63
Karnal	21	37	58	14	26	40	98
Kurukshetra	18	31	49	12	21	33	82
Mahendragarh	21	38	59	9	17	26	85
Rohtak	32	58	90	20	37	57	147
Sirsa	8	16	24	5	11	16	40
Sonepat	16	31	47	10	18	28	75
Total :	225	411	636	132	246	378	1014

Distribution of
scholarships by
Sub-Division.

125. An examination for Middle School scholarship shall be held annually at a convenient centre or centres in each Sub-Division and the number of candidates permitted to appear from each school, shall be determined by the District Education Officer, concerned and the Sub-Divisional Education Officer. The examination will be arranged by the Sub-Divisional Education Officer and the record of marks awarded will be retained for reference. Scholarships will be awarded in accordance with the merit on the pass list of candidates in each tehsil or sub-division. In case, eligible candidates for the award of all rural area scholarships are not available, the remaining scholarships may be declared open by the sanctioning authority after recording a certificate to that effect and be awarded to the eligible candidates on merit.

Age limit

126. No open Middle School scholarship shall be awarded to the student if the age exceeds fourteen years on the last date of the school year in which the examination is held. However, there is no age limit for award of rural areas scholarships.

Award

127. (i) As soon as convenient, but not later than 90 days, after the completion of the examination and before the close of the school year, the award of scholarship by Tehsil or Sub-Division will be announced by the District Education Officer under intimation to the Director of Public Instruction, Haryana. 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 recognised school in which it is tenable within a month of its award. A report to the effect that he has so joined shall be sent by the headmaster to the District Education Officer, concerned.

(ii) These scholarships are payable from the date of joining the institution and renewed on year to year basis for 12 months.

(iii) The scholarships are given on the conditions that the annual income of the parent/gurdian of the student will not exceed Rs. 6,000/- per annum and that they do not pay more than Rs. 1000/- per annum as land revenue and that the parent/gurdian of the student is a permanent resident of Haryana State (including the children of Haryana Government employees stationed at Chandigarh).

SECTION 'C' HIGH/HIGHER SECONDARY SCHOOL SCHOLARSHIPS

Number and
Value

128. The High School scholarships (Open and Rural Area) of the value of Rs. 15/- per month as sanctioned here-in-after by Government from time to time and payable from the provincial revenue, are awarded on the conditions mentioned against each.

Open and rural
area high school
scholarships.

129. Open and Rural Area High School scholarships of the value of Rs. 15/- per month are awarded to boys and girls on the result of Middle standard scholarships examination, strictly on merit on the following conditions :—

(i) The income of the parents/gurdian does not exceed Rs. 6,000/- per annum (in case of employees only their basic pay plus income from other sources will be counted for this purpose).

- (ii) The student joins the high/higher secondary classes in any recognised school in Haryana or even in other States of India, in case their parents/guardian are posted or transferred to those States.
- (iii) The age of the students, in the case of open scholarships only, does not exceed 17 years on the 31st March of the year in which he takes the public examination.
- (iv) For the award of rural Area scholarships, certificate to the effect that the parents (both father and mother) of the scholar reside in the rural area, is required to be furnished from a competent authority *viz.* sarpanch or tehsildar. The top most candidates shall get open merit scholarships provided they fulfil the above conditions. The remaining students get rural area scholarships under the conditions referred to above. If a student is not entitled for open scholarship due to age limit, he can get rural area scholarship provided his parents (both father and mother) reside in the rural area. Consequently the vacant open scholarships shall be awarded to the next eligible candidates of rural area. In case sufficient number of rural area candidates are not available, the rural area scholarships in that case, will be treated as "open scholarships" and awarded accordingly.

Distribution of High School scholarships ; district-wise :—

District	Boys			Girls			Grand Total
	Open	Rural	Total	Open	Rural	Total	
Ambala	11	18	29	31	46	77	106
Bhiwani	8	13	21	8	13	21	42
Gurgaon	12	18	30	19	29	48	78
Hissar	9	13	22	12	18	30	52
Jind	6	10	16	6	8	14	30
Karnal	10	14	24	19	27	46	70
Kurukshetra	7	11	18	14	19	33	51
Mahindra- garh	11	17	28	8	13	21	49
Rohtak	15	23	38	28	42	70	108
Sirsa	4	5	9	6	9	15	24
Sonepat	9	13	22	14	22	36	58
Total	102	155	257	165	246	411	668

Note : All these scholarships are payable out of the State Revenue.

Tenure of the High School scholarships

130. High School Scholarships shall be tenable for two years in the 9th & 10th classes of a recognised High/Higher Sec. School.

Age Limit

131. No open High School Scholarship shall be awarded to a candidate whose age at the close of the School year in which the Middle School scholarship Examination is held exceeds seventeen years.

Procedure and mode of selection for high school Merit scholarships.

132. The merit list should consist of students equal to at least double the number of scholarships allotted to a district. The relevant extract of the merit list must be sent to the Heads of the institutions concerned to enable them to deliver its copy against a proper receipt to such students who are likely to get the scholarships in their 9th class. They should instruct the students to supply all the relevant documents on the prescribed forms which should be provided by the heads of the institutions to them, alongwith the extract of the merit lists to the heads of the institutions, joined by them, within one month of their admission to the 9th class. It may be also made clear to the students to furnish the requisite documents within the prescribed time limit, they will lose their right for the award of scholarships and no subsequent claim will be entertained from them. The heads of such high/higher secondary schools, admitting the students on the merit list, must submit the complete documents by the date to be considered each year at the latest in the form prescribed in Appendix XIII-A.

Submission of joining report of scholars.

133. The District Education Officer concerned shall scrutinise all the documents sent to him in respect of scholars mentioned above and shall prepare a consolidated list of all such scholars on the merit list in the form prescribed in Appendix XIII-B. He shall supply a copy of this list alongwith his recommendations for the award of a particular scholarships and the reasons for ignoring a particular student to the Director of Public Instruction, Haryana by the 20th of June, each year at the latest.

Final Award Roll.

134. On the receipt of the lists as referred to in the preceding article, the District Education Officer concerned or any other officer authorised by him, shall prepare the final award roll in the form prescribed in Appendix XII and shall furnish a copy to the Head of the Institution concerned and a copy endorsed to :—

1. The Treasury Officer concerned.
2. The Accountant General, Haryana, Chandigarh.
3. The Director of Public Instruction, Haryana.

Note : 1. This charge of scholarship is debitable to the "277-Education-B-Secondary Scholarships (Non-Plan) Award of Scholarships to students of IX, X XI and prep classes."

Scholarships Bills to be presented.

135. The amount due to a school on account of high school scholarships, shall be payable monthly on the basis of the sanction of the competent authority direct or the head of the institution on the presentation of bills in the form prescribed in appendix XIV.

SECTION 'D' STATE MERIT SCHOLARSHIPS

136. The State Merit Scholarships are awarded by the Director of Public Instruction, Haryana through the Secretary, Board of School Education, Haryana in respect of State Merit Scholarships on the basis of Matriculation Examination.

State Merit Scholarship on the basis of Matriculation Examination.

137. The Director of Public Instruction, Haryana through the Board/University concerned for college scholarships.

Distribution of scholarships.

<i>Exam. on the basis of which awarded</i>	<i>Boys</i>		<i>Girls</i>		<i>Total</i>
	<i>Open</i>	<i>Rural</i>	<i>Open</i>	<i>Rural</i>	
Matric Exam.	24	24	24	23	95

Note : This allocation is subject to variation at the discretion of the awarding authority from time to time in accordance with the number of candidates appearing in each examinations. The scholarships awarded on the basis of Matric Examinations are tenable for only one year in Higher Secondary/Pre-University Classes, whichever the candidate joins. These scholarships are divided into Boys and Girls and are further divided into two categories viz. Open and Rural. Open Scholarships are available for both Urban and Rural Area candidates on merit. Rural Scholarships are available for only those candidates whose parents are residing and deriving income from a Rural source in Haryana State. The Director of Public Instruction, Haryana or his nominee, is the awarding authority. The application forms of the perspective candidates are invited by the Secretary, Board of School Education, Haryana who recommends the eligible candidates to the awarding authority within 3 months of the declaration of the result or by 30th September whichever is earlier.

SECTION 'E' SCHOLARSHIPS IN SAINIK SCHOOLS

138. Haryana State Scholarships to Haryanvi students in Sainik schools in India/Public School, Nabha.

Rates of Scholarships in Sainik Schools.

These scholarships are awarded to Haryanvi students studying in Sainik Schools on the basis of their parents/guardians income at the rates

detailed below :—

Rates in Sainik Schools		Rates in Public School, Nabha (Punjab)		
Sr. No.	Rate of scholarship	Rate	Scholarship amount	Scholarship amount (including clothing allowance)
1.	Upto Rs. 600/- per month	Full	Rs. 3500/- P.A. plus Rs. 500/- P.A. as clothing allowance in the first year and Rs. 250/- as clothing allowance in each subsequent year.	Rs. 2800/- P.A.
2.	From Rs. 601/- to Rs. 800/- per month	3/4	Rs. 2525/- P.A. plus clothing allowance Rs. 500/- in the first year and Rs. 250/- in each subsequent year.	Rs. 2100/- P.A.
3.	From Rs. 801/- to Rs. 1000/- per month.	1/2	Rs. 1750/- P.A. (No clothing allowance)	Rs. 1400/- P.A.
4.	From Rs. 1001/- to Rs. 1200 per month	1/4	Rs. 875/- P.A. (No clothing allowance)	Rs. 700/- P.A.

Note : Only Basic pay and income from other sources in respect of Govt. employees will be taken into account.

Mode of Payment.

139. The amount shall be placed at the disposal of the Principal of Sainik School concerned by the Director of Public Instruction, Haryana, by means of Bank Draft/RTR, as grant-in-aid for adjustment towards the fees and clothing allowance account of the students. In this connection the Head of Institution will furnish the following certificate :—

“Certified that the amount of Rs. _____ received vide B.D./RTR No. _____ dated _____ from the D.P.I. Haryana with his letter No. _____ dated _____ on account of Haryana State Merit Scholarship to student of Haryana Domicile of the Sainik School, _____/Public School, Nabha, has been disbursed to the students concerned and utilised for the purpose for which it has been drawn”.

Dated :

Signature of the Head of Institution with the seal of his office.

Note :

- (i) If any student, who is in receipt of a Haryana State Scholarship leaves the school at an intermediate stage of his own accord, the parents or the guardian of the boy, as the case may be, shall have to refund to Haryana Government the value of scholarship availed of by the student during his stay in the school.
- (ii) There will be a period of Orientation of two year i.e. in 5th and 6th class or first two years of admission in a sainik school, wherein a scholar who fails for the first time in his class annual examination, will be given scholarship for 2nd time in the same class only if the Principal of the school certifies that :—
 - (a) The student, inspite of his detention in the same class for the 2nd year, will be within age-limits to take the N.D.A. Examination.
 - (b) The student will definitely make grade provided he is financially assisted by the State.
- (iii) The students detained in orientation period will be eligible for scholarship for one year more in addition to seven years' scholarships, already given to them. The students who fail during the period of study in sainik schools, excepting orientation period as given above, their scholarship will be stopped forthwith.
- (iv) All the parents or gurdian (s) of the scholarships holders will have to execute a bond-with the Governor of Haryana as given under this scheme at annexure.

140. These rates will however be liable to change as and when found necessary. The scholarships will be awarded for full duration of the course i.e. 7 years, by the Director of Public Instruction, Haryana on the recommendations of Principals and shall be renewed year to year, depending upon the satisfactory progress and conduct of the scholars. The amounts shall be placed at the disposal of the Principals by the D.P.I., Haryana by means of Bank Drafts/R.T.Rs.

General conditions.

In case a student is eligible for the award of scholarships under the Ministry of Defence scholarship scheme from the Post-War Services Reconstruction Fund or any other scholarship, as the case may be, and a scholarship under the scheme of the State Govt. the students will take up the scholarships of the Defence Ministry or the Post-War Services Reconstruction Fund, as the case may be, and the difference, if any, between the scholarships and the scholarship which he would have got from the State Government under the scheme, shall be given to him by the State Government.

The students who are not eligible to sit in the N.D.A. Examination on Medical Ground, age, qualification or any other ground, are not eligible for a scholarship under this scheme.

Sanskrit
Scholarships

141. The Govt. of India, with a view to encourage students in Sanskrit language and literature, has sanctioned 20 Sanskrit Scholarships of Rs. 10/- p.m. on the basis of merit obtained on the subject of Sanskrit in the Middle Standard Examination. These Scholarships are tenable in 9th and 10th and 11th Classes of a High and Higher Secondary Schools :—

<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Ambala	1	1	2
Karnal	1	1	2
Gurgaon	1	1	2
Rohtak	1	1	2
Hissar	1	1	2
Narnaul	1	1	2
Jind	1	1	2
Kurukshetra	1	1	2
Bhiwani	1	1	2
Sirsa	—	—	—
Sonepat	1	1	2
Total	10	10	20

Conditions for
the award of
Sanskrit
scholarship.

142. 1. The Scholar gets a Merit position in Sanskrit amongst the students of his/her district and secures at least 45% marks in the Middle Standard Examination.
2. He/She studies Sanskrit in the High and Higher Secondary Class and progress is satisfactory;
3. He/She is regular in attendance and possess good conduct.
4. He/She will not take part in any subversive activities.
5. The Scholarship is liable to be cancelled at any time on receipt of an unsatisfactory report from the Head of the Institution.
6. The Scholarship once cancelled on account of unsatisfactory progress or misconduct or irregular attendance etc. will not be renewed.
7. The scholar's parents/guardian must be permanent resident of Haryana State.

8. The scholarship for the X/XI class in High/Higher Secondary School will be renewed on the basis of satisfactory progress-report from the Head of the Institution.
9. The students who are also, in receipt of another merit scholarship, are eligible for Sanskrit Scholarship, provided the other scholarship is also not for Sanskrit.
10. In case a scholar leaves the study of Sanskrit at any stage, his/her scholarship will be discontinued/cancelled.

Other conditions

143. 1. The amount will be drawn and disbursed by the Head of the Institution.
2. The Scholarship bill in respect of the students studying in privately managed schools shall be got countersigned by the District Education Officer concerned before presenting it at the treasury concerned for payment.
3. The Head of the institutions concerned will maintain proper account of the amount drawn under the scheme and will make, disbursement of the scholarship to the actual payee(s) against a proper receipt.
4. A quarterly expenditure statement on the prescribed form will be supplied by the D.E.O. to this Directorate (Scholarship Branch) within the next month of the quarter elapsed to enable it to claim re-imburement from the Govt. of India, on the basis of actual expenditure.
5. The charge is debitable to the Head "277-Education-B-Secondary Scholarships (Plan) award of Scholarships to the students studying Sanskrit in High/Higher Secondary classes centrally sponsored scheme."

SECTION 'E(i)' ENDOWED SCHOLARSHIPS

144. Endowed scholarships, tenable in recognised schools are vested and administered in accordance with conditions determined by the Director of Public, Instruction, Haryana in consultation with the donors. Information regarding number, value conditions of award and tenure of these scholarships may be obtained from the District Education officer concerned.

Endowed Scholarships.

SECTION 'F' STIPENDS IN TRAINING INSTITUTIONS

145. Provision is made for the payment from the State revenues of stipends to teachers under training in Govt. Institutions. The number, value, and tenure of such stipends shall be as determined by Govt. from time to time. The period of tenure and the monthly value of the stipends, at present sanctioned are as per Article 146. :—

Value of Scholarships.

146. Rs. 15/- for two years (to be renewed every year).

Note : Stipends are also awarded to students belonging to Harijan and Backward Classes as sanctioned by the Haryana

Stipend in J.B.T. Classes (Men and Women).

Government from time to time under State Harijan Welfare Scheme.

Payment of stipends during absence.

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

- (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. Stipend to women students shall be payable for days of absence without leave, if shown to be unavoidable not exceeding four working days in any calendar month.

Payment of stipends during confinement.

148. In case of confinement, stipends may be paid for a period not exceeding three months.

These stipends are available on the basis of merit-cum-poverty, subject to the availability of funds and on the discretion of the awarding authority.

CHAPTER V TEACHERS CERTIFICATES

Kinds of Certificate.

149. Teachers' certificates are awarded to candidates who pass the prescribed examinations conducted by the Department/Punjab University/other recognised Universities. Special Certificates are also awarded to teachers who have not so qualified in accordance with rules laid down in this regard by the Department from time to time.

Certificate-Diploma Examinations.

150. The Department shall publish from time to time the regulations governing the conduct of certificate/Diploma examinations, the admission of candidates there-to and the course prescribed, and these regulations and courses shall be held to be in force for the time being.

Issue of Certificate/Diploma.

151. Certificates/Diploma are issued under the signatures of the Director or an officer of the Department appointed by the Director, for this purpose.

Special Certificates.

152. The following types of certificates are awarded to the teachers :
- (i) J.B.T.
 - (ii) O.T.
 - (iii) Drawing
 - (iv) B. Ed.
 - (v) P.T.I.
 - (vi) Music.
 - (vii) J.B.T. (Home Craft).

153. The terms and conditions on which special certificates are awarded for different types of teachers are as under :—

Eligibility for special certificates.

(I) (a) For Teaching all Subjects in Primary Department :

1. The applicant must have passed the Middle standard School Examination or Matriculation examination.
2. He/She must have put in 5 years continuous and approved service upto 30-9-57 in case of Middle pass candidates after passing Middle examination, and 4 years service upto 31-7-58 in case of matriculate candidates. Such teachers, if failed in the JBT/JT/JV Examination, are required to put in 3 years continuous and approved service in recognised schools upto 31-7-58 in case of Middle pass candidate, and 2 years service upto 31-7-58 for Matriculate teachers after failure in the JBT/JT/JV Examination as well as after passing Middle Matriculation Examination.
3. He/She must be of good moral character.
4. He/She must have distinguished himself/herself as a teacher of the subject.

(b) For Teaching all Subjects in Middle Department :

1. The applicant must have passed the F.A./F.Sc. Examination.
2. The applicant must have put in 4 years continuous and approved service in middle Department upto 31-7-58 after passing the F.A./F.Sc. Examination.
3. He/She must have distinguished himself/herself as a teacher of the Subject.
4. He/she must be of good moral character.

(c) For teaching all subjects in Secondary Department

1. The applicant must have passed the B.A./B.Sc. Examination.
2. He/She must have put in 4 years continuous and approved service in Secondary Department upto 31-7-1958 after passing the B.A./B.Sc. Examination. Such candidates as have failed in B.T./B.Ed. Examination are required to put in two year service in Middle/Secondary Departments upto 31-7-58 after failure in B.T./B.Ed. Examination.
3. He/She must have distinguished himself/herself as a teacher of the subject.
4. He/She must be of good moral character.

(d) For teaching all subjects in High Department :

1. The applicant must have passed the B.A./B.Sc. Examination.

2. He/She must have completed 4 years continuous and approved service in high Department upto 31-7-58 after passing the B.A./B.Sc. Examination. Such candidates if failed in B.T./B.Ed. Examination are required to put in 2 years continuous and approved service upto 31-7-58 in High Department after failure in B.T./B.Ed. Examination.
3. He/she must have distinguished himself/herself as a teacher of the subject.
4. He/She must be of good moral character.

II. Certificate for Teaching Drawing

(a) For teaching Drawing in High/Secondary Department.

1. The applicant must be at least Matriculate.
2. He/She should have passed the Industrial Middle Examination.
OR
He/She should have passed the I.G.D. Diploma Examination of Bombay State.
3. He/She must have put in 4 years approved and continuous service upto 28-2-1963 in High/Secondary Department of recognised schools as a teacher of Drawing or at least two years work in the High Department after passing the Matriculation as well as Industrial Middle Exam. or I.G.D. Bombay Diploma Examination. In case of one who has passed the special Drawing Masters' Test there is no condition of his/her having put in 4 years service before passing his/her special drawing masters, Test. His/her 4 years service is taken into consideration whether it has been rendered before or after passing the said test.
4. He/She must be of a good moral character.
5. He/She must have distinguished himself/herself as a teacher of the subject.

(b) Certificate for teaching Drawing in Middle Department

1. The applicant must be atleast Matriculate.
2. He/She must have passed the Industrial Middle Examination.
OR
He/She should have passed the I.G.D. Diploma Examination of Bombay State.
OR
He/She must have passed the Department special Drawing Masters Test.
3. He/She must have put in 4 years approved and continuous service upto 28-2-63 as a teacher of Drawing in the Middle Department of recognised schools after passing the Industrial Middle Examination or I.G.D. Bombay Diploma Examination. In

case of one who has passed the special Drawing Masters Test held by the Department 4 years service is considered for the purpose whether it has been rendered before or after passing the said test.

4. He/She must have distinguished himself/herself as a teacher of the subject.
5. He/She must be of good moral character.

III. Special Certificate for working as P.T.I. in Secondary Deptt.

1. The applicant must have passed the Matriculation Exam.
2. He/She must have put in continuous and approved service in recognised secondary schools as a teacher of the subject for 2 years in case he/she has already received training in P.T. at a physical Training Centre of the Army and for 4 years upto 28-2-63 in the case of ex-Military personnel.
3. He/She must have distinguished himself/herself if as a teacher of the subject.
4. He/She must be of good moral character.

IV. Special certificate for teaching in a particular Department :

1. The applicant must have passed the Hons. in Hindi, Sanskrit or Punjabi Language.
2. He/She must have put in 2 years continuous and approved service upto 31-10-57 after passing honours as a teacher of the subject for which special certificate has been asked for in the respective Department of a recognised school.
3. He/She must have distinguished himself/herself as a teacher of the subject.
4. He/She must be of good moral character.

V. Special Certificate for teaching sangeet

1. The applicant must have a working knowledge of Hindi and Punjabi.
2. He/She should have studied the subject of Music from any one of the following institutions.
 - (i) Gandhara Maha Vidyalaya, Poon a (Bombay)
 - (ii) Paryag Sangeet Samiti, Allahabad.
 - (iii) Madhwa Sangeet Vidyalaya, Gwalior.
 - (iv) Bhartya Sangeet Vidyalaya, Patiala.

- (v) Any other well known institutio in big cities like, Delhi, Calcutta, Madras, etc. whose existence has been established by the State Government.
 - (vi) Bharat Khanda Maharas Music College, Lucknow (U.P.).
3. He/she must have put in three years continuous and approved service upto 28-2-63 of the subject in recognised schools.
 4. He/she must be of good moral character.

VI. In Service Training Courses

The Scheme of award of special certificate for teaching all subjects in different departments and for language teachers was discontinued all of a sudden and the untrained teachers were hard hit by this decision of the Department. To safeguard the interests of untrained teachers as had gone in service before the discontinuance of the scheme, and to keep them in service in such a large number as possible, a scheme of inservice Training Courses was evolved. The untrained teachers whose service fell short of the period of service required for the eligibility of special certificates were advised to attend different number of training courses, according to their length of service as given below :—

(a) Category I Certificates for Teaching all subjects

(a) In case of Middle pass candidates.

1. Those teachers whose length of service on 30-9-57 was between 4-5 years were to undergo one vacation course.
2. Those candidates whose length of service upto 30-9-57 was between 3-4 years, were to attend two successive vacation courses.
3. Those candidates whose length of service upto 30-9-57 was between 2-3 years were to attend three successive vacation courses.

Note : No arrangement was made for those teachers whose length of service on 30-9-57 was less than 2 years. They were to join regular Training Institutions.

(b) In case of Matriculate or JBT/JT/JV failed candidates

1. Those teachers whose length of service after failure in JBT/JT/JV examination was between 2-3 years upto 31-7-58 were to attend one vacation course.
2. Those candidates whose length of service after failure in JBT/JV/JT examination was between 1-2 years upto 31-7-58 were to attend two successive vacation courses.

Note : No arrangement was made for those candidates whose length of service after failure in JBT/JT/JV examination was less than one year upto 31-7-58. They were to join some regular training institutions for being considered, as trained hands.

(c) In case of Graduates as well as under Graduates.

1. These teachers whose length of service on 31-7-58 (the date from which the award of the special certificates for teaching all subjects has been discontinued) was between 3-4 years were to undergo one vacation course.
2. Those teachers whose length of service on 31-7-58 was between 2-3 years service were to undergo two successive vacation courses.
3. Those whose length of service upto 31-7-58 was between 1-2 years were to undergo three successive vacation courses.

(d) In case of Matriculate or JBT/JT/JV Fail and BT fail candidates

1. Those candidates who had got 1-2 years service, they were to join regular training courses.

Note : Notwithstanding anything contained in these rules, the Director of Public Instruction, Haryana shall be competent to award special certificate to teachers possessing qualifications other than those contained in these rules.

Note : The last date for receipt of applications for the award of special certificate was 31-12-65.

154. Certificates other than those issued by the Department are not recognised by the Department. It is however, open to a teacher, holding such a certificate to apply to the Department for a special certificate of an equivalent grade.

Other certificates not recognised.

155. 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.

Refusal/cancellation of Certificates.

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 resusing 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.

156—1. In the case of those persons who have passed special Drawing Master Test and had completed four years continuous and approved service upto the date of passing their special Drawing Test i.e. the date on which the examination that they had passed the test and had been sent to them. Their certificate will be made valid with effect from the date of the issue of the intimation of the letter.

Date of validation of special drawing certificates.

2. In the case of those persons who passed the special Drawing Master Test but has not completed four years continuous and approved service up to the date of passing their special Drawing Test, their certificate will be validated w.e.f. the date on which they completed four years continuous service.

3. In the case of those persons who have passed I.G.D. Bombay Exam. and have completed four years continuous and approved service

up to the date of passing the I.G.D. Bombay Examination their certificates will be validated w.e.f. the date of on which they passed their I.G.D. Bombay Examination.

4. In the case of those persons who passed I.G.D. Bombay Exam. but had not completed the four years continuous and approved service up to the date of passing their I.G.D. Bombay Exam. their certificate will be validated w.e.f. the date of on which they completed four years continuous and approved service.

This is meant for only those teachers who have been awarded special certificates from the date of the completion of 4 years service for eligibility to these certificates was enforced.

Award of regular grade to holders of special certificates.

157. There are two categories of special certificates being awarded by the Edu. Deptt. e.g. (i) special certificates awarded on the basis of academic qualifications and length of service (ii) Equivalent grade certificate awarded under Article 154 of Haryana Education Code in lieu of training certificates issued by other States which have been recognised by Punjab/Haryana Government.

The certificates of the first category which have been issued after 1-3-1959 bear the date of validation/revalidation of them and those issued before 1-3-1959 bear the date of issue on them. This is in respect of special certificates for teaching in all subjects in different departments. Special certificates in Drawing, Physical Training, Sangeet have been validated from different dates according to rules in force. Special certificates in Language issued after 18-9-1959 bear the date of validation as 18-9-1959. The teachers possessing these certificates are to be awarded regular grade from the date of validation of their certificates where the date of validation has been given, otherwise they are to be awarded regular grade from the date of their certificates.

In case of teachers possessing equivalent grade certificates awarded under article 154 of Haryana Education Code they are to be awarded regular grade from the date of their appointment in Govt. recognised schools irrespective of the dates of issue of their special certificates.

Dates of Validation of certificates

1.	All subjects who fulfills all conditions	1-3-59
2.	After doing one Vacation cause	15-2-60
3.	Do. two —do—	9-9-60
4.	Do. three —do—	8-9-61
5.	O.T. Special Certificate	18-9-59

Note : If the whereabouts of the holders 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.

158. Duplicate Certificate may be issued on the payment of following fees :—

Duplicate Certificate.

- | | |
|-------------------------|-----|
| (i) JBT/JT | 2/- |
| (ii) OT | 2/- |
| (iii) PTI | 2/- |
| (iv) Drawing | 2/- |
| (v) Other Certificates. | 2/- |

158-A 1. All the teachers who were eligible for the award of special certificates on 31-7-58 be awarded the same with effect from 1-3-59 as 28-2-59 was the last date fixed for the receipt of all such applications in this office.

Validation and revalidation of the date of special certificates for teaching all subjects in various Departments.

2. Those who become eligible on the successful completion of the test of inservice training course in 1959 be awarded special certificate with effect from 15-2-60, date of the completion of the first course.
3. Those who become eligible on the successful completion of second inservice training vacation course be awarded with effect from 9-9-60 (date of completion of second inservice training course).

CHAPTER VI

GENERAL RULES

Note : In these rules, the term 'head master' includes headmistress or Principal of a Higher Secondary School/Superintendent of a Model School where either of these is applicable.

SECTION 'A' SCHOOL BUILDINGS FURNITURE AND APPARATUS

Dimensions and Locations etc.

159. School Building will not be approved by the Department unless the class rooms are so designed as to allow a floor area of atleast 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 play grounds are provided.

The managers of the privately managed recognised schools are expected to consult the District Education Officers before erecting or altering the school Building and the claims of economy and efficiency should invariably be considered.

Repairs.

160. It is the duty of the managers of the schools to maintain their school buildings in a state of proper repair. The responsibility for carrying out repairs to primary school building which are maintained by Government can suitably be entrusted to Local Community, Panchayat or a village school committee. The expenditure in this respect can also be met out of school building fund.

Duty of supplying equipment.

161. The duty of providing necessary furniture and equipment rests, in the case of all recognised schools with the school managers and with local community/Government in case of schools maintained by Government.

Minimum equipment

162. The minimum equipment, including the library required in a school shall be determined by the District Education Officer, who is empowered to take suitable action should this equipment not be provided and maintained in a State of Educational efficiency.

Apparatus for Science & other subjects.

163. The school will not be recognised for the teaching of any of the Science Subjects, Music, Arts and Crafts, Drawings, Geography, Commerce, Fine Arts, Domestic/Home Science, Agriculture, Hygiene and Physiology unless suitable apparatus is provided and proper facilities are given for practical work to be done by pupils.

Entry & Removal of Stock from school property Register.

164. All the articles thus purchased or as received from any agency should be entered in the prescribed form in the property register of movable/immovable articles. No article may be struck off the school property register and no book is to be removed from the register of library, unless previously condemned as unfit for further use without the prior sanction of the competent authority or responsible person deputed by the controlling authority for this purpose to the extent of powers delegated as given in appendix. XXIV for Govt. Stores and see Pupil fund rules Para 20. The condemned articles should be sold by Public auction and sale proceeds be deposited in the

treasury in the case of articles purchased from government funds or credited to the account of Pupils Funds concerned in respect of articles purchased from those funds.

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

SECTION 'B'—TEACHING STAFF

165. It is the duty of the headmaster to exercise general control of the school and boarding houses in his charge; to maintain discipline among the staff and pupils; to organise and supervise the instruction; to prescribe textbooks in accordance with the policy of the Department & the School Education Board; 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 money entrusted to him, and see that they are properly disposed 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. It is obligatory for the head of the Institution to take atleast one such subject every year of such class which has to appear in the Public Examination. He is also responsible for the timely submission of Returns of educational statistics and other periodical returns and statements whenever he is asked for. He must pass the departmental examination in accordance with the rules laid down in Haryana Education Departmental Examination Rules, 1976.

General duties
of the Head-
master/Prin-
cipal.

166. It is the duty of every teacher to maintain discipline among the students of his class; to take teaching periods regularly with full preparation of the subject to be taught as allotted by the Head of the institution; to check the class as well as home work of his Students regularly; to maintain a regular record of his teaching work in his notebook; to take part in the co-curricular activities of the school and prepare the students for such activities; to guide the students in their physical, mental and moral development and welfare, to maintain the class-register properly and also other such registers of Pupils Fund accounts etc; to establish report with the parents of the students; to assist and co-operate with the head of the institution in the proper and smooth functioning of the school; to maintain harmony and congenial relationship with other members of the staff and to complete the scheme of courses satisfactorily within the prescribed time limit.

Duties of the
Teaching
Personnel.

167. Class promotions shall be made by the Headmaster at 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 during the school year. Inspecting officers are empowered to scrutinise and revise the promotions proposed by the Headmaster. 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 District Education Officer, concerned. The students promoted to the next higher class during the course of the year, under article 51, shall be charged tuition fee and other dues at the rates fixed for the higher class from the month of promotion.

Class promotion.

Note : No student shall be promoted to class IX of a High/Higher Secondary Schools unless he/she has passed the Middle standard examination, conducted by the Haryana Education Board. This shall not apply to schools which have been granted exemption by the Department.

Deposits of
Pupils Funds.

168. All Pupil's Funds shall be managed by the Headmaster who will be personally responsible for ensuring that they are expended in strict conformity with the rules and regulations governing the funds to which that money appertains and that a precise record of all the transactions of the fund is kept. The balances must be deposited with a branch of the State Bank of India, State Co-operative Bank approved by the Registrar, Co-operative Societies, a Post Office Saving Bank or with any of the nationalised Banks. Only in absolutely unavoidable circumstances may the balances be retained in hand.

Corporal
Punishment.

169. In upper Middle and High & Higher Secondary Departments of recognised schools for boys, corporal punishment for mis-conduct may be administered by the Headmaster only and shall take the form of strokes not exceeding ten, 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 shall in no case, be inflicted in Primary and lower Middle Departments of schools and in schools for girls.

Fines for
Breaches of
School discipline.

170. The Headmaster/Principal of a Government school may impose fines not exceeding one rupee in any case for breaches of school discipline.

Expulsion and
Rustication.

171. The penalty of expulsion or rustication of a student for serious misconduct may be imposed in the case of Government schools by the District Education Officer and in the case of privately managed schools by the Managing Body of the School provided full opportunity has been offered to the student to explain his conduct before penalty is imposed. The District Education Officers are also empowered to take disciplinary action against the students of privately managed school in case of misconduct which may come to their notice in the course of their work. No appeal lies against the orders of the punishing authority, but a copy of the orders passed by the—

(i) District Education Officer.

(ii) Managing Body, shall be forwarded for to the Director of Public Instruction, Haryana stating the nature of the offence committed by the student concerned for information. In the case of schools, the period of rustication or expulsion shall not exceed one academic year.

The attendance
of Teachers.

172. The attendance of teachers should be recorded regularly and punctually every day in a book, kept for the purpose, in the Headmaster's room. Teachers may not leave the school premises during school hours, without the permission of the Headmaster.

Pecuniary
dealings with
students.

173. Teachers are not permitted to borrow money from their pupils, not to have any pecuniary dealings with them in a private capacity.

174. It is the duty of all the 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.

Extra-Mural
Duties.

175. Teachers in Government schools shall not undertake private tuition except in accordance with the instructions and procedure laid down by the department in this regard.

Private Tuition.

- (i) Private Tuition by a teacher to a student of his own class shall not be ordinarily taken except unless the Head of the Institution is satisfied about the genuineness of the case.
- (ii) Private tuition of girls by men teachers shall not be normally allowed where facilities for girls education already exist.
- (iii) The duration of the private tuition shall, in no case exceed one hour daily and that also in the evening after school hours.
- (iv) No teacher shall be allowed to undertake more than one tuition at a time. In case of group tuitions the teacher concerned shall be entitled to only that tuition fee as prescribed by the Department.
- (v) The scale of maximum fee for an hour's tuition daily or for an aggregate of 25 hours in a month, shall be Rs. 40/- per mensem in the case of student upto the 8th class, Rs. 50/- to Rs. 80/- per mensem, in case of students of high and higher secondary classes respectively.
- (vi) Teachers whose work and conduct are not satisfactory shall not be allowed to undertake private tuition work at all.

General Instru-
ctions regarding
Private Tuitions.

The guardian of the student shall have to make a written request to the head of the institution. The head of the institution shall satisfy himself and see if private coaching is necessary. The teachers selected for the work should be other than the class teacher, in case of teachers proposed from another institutions, the consent of both the heads of institutions is necessary. The permission of the District/Sub-Divisional Education Officer will, however, be obtained invariably in each case.

Procedure for
Private Tuitions.

The headmaster of each institution will keep a register of such cases which may be scrutinised at the time of inspection. Any departure from the laid-down procedure shall be recommended to the Director of Public Instruction, in a consolidated statement by the first of May of each year, separately for each cadre.

Note :—

- (i) These instructions shall always be got noted from each teacher at the time of his entry into service and this certificate shall be placed on his personal file.
- (ii) Private tuition without permission shall be viewed seriously by the Department. The heads of the institutions shall verify

all cases of suspicion confidentially and report the same to the higher authorities.

Postal work.

176. Teachers in Government Schools in rural area, are permitted to undertake postal work on the clear written undertaking that the extra work, thus entailed, does not materially interfere with the classroom teaching and normal school duties.

Note : The teachers performing the duties of part-time sub-Post Master/Branch Post Master etc. need not be called upon to pay share of remuneration to Government.

SECTION 'C' INTERNAL ECONOMY

School Timings.

177. The hours for opening and closing of Government Schools shall be fixed by the department and for other recognised schools by the Manager concerned after consideration of the season, locality and class of pupils in the State. A change upto 30 minutes in the school timing can be made with the approval of the D. E. O. if necessary due to local condition. A suitable distribution of time over the several subjects is shown in the scheme of studies issued by the department according to which time may be devoted to different subjects. (See Appendix XV A-B)

Note : District Education Officers can allow a school to be held in double shifts if normal functioning is not possible due to paucity of accommodation and a list of such schools is to be sent to the Director of Public Instruction, Haryana by 15th of May, every year.

Time Table.

178. A class time table showing the routine of study for each day of the week shall be displayed in each class room and the general time table showing the work of all the teachers and classes in the Headmaster's room as well as in staff room.

Work Load for teachers

179. The teaching personels in the Government Schools are required to teach minimum number of periods in a week as fixed by the Department from time to time. The norms of work load as fixed is to be followed by Non-Government Schools also for the purpose of assessment of grant. (See Appendix—XVI)

Attendance how registered.

180. The roll shall be called within a quarter of an hour from the time when the schools 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 the school for sickness or any other cause before he has completed two hours of instruction, his attendance for that school meeting shall be cancelled.

Fine for absence.

181. Any pupil in the Secondary Department of a recognised school who is absent without leave shall pay a fine of Six paise for each day by or part of a day during which he is absent. Any pupil in any recognised schools who is absent without leave 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 roll for absence without leave after ten consecutive days.

Note : (i) In calculating six days of absence under article 181 of the Haryana Education Code, any absence of half should not be taken into account.

- (ii) Fine for absence from school should not be realised for the holiday that may intervene the days of absence.
- (iii) No absence fine is to be levied on students studying in Primary schools or Primary classes attached with Middle, High and Higher Secondary Schools.

182. Leave of absence may be granted only by the Headmaster on a written application, signed or attested by the parents or guardian.

Application for leave.

183. One boy in each class should be selected by the Headmaster to act as a monitor and definite duties should be assigned to him.

Monitor.

184. The number of pupils in a class or section shall not exceed that for which accommodation is available in the class room (see article 159) nor shall it ordinarily exceed 50, in case of Middle, High/Hr. Sec. classes and 45 in case of primary classes. A new section should be formed only if and when in the opinion of the D.E.O./Sub-divisional educational officer that the total number of Pupils in a class plus the number applying for Pupils in a class justifies, on grounds of efficiency and economy the appointment of an additional teacher.

Limit of number in a class.

185. The school dues viz., tuition fee, science fee, boarding house fees, subscriptions to recognised 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 for each day shall be levied after the 10th if that the dues remain un-paid provided that when holidays intervene immediately after the 10th the fine shall be levied from the date, the school re-opens :—

Payment of school/Boarding House fees.

- | | |
|---|-------------------|
| 1. Primary Schools or Primary Department of Secondary Schools | No fine |
| 2. Secondary Classes. | Six paise per day |
| 3. Basic & Non-Basic Training Classes. | Do. |

The fine shall be levied for non-payment of fees and funds on the dates.

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 from the school rolls and he shall not be re-admitted until all school's dues, including in case of a Pupil in secondary department, a fresh entrance fee are paid. This penalty shall not be imposed when the delay has occurred due to the intervention of the holidays immediately after the 10th day of the month if the dues, are paid in full within 10 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.

Age limit.

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

186. The minimum age for admission in a recognised school is five years. Compulsory attendance under the Punjab Primary Education Act, 1960 is however, provides from the age of 6 years. No pupil, who has attained the age of twenty years upto the 10th class and 21 years upto XI class, may be retained in a recognised school except with the sanction of the District Education Officer, and for exceptional reasons, e.g. if the education of pupil has been unavoidably retarded.

(b) The admission of the child of the specified age-groups, covered under the Punjab Primary Education Act, 1960, shall be made effective, w.e.f. the 1st day of the academic year except under an attendance order issued by competent authority the admission shall be made on the dates specified in the said order.

Admission tests.

- 187(i) Pupils from recognised Primary and Middle Schools, seeking admission to a higher class in a recognised school, may only be admitted after passing a test conducted by the Headmaster, Headmistress of the school to which admission is sought, so as to ensure that they are fit to continue their studies in the higher class.
- (ii) Pupils from unrecognised schools, seeking admission to classes I to VIII of recognised schools, shall be examined by the Headmaster/Headmistress 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/her next visit to the school.
- (iii) No student shall be promoted to 9th class, of High/Higher Secondary School, in Haryana, unless he has passed the Middle Standard Examination conducted by the Education Department/Board of School Education Haryana except :—
- (a) When he has passed VIII Class from a recognised school in any other State and intends to join a high/higher secondary school in Haryana consequent on his parents/guardian now settling down in Haryana
 - (b) When he has passed the 8th class examination from a school the student of which are exempted from passing the middle standard examination conducted by the Education Department/Board of School Education, Haryana.
 - (c) When he was studying in a Sainik School or in a school affiliated to the Indian Council of Public Schools or any Anglo Indian School or any educational institution in a foreign country soon before he seeks admission to a high/higher secondary school in Haryana and is in possession of a school leaving certificate duly attested by the Principal, of the school concerned, or a certificate of having passed 8th class or equivalent examination conducted by the Board, constituted by a competent authority and is further adjudged on merit to be a fit student for admission to IX class of a high/higher secondary school in Haryana, by the District Education Officer, concerned.

- (d) The cases not falling under any of the above mentioned categories may be considered by the District Education officer concerned and admission allowed by him on the merits of each case.

188. If in any recognised institution, maintained by Government it is found necessary in any year, for lack of accommodation or teaching power, to refuse admission to candidates, scholarship holders shall have preferential claim to admission over all others seeking admission at the same time.

Admission to scholarship holders.

189. The admissions to model schools are subject to the availability of seats to the candidates and their suitability for admission to such schools on the basis of the tests, to be conducted by the head of the institution. It is not obligatory for such schools to re-admit students whose names are struck off from the school rolls for any reason, or who fail to get promotion to the next higher class in the annual examination.

Admission and Readmission to model schools.

190. Application for admission of a child to a recognised school for the first time, must be made in the prescribed form (Appendix XVII) and signed by the parent or guardian of the child seeking admission. Unless ordered by the Court of Law admission to the infant class of recognised school may be made from the month of April to November.

First Admission.

191. A pupil leaving one recognised school may not be admitted to another, without the production of transfer certificate in the prescribed form (appendix XVIII) issued by the last recognised school attended.

Transfer Certificates.

191(A).(i) No scholar who leaves a recognised school shall be admitted to another unless he produces a leaving certificate from the school in which he was last studying.

Rules Governing the issue of transfer Certificates.

(ii) On migration from one recognised 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 District Education Officer.

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 studying in any department of the school, and at other times or 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. Application 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 Middle Standard Examination or Matric and Higher Secondary 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 : Application for transfer certificate should ordinarily be made within one month of the date of withdrawal except in the case of candidates in Middle School Examination, High and Higher Secondary Examination when the month should count from the date of the publication of the results.

After the lapse of one month a fee of 50 paise must be charged for issue of a transfer certificate. When a transfer certificate has been lost and a duplicate copy is applied for; a fee of 50 paise 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 student to a local school, or
- (b) that he objects to such admission for reasons which should be specified.

Note : Pupils must be not allowed to evade this rule by temporarily joining a school else where and after wards returning to a school in the same town. The object of this rule is to check all such migration 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 school with the previous sanction of the District Education Officer who will call upon the school which the scholar last attended to issue the transfer certificate.

5. Scholars attending recognised schools who have been admitted to the class preparing for the Middle School Examination or Matric/Higher Secondary Examination shall not be degraded to a lower class except in very special cases and with the previous approval of the District Education Officer.

6. Scholarship 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 day 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 ;

- (e) ordinary leave for not more than six days at a time and not more than fourteen days in the scholastic year granted by the head of the institution ;

Note : If Sundays or holidays occur within the period for which leave is granted under clauses (c), (d) and (e), these days are not reckoned in the period of leave, but if the absence exceeds the number of working days admissible, the scholarship ceases to be due for any part of the period of absence.

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

- (g) in case of transfer of a scholarship from one school to another not situated in the same town, during the time of transfer upto limit of one week.

Note : Post-Matric Scholarships can be drawn upto the end 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.

7. A scholarship lapses if it is not taken up within a month of its award or, in case of college scholarships, three week; or if the scholar dies; if the scholar is absent without leave for six consecutive school 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 to another fails to join the second school within fourteen days of leaving the former school 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.

8. A scholarship shall be forfeited for gross misconduct, laziness or irregularity of attendance on the part of the scholar and not otherwise 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.

The lapse or forfeiture of a scholarship shall be reported in the form prescribed in appendix XI, to the District Education Officer in the case of a scholarship held in a school, and to the Director in case of a scholarship held in 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 College scholarship and through the District Education Officer in other cases.

9. The reasons for lapse or forfeiture shall in all case be stated. An application for the transfer of 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 paying authority concerned. The latter will note the transfer on the award roll.

10. No student of an unrecognised institution shall be eligible for a scholarship payable from public funds and such Scholarships are tenable only in recognised 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 Schools and Colleges shall be levied from all holders of scholarships paid from public funds.

Entry for public Examination.

192. Headmasters of recognised schools are required to send up the names of all the pupils who may desire to present themselves as candidates for middle standard/High/Higher Secondary examinations provided that :—

- (a) They are of good conduct.
- (b) They have attended the class preparing for examination and have made 75% of the possible attendance or in the case of candidates who fail in the previous examinations 75% of the possible attendance 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 upto and including the day before the submission of the names.

Note : No student shall, without the previous sanction of the D.E.O. concerned, be allowed to take the middle standard examination held by the Education Department, Haryana Board of School Education Haryana as a regular candidate of a recognised school unless he had made 75% of the possible attendances in the 8th class of a recognised school.

Responsibility for age entry and other verifications.

193. Headmasters 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 make it clear to the parents and guardian that date of birth, once recorded will not subsequently be changed. Headmasters are personally responsible for the accuracy of all subsequent age entries made regarding the pupils in their schools, whether in school registers, certificates or applications to appear in a public examination. The date of birth must be recorded in the admission register both in figures as well as in words. Each page of the admission register on its completion must always be signed by the teacher in charge of the work and the Headmaster.

Mis-representation of age

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

Final School Certificate.

195. Pupils who complete the High/Higher Secondary course are entitled to a Final School Certificate in the form prescribed in appendix XX. No fee should be charged for this certificate, but in Government and other recognised schools, a fee of Rupee one is leviable for a duplicate. In awarding this certificate special importance should be attached to the entry regarding conduct and character.

Responsibility for the disposal of un-serviceable Articles.

195-A. The Headmasters are personally responsible for the disposal of un-serviceable articles of furniture/equipment lying in the institutions in accordance with the instructions issued by the Government/Department (See Appendix XXI)

196. There will be 220 days (excluding 27 days spent in examinations) for instruction work. The Schedules of vacations in all schools shall be as under :—

Vacation in schools.

1. Spring Vacations 10 days w.e.f. 2nd Monday of April.
2. Summer Vacations 6 weeks w.e.f. the beginning of last week of May to the First week of July.
3. Autumn Vacations 7 days w.e.f. 2nd Monday of October.

Miscellaneous holidays

197. The number of miscellaneous holidays shall not exceed 15 in the year, exclusive of Sundays. The following holidays are authorized for Government and other Recognised schools :—

<i>Name of Holidays</i>	<i>Date on which they falls</i>	<i>No. of Holidays</i>
Shri Gobind Singh Birth Day	—	1
Republic Day	26th January	1
Guru Ravidas Birth Day	—	1
Holi	—	1
Mahavir Jayanti	—	1
Independence Day	15th August	1
Janam Ashtmi	—	1
Id-ul-Fitar	—	1
Dushera	—	1
Maha Rishi Balmiki's Birth Day	—	1
Haryana Day	1st November	1
Diwali	—	1
Guru Nanak's Birth Day	—	1
Christmas Day	25th December	1
Total		15

198. The Local Holidays 4 in number will be observed by the school with the approval of the sub-divisional Officer in case of schools upto High Standard and District Education Officers in case of Higher Secondary Schools.

Local Holidays.

199. The registers enumerated in articles 57(G) and 84 shall be maintained in every recognised secondary and primary school respectively. The following registers must also be maintained in secondary schools :—

Registers to be maintained.

- (a) Order Book

- (b) School Examination Register
- (c) Correspondance Register (Appendix XXI)
- (d) Teacher's attendance Register
- (e) Register of the issue of Library books (Appendix XXII)
- (f) Conduct and Punishment Register
- (g) Private Tuition Register
- (h) Pupil Fund Register, including Cash Book
- (i) Property and Stock Registers
- (j) Statistical Registers (Appendix XXIX-XXXI)

Forms of the Principal Registers are prescribed in the appendices and in the statistical forms prescribed for the log book of recognised schools. The accounts of Provident Funds maintained in accordance with rules shall be kept in the same forms and manner as those of funds under rules—Haryana Aided Schools (Security of Service) Rules:

Conduct Register.

200. The conduct register shall be in the charge of Headmaster. 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.

201. Religious Instructions shall not be given in Government Schools and no charge on account of religious instructions shall be paid from public funds. However arrangement for importing moral education in Schools be made in the morning assembly or through special discourses.

Cleanliness to be enforced.

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

Teachers working in primary schools or primary sections of middle and high/higher secondary schools shall help those children (studying in primary classes) who come unwashed to school or make themselves dirty during the school hours to wash and clean themselves at least once during the days.

All the primary schools and primary sections of middle, high and higher secondary schools shall equip themselves with the following articles :—

1. Mirror of reasonable size
2. A bucket

3. Water Jug
4. Washing basin enamelled
5. Soap cakes and soap case
6. Few combs
7. Hair oil
8. Half dozen towels

These articles may be purchased out of Red Cross/Health funds etc. in accordance with the rules of Pupil's Funds

203. The use of tabacoo or intoxicants by pupils is strictly forbidden in schools. It is the duty of teachers to see that these orders are obeyed.

Use of Tobacoo and intoxicants.

204. An approved scheme of physical training shall be included in the curriculum of every recognised school and the headmaster is required to organise a general system of school games.

Physical Education/training.

205. The courses of study followed and the text books used in the schools shall be those authorised by the Department/Haryana Board of School Education, unless other wise permitted by a specified orders such as.....Practical Note Books, calligraphy note books and other help books.

Curricula & Text books.

SECTION-D SCHOOL BOARDING HOUSE

206. Every recognised school, which enrol 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 agrees of boarders at any time.

Boarding House.

207. Dormitories shall not be less than twelve feet in height and shall provide a floor space of atleast fifty squared 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 the dormitory.

Dormitories.

208. The Headmaster is responsible for the management of the boarding house, but for each separate hostel a resident superintendent shall be appointed. The Superintendent shall under the direction of the headmaster, maintains discipline in the hostel, controls 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 headmasters and will communicate at once with the headmaster regarding matters, requiring him immediate attention.

Residential Superintendent and their duties.

209. Provision shall be made for regular medical attendance, wherever possible a suitable located and well ventilated room should be available as a sick room and a suitably furnished room for the use of the medical officer.

Medical Attendance etc.

210. Two sets of rule shall be drawn up by the Headmaster 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.

Rules for the Superintendent and Boarders.

CHAPTER VII

RULES OF RECOGNITION

- Definitions.** 211. A school is said to be recognised when it is allowed to present pupils for examinations held under the orders of the Department or by the Board of School Education, Haryana, to send candidates for public scholarship and to admit holders of such scholarships.
- Recognised Schools.** 212. Recognised schools may be (a) Government (b) Such privately managed schools as in the opinion of the Education Department satisfy the conditions laid down in this code.
- Authorities to recognise schools.** 213. (i) The provisional recognition to the privately managed Primary, Middle and High Schools shall be granted by the Sub-Divisional Education Officer, concerned.
- (ii) Permanent recognition to the privately managed Primary and Middle School and permission to provisional up-grading of High Schools to High Secondary Schools, provisional recognition to Higher Secondary Schools, and permission to add classes or discontinue any class/classes therefrom, shall be granted by the District Education Officer concerned; and
- (iii) Permanent recognition to High and Higher Secondary School, shall be granted by the Joint Director of Public Instruction, Haryana.
- (iv) All other Schools/Model Schools shall be recognised by the Director of Public Instruction.
- Conditions for the recognition of Middle/High schools.** 214. The recognition of Middle and High Schools is governed by the following conditions :—
- (i) that the schools 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 by the Haryana Firm and Societies, and every change in the management being reported to the Department. The managing committee, among others shall include the following members or representatives of the teaching personnel :
- (a) head of the institution as an ex-officio member with a right to vote ;
- (b) teachers representative to be nominated by the teachers themselves in the ratio of 1:20 according to the strength of the staff with a maximum of two, with a right to vote on school matters. The nomination shall be by rotation according to the length of service of the teachers; and
- (c) one or two educationists.
- (iii) that in order to ensure the continued maintenance of the school in an efficient condition, the management has deposited in the name of the school with a branch of the State-Co-operative Bank approved by the Registrar Co-operative Societies a Post Office Saving Bank or with any of the nationalised

Bank, Reserve Fund equal to at least six months salaries of the staff duly pledged to the District Education Officer concerned by designation and that no withdrawals are made without the prior sanction of the District Education Officer concerned provided that the Director of Public Instruction, Haryana may relax the condition of reserve fund equal to six months salary to such an extent as he may consider reasonable and equitable in respect of any individual deserving school subject to the fulfilment of the conditions that :—

- (a) the financial position of the school is sound;
- (b) the school has a good building and other assets such as play grounds etc.;
- (c) there are no complaints against the school with regards to its management or from its employees about the non-payment of their salaries etc.;
- (d) the managing committee consists of well reputed citizens who have good standing in public life etc.; and
- (e) the school has a large enrolment and its results are above the Department/Board pass percentage.

Provided further that this relaxation shall be withdrawn by the Director of Public Instruction, Haryana if he feels satisfied that the school has ceased to fulfil any of the above mentioned conditions.

- (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 contained in appendix XXVII, XXVIII;
- (v) that it has adopted the Contributory Provident Fund scheme for its teachers;
- (vi) that the school premises accommodation, furniture and equipments are sufficient and suitable ;
- (vii) that it follows the departmental rules and that inter schools rules are strictly observed ;
- (viii) that it follows courses of study prescribed or approved by the Department/Board of School Education ;
- (ix) that it has attained and maintains a respectable standard of efficiency in instruction ;
- (x) that the rates of tuition fee and subscription to boys funds charged, are in accordance with the scales prescribed or approved by the Department ;
- (xi) that suitable arrangements are made for physical training for all pupils except such as declared unfit by competent medical authority ;
- (xii) that its discipline is satisfactory ;

- (xiii) that the Headmaster is recognised as the sole authority in all matters connected with internal organisation of the institution including class promotions, teachers time table and assignment of works, discipline etc. ;
- (xiv) that the record and registers specified in article 222 are maintained ;
- (xv) that accounts are maintained properly. It shall be incumbent on the management to get the accounts audited by the District Auditor or any other auditor approved by the Director at least once a year ;
- (xvi) that there must be at least one educationist on every selection committee appointed for the selection of teachers in the schools ;
- (xvii) that the salary to the teachers is regularly paid through crossed cheques.

Note : A High/Higher Secondary School is said to be recognised when it is permitted to present pupils at the Matriculation/Higher Secondary and School leaving Examination of Haryana Board of School Education.

Conditions for the recognition of Higher Secondary Multipurpose Schools.

215. The recognition of a Higher Secondary/Multipurposes Higher Secondary School shall be governed by the conditions laid down in article 214 and the following additional conditions :—

- (i) that the school has adequate equipment and teaching aids for the elective groups introduced in it ;
- (ii) that the school follows the regulations, outlines of tests and syllabus prescribed for Higher Secondary Examination.
- (iii) that the staff, engaged, is fully qualified and is capable of teaching the enriched curriculum under the new scheme ;
- (iv) that the school has set up a career committee for providing guidance to students in the selection of suitable careers ;
- (v) that the school will not run old type Matriculation classes ;
- (vi) that the school will endeavour to introduce minimum of two elective groups.

Conditions for the recognition of Model Schools.

216. The recognition of a Model school is governed by the following conditions. 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 of three years. In such a case, the orders shall be accompanied by a definite statement of the conditions which should be fulfilled, before the school will be permanently recognised:—

A—General

- (i) that the school is needed in the locality on educational grounds
- (ii) that it is under a regularly constituted effective managing body and it should be got approved by the department. The Head

of the school and other representatives of the department are authorised to attend the meetings of the managing body;

- (iii) That in order to ensure the efficient functioning of the school and to maintain in good condition, the management have deposited in the name of the District Education Officer with the Post Office Saving Bank or with any Scheduled Bank reserve fund equal to atleast six months salary of the staff;
- (iv) that all the teachers are Trained Graduates and are academically and otherwise suitable to teach in these schools that they should be paid salary in no case less then their counter parts working in Government Schools ;
- (v) as far, as possible, the books of only higher standard should be introduced and these books should be attractive and free from any printing mistakes;
- (vi) that there is good arrangement of teaching of Music, Dance, Painting and Arts, one act play and of sports in the schools ;
- (vii) that the terms and conditions on which the teachers are engaged including the execution of a written agreement between the management and each teacher as are contained in Appendices XXVII and XXVIII.
- (viii) that it follows the departmental rules and that inter school rules are strictly observed.
- (ix) that the Headmaster is recognised as the sole authority in all matters connected with internal organisation of the institution including class promotion, time table, assignment of work to teacher and discipline etc. ;
- (x) that the number of students in each class/sections are between 25 to 30 ;
- (xi) that it possesses and maintains the following records :—
 1. An Admission and Withdrawal Register.
 2. Daily Attendance Register of Pupils.
 3. An Attendance Register of Teachers.
 4. An Acquittance Roll of Teachers.
 5. A Cash Book.
 6. Register of Statistics.
 7. Log Book.
 8. Conduct Register.

9. Visitor Book.
10. Fee Register.
11. Order Book.
12. Register of Private Tuitions.
13. Register for the Payment of Scholarships etc.
14. Register of Library Books and Issue Register.
15. Public and House Examination Register.
16. Property Register.
17. Register of Pupils Funds.
18. Correspondance Register.

Note : In addition to above conditions the articles numbers 221, 223, 224, 225, 225-A, 226, 227, 228, 229, 230, 231, 232 and 234 of Haryana Education Code are also applicable to these schools.

B. Building and Equipment

1. The building should be in good conditions and constructed according to departmental specification. The surrounding environment should also be attractive. The building should not be on rent.
2. The class-rooms should be well-ventilated and neat and clean.
3. That the teacher's residential quarters, Headmasters residence and common Hall should be attractively furnished. Dinning room for students is to be well equipped with tables and benches etc. for taking mid-day meals.
4. Head Master/Headmistress's office is to be suitably furnished and decorated with other decorations and curtains.
5. All rooms should be fitted with electricity and electric fans.
6. Furniture should not only be sufficient but it should be enough and in good condition. Every student should also be supplied with Desk, Chair and one corner in the Almirah for keeping his/her books and other teaching material.
7. There should be four class IV members, one cook for mid-day meals one matron or nurse and one gardener. These schools should have some separate specialities which other ordinary schools lacks.
8. Besides, above there should be separate rooms for :—
 - (a) Science room.
 - (b) Social Studies.
 - (c) Fine Arts.
 - (d) Music.
 - (e) Language Study.

C. Play Ground

The school should have a spacious play-ground where sports can be efficiently organised.

The School should have likely library in which books should of good standard. It should be on the attractive place, where opportunity for self studies is available.

D. Tuition Fees and Funds :—

These should be as mentioned in chapter of Fees and Funds.

These schools are to be run on no profit, no loss basis and these schools will not be considered eligible for grant-in-aids.

E. Children between the age of 2½ to 5 years shall be admitted in Nursury schools.

Conditions for
the recognition
of Primary
Schools.

217. Recognition of Primary schools is governed by the following conditions :—

- (i) that it 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. The managing Committee among other shall include the following members as representatives of the teaching personnel :—
 - (a) head of the Institution as an ex-officio member with a right to vote ;
 - (b) teachers' representative to be nominated by the teachers themselves in the ratio of 1:20 according to the strength of the staff with a maximum of two with a right to vote on school matters. The nomination shall be by rotation according to the length of service of the teachers; and
 - (c) one or two educationists.
- (iii) that it has been in existence for atleast 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 District Education Officer concerned considers this undesirable;
- (ix) that there is at least one -whole time teacher provided for every forty five pupils in average attendance;
- (x) that it possess a copy of the Haryana Education Code and maintains the following records :—
 - (a) an admission and withdrawal register (Appendix V);

- (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 ;
- (h) a Cash Book ;
- (i) that the terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher are as contained in appendices XXVII and XXVIII.
- (j) that the school accounts are maintained properly. It shall be incumbent on the manager to get the accounts audited by the District Auditor or any other auditor approved by the Director at least once a year;
- (k) that there must be at least one educationist on every selection committee appointed for the selection of teachers in the school ;
- (l) that the salary to the teachers is regularly paid through crossed cheques.

Conditions for the recognition of Adult Education centres.

218. Adult Education Centres for men and women shall be recognised by the District Education Officer concerned. The recognition of an Adult Education Centre is governed by the following conditions :—

- (i) that it follows courses of studies approved by Department ;
- (ii) that no pupil shall be admitted under fourteen years of age ;
- (iii) that the number of pupils in average attendance not less than fifteen ;
- (iv) that the number of pupils in average attendance is in the opinion of the Department sufficient ;
- (v) that suitable seating accommodation and sufficient centre equipment is provided and lighting arrangement are satisfactory ;
- (vi) that an Admission and Withdrawal Register and Register of daily attendance of income and expenditure , time table showing the distribution of work among the staff are maintained and progress register of adults attending the centre are maintained.

219. 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 recognised.

Provisional
Recognition.

220. Where recognition is refused to a school, a copy of the orders shall be sent to the manager or correspondent of the school stating reasons for which recognition has been refused.

Refusal of
Recognition.

221. The management of a recognised school shall undertake that all orders of the 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, reports, returns, records and registers, the use of authorised 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.

General under-
taking.

222. Every recognized secondary school shall possess a copy of the Haryana Education Code and shall maintain the following Register :—

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 of 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 Examination ;
- (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.

223. 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 to the District/Sub-Divisional Education Officers concerned by the 1st June (see article 237) following 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 holiday shall determine the end of a term.

2. All applications from privately managed schools under this rule should reach the District/Sub-Divisional Education Officers concerned by the 30th September, and the Director of Public Instruction by the 31st December each year.

Withdrawal of recognition.

224. 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 the 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 recognising 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.

225. Recognition is liable to be withdrawn from 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 of enmity and hatred between different classes 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.

225-A. Government reserved to itself the right, anything in the rules of this code notwithstanding, to grant, refuse or withdraw recognition at its entire discretion.

226. 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 recognition.

227. The recognition of a school or department shall lapse if :—

- (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 219 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 Sub-Divisional/District Education Officer 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.

Lapse of recognition and recognition of branch schools.

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 recognised shall also be treated as new schools or classes for the purposes of recognition.

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

Appeal regarding recognition.

229. In a recognised 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.

Recognised schools open to all castes and creeds.

230. 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.

Religious instructions & exercises.

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

No pupil shall be refused admission to a recognised 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 recognised holidays of his religion, included in the list of gazetted holidays.

Any representation made by guardians under these rules must be in writing.

Liability to inspection.

231. Every recognised school with its account books registers and other records shall be open to inspection at all reasonable hours by the authorised officers of the Department, by the Executive Officers of Government authorised 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.

232. Every recognised 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.

Text-Books.

233. No books (other than books for religious instruction) not authorised by the Department or the University shall be used in any recognised school; Government reserve to themselves the right to forbid or to prescribe the use of any book or books or other publications in recognised schools.

Residence of pupils.

234. Every pupil of a recognised school shall reside with his parents or with guardians recognised by the School authorities and the parents or in a recognised hostel or boarding house.

Authorities to recognise hostels.

235. Hostels intended for the residence of pupils of Secondary Schools shall be recognised in the case of boys by the District Education Officers concerned. All other hostels will be recognised by the Director of Public Instruction.

Conditions of recognition of hostels.

236. The recognition of a hostel is governed by the following conditions :—

- (i) the buildings and sanitary arrangements 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 parents or guardian ;
 - (b) Attendance Registers ;
 - (c) a Sick Register ;
 - (d) Accounts of Income and Expenditure;
 - (e) a Property Register.

237. All applications for recognition should be in the form prescribed in appendix (I & IA) as the case may be. Such applications from schools applying for recognition for the first time, should reach the District Education Officer concerned by the 1st June. Applications from provisionally recognised schools for the grant of permanent recognition or for the extension of provisional recognition, should reach the District Education Officer concerned by the 1st December and the Director of Public Instruction, Haryana by the 31st January each year.

Application for recognition.

238. Should a recognised 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.

Lapse of recognition of a hostel.

239. The provisions of paragraph Second of Article 227 shall also apply to branch hostels.

Recognition of branch hostels.

CHAPTER VIII

GENERAL RULES FOR COLLEGES

General duties
of the Principal.

240. It is the duty of the Principal to exercise general control of the college and its hostels in his charge, to maintain discipline among the staff and pupils, to organise and supervise the instructions, to prescribe text books, to take regular part in the teaching work, especially in classes and subjects in which his personal guidance is desirable, to arrange for games and other extra-moral activities of the pupils, 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, social and moral welfare of the pupils under his charge.

College Council.

241. In each Government college there shall be a council constituted for the purpose of consultation on all matters concerning the teaching and disciplines of the college.

The council will consist of not more than eleven members and not less than five members including the principal, professors and senior lecturers. In colleges where the number of officers designated as professors or senior lecturers is inadequate, lecturers may also be included in the college council, and the total number of members of the council including the principal, should not be more than five in this case.

Migration.

242. A student may migrate from one college to another, after fulfilling the conditions laid down by the University to which the latter college is affiliated subject to the condition that in case both the colleges are affiliated to different Universities neither of the Universities has any objection to this migration.

Limit of number
of pupils in a
class.

243. The number of pupils in a class or section shall not exceed that for which sanction of the University to which the college is affiliated, has been obtained.

College hours.

244. The hours for opening and closing of colleges shall be fixed by the Principal after taking into account the season, locality and class for pupils subject to the restriction that the total weekly periods allotted for instruction in different subjects are in accordance with the general principles and instructions, laid down in this connection by the University to which the college is affiliated.

Time table.

245. A class time table, showing the routine of study for the week shall be put up on a Notice Board, specifically meant for this purpose for the information of the students.

A general time table showing the work of all the members of the teaching staff and classes shall be hung up in the Principal's room and the staff room.

Registration of
attendance.

246. The roll shall be called by the members of the teaching staff as soon as they take up their class for instruction. No blank space shall be left in this Attendance Register and no pupil's attendance shall be marked after the roll has been called.

Members of the teaching staff shall daily record the roll numbers of the absentees in their periods on the absentee slip and the office of the Principal will maintain the Attendance Register.

247. Leave of absence from college/hostel upto three days may be granted by the Tutor and for more than three days but up to seven days by the senior Tutor on the recommendations of the Tutor.

Application for leave.

Leave of absence from college/hostel for more than 7 days shall be granted by the Principal on the recommendation of the Tutor and the senior lecturer.

Leave shall only be granted if the application is duly signed or attested by the parent or guardians of the applicant in the case of Day Scholars and by the Superintendent of the hostel in the case of resident students.

Students applying for leave due to sickness may be required to produce a medical certificate from a competent authority to that effect, if it exceeds a period of more than 7 days.

248. Principals of colleges are required to send up the names of all the pupils who may desire to present themselves as Candidates for various University Examinations provided they fulfill all the conditions laid down by the University to which their colleges are affiliated.

Presentation of candidate for Examination.

249. College classes may be granted leave to prepare for University Examinations for a period as pointed by the University just before the commencement of the examination, if in the judgement of the Principal, the courses have already been adequately covered.

Preparatory Holidays.

250. Members of the staff deputed to accompany the students for various activities shall invariably submit to the Principal a report on the behaviour and performance of the students in writing soon after their return with the suggestions for further improvement.

Report on behaviour/performance of the student.

Instances of exemplary behaviour/performance or cases of misconduct shall always be mentioned in the report, during such functions as excursion, educational trips, inter-college debates/declamation contests.

251. The conduct Register shall be in the charge of the Principal, 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. Mis-behaviour should be understood to include unpunctuality irregular attendance, idleness, use of bad languages and slovenly habits as well as breach of college rules discipline and moral delinquencies generally. The periodical progress report sent to the parents should include remarks on the conduct of the pupils concerned.

Conduct Register.

252. Religious instructions shall not be given in Government Colleges. However, acquaintance with moral norms of behaviour is essential and provision may be made for this orientation in the college.

Religious instruction

Cleanliness to be enforced. 253. Cleanliness of person and clothing must be enforced among the students of all colleges.

Use of tobacco and intoxicants. 254. The use of Tobacco or intoxicants by students and staff is strictly forbidden in colleges, Principals shall be personally responsible for its implementation in letter and spirit.

Physical training. 255. An approved scheme of physical Training shall be included in the curriculum of every college and organisation to which the college is affiliated.

Curricula and Text books. 256. The courses of study followed and the text books used in a college shall be those authorised by the University to which the college is affiliated.

Progress Report. 257. Principals shall send at least twice a year the periodical progress reports on the work and conduct of the students to their parents/guardians.

Expulsion and Rustication. 258. The penalty of expulsion or rustication of a student for Serious misconduct may be imposed by the college council in the light of the rules regarding rustication and expulsion of students as laid down in the calendar of the University to which the college is affiliated.

The principal of a college may, if he so feels necessary, disallow any student with dubious character or charged of misconduct, from attending the college for a period not exceeding one month at a time.

Extramural Duties. 259. It is the duty of all members of the staff of a college to take a keen personal interest in all those activities which help in the physical, intellectual social and moral development of pupils, during college games and in the general conduct of the pupil outside the class room.

Private Tuitions. 260. Members of the teaching staff in Government College shall not undertake private tuitions except in accordance with the instructions laid down below :—

(a) General instructions :

1. The Private tuition by a college professor/lecturer to a student of his own class shall be discouraged.
2. The scale of maximum fee for an hour's work daily or for an aggregate of 25 hours in a month shall be as under :—

(i) Pre-University/Pre-Medical/Pre-Engineering/1st Year of the Three Year's Degree Course Rs. 100/- p.m.

(ii) 2nd Year and 3rd Year of the three year's Degree Course Rs. 125/- p.m.

(iii) M.A./M.Sc. Rs. 150/- p.m.

Pecuniary dealings with pupils.

261. Members of the staff of a college are not permitted to borrow money from their students nor to have any pecuniary dealings with them in a private capacity.

262. College professors/lecturers and other officials shall not be required to share fees with the Government for the University assignment done outside the normal duty hours.

Sharing of Fees.

263. Every college which enrolls resident students shall provide and maintain under efficient control a suitable building for the accommodation of boarders. The boarding house shall be in a suitable locality and shall be capable of being closed to the entry of visitors and exist of boarders at any time.

Hostel.

264. Dormitories shall not be 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 indicated outside the dormitory.

Dormitories.

265. The principal is responsible for the management of the boarding house, but for each separate hostel a resident superintendent shall be appointed. The Superintendent shall be entitled to rent free residential accommodation excluding water and electricity charges.

Resident Superintendent.

266. (a) Superintendent who has also teaching assignments shall under the direction of the Principal maintain discipline in the hostel, control the class IV employees and satisfy himself that the boarding house premises are kept in a clean and good sanitary condition and that a balanced food is served to the boarders. He shall furnish a daily report to the principal regarding matters requiring his immediate attention.

Duties of the Superintendent.

He shall also soon after calling the roll at the time fixed by the principal, record the roll numbers of the absentees daily on the general Absentee register to be maintained for this purpose.

Apart from these duties the Superintendent shall under the instructions of the principal, fix proper timings for games, studies, morning jerks, meals and any other activity/activities which the principal might like to introduce and shall see that those timings are properly observed and activities carried on.

A proper record of all activities/games fixtures shall be maintained.

(b) Superintendents who have no teaching assignments (e.g. a person who is appointed against the post of a Superintendent) shall also maintain all the accounts regarding the expenditure incurred in the Boarding House by various student committees, in addition to the performance of duties as enumerated at (a) above.

267. The principal may appoint the senior most member of the staff as the senior resident warden of the boarding house/boarding houses provided that there is an express need for this appointment. The Senior resident warden shall be entitled to rent free residential accommodation excluding water and electricity charges.

Resident Senior Warden.

Duties of the Resident Senior Warden.

268. The Resident Senior Warden shall assist the Principal in supervising the affairs of the boarding house/boarding houses attached to a college and shall perform all the duties assigned to him by the principal in this connection.

Rules for Superintendent and Resident Students.

269. Two sets of rules shall be drawn up by the principal, one for the guidance of the Superintendent/Superintendents and other for the guidance of the resident students. The latter set of rules shall be displayed in a conspicuous place in the boarding house.

Hostel Committee.

270. In order to inculcate and develop the qualities of leadership and to instill spirit of corporate/community life and team work, the superintendents shall invariably associate students with all the functions and activities concerning hostel management by forming different student committees such as Mess Committee, Cultural Activities Committee, Common Room Committee consisting of student's representatives duly elected by the Resident students after every quarter.

These committees shall be required to maintain proper record of the activities which they perform.

Medical attendance etc. in the Boarding house.

271. Provision shall be made for regular medical attendance in the hostel. A suitable room should be set apart as Health Room for the Medical Officer.

Purchase and accounting of stores, Equipment, Books etc.

272. All articles required for the college and to be purchased out of grants/funds should be purchased strictly in accordance with the procedure laid down by the Department/College Maintenance Grant and also other instructions issued from time to time.

All purchases should be made through a purchase committee appointed by the Principal. The committee will invariably consist of at least three members of the staff including the Senior member in-charge of the Store/equipment/apparatus/library as the case may be.

All items purchased shall be brought on the ledger and correctly accounted for.

Articles once taken on charge shall not be written off the Ledger unless considered unserviceable due to wear and tear or declared absolute by a board duly convened under the orders of the principal. Articles which condemned shall be disposed of in accordance with the recommendations of the Condemnation Board with the permission of the Principal.

Sale proceeds from the public auction of these articles shall be credited to respective heads.

Direct purchase from the market.

273. Principals of the colleges are authorised to make direct purchase from the local market after observing necessary formalities provided they have exhausted all approved sources of supply.

274. Principals shall appoint one of the senior members of the staff as the Bursar of the College. His functions shall be :—

Bursar and his duties.

- (i) to ensure correct up keep and maintenance of accounts of fees/funds/grants and all undertakings involving finance in accordance with the procedure laid down and instructions issued by the Department from time to time;
- (ii) to ensure payment of the bills as soon as these are received from the dealers/claimants;
- (iii) to ensure correct drawl and disbursement of the monthly pay and allowances of the entire college establishment in time.

Bursar shall in no case be appointed in charge of an activity involving use of funds. He shall be paid an allowance in accordance with the Departmental orders issued from time to time for discharging these duties.

CHAPTER IX

FEES AND FUNDS IN COLLEGES

Fees & Funds. 275. Fees and funds will be levied in Government Colleges for twelve months in the year, at the rates, shown in Appendix. XXV & XXVI.

Admission Fee. 276. 1.(a) Admission fee is chargeable only once in the duration of a particular course of studies. 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 *Rs. 1 as re-admission fee*. No fresh admission fee should be charged from a student who appears in the Pre-University Course Examination; but fails and subsequently appears and passes that examination as a private candidate and thereafter seeks admission to the Three Year Degree Course, provided he has not withdrawn his securities etc. No fresh admission fee should be charged from a student who joins the Three Year Degree Course after passing the Pre-University Course Examination from the same institution provided he has not withdrawn his securities etc.

(b) A fresh admission fee at the usual rate should be charged from a student who migrates from one college to another, by the college to which he migrates even if both the colleges happen to be under the same management.

Tuition Fee. 277. Tuition fees are chargeable for twelve months. A second tuition fee for the same month shall not be charged from a student migrating from one college to another college when both the colleges affiliated to a Recognised University (not necessarily the same University). Again if a student migrates from one Government College to another Tuition Fees for the period already paid for by him in the former college shall not be charged by the latter college.

Additional Fee for offering Honours papers. 278. (a) An additional fee of Rs. 2.00 p.m. will be charged from the students offering an Honours paper or papers in the Three Year Degree Course. The fee shall be charged from the month in which instruction in Honours courses commence instead of for the full length of the Three Year Degree Course. In individual cases of late admissions to these course the special fee prescribed for them shall be charged from the month the student actually joins.

(b) A student enjoying fee concessions, who take up an Honours paper or papers in the Three Year Degree Course shall be charged additional fee for the Honours paper or papers in accordance with the rate of fee concession enjoyed by them i.e. students enjoying the half fee concession shall pay this fee at half rate and students enjoying full fee concession shall not pay any such fee at all.

Special funds are chargeable from students taking up Honours subjects at the rates mentioned against each for twelve months. In individual cases of late admissions to these courses as also to the classes in the subjects the special funds prescribed for them shall be charged from the month the student actually joins. These special funds shall be charged at full rate even if the students enjoys any fee concession. These funds

shall be kept in the Personal Ledger Account of the principal, who will operate upon this subject to the financial powers vested in him and will be spent to cover the cost of the practicals of the respective subject.

Notes :

- (i) No donations should be collected from the students at the time of admission and also when they are on rolls of the college. Donations may be accepted from the old students only after one year of their leaving the college.
- (ii) Fees paid in excess in a month can be adjusted in subsequent month/months.
- (iii) No fees and funds shall be charged from a student who has been absent or on sick leave during the whole of a month.
- (iv) The amount on account of tuition fee in case of Government college should be credited to Government Treasury whereas the amount collected on account of other items should be credited to principal's Personal Ledger Accounts.

279. Boarding House Fees in Government Colleges will be charged as follows:—

**Boarding House
Fee.**

- (a) Consolidated charges Rs. 12 p.m.
 (Consolidated charges include Rs. 10 p.m. where no water charges
 common-room fund Electricity have to be paid separately.
 charges, Furniture, bulbs, Fans,
 Servants salary fund Medical
 Fee and water charges etc.)
- (b) Hostel Room rent (Both for Rs. 5 p.m. per student.
 cubicles and Dormitories)

Note :

- (i) No other charge except these mentioned above would be realised from the students.
- (ii) The amount realised as hostel room rent should be deposited in to the Government Treasury.
- (iii) The amount realised as consolidated charges should be credited to principal's Personal Ledger Account. Principals shall have the authority to spent money out of this charge in accordance with the particulars requirements of their institutions.
- (iv) No concession of any kind shall be permissible in respect of consolidated charges or Hostel Room Rent. These shall be charged for the whole of the month even if a student lives for a part of that month.
- (v) Consolidated charges shall be charged only if a student actually lives in the hostel during that month or part of that month.

(vi) Hostel Room Rent shall be chargeable for the period a student is on the roll of the hostel.

Boarding House
Security.

280. Resident students shall be required to deposit following securities at the time of admission to the Boarding House.

(a) Hostel security .. Rs. 20 (Refundable)

(b) Mess security .. Rs. 60 (Refundable)

These securities if not withdrawn or adjusted by the students within a year of the date of their leaving the Boarding House, shall lapse to the college.

Purpose of
Securities.

281. The library, hostel and mess securities are taken to safeguard the recovery of the cost of repairs or replacement or damage to library books, hostel furniture and unpaid mess charges etc.

Utilisation of
lapsed
securities.

282. The amount of the lapsed securities may be used partly on the college or hostel library and partly for the common good of the boarders e.g. equipment of the hostel common room or prizes etc.

Interest on
security deposits.

283. The interest accruing on security deposits of students should be utilised partly for the library and partly for the common good of boarders, equipment of the hostel common room, prizes etc.

Fees from
rusticated
student.

284. Fees from the rusticated students who come for re-admission shall be charged as follows :—

(i) Fees shall be charged for the entire period of rusticated if this period of rustication falls within one academic year.

(ii) If the period of rustication falls partly in one academic year and partly in another, the fees shall be charged only for the period falling in the latter year.

Casual students.

285. Late college students who have once completed the prescribed course for a University Examination shall be charged tuition fees at the following rates if they are permitted by the principal to attend as casual students, a course of lecturers in any one subject or more than one subject with a view to appearing at the examination as private candidate.

(i) *Arts students* : Half fee up to two subjects and full fees for more than two subjects plus the usual subject fund from the month of admission.

(ii) *Science students*: Half fee upto two subjects and full fees for more than two subjects plus the usual science subject fund from the month of admission.

The names of such students shall not be borne on the regular roll call register, but a special register shall be maintained to keep an account of their fees. The tuition fees paid by students shall be adjusted towards fees leviable for twelve months under article 275 of the Haryana Education Code as and when such students become regular students. They

shall not be required to forgo the fees already paid by them in their capacity as casual students. They shall further be required to pay usual admission fee.

286. Provisional admission to the college may be allowed by the Principal only for exceptionally strong reasons pending orders from the Department or the University as the case may be. Usual college fees shall be charged from the candidates and if the admission is not subsequently confirmed by the proper authority, the fee for the month/months other than those during which the candidate actually attended the college, shall be refunded.

Provisional Admission to College.

287. In aided colleges the rates of tuition fee charged shall not be less than 75 percent of the rates charged for corresponding classes in Government colleges.

Fee in aided colleges.

288. Principal of a Government or aided colleges may admit deserving students on the score of poverty at full or half of the prescribed rates of tuition fee upto limit of 15 percent of the total number on the rolls of the college on the last day in which admissions are permissible by the Regulations of the University to which the college is affiliated (i.e. 10 percent at the full rate and 10% at half rate). This proportion may be varied at the discretion of the principal provided that the equivalent of 15 percent complete exemption is not exceeded. A fraction of one half and over shall be counted as one in calculating the number of fee concessions.

Fee concession on account of poverty.

These 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 fees.

289. Fee concession at half the prescribed rates of tuition fee may be given to the students appointed as student librarians in Government or aided colleges provided that only one concession is allowed for every 250 students on the roll of the last day of admission permissible by the regulations of the University to which the college/colleges is/are affiliated upto a maximum of three in the same institution. These concessions are subject to the following :—

Fee concession to students appointed as librarians.

- (i) The student librarian work in the college library for at least six hours or eight periods of 45 minutes each a week before or after the college hours while the college is in session to keep the library open for recreational and other reading purposes.
- (ii) The student librarians shall not be entitled to this concession (half fee concession) for the month/months during which college is not in session at all.
- (iii) The half rate fee concessions admissible under this article will be over and above the limit of fee concessions admissible under article 288 of Haryana Education Code.

290. Scholarship holders shall not be eligible for fee concessions save in every exceptional circumstances and then only with the express sanction of the principal.

Scholarship holders not eligible for fee concession.

**Other Fee
Concessions.**

291. When two or more brothers or sisters attended the same college or such institutions under the same management in the same town and do not enjoy any concession under the preceding rules, the child in the highest class shall pay the full prescribed fees and others one half of the full fees provided none of the institutions is unrecognised. The younger brother/brothers shall continue enjoying brother/concession if the elder brother does not pay fee due to his remaining ill throughout the month. Brother/sister fee concession is also permissible to the children of a re-married widow/by first as well as by her second husband provided it is satisfactorily proved that the children by her deceased husband are also dependent on the second husband. This concession is admissible from the date from which the dues are charged and not from the date of actual joining or attending the class provided necessary dues for this period have already been paid by the elder brother or sister previously on the rolls of the institution. In cases when the elder brother/sister joins the college long after the payment of full fees by the younger brother/sister the concession, will be admissible from the date the elder brother/sister pays the fee.

This concession is not permissible in the following cases :—

- (a) Brother/sister concession is not permissible to the younger brother/sister or brothers/sisters of a boy or a girl who enjoys full or half fee concession in tuition fee on account of poverty given under article 288 of the code, or whose fees are paid out of the Red Cross Fund, but younger brother/sister or brothers/sisters in such a case can be granted half/full fee concession on account of poverty under article 288 as there is no objection under this article to the grant of poverty concession simultaneously to two or more brothers/sisters, or can be given aid out of the Red Cross Fund.
- (b) No concession for the month in which an elder brother/sister name is struck off for non-payment of fees shall be allowed to his younger brother/sister.
- (c) Brother/sister fee concession is inadmissible to a student if his/her elder brother/sister, is reading in a professional college.

Note : 1. The concession admissible under this article is independent of and is in addition to those referred to in the previous articles provided that the same pupil shall not enjoy concessions under both articles. They should be withdrawn for serious misconduct, idleness or irregular attendance.

2. This concession should not be withdrawn for the reason that the student fails to pass examination except when the failure is due to the laziness or irregular attendance stated in Note No. 1 above.

3. Fee concession upto B.A., B.Sc. is also allowed in Government colleges in the State to the children of the following categories of personnels :—

- (i) Children of defence personnel serving in Ladakh and N.E.F.A. areas.

(ii) Children of H.A.P. and defence personnel serving in J & K on Indo-Pak and Indo-Tibetan Boarders.

(iii) Children or players of Victorious Indian Hockey team belonging Haryana.

Note:—Concession mentioned under para 5 (ii) on page 26-27 is also applicable to colleges.

The above concession shall not be admissible in Government professional institutions.

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

Payment of fee by college authorities.

293. Any student of a college other than the professional college shall pay a fine of 25 paise for each day or part of a day during which he is absent without leave. In professional colleges absence fine shall be charged at the rate of 25 paise per period during which a student remains absent without leave subject to maximum of Re. 1 for the whole day.

Fine for absence.

No fine for absence shall be realised, for the holidays that may intervene the days of absence.

Absence without leave from College (professional or otherwise) on day/days immediately before or after vacation shall entail a fine of Re. 1 per student per day.

294. The principal of a college may impose on a student fine not exceeding Rs. 25 in any one case for breaches of college discipline.

Fine for Breaches of college Discipline.

Absentees from Hostel without the prior written permission of the warden/superintendent will be fined as follow :—

(a) Coming late into the hostel after closing hours :—

(i) 0.50 paise per student from closing hours to 9.00 P.M

(ii) Rs. 2.00 per student after 9.00 P.M.

(b) For staying out for the whole night :
Rs. 2 per student per night.

(c) For overstaying leave/summer vacation/Autumn or winter recess.
Rs. 1 per student per night of overstay.

(d) For leaving the hostel after closing hours at night special fine of Rs. 10 per student per offence.

Note :—These fines are independent of and different from those imposed for absence from college.

295. Resident students will be fined/punished for various offences as follows :—

Fine for serious offences in the Hostel.

- (a) Students allowing guests to stay with them without the prior approval of the warden/superintendent for the night will be fined Rs. 5 per night.
- (b) Students taking intoxicant liquor/drugs etc. in the hostel premises or coming from outside in a drunkard state or otherwise being a nuisance in the hostel will be fined Rs. 10. Repetition of this offence for the second time will merit expulsion.
- (c) Habitual defiance of any of the hostel rules/instructions will render resident student liable to disciplinary action including special fine upto Rs. 25 and expulsion.

**Payment of
College Dues.**

296. All college dues *viz.* tuition fees, Boarding House fees, science Fund subscriptions, subscriptions to recognised college funds and university charges and fines if any must be paid simultaneously by the date to be fixed by the principal. This date shall fall at least ten days before the last date of the month and shall be notified by the principal atleast fifteen days in advance.

A fine at the rate of 10 paise per day shall be levied for each day after the fixed date dues remain unpaid.

If the dues together with the fine or fines imposed are not paid in full by the tenth day after the fixed date, the name of the defaulting pupil shall be struck off the rolls, and he shall not be readmitted until all college dues including a fresh entrance fee and other charges if any, are paid.

Note:—Ordinarily the dues shall be collected monthly. The Principal of a college may, if he so desires, introduce a system of collection of college dues after every quarter. In the implementation of this system, he shall see that the students are not subjected to any hardship and as such shall allow the deserving students to pay their dues monthly on the dates to be notified in accordance with the Provisions of Art. 296.

Note :—This rule shall apply to a scholarship holder only when he fail to pay his dues immediately after the disbursement of his scholarship.

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

**Fines in respect
of paying fee
for vacation
months.**

297. It is not compulsory for student to pay their fee for the vacation months alongwith the fee for the month during which the college is closed in advance. They may, if they so choose, pay fee for those months immediately on the reopening of the college without the payment of any delay fine. If however, at the rate prescribed in a article should be charged from the day on reopening and further if the fees are not paid within ten days from that day of the defaulting pupil's name should be struck off the rolls.

**Principal's
authority to
strike off the
names for long
absence.**

298. Principal of a college may, if he so feels struck off the names of a student who remains absent without leave from college for at least six consecutive working days from the roll. Such a student shall not be readmitted until a fresh entrance fee and other charge if any, are paid, provided further that the principal has no objection for the readmission of such a student and there are no other implications involved in it.

299. Utilization of the students funds in the collegeUtilization of
students fund in
the college.

The amount realised through subscriptions towards various students funds as provided under Article 275 shall be utilized on the objects for which the particular fund has been instituted as listed below :—

300. Priority AAmalgamated
Fund.

- (1) Purchase of sports material including poles.
- (2) Watering, levelling, cleaning and turfing of play grounds.
- (3) General expenses on grants to societies, clubs, associations, committees etc. organised by the college including photographs.
- (4) Expenses in connection with college convocations and other student functions including refreshments to students and guests not exceeding 75 paise per student or guest.
- (5) Expenses in connection with cultural and educational trips and activities.
- (6) Expenses on students in training colleges going out of station for school practice.
- (7) Hobbies.
- (8) Expenses on Refereshments on occasions of annual sports dramas, prize giving function not exceeding 75 paise per student or guest.
- (9) Repairs to ground upto limit of Rs. 500.
- (10) Payment of an allowance of Rs. 15 per month to a laboratory assistant who works on cinema projection apparatus on various occasions.
- (11) Purchase of boxes, almirahs and racks for stroing sports material or material concerning clubs/Hobbies.
- (12) Refereshments to guests as well as host teams, participating in the social and cultural functions debates, declamations, contests etc. at the rate of 75 paise per head.
- (13) Purchase of stationery required for correspondence in connection with different activities covered by the amalgamated fund.
- (14) Expenses in connection with refereeing University Matches.
- (15) Purchase of microphones and loud speakers including necessary accessories.
- (16) Payment of protest fee or late fee, fine, or subscriptions for the tournaments.

- (17) Expenses in connection with tuckshop (excluding Building).
- (18) Dramatic Club (12% of collection of previous year) setting up stage and equipment.
- (19) Conveyance and boarding charges on outside lecturers, prominent citizens poets, artists etc. approved by the principal.
- (20) Travelling allowance to persons invited to lecture at college or to preside over convocations or prize distributions.
- (21) Expenses on establishment pertaining to sports/library such as Beldars, Library attendants and part-time games attendants, provided that all permanent appointments should be approved by the Principal or managing body.
- (22) Travelling allowance to teams and members of the staff, peons and servants accompanying the teams.
- (23) Out of pocket daily expenses or daily allowance incurred by members of the staff and students when they go out to represent the college in sports or other contests.
- (24) Expenditure in connection with Rovers crew, scouting and girl guiding.
- (25) Expenditure in connection with award of prizes at the annual sports prize distribution or the college convocation.
- (26) Purchase of articles of equipment (excluding furnitures) for social and cultural activities like dramas, music contests etc.
- (27) Library decorations, soft furnishings, floor coverings and other fittings (for Library only) excluding almirahs, tables and chairs.
- (28) Expenses in connection with examinations including the purchases of duplicating machines for the printing of question papers. Purchase of typewriter out of examination fund is also admissible.
- (29) Beautifying the campus, laying out lawns, purchase of seed plants for college garden and also the implement required for the purpose.
- (30) Meals and refreshments to the guest teams participated in the social and cultural functions, debates, declamations contests etc. Expenditure in connection with meals and refreshment should not be more than Re. 2 and Rs. 0.75 per head respectively. The expenditure should not be excessive or wasteful.
- (31) Purchase of water cooler.
- (32) Temporary construction of canteen, cycle shed, store house for storing, gardening implements.

- (33) Allowance to the sports clerk, Rs. 20 per month if the number of students is upto 1000 and Rs. 30 if the number of students is 1000 or above.
- (34) Employment of a coach for folk songs, dances and dramas, etc.
- (35) Supply of soap, oil and towel to players after the play.
- (36) Expenditure on the improvement and adjuncts to play grounds, as for example ce-menting of tennis or badminton courts and tennis practice wall.
- (37) Purchase of uniforms for all the players participating in University matches.
- (38) Purchase of lawn mower.
- (39) Purchase of room heaters for rooms of the college at hill station.
- (40) Type allowance of Rs. 10 per 100 students per examination for lecture assistant.
- (41) Purchase of Iron Almirahs for the safe custody of examination and for lecture assistant.
- (42) Hiring of electric fans where fans installed by P.W.D. are insufficient.
- (43) Purchase of locks for almirahs used for storage of sports equipment or material concerning clubs/Hobbies.
- (44) Fencing of play grounds and gardens.
- (45) Payment of subscription and affiliation fee to the District Olympic Association and District Games Association.
- (46) Payment of Remuneration at the rate of Rs. 15 per lecture discussion to lectures taking the subjects of General Education (an additional optional examination paper).
- (47) Payment of Burser Allowance to the lectureres who are entrusted with the job of Bursur. Rs. 50 P.M. if the number of student is 500) Rs. 75 if the number is between 501 to 1000 and Rs. 100 per month if it exceeds 1000.
- (48) Payment of TA/DA to lecturers deputed to attend Rover Day/ crews training camps.
- (49) Expenditure on the celebrations of Gandhi Jayanti/Republic Day/Independence Day (it incudes expenditure on illuminations @ 50 paise per student per celebrations.
- (50) Expenditure in connection with the holding of extension lectures.

- (51) Purchase of clock.
- (52) Payment of stipend at the rate of Rs. 30 P.M. (excluding vacation period) to students librarians for doing work in the library.
- (53) Payment of initial/Annual continuation fee of Rs. 100 to the Kurukshetra University.
- (54) Payment to one co-ordinator (Lecturers or senior lecturers be made in each Government college and may be paid Rs. 50 per month for 9 months in a year for extra work involved in co-ordinating the various lecturers on general Education.

Priority B

- (1) Youth Welfare Activities.
- (2) Educational melas, Exhibitions Festivals (this should include only incidental expenses but not refreshments).
- (3) Supply of milk, eggs, etc. to poor students who are outstanding athletes but cannot afford nourishing food.
- (4) Purchase of crockery for serving refreshment to students or guests etc.
- (5) (a) Purchase of sports uniforms, football boots and

Note : The colleges where balance in Amalgamated fund is more than Rs. 30,000 may incur expenditure on construction of Tube-wells, Boundary walls, cycle sheds, sheds for Beldars and hard-courts for tennis. Before any such project is launched out, prior sanction of D.P.I. be obtained if the amount involved is more than Rs. 5,000 on any single project.

- (b) Spikes for special poor students only 50% cost of football boots for the members of college Foot-ball Teams.
- (6) Amenities for N.C.C. and A.C.C.
- (7) Photographs of teams (winning teams only) at the discretion of the Principal.
- (8) Rent of play grounds.
- (9) Award of college colours to distinguished players.
- (10) Purchase of stock registers, account books etc. for maintaining accounts pertaining to this fund.
- (11) Postage, telegrams, telephones and stationery pertaining to students activities.
- (12) Expenditure on medical assistance to member of sports teams when out of station.

- (13) Equipment (furniture and in door games) maintenance of common room in college, purchase of radio sets.
- (14) Purchase of water pump and necessary expenditure to instal it to provide drinking water to the students.

Note :—The expenditure out of the Amalgamated Fund should be incurred on various approved objects of the fund in the ratio of Rs. 2 for Library/reading rooms, its soft furnishing including purchase of books, magazines, their binding & framing etc. Rs. 1.50 for activities such as games & sports & Rs. 2 for other activities & other miscellaneous items.

301. (1) Free medical aid to all students for minor ailments and injuries only.

Health Fund

(2) Tonics for under-fed children on the recommendations of the Medical Officer (This should be for very poor students only).

(3) Medical inspection of college students.

(4) Weighing and measurement stand.

(5) Sick room utensils and other articles.

(6) Setting up of a dispensary (Excluding Building)

(7) Spectacles (for very poor student only)

(8) Payment of allowance to Doctors and Dispensers.

(9) Hospitalization charges in case of serious illness for poor students.

302. This fund will be administered by a representative committee of students under the supervision of the principal and its income shall be utilised to cover the cost of breakage and replacement of furniture, minor repairs to wooden seats, doors, almirahs especially those fixed in the structure and repairs of electrical and public health fittings.

Dilapidation Fund

303. (1) Charges for printing of examination papers.

House examination Fund.

(2) Supply of blank Answer Books and loose sheets.

(3) Thread and needle to stitch answer books.

Note :1 Tenders are not necessary in respect of the printing of examination papers.

304. This fund can be expended in accordance with Building Fund Rules. (Chapter XII.)

Building Fund

Commerce Fund 305. The fund may be utilized for repair of type writers (replacement old damaged parts) and excessories required for training.

Cycle Fund 306. (1) Payment to cycle chowkidar for the safe custody of cycles.
(2) Construction of cycle sheds if enough amount is available in the Fund.

Note : 1. Only one chowkidar should be appointed if the number of cycles is upto 500. In case, the number of cycle exceeds 500, another cycle chowkidar may be employed provided the expenditure on account of salaries of both the chowkidars is met from within the amount collected from the students as Cycle Fund. Second Chowkidar should be appointed within the period of 1st August to 31st March, only.

2. The Cycle Chowkidar should be appointed in the grade admissible to class IV officials.

Note : No expenditure is to be incurred without the prior approval of competent authority on objects other than those specified in the fund. Any such expenditure incurred in an unauthorised manner will be recovered from the Head of the Institution sanctioning the expenditure.

Student's Aid Fund.

307. The Student Aid Fund in all Government Arts and Professional Colleges was created with effect from the 30th September, 1961 or from the actual date the fund has been/or is started in a College. The contribution from the student towards this fund should be purely on voluntary basis and there should be no coercion or compulsion in any way.

The objects of the fund will be to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or similar other expenses. Limited assistance can also be given to the student to meet their hostel mess, clothing or medical expenses, if their needs are considered genuine. Interest free loans can also be granted to the deserving students but no scholarships, stipends, prizes, rewards, etc. will be given from this fund.

Receipts shall be issued by Principal or any officer nominated by him in this behalf, in acknowledgement of amounts received from the public.

Audit fees shall be realised on daily rate for the audit of the accounts.

Purchase how made.

308. All purchases shall be made with the sanction of the office empowered to incur expenditure in each case. All accounts will be kept in the same manner as the Government accounts are kept.

309. The amounts realised will be credited in the personal ledger Account at the Treasury in the name of the Principals. Where there is no treasury the students fund in college should be kept in the local post office in any scheduled Bank to be operated upon by the principal concerned.

Custody of Balances.

310. (a) Principals of colleges may spend upto Rs. 5000/- in respect of Non-recurring expenditure during a financial year on any single item on any of the approved objects of students fund including music fund where some limit is already fixed in the object including music without obtaining prior approval of the D.P.I.

Principal's authority to expend money out of students funds.

(b) Principals of the colleges are authorised to spend out of amalgamated fund on worth while projects such as setting up of workshops in which boys can practise their hobbies and do simple repairs to Science apparatus, make models etc. In case there are large balances exceeding Rs. 30000/- accumulated in this fund, a trained mistry on a salary of about Rs. 150/- per month may be employed out of this fund to train and guide the students. Such a person should know wood work and simple metal work, poultry farming, vegetable farming etc.

(c) The construction work involved in these projects need not be done through the P.W.D. but may be got done by private contractors by taking of necessary precautions regarding tenders. Quality of work and proper supervision regarding the site of construction. (The XEN PWD may however be consulted.)

Prior sanction of the D.P.I. should however, always be taken if the amount involved is more than five thousand on any single approved project.

(d) Principals of Colleges may purchase books including those costing more than Rs. 40/- each out of the Amalgamated fund provided the total cost does not exceed Rs. 1000/- at a time. If the total cost exceed Rs. 1000/- prior approval of the D.P.I. should invariably be obtained.

311. Principals of Colleges have full authority regarding the choice of subscribing dailies for the college Reading Rooms. In making the choice the principals shall, however, keep in view that no such reading matters put in the hands of the students as would influence their communal feelings or would incite them in favour of subversive activities.

Purchase of Dailies.

The Principals shall supply to the Department in the month of October every year information about all the daily news papers which are subscribed for their college Reading room.

312. Expenditure for travelling and out of pocket expenses may be met out of the amalgamated fund in the following cases :

Expenditure out of Amalgamated Fund for Travelling and out of pocket expenses.

(a) The peons and servants accompanying the teams may be paid out of the Amalgamated fund for out of pocket expenses to which the students are entitled viz. upto a maximum of Rs. 4/- per day at the discretion of the Principal.

(b) The payment of T.A. and out of pocket expenses to the Principals for attending meetings of University Sports Committee at the following rates :

- (i) Single Railway fare of the class of accommodation to which entitled, the return journey tickets be used where possible.
- (ii) Actual expenses for the road journey to and from the station where the meetings are held.
- (iii) Actual hiring charges of pony or other conveyance upto maximum of Rs. 4/- per mile of the places not connected by rail or bus.
- (iv) Out of pocket expenses upto a maximum of Rs. 6.50 per day for the days of halt and out of pocket expenses at half rate for the days of departure from the arrival at the headquarters.

(c) The teachers or lecturers who accompany college teams for university or other matches played at out stations or have to attend the meetings of the Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak Sports Tournament Committee, or to accompany the students for educational trips of historical and geographical interest or have to accompany the students taking up Civics, Political Science Economics and Science subjects on educational trips or accompany the students to identify them at the time of university convocation may be allowed travelling allowance and out of pocket expenses at the following rates :—

- (i) Single railway fare of the class of accommodation to which entitled, the return journey tickets being used when possible.
- (ii) Actual expenses for the road journey to and from the out-station where the matches are played.
- (iii) Actual hiring charges of the pony or other conveyance upto a maximum of Rs. 4/- per mile of the places are not connected by rail or bus.
- (iv) Out of pocket expenses upto a maximum of Rs. 6.50 per day sanctioned by the principal and out of pocket expenses at half rate for the days of departure from and arrival at the headquarters of their normal duties, including days of departures from the arrival at headquarters.

Note : 1. Any T.A. paid to the teachers by the University in connection with University matches should be credited to the Amalgamated Fund of the College concerned.

2. In case of local matches tonga hire may be allowed to a teacher accompanying the college team provided the place where the match is to be played is at a distance of more than one kilometer from the college.

(d) Travelling and out of pocket expenses of the students going out for tournaments and matches and on educational trips of historical and geographical interest or also to students taking up Civics, Political Science, Economics and Science subjects going out on educational trips, may be paid at the following rates :

- (i) Out of pocket expenses upto a maximum of Rs. 5/- per day at the discretion of the Principal to students going for tournaments and matches. Third class railway fare or actual bus fare plus tonga charges for journey from and to the railway station or Bus Stand at the time of arrival and departure. No daily allowance or any other tonga charges shall be allowed.
- (ii) Travelling allowance upto 1/2 of the actual expenses of the students going on educational trips of historical and geographical interest or to student taking Civics, Political Science, Economics and Science subjects going out on educational trips, No daily allowance (out of pocket expenses) is admissible as in the case of serial No. '1' above.

313 (a) All students of the T.D.C. (Final year) should be taken on long tour every year and allowed 100% railway fare/transport charges out of Amalgamated Fund. Poorer students may be given some extra amount for food and incidental expenses also.

Expenditure on Educational Tours.

- (b) If funds are available for students of Pre University class, another tour to some nearby place should be arranged and they should be allowed 50% railway fare/transport charges out of amalgamated fund.
- (c) In case of tours arranged by subject societies, no contribution would be made out of Amalgamated Fund and the Students will have to bear all the expenses.
- (d) Maximum number of students should be afforded this facility of going out on educational tour. These tours should not become the monopoly of some selected students year after year.
- (e) One teacher should accompany the students on such tour if the number of students is upto 25. Above 25, two teachers may be allowed. The teacher should travel with the students in the same class.
- (f) Staff members will not be permitted to take their wives/husbands, or any other members of their family on such tours arranged for the students.

314. As far as possible and practicable, purchases of sports material should be made after calling tenders.

Tenders for the purchase of sports Material.

Permanent
Advance.

315. The Principals of Govt. Colleges may draw as imprest money an amount not exceeding 10 percent of the allotment under other contingencies subject to a maximum of Rs. 500/- out of Amalgamated Fund.

Allowances/
payment to
Doctors and
others out of
Health Fund.

316. Remuneration to Part Time Doctors and Dispensers working in the various colleges/schools in the state should be paid at the rate and terms given below :—

<i>Medical Officers</i>	<i>Per month</i>
<i>Strength of Students</i>	
upto 300 students	Rs. 50/-
301 to 400 students	Rs. 60/-
401 to 500 students	Rs. 70/-
501 to 600 students	Rs. 75/-
601 to 700 students	Rs. 80/-
701 to 800 students	Rs. 90/-
801 to 900 students	Rs. 100/-
901 to 1000 students	Rs. 110/-
 <i>Pharmacists</i>	
1 to 250 students	Rs. 30/-
251 to 500 students	Rs. 35/-
501 to 750 students	Rs. 40/-
751 to 1000 students	Rs. 50/-
1001 to above	Rs. 60/-
 <i>Vaids/Hakims</i>	
upto 300 students	Rs. 35/-
301 to 500 „	Rs. 40/-
501 to 700 „	Rs. 45/-
701 to above „	Rs. 50/-

317. Annual charges for medical Examination of students and N.C.C. cadets should be paid in addition to the recurring fees paid to the part time Medical Officers. The rate of fee per cadets/students for annual Medical check up should however not exceed Rs. 1/-. The appointment of the Medical Doctors shall be made in consultation with the Chief Medical Officer of Health in the District. The payment of the allowance shall be met from the Health Fund. Government employees, however, would be required to share the amount with the Government according to Article 5.58 of C.S.R. Volume I Part I.

Annual charges for Medical Examination of students and N.C.C. Cadets.

318. Qualified Vaid and Hakims can also be appointed for Health Work in Colleges but each case will be considered and decided on merit by the Director of Health Services, Haryana when received through channel viz. the C.M.O.

Appointment of Vaid & Hakims for Health work in colleges and schools.

319. All the Medical Officers, parttime or wholtime employed on regular basis in Government as well as recognised institutions in the State out of Health Funds of the institution should be paid during the summer vacations in case they are likely to continue after summer vacations.

Payment to Medical Officer for summer vacations.

320. For purposes of casual leave, the parttime Doctors/Vaid/Hakims employed in colleges/schools may be considered at par with other whole time employees.

Casual leave to Medical Officers.

321. Medical charges of Boarding houses attached to Educational institutions for Girls maintained by Government or local bodies in the Haryana State shall be paid at the following rates :—

Govt. Medical charges for boarding.

upto 50 Boarders	Rs. 10/- p.m.
for 51 to 75 Boarders	Rs. 15/- p.m.
for 76 to 100 Boarders	Rs. 20/- p.m.
for 101 to 150 Boarders	Rs. 25/- p.m.
for 151 and over	Rs. 30/- p.m.

No conveyance allowance would be admissible to Medical Officers visiting the boarding house.

322. The heads of institutions have full powers to sanction expenditure on the objects for which a particular fund has been instituted provided the total amount involved in every case does not exceed the ceiling fixed by the Department except that expenditure on the Red Cross Fund should have the concurrence of the executive of the College Red Cross Society.

Powers of sanctioning expenditure.

Note : The persons operating various funds should understand that the funds are held in trust by them. They are to be utilised for the purpose for which they have been created and should not be utilised for any other purposes whatsoever. Expenditure out of these funds on un-authorised objects will be regarded as a serious breach of rules and heads of institutions will be personally responsible for incurring expenditure on unapproved items. Again Transfer of funds from one fund to another is against the principles under which separate fund with different objects were created.

Powers of Director of Public Instruction.

323. The Director of Public Instruction, Haryana is empowered to sanction expenditure on objects other than those for which a particular fund has been constituted but all such sanctions should be reported to the Government and the fact that this had been shall be incorporated in the order relaxing the rules, a copy of which shall be endorsed to the Examiner, Local Funds Accounts, for his information.

Appointment of Clerks out of Pupils Fund.

324. The Director of Public Instruction Haryana is competent to create posts of clerks out of the Amalgamated Fund, even for purpose not connected with the administration of pupils Fund.

Remuneration of Cycle Chowkidars Laboratory Asstt. on the Cinema projection apparatus during summer vacations.

325. The cycle chowkidars and also laboratory assistants working on the Cinema projection employed on part-time or wholetime basis in Government as well as in recognised institutions should be paid during the summer vacation provided they are likely to continue after summer vacation.

Disposal of Articals and writing off irrecoverable value of funds.

326. All unserviceable or broken articles purchased out of funds should be disposed of under the orders of the authorities who accorded sanction to the purchase of these articles and the sale proceeds should be credited to the respective funds from which the articles were purchased. Similarly, the irrecoverable amount of various funds or amount short realised, will be written off by the authority empowered to write off public money under serial No. 1 Rule 19.15 of the Punjab Financial Rules, Vol. I. Powers relating to writing off, of short realisation of pupil funds and loss of money/stores etc. to the following officers upto the extent noted against each :—

- | | |
|---|--|
| (i) Principal Govt. Colleges. | Upto the value of Rs. 150/- in each individual fund at any one time. |
| (ii) Deputy Director (Colleges) of Public Instruction, Haryana. | Exceeding Rs. 150/- but not exceeding Rs. 300/- in each individual fund at any time. |
| (iii) Director of Public Instruction, Haryana. | Exceeding Rs. 300/- |

Maintenance of accounts and Audit thereof

327. The accounts will be maintained in accordance with the instructions and forms appearing in Annexures. The instructions may be amended by the Examiner Local Fund Accounts, Haryana from time to time.

The Audit of these funds shall be conducted annually by or under orders of the Examiner Local Funds Account, Haryana, Audit fee will be charged at the following rates :—

<i>Colleges</i>	<i>Amalgamated Fund</i>	<i>Other Funds</i>
Strength upto 500 students	50/-	15/-
Strength exceeding 500 but not exceeding 750 students	75/-	25/-
Strength exceeding 750 students	100/-	35/-

The fee will be subject to proportionate increase where the audit period is more than the usual one i.e. 1 times the normal rates where the audit period is more than 15 months and three month's accounts are checked in detail.

Double the normal rate where the audit period is more than 18 months and 4 months accounts are checked in detail.

Note : No audit fee is chargeable in the case of students funds accounts subjected to audit under the Resident Audit Schemes as in such cases fee is realised under rule 10.20 of the Punjab Civil Services Rules Vol. I from the local body concerned.

CHAPTER "X"

SCHOLARSHIPS AND STIPENDS IN COLLEGES

SECTION 'A' DEFINITIONS AND INTERPRETATIONS

Definitions and Interpretations.

328. (a) Unless there be something repugnant in the subject or context the terms defined in this Chapter, are used in these rules in the sense explained here under.

(b) Academic year means a period of 12 months for which dues are payable by a student in the ordinary course, for the courses pertaining to educational faculties controlled by the Haryana Education Department.

(c) Rural Area means such areas of the Haryana State as do not fall within the limits of a city or small Town/Notified area/Municipal Committee or Corporation or Contonment Board or Improvement Trust or any other Urban Area declared as such, by the awarding authority in consultation, if necessary, with any appropriate authority or otherwise.

(d) University Education means the Graduate, Post Graduate and Doctorate Degrees conferred by the Universities of the State in connection with the courses pertaining to the educational faculties controlled by the Haryana Education Department.

(e) Scholarship or studentship means the financial assistance given in token of recognition of academic or professional distinction for the prosecution of studies in Higher education as a regular student of University.

(f) Stipends means financial assistance given on account of poverty-alone for the prosecution of studies as a regular student. Financial assistance includes, besides scholarships, stipends, exemption from payment of fees, grant or aid for books, boarding and lodging, study loans, uniform or clothing, medical treatment, re-imbusement of dues of institutions or examinations fees, Cost of Education etc. in any form from any source in any manner under any specific scheme or otherwise. This term does not include the general concessions, given to all the students irrespective of Caste, Class, Tribes, Area, Category and Income group to which they belong.

(g) Income means "Gross family Income" from all sources in a particular financial year which will include current and preceding year also.

(h) The words parents include father and mother both but excludes grand parents i.e. Grand Mother and Grand Father.

(i) Poor students include all students whose own or parents or guardians family income, as the case may be, falls within the income limit specified under the relevant scheme.

(j) Merit ordinarily means academic merit which will be determined on the basis of aggregate marks (including optional subjects) obtained by a candidate in a specified promotion examination. In the case of MA/

M.Sc./Ph.D. Classes it will be determined on the basis of marks obtained in specified subjects (including marks in Honours, where there is Honours teaching in a subject) taken up in M.A./M.Sc./Ph. D. class. In the case of Physical Education, it will be in accordance with the specific procedure, if any, laid down for the determination of merit. In case where admission to any course is made on the basis of more than one equivalent examination or an examination conducted by more than one examining body, merit shall be determined on the basis of percentage of marks which will be worked out up to two decimal places. If the percentage of marks obtained is equal, merit will be determined on the basis of younger in age. If in the case of more than one student, the percentage of marks obtained, is the same and date of birth is identical, the student with a lower family income will be given priority. If the percentage of marks obtained, the date of birth and family income are the same, a student with more brilliant academic career (viz. examination results of three previous promotion examinations) will be given priority.

(k) Resident scholars or boarders mean the students who either stay in a recognised hostel for the prosecution of higher studies or due to non-availability of a recognised hostel or non-availability of accommodation in a recognised hostel, stay in an accommodation rented by them exclusively for the prosecution of studies. Students who stay with their parents/guardians/relatives/friends or otherwise in rent free accommodation will not be deemed as resident scholars.

Note: The students who do not fall in the category of scholars indicated in Para k above, will be deemed as Day Scholars.

(l) Family includes, besides the scholar's father, mother, brother, unmarried sisters, widowed sisters (if they are dependents on the student) or in the case of guardian head of the family, wife/husband, sons, unmarried daughters, widowed daughters if dependent.

(m) The power to interpret the provisions of this chapter will vest in the Head of the Department, or any other authority to whom the powers are delegated to sanction the award, whose decision shall be final.

All scholarships, stipends, studentships, pocket money, financial assistance, awarded to students for the pursuit of University education under the various schemes implemented by the Haryana Education Department, except in cases where these are specifically laid down and to the extent of those instructions shall be sanctioned, held and drawn only as provided in the rules given in this chapter.

SECTION 'B'

329. (a) The students, parents/guardian are domiciled in the Haryana State. See annexure XXIII-A & XXIII-B for the definition of domicile in Haryana.

Conditions for
award of Merit
Scholarships.

(b) The students whose parents/guardians' gross family income

from all sources does not exceed the prescribed income limit i.e. Rs. 6000/- per annum.

- (c) The students who is pursuing specified courses of study pertaining to the educational faculties controlling by the Haryana Education Department, in the institutions affiliated to the Universities of the State or any other University/Board approved for the purpose/Jawahar Lal Nehru University, New Delhi, are illigible. Other recognised institutions situated within India (if specifically authorised) for University Education for Doctorate or such other Post-Graduate courses pertaining to Education Faculties controlled by the Haryana Education Department, for which facilities are not available in this State., are also eligible.
- (d) In the case of scholarships/stipends/financial assistance reserved for specified areas, the students whose parents (father and mother both)/guardians (husband and wife both) alongwith all other dependent members of the family who are not receiving education (training) either actually reside in and derive income from a profession practised by them in the specified areas only or in case they are not practising a profession they actually reside permanently in the specified areas only, are eligible.
- (e) Students must not have taken part directly or indirectly in strikes or subversive activities against the State or been guilty of acts of indiscipline or misconduct.
- (f) In the case of Merit or Merit-cum-poverty or Merit-cum-means scholarships, the students who secure at least fifty per cent marks in the aggregate, in the case of scholarships meant for studies for Doctorate, M.A., M.Sc., M.Com., Masters Degree, fifty per cent marks in the specified subject, as well in the aggregate.

Eligibility for scholarship for students in profession/ married girls.

330. The students who are practising a profession and married girls shall also be eligible for scholarship provided they fulfil all the conditions laid down for this purpose.

In the case of married girls the eligibility shall be determined on the basis of residence, domicile and family income of their husbands, provided they have not been divorced or legally separated.

In the case of candidates practising a profession the eligibility shall be determined on the basis of their own domicile/residence and family income alongwith the income of the other members of the joint family, if they are unmarried.

In the case of Scholarships on Merit, Merit-cum-poverty and Merit-cum-means scholarships the income limit will be Rs. 6000/- per annum (Basic pay only in case of employees).

Students not eligible for scholarships/ stipends etc.

331. The students who are in whole time service or practising a profession in areas for which scholarships stipends has not been earmarked shall not be eligible for the grant of scholarships/stipends earmarked for the specified areas.

The students who themselves or whose parents/guardians, as the case may be either belong to or hold any property in the specified areas but due to any reason both or either (viz.) parents or guardian) actually reside in areas for which scholarships have not been reserved, will not be eligible for the grant of concessions earmarked for specified areas. This condition will apply strictly in the case of children of Civil and Military personnel and other employees, factory workers etc.

332. The heads of institutions shall grant liberally fee concessions and aid out of Boys Funds or from other source, if any, according to normal rules to all such poor and needy resident scholars such as pocket money, financial assistance over and above the quota fixed under rules in all the schemes in connection with full and half fee concession but no expenditure will be reimbursed to Non-Government institutions on this account.

Fee concession and financial aid out of Boys Funds to students enjoying scholarships, stipends etc.

333. The students getting or provisionally or likely to be selected for the grant of studentship, scholarship stipend, will not be required to pay any dues provided the amounts of dues does not exceed the amount of scholarship, stipend, financial assistance wherein the difference only will be realised until the payment of the same is arranged.

Payment of college dues by the scholarship holders.

334. If in any institution it is found necessary in any year, for lack of accommodation or teaching power, to refuse admission to candidates, scholarship holders shall have the preferential claim to admissions over all others, seeking admission at the same time and in the same academic year.

Preferential claims to admissions.

335. The students enjoying studentships, scholarships, stipends, from any source, shall neither be charged fees, funds, and other college dues at the rates higher than the normal rules nor be required to pay any donation to an institution or subscription to unauthorised fund levied by institution for any purpose.

Dues etc. at Higher Rates.

336. The amount of studentships, stipends and the period for which it is to be given shall be fixed and shall not be altered during its currency.

Amount and period of scholarships, stipends etc.

337. No student will get concessions, scholarships, stipends, from any source under more than one scheme at the same time. If a student is eligible for concessions under more than one scheme from the same or different sources and the awarding authority permits him to enjoy concessions which are more beneficial to him, he will have to forego all the concessions available to him under other scheme.

Concessions under more than one Scheme.

338. The studentship, scholarship, stipend may be ordinarily drawn for the full academic year of 12 months provided the student does not discontinue his studies earlier or the scholarship, stipend etc. does not stand forfeited, cancelled, or the student is not paid twice either for the same class or the same period or for the period for which the student is not required to pay dues in the ordinary course.

Period for the drawal of scholarships, stipends etc.

339. The award will be cancelled for the following reasons :—

- (a) If the particulars furnished in the declaration or in the application form by the student or his parents/guardians are found to

Cancellation of the Award of scholarships, stipends etc.

be incorrect, incomplete, evasive, ambiguous or otherwise defective and confusing and on the basis of correct particulars the student is found to be uneligible. In such cases the entire amount paid to the student shall be recovered.

- (b) If the student fails to pass his Annual promotion Examination in the 1st attempt in a continuous course.
- (c) If the student accepts at any stage with retrospective effect such other stipend/scholarship as cannot be combined with this scholarship. If the student becomes a member of any political/communal party or takes part directly or indirectly in any (a) Political Procession/Demonstration/Convassing for votes for any candidate/party (b) indulges in any unlawful or subversive activity, against the State/Institution (c) creates indiscipline, participates in strikes or is guilty of misconduct (d) excites other or is suspected of the activities of the kind mentioned herein.

The scholarships once cancelled shall not be revived in respect of the same student. The awarding authority shall recover the entire amount already paid to the student, wherever considered necessary. It shall also be competent to write off the entire or part of the recoverable amount if it is either not possible to recover the same without filling a Civil Suit or where it is otherwise deemed necessary.

**Lapse/
Forfeiture of
Scholarships.**

340. The scholarship shall be forfeited for the following reasons :

- (i) If the award is not taken up by a student within three weeks.
- (ii) If the student dies.
- (iii) If the student is absent without leave for six consecutive working days.
- (iv) If the student remains on ordinary leave for more than a month at a time within the same academic year.
- (v) If the student remains on sick leave for more than 3 months at a time or within the same academic year.
- (vi) If the student shows unsatisfactory progress in studies or is negligent or is guilty or irregular or lazy in attendance.
- (vii) If the scholar fails to join the New Institution within fourteen days of leaving the former institution (unless this period is extended by the Awarding Authority on a written request from the scholar beforehand).
- (viii) If the student migrates to another Institution or course or subject without prior notice or permission of the Awarding Authority, to be sought under a Registered cover.
- (ix) If the student gives up a chosen course of study without completion.

- (x) If a student after passing Pre-Medical/Pre-Engineering Examinations etc. follows up a course of general University Education instead of Engineering/Medical (where this scholarship is not admissible) his renewal claim should be referred to the awarding authority (through Head of the Institution as well as direct) within two months of the declaration of the result of the Examination (Annual Examination) or within one month of the commencement of the course or within a week of joining the class/course/institution or within the scheduled time (if any) whichever is later, failing which it would be forfeited.

Note : It would be in the interest of the scholar to ensure that as soon as the result of the annual examination is declared, the renewal application is got filled by the head of the Institution and is despatched personally by the scholar to the Administering Authority (*i.e.* D.P.I.) quoting the No. reference No. of the letter under which the Award was initially communicated.

- (xi) If the affidavit given by the parents/guardians of the scholar is found to be incorrect within the meaning of section 1,182 I.P.C.
- (xii) Whenever any award becomes vacant or stands forfeited or cancelled, a report in the prescribed forms Appendix X shall be sent by the head of the institution to the awarding authority immediately indicating the reasons for cancellation or forfeiture of the award.

341. An award once cancelled or forfeited shall not be revived or renewed and given to the same scholar unless the awarding authority is satisfied that the forfeiture or cancellation was irregular. But the awards not availed of or vacated in the middle of the course or year, shall be made afresh if provided for under the scheme.

Revival of the Award once cancelled/forfeited.

SECTION 'C' GENERAL RULES

342. The candidates will be required to furnish an application and declaration on the form to be presented by the awarding authority, with regard to the domicile, residence and family income of their parents, to be signed by the father only if he is alive, even though he may be away from his home/family, and duly attested and verified as correct by an authority to be specified by the awarding authority. If the father of the candidate is dead, or insane or physically incapacitated to sign or fix the thumb impression or has left his family according to law of the land, or during war, the father of the candidate is serving in an operational area, the declaration may be signed by the mother only who shall indicate gross income and residence of the entire family. In case both father and mother are dead or insane or physically incapacitated to sign or fix the thumb impression the declaration may be signed by the legal guardian, if any, indicating the gross income and residence of the entire family. If the applicant has no guardian to support, this fact must be certified by a Magistrate of the area concerned. In case of married candidates, practising a profession, the declaration may be signed by the candidate himself who will indicate the gross income, residence and domicile of the entire family. (see Appendix XI)

Submission of application & Declaration Form.

Period for the submission of application.

343. The documents, complete in all respects must reach under Registered Cover to the awarding authority through proper channel (viz. Examining Body) in the case of studentship or scholarship, within two months of the declaration of the result or three months of joining the institution, or the specified date, as desired by the awarding or recommending authority as the case may be.

Rejection of Application/ Documents.

344. The awarding or recommending authority may reject without any notice or back reference, the documents received after the prescribed date, or not properly filled in, incomplete or containing evasive, confusing or ambiguous or incomplete information.

Change in information once supplied.

345. No change is admissible in the information once supplied by the candidate or his parents/guardian in document and admission form of the relevant examination sent to the examining body for appearing in the examination. If any candidate is found ineligible on the basis of information supplied in the first instance in the admission form or documents the recommending or awarding authority shall reject all such cases.

Responsibility to submit application in time and pursue the same.

346. The candidates themselves shall be responsible to ensure that the connected documents reach the awarding or recommending authority within the prescribed period otherwise they shall be responsible for all the consequences. If the students are unable to get guidance or co-operation from the head of the institutions they should contact the awarding or recommending authority well in advance of the expiry, of the time. The students as well as the head of the institution concerned are to pursue the cases vigorously till their finalisation and payment arranged to the students concerned.

Renewal of Scholarships.

347. It is the responsibility of the student and the head of the institution concerned to take up the case regarding the renewal of scholarships (where necessary under the rules) with the awarding authority within 50 days of the declaration of result of the last promotion examination or within one month of joining the next higher class, whichever is earlier otherwise the vacant award is likely to be made fresh in accordance with the procedure laid down for the purpose.

Transfer of Scholarships.

348. In the case of migration of a scholar from the institution after the award has been announced, the scholar is required to apply for the transfer of a scholarship, stipend etc. in accordance with the following procedure :

- (a) The scholar must inform the awarding authority, head of the previous institution and Head of the new institution in writing with reference to the sanction issued by the awarding authority, about his migration and transfer of scholarship money/award before leaving the previous institution.
- (b) The head of the previous institution shall advise the scholar in writing on the migration certificate about the last date upto which (within 14 days period) he must join the new institution failing which his award will stand automatically forfeited or lapsed.
- (c) The head of the previous institution must indicate the following additional information on the migration certificate and attach

a copy of complete sanction for the guidance of the new Head of the Institution alongwith a cheque for the scholarship money for the rest of the period, in case the scholarship amount was sent by the awarding authority by means of a Bank Draft/R.T.R.

- (i) The scholar is/was in receipt of the scholarship/stipend.
- (ii) The particulars of the scheme under which the scholarship/stipend etc. was awarded and the name of the awarding authority with correct No. and date of sanction, wherein the award was sanctioned.
- (iii) The particulars of the financial assistance given to the scholar (indicating value, course or class for which awarded etc.)
- (iv) Period for which (a) tenable (b) already sanctioned and (c) to be renewed by the awarding authority.
- (v) Exact date on which the scholar actually left the former institution.
- (vi) Exact date upto which the scholar has been or will be paid in the former institution.
- (vii) Exact date from which payment is to commence in the new institution.
- (viii) Whether the award is to be got transferred or renewed from the awarding authority by the new institution or a cheque for the balance of Scholarship is being sent alongwith migration certificate.

As soon as the scholar joins the new institution he must inform the awarding authority in writing about the exact date of joining the new institution and furnish complete information indicated in this article and request the new Head of institution as well as the Awarding Authority about the transfer or renewal of the award as the case may be. The head of the new institution will immediately contact the awarding authority and supply the entire information indicated therein. Further information required to be given to the awarding authority is indicated below:—

- (i) Exact date on which the scholar joined the new institution.!
- (ii) Whether the award is to be transferred (ii) or renewed in the new institution.
- (iii) Whether the scholar joined the new institution within the prescribed period.
- (iv) Exact date from which payment is to commence in the new institution.

The Head of the new institution shall pursue the case vigorously with all the quarters till its finalisation.

Scrutiny of
sanction letter,

349. Immediately on the receipt of sanction relating to the award or renewal or transfer of a scholarship, stipend the head of the institution shall check up clerical discrepancies, if any, and if any ineligible student has succeeded in getting the scholarship/stipend etc. he will report the same to the awarding authority for obtaining necessary orders.

Change in
Income/
Residence.

350. No change in income or residence, which takes place after the award is announced shall be taken into account.

SECTION—D—DETAILS OF SCHOLARSHIPS

Number and
Detail of
scholarships.

351. In order to provide financial assistance and an incentive to poor and brilliant students there shall be Merit-cum-poverty scholarships, which shall be known as State Government Merit scholarships in colleges for general University Education. The details of the scholarships are given below :—

Name of Examination on the basis of which Awards are to be made	Value per month	Duration
(1) Matric	Rs. 22	One year only in Prep. or Hr. Sec. Final Class.
(2) Higher Sacondary or Pre-University	Rs. 45	Maximum duration—three acadademic years, for the full duration of Degree course including Pre-medical Pre-Engineering classes.
(3) Degree (B.A./B.Sc./B.Com.)	(a) Rs. 110	Maximum duration—two academic years for the full duration of M.A./M.Sc./M.Com. classes.
	(b) Rs. 110	Maximum tenure—one academic year for the full duration of of B.T./B.Ed course.
(4) M.A./M.Sc./M.Com.	Rs. 300	Minimum tenure three academic years or for the full duration of Ph. D. course in the Jawahar Lal Nehru University New Delhi.

Scholarships
awarded on
Merit.

352. These scholarships shall be awarded by the Head of the Department or another authority to whom powers are delegated for this purpose, strictly on merit on the recommendation of the examining body concerned. In case the specified examination is conducted by more than one examining body a combined merit list is to be prepared by the awarding authority. In the case of scholarships meant for Ph.D. course, the scholarships will be awarded on the recommendation of the Registrar, Jawahar Lal Nehru University, New Delhi.

Scholarships
tenable for B.Sc.
Honours school.

353. These scholarships are tenable for B.Sc. Honours school of the Panjab University and the students after passing the final school leaving i.e. Higher Secondary/Pre-university examination shall not be paid for a period of exceeding four academic years or the period required for the completion of this course ordinarily after seeking admission in the first year class of this course, whichever is less.

354. A student shall not be permitted to combine with this scholarship, any other Merit, Merit-cum-Poverty or Merit-cum-Means scholarship or stipend from any source (including University scholarships). He will be permitted to combine poverty-scholarships including scholarships awarded by sailor's, soldier's and Airman, Board and Scholarship meant for the children of Defence Forces or Awarded on the basis of service in Defence Forces rendered by the candidate himself.

Permission to combine various scholarships.

SECTION 'E'

355. The scholarships or stipends reserved for the candidates whose parents/guardians actually reside in specified areas or for girls shall be awarded or held or paid in accordance with the terms and conditions specifically laid down (if any) for this purpose.

Award of scholarships for specified areas.

MEANS TEST

356. The payment of scholarship under this scheme will be subject to the following provisions :—

Income limit.

- (1) Scholarships under the scheme for post-graduate study will be paid without any consideration of the income of the parents of the candidate. (For the purpose of the award of a scholarship under the above scheme, a post-graduate degree will mean any degree for which the admission requirement is a Bachelors' degree in the same subject/field.) Accordingly, B.Ed. L.L.B. will be regarded as first degree course in Education and Law respectively M.Ed. and LL.M. will be regarded as Post-graduate degrees in the case of other courses, the scholarships may be awarded by the following Means test :

(i) Only those whose parents have an income of Rs. 500 or below per month will be eligible for the scholarship.

(ii) The term 'Income' for the purpose of the Means Test under the above mentioned clause is defined as under :—

(a) In the case of salaried class, basic pay plus income, if any from other sources and the income will not include Dearness pay, allowances like Dearness Allowance.

(b) In case of income from sources liable to income tax, income computed (after deduction for rebatable items) for purpose of assessment of income tax, and

Explanation I : In the case of person drawing income from salary under clause (a) or clause (b) above, Dearness pay, allowances like Dearness allowance, City Compensatory Allowance, House Rent Allowance or value of rent-free accommodation, conveyance allowance and overtime allowance etc. shall not be included in determining the income. Deputation Allowance N.C.C. Honoraria or Honoraria for undertaking other work, special pay and bonus etc. shall, however, be treated as income.

Explanation II : For the purpose of determining the salary income in clause (a) and (b) from the basic salary as deductions for computing the taxable income, will be deducted on all items which are allowable in the Income Tax.

CHAPTER XI

PUPILS FUNDS RULES

RULES AND REGULATIONS REGARDING THE PUPIL'S FUNDS
IN THE SCHOOLS OF THE HARYANA STATE

1. These rules may be called "The School Pupil's Funds Rules, 1972." They supersede all the orders on the subject issued from time to time and shall come into force with effect from the date of issue of Government letter.

2. Every student studying in any school in the State shall pay subscription towards the various Pupil's Funds at the rates indicated below;—

PART I—SOURCE OF INCOME.

(A) AMALGAMATED FUNDS

1. SECONDARY SCHOOLS FOR BOYS

	Monthly rate	
	Rs.	P.
1. High/Higher Secondary Department and Post-Matriculation Clerical classes.	1.00	
2. VII and VIII	0.65	
3. VI class	0.50	
4. J.B.T. class	2.65	

2. SECONDARY SCHOOLS FOR GIRLS

(i) High/Higher Secondary Department.	0.50
(ii) VIII, VII, VI classes.	0.35

3. MODEL SCHOOLS (Including Nursery Schools)

All the classes.	2.65
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Note :—

1. The fund subscription should be charged from each student at full rates irrespective of the fact that he/she is enjoying any fee concession. If a student joins during the course of the year, funds should be charged from the month of admission.
2. Girls attending Boy's Schools shall pay subscription at the rate prescribed for Girl's Schools and the Boys attending Girl's Schools at the rate prescribed for Boys Schools.

3.(a) No subscription shall be charged from a student who has been absent or on sick leave during the whole of a month.

(B) HEALTH FUND

- (i) XI,X,IX,VIII, VII and VI classes and J.B.T. classes : 50 Paise
w.e.f. 1-10-76
- (ii) Model Schools. : 50 Paise

(C) MAGAZINE FUND

(1) No subscription is to be levied towards this Fund. The magazine should be started on no loss no profit basis in the schools where the number of students on roll from VI to XI exceeds 700 on 31st May, of the year. In the case of Model Schools the limit is 300. The expenditure in connection with the School Magazine should be paid out of the Amalgamated Fund and the sale proceeds also credited to that Fund.

2. In the case of J.B.T. Classes, 25 Paise per student per month to be realised only where the magazine is brought out.

Note :—No audit fee is chargeable as there is no separate Magazine Fund.

(D) DOMESTIC SCIENCE FUND (FOR GIRL'S SCHOOL ONLY)

- (i) Class VI to X, and }
(ii) J.B.T. classes } 40 Paise

Note :—This fund should be realised only from students taking up the subject to Domestic Science.

(E) REFRESHMENT FUND

Nursery and Model Schools Rs. 4.00
p. a. per student.

Note :—Other schools may also charge it with the prior permission of the District Education Officer provided refreshment is served and proper accounts are maintained.

(F) SPECIAL EXCURSION FUND

Model Schools only Rs.5.00 per student of
each class (Annual)

Note :—This fund should not be charged from students migrated to other similar schools after the paying the same in the previous school during the same session.

(G) RED CROSS FUND

(i) Primary Classes	I to V	5 paise
(ii) Middle Classes	VI to VIII	10 paise
(iii) High and Higher Secondary Classes	IX to XI	15 paise
(iv) J.B.T. Classes		15 paise

Note 1:—Subscription to this Fund is compulsory and should be collected at the uniform rate from all students, but the counsellors are authorised to allow exemption upto 20% of the Pupils on roll and the District Education Officers upto any extent.

2. :—The entire Junior Red Cross subscription collected by the Junior Red Cross Counsellors should be deposited in the Treasury or Post Office or Saving Bank Account before the 15th of every month and counsellors be allowed to keep with them an imprement amount of Rs. 5/- in case of Primary Schools, Rs. 10/- in case of Middle Schools and Rs. 20/- in case of Higher and High Secondary Schools, to meet the routine expenditure.

3:—The income of the Junior Red Cross Fund may be supplemented through the following ways :—

- (i) Sales proceeds of articles prepared by students as hobbies.
- (ii) Sale proceeds of scrap material collected by students.
- (iii) Remuneration or services or labour during leisure hours.
- (iv) Collections through entertainments.
- (v) Saving as a result of thrift.
- (vi) Income received from the sale of goods prepared out of waste material.
- (vii) Voluntary contributions and also be adopting other methods in consultation with the Indian Red Cross Society.

(H) CHILD WELFARE FUND

For all classes @ 5 paise per student per month.

(I) AUDIO-VISUAL EDUCATION FUND

Rate of subscription :—20 paise per month per student from class VI onwards in Middle, High or Higher Secondary Schools and J.B.T. Institutions VI, VII, VIII, IX, X, XI, & JBT Classes).

(J) CYCLE FUND

It can be established in all educational institutions where a sufficient number of students use cycles. The subscription towards this fund shall not exceed Re. 1/- per mensem per cycle holder. The exact amount should be fixed by Heads of Institutions taking into consideration the number of students who use bicycles.

(K) SCIENCE FUND

1. General Science in High/Higher Secondary Schools (except in the case of students taking up Science as Elective Group).

w.e.f. 1.4.1976

- | | | |
|--|---------------|-----------------|
| (i) Class VI to VIII | 50 paise P.M. | w.e.f. 1.4.1976 |
| (ii) Class IX to X. | | Rs. 1.50 P.M. |
| 2. J.B.T. Classes | | Rs. 1.50 P.M. |
| 3. Home Science (as subject) in the Humanities (Group) Class IX, X and XI. | | Rs. 1.50 P.M. |
| 4. Election Group (for Higher Secondary Schools only) | | |
| (i) Science, Commerce, Agriculture, Fine Arts, Home Science & Music. | | |
| (a) Class IX | | Rs. 1.50 P.M. |
| (b) Classes X & XI | | Rs. 1.50 P.M. |
| (ii) Technical Group | | |
| (a) Class IX | | Rs. 1.50 P.M. |
| (b) Classes X & XI | | Rs. 2.00 P.M. |
| 5. Animal Husbandry (as optional subject) | | |
| (i) Class IX and X | | 40 paise |

(L) EXAMINATION FUND

- | | |
|--------------------------------|------------------------------------|
| (i) VI to VIII Classes | Rs. 1.00 per terminal Examination. |
| (ii) IX to XI & J.B.T. Classes | Rs. 1.50 per terminal Examination. |

Note :—This fund should only be realised in case of the terminal examination is held, but not more than three times a year.

(M) STUDENT STORE FUND

- (i) The loan from various Pupil's funds of the school.
- (ii) The income by sale of test books, Exercise Books, other articles of stationery.

3. TOURNAMENT FUNDS

The following Tournament Funds are also established:—

- (a) District Middle School Tournament Fund (for Boys and Girls Schools separately).

The fund is raised by realisation of—

3% of the collections on account of Amlagamated Fund from each Middle School for the proceeding Financial year subject to a Minimum of Rs. 25/- payable annually.

Out of this Rs. 10/- per school be paid for Sub-Divisional Middle School Tournament Fund.

**(b) District High/Higher Secondary School Tournament Fund
(For Boys and Girls Schools separately).**

The fund is raised by realisation of :

3% of the realisation of the Amalgamated Fund of each High/Higher Secondary school in the District for the last financial year subject to a minimum of Rs. 40/- payable annually.

Out of this Rs. 15/- per school be paid for the Sub-Divisional High/Higher Secondary Tournament Fund.

**(c) State Scout and Guides Rally and Tournament Fund :—
Rate of subscription ;**

- (i) By contributions to be raised by Local bodies or private individuals.
- (ii) Contributions of Rs. 25/- by each District High/Higher Secondary Schools Tournament Committee and Rs.20/- by each District Middle Schools Tournament Committee (if funds permit).
- (iii) 1% of the realisation of Amalgamated Fund of each High and Higher Secondary School of the State for the last financial year subject to the minimum of Rs. 30/- payable annually.

Note 1 :—Co-Educational institutions may be treated in the category of Girls institutions for the purpose of Tournaments.

2 :—The J.B.T. trainees should not take part in the Tournament for school students. There should be separate tournament for J.B.T. students at District and State level.

3-A—DISTRICT CHILD WELFARE FUND

The fund is Raised by Receipt from Child Welfare Fund Maintained in Schools.

PART II—CUSTODY OF BALANCES

4. The amount realised will be credited in the Personal Ledger Account of the Headmasters/Headmistresses/ Principals of the schools in the case of funds mentioned in paragraph 2 of these rules and in the name of District Education Officers/D.D.S. in the case of funds mentioned in paragraph 3 as the case may be. Where there is no Treasury the Pupils Funds in the Schools shall be kept in the local post offices/in any Scheduled Bank, to be operated upon by Headmasters/ Headmistresses of the schools concerned and in that case the official going for withdrawal and deposit of funds may be paid actual travelling expenses out of Amalgamated Fund in case of distance is more than five miles and he/she has not drawn this allowance from any other source.

Note :—Not more than 50% of the accumulation in Health and Amalgamated Funds may be deposited in National Defence Funds/ Certificates etc. provided the balance in either or both the funds exceeds Rs. 5000/-,

PART III—UTILISATION OF FUNDS**5. AMALGAMATED FUND :**

The Amalgamated Fund should be utilised on the following subjects :—

PRIORITY 'A'

- (a) Purchase of sports material.
- (b) Watering, levelling, cleaning, turfing, fencing and repairing the play-grounds (upto Rs. 250/- at a time) and with the permission of District Education Officer if the amount exceeds Rs. 250/-.
- (c) General expenses on grants to Societies, clubs, Associations, Committees etc; if any organised by the schools, including photographs.
- (d) Expenses in connection with students educational festivals and exhibitions including refreshment to students and guests not exceeding 50 paise per student or guest.
- (e) Expenses in connection with cultural and educational trips and activities. The students and teachers going on such trips should be allowed one half of actual rail fare or actual bus fare for onward and backward journeys. No tonga hire should be allowed. Teachers may be paid Rs. 4/-daily as pocket expenses and students Rs. 2/-per day as subsidy.
- (f) Hobbies.
- (g) Refreshments on occasions of annual sports, dramas and prize giving. The rate of refreshment should not exceed 50 paise per student taking part.
- (h) Purchase of boxes, almiras, locks and racks for storing sports material.
- (i) Refreshment to guests as well host teams not exceeding 50 paise per player or guest.
- (j) Purchase of stationery and postage required for correspondence with different activities covered by the Fund.
- (k) Expenses in connection with refereeing of matches.
- (l) Payment of protest fee, subscription to District and State Tournament Committee at the rates given in rule 3 (a), 3 (b), 3 (c) and entry fee to any other tournament.
- (m) Dramatic clubs (the expenditure should be restricted to the equipment setting of stage etc.) and should not exceed 2% of the realisation of the previous year.

- (n) Conveyance and boarding charges of outside lecturers, prominent citizens, bodies, artists etc. invited on the occasion of prize distribution and for educational talks about different vocations or small saving scheme and educational topics.

Note :—In case any Government servant is paid any fees (remuneration), the payment will be subject to the provision regarding sanction and sharing of fees as laid down in the Punjab Civil Services Rules, Vol. I, or other orders which may be issued by the Government from time to time.

- (o) Travelling allowance to team for playing matches, and other sports contests and members of the staff, peons and servants accompanying the team at the following rates :—

(i) Peons and Servants :

Actual rail or lorry fare both ways plus Rs. 2/- per day (including journey days) as out of pocket expenses at the discretion of the Heads of Institutions.

(ii) Teams :

Actual rail or lorry fare both ways plus Rs. 4/- per day (including journey days) as out of pocket expenses.

(iii) Members of staff :

Actual rail or lorry fare both ways plus Rs. 5/- per day (including journey days) pocket expenses.

Note:—1. The number of teachers and class IV servants should be restricted to one per team and they may be given Rs. 5/- and Rs. 2/- (including journey days) respectively and pocket expenses when they go outside to represent the school in the sports and other contest including inter school and declamation contests etc.

2. The travelling allowances of players, athletes, coaches, incharge etc., for participating in Zonal/Sub Zonal/District/State Tournaments and Rallies, will be paid out of the respective schools/district/State Funds as the rate given as above.

- (p) Expenditure in connection with the scouting, guiding, cubbing and bulbul masters and mistresses. These items should cover the followings :—

- (i) Books, Magazines and other useful literature pertaining to scout, guides, cubbing and bulbuls.
- (ii) Troops and companies Record Registers and Photographs.
- (iii) Registration fee to the District and State Association.
- (iv) Badges and progress or test card for the members troops or company.

- (v) The following articles for scout or guides meetings, camps rallies and hikes etc.

National Flag, and Scout/Guide Flag with necessary equipment, Camps utensils, Crockery, Plates, Jugs, and tinning of utensils, Kessies, Shovels, Axes pick axes, Buckets, Lanterns and Petro-max Lamps, Ground Sheets and durries, Stove for cooking and Kerosene Oil for cooking and lighting.

- (vi) Belts, Staffs, scarves, whistles, lanyards, goggles, garter tabs shoulder knots, emblem, Head dress Scout Knife and axe, and camras, stodeings and shoes (Bata way findes).
- (vii) Camp fee and TA/DA as per rules for scouters and guiders (Actual rail/bus fare, conveyance or transport charges including college and Rs. 4/-per day as diet money for scouters and guiders) who attend camps, rallies excursions and hikes.
- (viii) TA/DA as per rules for member scouters and guiders who attend the meetings of the District, State and All India Associations.
- (ix) Refreshment at the rate of 50 paise per scout, guide, scouters and guiders for out door meetings.
- (x) Diet expenses for week-end and other camps to the tune of Rs. 3/-per scout or Guide and Rs. 5/-per Scouter and Guider.
- (xi) Cost of material for imparting training in Scout/Guide Craft, poineering and first-aid etc.
- (xii) Purchase of musical instruments and other requirements for camp fires and cultural performances by the troops and companies.
- (xiii) Supply of a pair of uniform as provided in the APRO of the Bharat Scouts and Guides, India to Scouters and Guiders.
- (xiv) Purchase of camera for photographing various Scouts, and Guides activities and other expenses incurred on films their developing, printing and framing, payment to a photographer for covering important functions, connected with Scout and Guides activities.
- (q) Expenditure on prizes at the annual sports prize distribution. The expenditure should not exceed 5% of the realisation of the Amalgamated Fund for the previous year.
- (r) Purchase of articles of equipment (excluding furniture) for social and cultural activities like drama, music etc.

- (s) Library, decorations, soft furnishing, floor covering and other fittings (for Library only) excluding Almirahs, tables and chairs.
 - (t) Expenses on duplicating machine for the printing of question papers.
 - (u) Expense in connection with hiking and trekking etc.
 - (v) Payment of annual subscription fee for becoming a member of the united Schools and Organisation for High and Higher Secondary Schools and Model Schools only.
 - (w) Purchase/Printing of programme reports in respect of various activities of students, cumulative record, cards, examination results card/registers and internal assessment record etc.
 - (x) Actual rail or lorry fare both ways plus Rs. 5/-per day (including journey days) as pocket expenses not to more than one Teacher/Master/Lecturer for every 30 Students (Boys & Girls) should accompany the students for Middle/Matriculation and Higher Secondary Examination conducted at stations provided the distance is more than 5 miles for every slab after the first, Headmaster/Principal can depute an additional Teacher/Master/Lecturer if the number of students is half or more than half of the above norm, but not if it is less than half
 - (y) Expenses in connection with the purchase and installation of ceiling fans in the class rooms including library.
- Note :—**Payment of electric charges for class rooms and library rooms only will be payable out of the Amalgamated Fund, (work out proportionately with office and other rooms).
- (aa) Purchase of magazines, news-papers for school library and reading rooms.
 - (bb) Expenses of University and departmental syllabus, prospectus of professional institutions for collection of occupational information literature for vocational guidance and result and gazette.
 - (cc) Purchase of Psychological tests equipment etc. and stationery for administering different types of test to the students.
 - (dd) Actual railway or lorry fare to students taking part in inter school declamation/cultural activities and central contests etc. plus Rs. 4/-per student per day (including journey days) as pocket expenses. The teacher one only accompanying the students will also be entitled to the actual rail or lorry fare plus Rs. 5/-per day (including journey days) as pocket expenses.
 - (ee) Incurring of expenditure on Republic Day, Gandhi Jayanti, Independence Day, U.N.O. Day and festivals (only illumination and decorations). The expenditure should not exceed Rs. 75/-on any occasion.

- (ff) Payment of actual travelling charges of Rickshaw/Tonga to the children participating in inter sports competition or mass drill demonstrations locally where the distance is more than a mile.
- (gg) Charge of electric fittings for indoor-games like Table Tennis and Badminton, etc. in the Hall and Verandah.
- (hh) Purchase of chicks, if games are arranged in Verandah for want of enough space in rooms.
- (ii) Incurring of expenditure upto a maximum of Rs. 100/-on the following items at any one time :—
 - (i) Writing of biography of National Leaders/Heroes who have laid down their lives for country's independence/defence by the eminent writers and printing thereof, if funds permit.
 - (ii) Staging of Jhankies about the lives of National Leaders, Heroes at the time of educational melas, festivals and other functions etc.

PRIORITY 'B'

- (a) Youth welfare activities.
- (b) Supply of milk eggs for poor students who are outstanding athletes, but cannot afford nourishing food.
- (c) Purchase of sports uniforms for specially poor students.
- (d) Purchase of crockery for serving refreshment to the students and guests. It should not be costly.
- (e) Amenities for NCC and ACC (it includes refreshment at the rate of 50 paise per cadet to ACC cadets while they participate in combined parades with Junior Division of the NCC).

Note:—The amount calculated at the rate of 50 paise per cadet will be credited to a special fund to be designated NCC Cadet Amenity Fund. It will be sent on the following items :—

- (i) Boxes and locks for storage of clothing (uniform etc.).
- (ii) Disinfectants.
- (iii) Hiring of N.C.C clubs and information rooms.
- (iv) Books, periodicals connected with the N.C.C.
- (v) Annual function and Parents Day.
- (vi) Excursions for N.C.C. cadet only.

- (vii) Participation in the University shooting competition.
- (viii) Participation in the Republic Day celebrations and other ceremonial parades.
- (ix) Special training for selected cadets.
- (x) Prizes.
- (xi) Photographs of winning teams only.
- (xii) Rent of the playground.
- (h) Purchase of stock registers, account books etc. for maintaining accounts pertaining to this fund.
- (i) Expenditure on postages, telegrams, telephones, special messengers pertaining to the students activities.
- (j) Expenditure on grant of allowance to the bandmaster and purchases of band material and provisions of uniforms to Band Party. Grant of allowance to part-time Tabla Instructor, Dance/Music Teacher for preparing students for schools functions,
- (k) Expenditure on medical assistance to the members of sports team when out of station.
- (l) Purchase of library books (approved) and binding charges if fund permit. The books which are not approved and recommended by the Department but are otherwise useful may be purchased with the approval of the District Education Officer concerned. The expenditure on the purchase of library books should not normally exceed Re. 1/- per student yearly.
- (m) Purchase of Foot-ball boots and spikes for foot-ball. Eleven provided boots and the spikes are retained in the institution.
- (n) Purchase of National Flag.
- (o) Purchase of Plaster Republic by High/Higher Secondary Schools at district Headquarters and all trainee and Model Schools.
- (p) Purchase of reference books such as Punjab Education Code, Civil Services Rules, Punjab Financial Rules etc.
- (q) Payment of TA/DA to the players and teachers incharge of various games for attending a selection camps for representing the Sub-Divisional/District and State Tournaments at the rate specified in sub rule "O" under priority "A".
- (r) Purchase of books at a cost of not exceeding Rs. 200 by the B.Sc., B. T. Masters/Mistresses under going in-service training.

- (s) Purchase and storage of books on guidance and counselling testing material and correspondence with parents including postage.
- (t) Payment of actual rail/bus/rickshaw fare plus Rs. 5/-per day (including journey days) to the Headmasters/Headmistresses whenever they are required to attend meetings in connection with the students activities/tournaments etc.
- (u) Creation of a post of Mali or Games Peon-cum-ground-man @ Rs. 100/- P.M. (consolidated provided enrolment in school is over 1000).

Note:—1. 60% of the Fund may be utilised in connection with the sports and games and scout and guide and 40% on other activities.

- 2. The actual rail/bus fare and daily allowance @ Rs.5/-per halt (including the journey days) will be paid to the Headmasters attending the meetings of the Executive of the District Tournaments Committees. The travelling allowance in respect of journey performed to attend the meeting of the State Tournament, will be paid out of the State Tournament Fund.

6. HEALTH FUND

Can be expended on the following items :—

- (a) Free medical aid to all the students for ailments and injuries.
- (b) Medical inspection of school children.
- (c) Weighing and measuring apparatus.
- (d) Sick room utensils and other material including the purchase of Health Charts.
- (e) Setting of a dispensary (excluding the buildings).
- (f) Spectacles (for poor students only).
- (g) *Payment of allowance (viz., remuneration, conveyance allowances) to medical officer and dispensars at reasonable rates.
- (h) Tonics, milk, eggs, butter etc. for under-fed students on the recommendations of the medical officers (this should be for poor students only).
- (i) Contribution towards children league of Health where it exists.

Note. *Regarding rates for medical officer see article 316 to 321 of chapter—IX

- (j) Provisions of drinking water facilities (including installation of pumping sets etc.) sanitary arrangements including urinals and lavatories.
- (k) Expeniture on the transport of school children in need of medical check up or medical treatment (when fund exists) in the schools where fund does not exists, the Panchayat concerned may be requested to contribute Rs. 25/- P.M. for transporta'ion of schools children and for the provisions of medical supplies for the children with the sanction of the Director of Panchayats.
- (l) Payment of allowance to part-time sweeper.
- (m) Anti-tatnus and other injections in case of emergency.
- (n) Provisions of shoes to poor students.
- (o) Providing School Uniforms to the Poor and deservins student

7. MAGAZINE FUND

The publication of magazine in selected High/Higher Secondary and Model Schools may be allowed on the following conditions :—

- (a) that a regular Board of Management consisting of teachers and students is constituted.
- (b) that the magazine is self-supporting and that the money borrowed from the Amalgamated Fund is refunded out of the sale from proceeds of the magazines.
- (c) that the purchase of the magazine by the students should be compulsory.
- (d) that the price of the magazine per copy of magazine should not exceed 75 paise.

8. DOMESTIC SCIENCE FUND

It will be utilised to meet expenses on the following items :-

- (a) Washing soap, such as the Sun-Light, Bar Soap, Washing Soda, Reetha Nuts, Dhobi's mud, Laundry Bhul, Starch such as Maida or cheap rice or any other Indian Manufactur-ed starch non fast dyes.
- (b) **Cooking**
Dry Ingredient, such as soft, coke, fire wood utensils, angethies, heaters, matches, stove, kerosene oil, crockery cooker, meat-safe, rice, flour suji, bason (grains flour), sugar, tea-powder, coffce, cocos, masalas, sage, vegetable, ghee, oils etc.
- (c) **Consumable Articles**
Vegetables of the season, cheap fruit such as Guavas, Mangoes (green) and fruit grown locally to be used for preparation of Jams, Chatinies, Murrabas and Achar, Meat, Eggs and Milk.

9. REFRESHMENT FUND

To provide refreshment to the students.

10. STATIONERY FUND

Nothing is charged from the Students under this fund now.

11. SPORTS EXCURSION FUND

For expenses in connection with the excursion of school children.

12. RED CROSS FUND

The fund will be strictly governed in accordance with the rules and regulations of the Indian Red Cross Society, Haryana.

The Junior Red Cross Fund should be spent under orders of the executive members of Junior Red Cross Group concerned under the advice of the Counsellor. The Heads of institutions or counsellors have no authority to spend any money out of the fund without the concurrence of the executive.

In the view of the very objects of the Junior Red Cross it is difficult to give definite or specific objects on which the fund can be utilised inter-alia, the fund can be spent for the following items/ purposes.

- (a) Payment of fees, cost of books, clothes, etc., of poor boys not more than 50% of the fund may be utilised for these purposes.
- (b) Purchase of Red Cross Buttons, First Aid Boxes, First Aid Charts, Books on First Aid, Home Nursing, Uniform for the School Cadets of Ambulance and Nursing Divisions.
- (c) Expenses relating to ambulance classes.
- (d) Aid rendered to sick in the hospitals especially children, purchase of drugs and medicines for prevention of diseases, especially in the schools, money spent on sanitation of the schools, good water, seeds for gradens, food for the children, soap for washing clothes, mid-day meals for children etc.
- (e) D. D. T. and other disinfectants may be purchased for destruction of flies and mosquitoes.
- (f) Medicine, fruits, pictures and albums may be provided for sick children in the hospitals.
- (g) Money may be spent on preparation of albums for exchange with children of other states.
- (h) Money may be spent on gifts, for people victims of disaster like earth quake, epidemics, floods or civil commotion.

- (i) Purchase of literature, magazine etc.
- (j) Small subscriptions may be given for celebration of baby weeks and Red Cross Propaganda.
- (k) Fees may be paid for registration of societies and counsellor's subscriptions on the following rates :-
 - (i) All Primary Schools Junior Red Cross Group with 50 or less number of boys or girls shall pay Re. 1/- per annum as Registration fee.
 - (ii) All Primary Schools Junior Red Cross Group with more than 50 boys or girls but with not more than 150 scholars shall pay Rs. 2/- per annum as Registration fee.
 - (iii) All Primary Schools Junior Red Cross Group with more than 150 scholars shall pay Rs. 3/- per annum as Registration fee.
 - (iv) All Secondary Schools Junior Red Cross Groups with 250 scholars or less shall pay Rs. 3/- per annum as Registration fee but those with more than 250 scholars shall pay Rs. 4/- per annum as Registration fee.

Note :—The Heads of the Educational Institutions should appoint separate Junior Red Cross counsellors for Primary, Middle and High/Higher Secondary classes. The annual associates subscription in respect these counsellors which is Re.1/- per head per annum shall be paid out of the Junior Red Cross Fund to the Registering Authority.

- (l) Weighing Scales, scales for measuring heights, measuring tapes and weight table etc.
- (m) Indian Musical Instruments for singing parties of juniors.
- (n) Sanitary Latrines, bored hole latrines, seats for latrines, Urinals Augars for boring holes for latrines, push wall for latrines etc.
- (o) Toilet needs of simple nature in schools, tamblers and gharas in hot weather for children. Towels chilumchies, jugs, soaps, dishes, mirrors, combs, for use in schools.
- (p) Preparation of houses and pans for pigeons, rabbits and other pets.
- (q) Students Savings Bank's equipment.
- (r) Co-operative sale shops of books/stationery, eatable etc. for the benefits of Juniors in the Schools.
- (s) Repairs of water stand posts and hand pumps in schools (in special circumstances and excluding the installation of hand pumps etc.)

- (t) Purchase of furniture i.e. tables, chairs, durries, mats for holding meeting of Junior Red Cross Group provided the Finance permit.
- (u) Expenses on library for juniors, datan parades, holiday home camp for Junior Training of the Counsellors in Junior Red Cross Training Camps, Courses and Junior Red Cross Training Camps, Courses and Junior Red Cross Conferences.
- (v) Purchase of registers and stationery for maintaining account of Junior Red Cross funds and Junior Red Cross stores and noting proceedings of Junior Red Cross executives.
- (w) T. A. and fee of St. John Ambulance teams of schools which participate in District and State Ambulance meets.
- (x) Lucky Bag tickets upto Rs. 5/- only by the Primary Schools and upto Rs. 10/- only by Secondary Schools during one calendar year.
- (y) T. A. and D. A. to Junior Red Cross Counsellors for attending training courses, Holiday Home camps or meetings etc. at Govt. rates payment of camp and courses fee. No. D. A. should be allowed for the days spent at the camp.
- (z) Camp fee and travelling expenses of members of an Ambulance Division of a school for the training and services camps organised by the State or District Red Cross Society and State or Distt. St. John Branch.
- (aa) Manure, seeds, kassies, khurpas and other ordinary equipment brought for maintaining garden in the School.
- (bb) Almirah for stocking articles belonging to Junior Red Cross Group.
- (cc) Purchase of Uniforms of rovers, scouts and guides who can not afford to buy them for lack of fund, to the extent of 10 per cent of the annual income of the Junior Red Cross Group in a year subject to the following conditions :-
 - (i) The uniform cloth e.g. Khaki Shirting drill creps, line and long cloth etc. shall be bought from the Haryana Red Cross Stores if it is available with it. In absence of that it may be bought from open market.
 - (ii) The list of deserving beneficiaries and the necessary expenditure shall be approved of by the Executing of the Junior Red Cross Group, before it is incurred.
 - (iii) The sewing charges and the cost of box to store uniform may also be incurred from the Junior Red Cross Fund in addition to cost of material for the same.
 - (iv) The uniform shall be issued to beneficiaries from stock when they are under training on duty or on ceremonial occasions.

They shall remain property of the Junior Red Cross Group and may be issued to deserving persons when original beneficiaries leave the schools.

- (dd) Sugar, Fuel, Containers, Patilas, Mugs, etc. for preparing milk out of milk powder and distributing the same among the Juniors.
- (ee) The travelling expenses of Juniors proceeding on good will visit to other States and abroad provided such visits are arranged by the Red Cross.
- (ff) Expenditure on photos taken of Red Cross Junior, Red Cross St. John Ambulance Association and St. John Ambulance Brigade activities of Juniors, provided the photos are taken for insertion in albums meant for exchange by Junior Red Cross Groups or are for publication in news papers and magazines or they are used for display in the School.
- (gg) Expenditure in connection with T. A. and D. A. of campers (Junior Red Counsellors) attending Red Cross Camps, to which they have been invited.
- (hh) Expenditure on purchase of flower, pots, seedings plants, repairs to water taps and walls in schools, cost of boxes for storage of Junior Red Cross Property.
- (ii) Admission fee for Matriculation Examination in respect of poor candidates may be paid provided the funds permit.
- (jj) Construction and equipment for First-Aid posts, purchases of blankets, stretchers, First-Aid Box, sign boards and re-fills of first-aid boxes.
- (kk) Aid given to poor students for buying spectacles.
- (ll) Prizes and certificates for Health Competition and Junior Red Cross activities may be awarded to Junior by meeting the cost out of Junior Red Cross Fund.
- (mm) Incidental charges for collecting and forwarding relief to the stricken people.
- (nn) Purchase of looking glass, combs, locks, for Junior Red Cross stores, almirahs and buckets for bringing water and sprinklers for watering plants.
- (oo) Aid to students to enable them to pay school dues other than tuition fee.
- (pp) Purchase of "Journals India Junior" publication of the Indian Red Cross Society Head Quarters and Junior Red Cross Journals of other countries.
- (qq) Postage on correspondence relating to the Junior Red Cross in Schools.

- (rr) Payment of Incidental Charges of milk powder to the supplying agency and on transport of milk powder.
- (ss) Purchase on expenditure on showing the Red Cross Slides.
- (tt) Purchase and Red Cross and Junior Red Cross Literature from the Indian Red Cross Society Headquarters and Haryana State Red Cross Headquarter.
- (uu) Purchase of Red Cross Flag, Flag mast and string.
- (vv) Donation in each towards flood relief upto the 10 of the Junior Red Cross Fund balance of the instiution.
- (ww) Purchase of barbed wire for the fencing of the school; garden maintained by Juniors.
- (xx) Expenditure on masonry work only relating to construction of better water supply devices.
- (yy) Gramophone and Educational Gramophone records, harmonium, tablas, ghungru, pata and Khertal.
- (zz) Cost of articles of stationery and shoes for poor juniors.
- (aaa) Cost of phenyal dustbin, waster paper baskets.
- (bbb) Cost of poles for supporting barbed wire around school gardens. They may be made of wood or concrete.
- (ccc) In girls schools cost of cloth, thread, beads, and similar articles meant for embriodary for poor students.
- (ddd) Cost of Racksacks for poor children.
- (eee) Purchase of fly swats.
- (fff) Purchase of nail cutter and nail files.
- (ggg) Purchase of health care cards in the Schools.
- (hhh) Sponsoring of orthopadically handicapped children at Saket, Chandimandir or in other institutions for them in the State and cash donations may be given for this purpose.
- (iii) Payment of examination fees for poor students.
- (jjj) Contribution equal to one-tenth of the previous years income to the District Child Welfare Councils for the establishment and maintenance of model cratches at Balwadis at District Head Quarters.

Note I :—The equipment available from the Haryana Red Cross Department is sent without charging freight or sales tax and may be bought from them. Tenders may be called for

articles above the cost of Rs. 25/-. The executive can use their discretion in buying full worth of their money as regards other things.

ii :—All Junior Red Cross Groups in schools other than single teacher schools groups shall pay 5% of their annual income to the District Junior Red Cross Sub-Committee (*i.e.* District Education Officer) to enable the District Red Cross Sub-Committee to carry on the activities of holding Junior Red Cross Counsellors Training Courses Indira holiday Home Camp, Junior Red Cross album competition sponsoring visits of Juniors or participating in Inter State Junior Red Cross study centre held by Haryana State Red Cross and other State (s) Red Cross Branches and for carrying on multifarious other Junior Red Cross activities.

12 A. CHILD WELFARE FUND

The 50% Child Welfare Fund retained in the school shall be remitted to the concerned District Education Officer, every month not later than 5th of the following month in which the fund is realised.

The amount will be distributed by an advisory committee constituted at District level among the schools of the District, according to their real needs the head of the Institution shall utilize this allotted amount of the following services.

- (i) Woollen clothing and books for poor children particularly in the backward areas.
- (ii) Nursery schools for children in the age group of 3—6 years.
- (iii) Hobby Centres, Pre-vocational Training Centres.
- (iv) Child Guidance Clinics.
- (v) Recreation Centres.
- (vi) Purchase of book for children to be kept in School Library.
- (vii) Children's Club 6—16 years.
- (viii) To meet the charges of fuel, condiments for the preparation of CARE commodities.

13. AUDIO VISUAL FUND

The fund should be utilised on the following items :—

- (a) Purchase of Maintenance of Audio Visual Aids like T.V. M.M. projectors, radio, films-Gramophones. Gramophones records Amplifiers, Loud speakers, public address equipment taperecorders, film strip projectors, Linguaphone and slides.
- (b) Payment of radio & TV licence fee.
- (c) Payment of allowance @ Rs. 15/- to the Projector operator.

- (d) Purchase of Epidiascope Inter class equipment and apparatus, one or two way Inter Communication system in class rooms and special rooms if any.
- (e) Purchase of charts maps as (A.V. aids) models globes camera, educational pictures and framing of picture and maps.
- (f) Contingent Charge in connection with the operation of Audio Visual Fund.
- (g) Purchase of papers and paint for the preparation and framing of charts including framing material brushes, drawing papers, drawing boards and drawing pins, etc.
- (h) Purchase of black-boards, paint and chalk, picture, Diagrams and notice Boards.
- (i) Purchase of albums, Calligrams/Boards for displaying Audio-visual Education material.
- (j) Actual rail or bus fare both ways plus Rs. 4/- per day (including journey days), the teachers who are deputed to attend the training course in audio-visual education.

14. CYCLE FUND

The fund should be utilised for the proper storage (sheds, cycle stands) protection and watch of cycles without any profit or loss to the Government.

15. SCIENCE FUND

The fund should be utilised on the following items :—

- (a) Purchase of science/Animal Husbandry materials equipment, chemicals and other materials for holding Science/Animal Husbandry practicals.
- (b) Setting up of gas plants/water and gas connections.
- (c) Furniture required for Holding of Science/Animal Husbandry practicals.
- (d) Science/Animal Husbandry exhibitions, Science/Animal Husbandry Clubs, Scientific hobbies clubs excursions to places of Scientific importance Charts of various Scientific/Animal Husbandry subjects and bones and skelton of body/Animal's body.
- (e) Purchase of equipment apparatus required for holding practicals in Commerce, Agriculture, Fine Arts, Home Science, Animals Husbandry and Music.
- (f) Payment of remuneration to Veterinary, Surgeon/Assistnat Veterinary Surgeon @ Rs. 10/- per Lecture (practical) i.e. Rs. 150/- for 15 lectures (Practicals) during one year. Only the

students of those schools which are situated within a radius of 5 kilometers from a Veterinary will opt for this subject.

16. EXAMINATION FUND

The fund will be utilised on the following items :—

- (a) Printing of question papers,
- (b) Purchase of answer-books,
- (c) Purchase of Pencils for marking sutli, ink and inkpots, blotting paper, needles and thread required for Examination purposes.

16-(A) STUDENT STORE FUNDS

The fund can be expended of the following :—

- (i) For purchase and distribution of test books, exercise books, and other stationery items and any other items which Government may direct to be sold through these stores.
- (ii) For payment of Honorarium up to Rs. 25/- p.m. if these are adequate profits in the students store after meeting the expenses incurred in running the store.
- (iii) For paying T.A./D.A., to the officials for journeys undertaken by them in connection with item No (i). the T.A./D.A. will be paid at the Rates as have been prescribed for payment out of Amalgamated fund for teachers accompanying the team.
- (iv) For paying back the loan taken from the various pupil's fund.
- (v) For paying the audit fee at the rates fixed for amalgamated Fund to the examiner local Fund Accounts, Haryana.
- (vi) Losses in the student store if any, will be governed by the policy or stores purchased out of other Pupil's Fund.
- (viii) The prices of articles of stationery etc. will be fixed by the Government from time to time.

Note :—(i) Like other funds the amount realised will be credited in the personal ledger account of the Headmasters/Headmistresses/Principals of schools.

- (ii) A physical verification for store item will be made by the head of the institution after every three months and a certificate in this respect will be recorded on the store register.

17. SUB DIVISIONAL MIDDLE SCHOOL TOURNAMENT FUND

The fund will be administered by the S.D.E.O. of the sub-division concerned in consultation with a Committee consisting of the following :—

1. Sub Divisional Education Officer (Chairman)
2. Five Headmasters of the Middle Schools of the Sub-Division.
3. Local Block Education Officer (Secretary).

(b) District Middle School Tournament Fund :

The fund will be administered by the District Education Officer of the District concerned in consultation with a committee consisting of the following :—

1. District Education Officer (Chairman)
2. All S.D.E.Os. of the District.
3. Five Headmasters/Headmistresses of the Middle Schools in the District.
4. Deputy District Education Officer (Secretary).
5. Lady if the District Education Officer is man and *vice versa* District Sports Officer.

All the expenses in connection with or incidental to the holding organising and administration of District Middle School Tournament are borne out of the Fund. Separate arrangements are to be made for Girls Tournaments on the same lines.

(c) District High/Higher Secondary Schools Tournament Fund :

The fund will be administered by the Secretary employed at the District Headquarters in consultation with a committee consisting of the following :—

1. District Education Officer (Chairman)
2. Deputy District Education Officer (Secretary) Lady if the District Education Officer is man and *vice versa*.
3. Five Headmasters/Headmistresses of Local or Neighbouring High/Higher Secondary Schools out of which one Headmaster/Headmistress will be joint Secretary.
4. All Sub-Divisional Education Officers in the District,
5. District Sports Officer,

The expenses in connection with or incidental to the holding, organising and administration of the District High/Higher Secondary Schools Tournaments are borne out of the Fund. Similar separate arrangements are to be made for Girls Tournaments.

(d) State Scout and Guides Rally and Tournament Fund :

The fund will be administered by the Deputy Director Schools who will act as Chairman, in consultation with Committee consisting of the following ;—

1. Deputy Director Schools (Chairman).
2. Assistant Director Cadet Corps (Secretary)
3. All the District Education Officers in the State.
4. Deputy Director Sports.
5. One Headmaster selected by each District Tournaments Committee.

The expenses in connection with or incidental or to the holding, organisation and administration of State Tournament and Scout Rallies are borne out of the fund.

Note :—(a) The members of the Executive Committee may be paid actual rail or lorry fare plus Rs. 5/- per day (including journey days) as D.A. when required to attend the meetings etc.

(b) Halting allowance to players/athletes and coaches incharge etc. may be given as under in addition to actual bus or rail fare both ways.

(i) <i>Players/Athletes</i>	<i>Coaches/Incharges</i>
<i>Rs. 4/—</i>	<i>Rs. 5/—</i>

(c) Refreshment to the players/athletes may be given @ Rs. 50 paise per match/athletic event per head.

(d) Payment of allowance to clerks/Assistant (One) upto Rs. 15/- p.m. for doing work in connection with this tournament.

(e) District Child Welfare Fund

The fund will be administrated by the District Education Officer in consultation with the advisory committee which shall tender advice regarding the distribution of the funds among schools of that District.

The advisory committee shall have the following members :—

1. One nominee of the Haryana Council
for child welfare (Member)

2. One Sub-Divisional Education Officer. (Member)
3. One Block Education Officer. (Member)
4. One Principal Government Higher Secondary school (Member)
5. One Headmaster/Headmistress Government High School. (Member)

Note :—There shall be at least one lady out of Sr. No. 2, 3, 4, and 5. The members at serial no 2 to 5 will be nominated by the District Education Officer.

18. POWER TO SANCTION

The Heads of Institutions have full powers to sanction expenditure on the objects for which a particular fund has been instituted except that expenditure on the Red Cross Fund should have the concurrence of the Executive of Schools Red Cross Society.

In the case of Tournament Fund, Deputy Director Schools/District Education Officer/Sub Divisional Education Officer possess full powers to sanction ordinary (excluding unusual and novel expenditure) in connection with the Tournament.

Note.—The persons authorise to sanction expenditure out of Pupils Fund/Tournament Fund should understand that the funds are held in trust by them to be utilised on the objects specified and for welfare of the students for whom they have been created and should not be utilised for any other purpose whatsoever. Expenditure out of these Funds on unauthorised objects will be regarded as a serious breach of rules.

19. ACCOUNTS AND AUDIT

The Account shall be maintained in accordance with the Instructions and form appearing in Annexure of Chaudhri's compilation of Education code (2nd Edition). These instructions may be amended by the Examiner, Local Fund Accounts from time to time.

- (B) The audit of funds shall be conducted annually by or under the orders of the Examiner, Local Fund Accounts, Haryana. Audit fee will be charged at the following rates :—

<i>Amalgamated fund</i>	<i>Other funds</i>
(a) Strength up to 500 students Rs. 15/-	10/- per fund
(b) Strength exceeding 500 but not exceeding 1000 students. Rs. 25/-	15/- per fund
(c) Strength exceeding 1000 students Rs. 35/-	20/- per fund.

The fee will be subject to proportionate increase where the audit period is more than the usual one *i.e.* 1½ times, the normal rates where the audit period is more than 15 months and three months accounts are checked in details.

Double the normal rates.

- (ii) Tournament Fund, Scout Rally, Girls Guide Rally @ Rs. 15/- per day if the audit is conducted by Junior Auditor and @ Rs. 40/- per day if it is conducted by a Senior Auditor.

Note :—

- (a) No audit fee shall be charged in respect of Red Cross Fund of Middle School only.
- (b) No audit fee should be charged on Magazine Fund, as it is a part of Amalgamated Fund.

20. DISPOSAL OF ARTICLES AND WRITING OFF IRRECOVERABLE VALUES OF FUNDS

The following authorities will be competent to write off short realisation of pupils funds and of losses of money/stores etc. up to the extent noted against each :—

- | | |
|---|--|
| (i) Headmaster of High School | Up to the value of Rs. 50/- in each individual fund at any one time. |
| (ii) S.D.E.Os/Principals of Hr. Sec. Schools. | Up to the value of Rs. 100/- in each individual fund at any time. |
| (iii) District Education Officer. | Exceeding Rs. 100/- but not exceeding Rs. 500/- in each individual fund at any one time. |
| (iv) Director of public Instruction. | Exceeding Rs. 500/— |

The powers to declare the articles of stock and stores purchase out of pupils fund as unserviceable and to their disposal will rest with the heads of Institution in the case of Pupil's Funds (other than Red Cross' Fund) and to the Executive of the Junior Red Cross in the case of Red Cross Fund and to the S.D.E.O./D.E.O. and D.D.S. in the case of Sub-Divisional/District and State Tournament with the approval of the District Education Officer/Deputy Director of Schools Director of Public Instruction of the same scale as for write off of short realisations of funds.

21. MISCELLANEOUS

All purchase shall be made with the sanction of the officer empowered to incur expenditure in each case. All accounts will be kept in the same manner as the Government accounts are kept.

IMPREST MONEY

The Heads of the institutions may keep the amount in hand out of the various funds upto the maximum given below for meeting emergent expenditure :—

1. Higher Secondary Schools	Rs. 50/-
2. High Schools	Rs. 30/-
3. Middle Schools.	Rs. 20/-

SAVINGS

The Director of Public Instruction, is empowered to sanction the expenditure on objects other than those for which a particular fund has been constituted (except Red Cross Fund) but all such sanctions should be reported to the Administrative Secretary who will bring them to the notice of the Minister Incharge. A copy of the sanction will also be endorsed to the Examiner, Local Fund Accounts, Haryana for his information. In the case of sanction out of Red Cross Fund, the Organising Secretary, Indian Red Cross Society, will issue special sanctions with copies to the Director of Public Instruction, and Examiner Local Fund Accounts for information and record.

CHAPTER XII

THE GOVERNMENT EDUCATIONAL INSTITUTIONS
BUILDING FUND RULES, 1966

- Short title and commencement.** 1. (i) These rules shall be called "Haryana Government Educational Institutions Building Fund Rules, 1966".
- (ii) They shall come into force from 1st November, 1966.
- Definition.** 2. (a) In these rules, the expression—
- (i) "Fund" means the "Government Educational Institutions Building Fund" and includes allocation out of the collections from students to the common pool with the Block Education Officer, District Education Officer and the Director of Public Instruction.
- (ii) "Government Educational Institutions" includes a Government Primary School, a Government Middle School, a Government High or Higher Secondary School, a Junior or Senior Model School, Government JBT Institution or a Unit attached to a Government School, a Special School, an Arts and Science or Training Colleges and such other institutions as may be declared as such by Government in the Education Department from time to time.
- (iii) "Competent Authority" means the authority specified in Rules 8 of these rules.
- (iv) "Government" means Government of Haryana in the Education Department.
- (v) President of the Urban Local Body shall include the "Administrator" in the case of a superseded local body.
- (b) Other expressions used in these rules shall have the same meaning as is assigned to them in the Punjab Education Code, or Haryana Education Code and when it comes into force unless different meanings are especially assigned or appear from the context.
- Constitution of the fund.** 3. The following income shall constitute the Fund :—
- (a) Subscription to the fund by students of Government Educational Institutions.
- (b) Grants contributions from local body Parent-Teachers Associations or Individuals.
- (c) Receipts from any other source.
- Rate of subscription** 4. Every student of a Government Educational Institution shall subscribe to the Fund at the following rates in the first month of the academic session, or at the time of first admission to the Government Educational Institution.
- (i) Primary Classes (I to V)—Re. 1 per annum.
- (ii) Middle Classes (VI to VIII)—Rs. 2 per annum.

(iii) High/Higher Secondary Classes (IX to XI) J.B.T. Classes and Classes in Special Schools—Rs. 4 per annum.

(iv) College Classes—Rs. 5 per annum.

Notes.—(1) The above rates shall also be applicable to the corresponding classes in Government Nursery Schools, rural and urban kindergartons and Junior and Senior Model Schools.

(2) Subscription to the fund shall be charged from each student at full rate irrespective of the fact that he/she is enjoying any fee concession. In case of brothers/sisters studying in the Government Educational Institutions, every such student may pay the fund subscription in quarterly instalments, the first instalment to be paid at the time of first payment of dues.

(3) Subscription to the fund shall not be charged from a student for the second time on migration from one Government Educational Institution to another during academic year.

5. The fund shall be in the nature of Local Fund Deposit. The balance of the Fund shall be lodged in the Treasury/Sub-Treasury as a Personal Ledger Accounts, or in the local or the nearest Post Office as a Saving Bank Account, and the Fund shall be operated upon by the authorities specified in the following tables :—

Custody of the fund.

Serial No.	Particulars of the Institution/Common Pool	Balance of the fund where to be kept	By whom to be operated upon
1.	Institutions, the Heads of which are not Drawing and Disbursing Officers or institutions as are situated beyond five miles radius of a Treasury/Sub-Treasury	In the Local or the nearest Post Office having banking facilities	Heads of the Institutions.
2.	Common pool of the Block Education Officer	Ditto	Block Education Officer
3.	Institution, the Heads of which are Drawing and Disbursing Officers and the Institutions are situated within three miles radius of a Treasury/Sub-Treasury	In the personal Ledger Account in the Treasury/Sub-Treasury	Heads of the Institution
4.	Common Pool of the District Education Officer/Director of Public Instruction	In the personal Ledger Account in the Treasury/Sub-Treasury	District Education Officer/Director of Public Instruction

Rule-5—A. Whenever any institution is closed or ceases to function the balance of amount in its Building Fund shall be transferred to Block Level Pool, District Level Pool and State Level Pool as indicated below :—

Sr. No.	Name of Institutions	To whom the balance of amount of Building Fund is required to be transferred
1.	Govt. Primary Schools	Common Pool of the Block Education Officer concerned.
2.	Govt. Middle/High/ Higher Secondary and J.B.T. Schools.	Common Pool of the Distt. Education Officer.
3.	Govt. Colleges	Common Pool of the Director of Public Instruction, Haryana.

Provided that a separate account of such an amount would be maintained by the each Institution so that on revival of the old institution the amount would be returned. Similar account would also be maintained by the authority who receives the amount of the closed institution.

(Inserted *vide* Haryana Govt. Memo. No. 8810—Edu. II—3E—73/31327, dated 26.10.73)

Application of the fund.

6. The fund shall be utilised on the following objects :—

(i) On Government owned buildings, rented buildings and rent free public buildings in the following manner :—

I—In case of Government-owned buildings

(a) To carry out as a first priority, ordinary special repairs.

(b) To improve the campus by providing additional accommodation, making alterations, constructing boundary wall, urinals and lavatories, providing drinking water facilities, electric installations and providing such other amenities and facilities as Government may approve.

2—In case of rented buildings

To form a corpus for (a) purchase of a site (b) construction of a building (c) purchase of a building to house the Educational Institution (d) to provide such amenities and facilities in the rented buildings as Government may approve, provided the amount so incurred is deducted from rent payable to the owner in respect of buildings which may be

rented on or after the date from which these Rules come into force by making suitable provision in the agreements while renting the buildings.

3—In case of Rent free Public Buildings

To carry out repairs and to provide such essential amenities and facilities as Government may approve.

(ii) For the creation of a common pool.

(iii) To sanction a grant to a Local Body/Parent-Teacher association or any individual up to a maximum of 50 per cent of the cost of a work which the body, Association or individual Volunteers to execute, with a view to improving the campus of Government Educational Institutions.

(iv) On Payment of Miscellaneous charges connected with the administration of the fund such as :—

(a) Ordinary contingent charges *viz.*, purchase of stationery, forms and registers.

(b) Travelling allowance charges of employees, members etc. as may be determined by the Director of Public Instruction.

(c) Payment of audit fees.

(v) On such other objects, as Government may by general or special orders, approve.

7. (a) *Creation*—Eighty per cent of the total collection made in any Government Educational Institution in any academic year shall be reserved for being spent on that institution and the balance of twenty per cent shall be remitted twice a year, *viz.*, in the month of May and February as follows :—

Common Pool.

Classification of Institutions	Officers to whom remittance is to be made
(i) Government Primary Schools within the Block Area	Block Education Officer concerned
(ii) Government Educational Institution (Other than a Government Colleges and not included in above)	District Education Officer
(iii) Government Colleges	Director of Public Instruction

(b) *Utilisation of the common pool* : The collections received in the common pool by the Block Education Officer/District Education Officer from the Schools in his jurisdiction shall be spent on the

repair/improvement of schools in the same Block and District, respectively, but the collections received by the Director of Public Instruction from Colleges may be spent on any Government Educational Institution in the State.

Executive
Committee.

8. (i) Every Government Educational Institution shall have an Executive Committee for carrying out repairs and improvement in the campus, provided that in the case of common pool, allocation of funds to be utilised shall be made by the Advisory Committee (constituted in the manner detailed hereinafter)

(ii) *Constitution*:—The Executive Committee shall consist of the following :—

(a) *In case of Primary Schools*

(1) Sarpanch of the Panchayat in the case of a rural school and the President of the Urban Local Body or a member thereof nominated by the President or in the case of an urban school.

(Chairman)

(2) One Lady Panch, nominated by the Sarpanch in the case of a rural school and a lady Member of the Urban Local Body or a Lady Social Worker, nominated by the President of the Urban Local Body in the case of an urban school.

(Member)

(3) A Social Worker or a retired Government employee nominated by the Block Education Officer concerned.

(Member)

(4) Headmaster or the Senior-most Master of a nearby Middle School nominated by the District Education Officer concerned.

(Member)

(5) Head Teacher of the School. (Member-Secretary)

(b) *In Case of a Middle School*

(1) Sarpanch of the Panchayat in the case of a rural school and President of the Urban Local Body or a member thereof nominated by the President in case of an urban school.

(Chairman)

(2) One Lady Panch, nominated by the Sarpanch in the case of a rural school, and a lady Member of the Urban Local Body or a lady Social Worker nominated by the President on the Urban Local Body in the case of an urban school.

(Member)

(3) A Social Worker or a retired Government employee nominated by the District Education Officer concerned.

(Member)

(4) Headmaster or the Senior-most Master of a nearby High or Higher Secondary School, nominated by the District Education Officer concerned.

(Member)

(5) Headmaster of the School.

(Member-Secretary)

(c) *In case of High/Higher Secondary/Training/Model/Special School*

(1) Head of the Institution.

(Chairman)

(2) Sarpanch or a Panch nominated by him in the case of a rural school and President of the Urban Local Body or a member thereof nominated by the President in the case of an urban school.

(Member)

(3) One Lady Panch, nominated by the Sarpanch in the case of rural school, and a lady Member of Urban Local Body or a lady Social Worker nominated by the President of the Urban local body in the case of an urban school.

(Member)

(4) President of the Parent-Teacher Association or his nominee.

(Member)

(5) A Senior student, nominated by the Head of the Institution.

(Member)

(6) A Social Worker or a retired Government employee nominated by the District Education Officer concerned.

(Member)

(7) The Senior-most Member of the Staff.

(Member-Secretary)

(d) *In Case of Colleges*

(1) Principal.

(Chairman)

(2) President of the Urban Local Body or Sarpanch of the Panchayat, as the case may be.

(Member)

(3) One nominee of the students Association.

(Member)

(4) A Social Worker or a retired Government employee nominated by the Director of Public Instruction, Haryana.

(Member)

(5) The Senior-most member of the Staff.

(Member-Secretary)

(iii) *Duration*—The life of the Executive Committee shall be four years. The Committee shall meet as frequently as required, but at least once in six months. The quorum at each meeting shall consist of simple majority or total sanctioned membership.

(iv) *Supersession*—If the District Education Officer concerned is satisfied that the Executive Committee of a School is not functioning satisfactorily, he may for reasons, to be recorded in writing, supersede that Committee and constitute in its place an *ad-hoc* Committee for the rest of the term of the Executive Committee. Similar action in the case of the Executive Committee of a College may be taken by the Director of Public Instruction, Haryana.

(v) *Powers of the Executive Committee*—The Executive Committee shall have power to accord administrative sanction to an estimate of a work up to the following limits:—

(a) Rs. 500 in the case of a Primary School;

(b) Rs. 1,500 in the case of a Middle School;

(c) Rs. 5,000 in the case of High/Higher Secondary/Junior/Senior Model/Special School at J. B.T. Institution.

8 (v) (d) Above Rs. 15,000/- but not exceeding (a) Rs. 30,000 for special repairs, alterations etc. (b) Rs. 50,000 for original works (additional accommodation boundary walls and water supply etc.) in the case of college provided that administrative approval for an estimate of a work exceeding the above limits shall be accorded as under:—

(a) In the case of a School:—

(i) Up to Rs. 15,000/- by the Sub-Divisional Education Officer concerned.

(ii) Above Rs. 15,000/- but not exceeding Rs. 30,000/- for special repairs, alterations etc.

(b) Rs. 50,000/- for original works (additional accommodation boundary walls and water supply) by the Distt. Education Officer concerned.

- (iii) Above Rs. 30,000/- in respect of special repairs and exceeding Rs. 50,000/- in respect of original works by the Director of Public Instruction, Haryana.
- (c) In the case of College, by the Director of Public Instruction up to any limit.

Provided further that no work costing more than 1,000/- each shall be commenced unless technical sanction has been obtained in accordance with the following schedule :

- | | |
|---|---|
| (a) Up to Rs. 10,000/- | Block Overseers/Overseers of Public Works Deptt., Building and Roads Branch or retired Overseers of Public Works Deptt. |
| (b) Above Rs. 10,000/- & up to Rs. 30,000/- in respect of special repairs, alterations etc. | Sub-Divisional Officer, Panchayati Raj, Distt. Engineer, Zila Parishad or any other serving or retired gazetted Officer of the Public Works Department. |
| (ii) Up to Rs. 50,000/- for original works (Additional Accommodation, boundary wall and water supply etc.). | |
| (c) Above Rs. 30,000/- in respect of Special repairs/alterations e.c. and exceeding Rs. 50,000/- in respect of original work. | Appropriate authority of the Public Works Department to which the work is entrusted for execution. |

Note—The works involving special repairs, alterations exceeding Rs. 30,000/- and original works exceeding Rs. 50,000/- shall be got executed through the Public Works Deptt. (Building & Roads) "Deposit work."

- (ii) 2% of the total cost of work may be given to a retired Overseer, S.D.O. of the Public Works Deptt. from the Building Fund, if the Plans/Estimates of minor Works are got prepared from them.

9. (i) There shall be an Advisory Committee at the State/District/Block level to tender advice regarding the utilization of pool money in the State/District/Block. The Advisory Committee shall have the following members :

Advisory
Committee.

(a) *State Level Committee*

- (i) Director of Public Instruction. (Chairman)
- (ii) One nominee of the Education Secretary.

(Member)

(iii) Two Principals (one each from Men and Women colleges nominated by the Director of Public Instruction, Haryana.

(Member)

(iv) Deputy Director concerned

(Member)

(v) Assistant Director Works

(Member-Secretary)

(b) *District Level Committee*

(i) District Education Officer

(Chairman)

(ii) District Engineer, Zila Parishad

(Member)

(iii) One Headmaster of a Government Middle School, one Headmaster of a Government High School, and one Principal of a Government Higher Secondary School, nominated by the Distt. Education Officer concerned out of a penal of names suggested by the Sub-Divisional Education Officers in the District. Each Sub-Divisional Education Officer is required to suggest three names at a time.

(Member)

(iv) One Headmistress of a Government Girls Middle School, one Headmistress of a Government Girls High School, one Principal of a Government Girls Higher Secondary School, nominated by the District Education Officer out of a penal of names suggested by the Sub-Divisional Education Officers in the District. Each Sub-Divisional Education Officer is required to suggest 3 (three) names at a time.

(Member)

(v) One Head of the Government Education Institution nominated by the Distt. Education Officer to represent the interest not covered by (3) and (4) above.

Note :—One of the members of the Committee will be nominated as Member-Secretary by the District Education Officer.

(c) *Block Level Committee*

(i) Block Education Officer

(Chairman)

(ii) Block Overseer

(Member)

(iii) Sarpanch of the Village Panchayat

(Member)

(iv) Five Heads of the Government Primary Schools in the Block nominated by rotation by the Sub-Divisional Education Officer concer-

ned provided that not more than one member shall be nominated from one centre,

(Members)

Note :—(i) One of the members of the Committee shall be nominated as Member-Secretary by the Block Education Officer concerned.

(ii) Simple majority of sanctioned membership shall constitute the quorum for each meeting of the committee.

(iii) The life of the Advisory Committee shall be two years and the Committee shall meet as frequently required but at least once in six months.

10. (i) Expenditure out of the fund shall be incurred by the Head of the Institution under the overall supervision and control of the Executive Committee and in accordance with the estimates approved by the competent authority.

Detailed Instructions and Accounting procedure.

(ii) *Preparation of the Estimate:—*(a) No work/repair shall be undertaken unless the estimate is approved by the competent authority.

(b) Estimates shall be prepared by the Executive Committee in form BF II with the assistance of some local technical expert in case of minor works. The estimates shall fall in the following three categories:—

(i) Ordinary repairs

(ii) Special repairs

(iii) Additions and alterations in the Building

Note :—Special repairs include :—

(i) Reconstruction of a fallen roof and walls of room.

(ii) Replacement of white-ant eaten or old doors, windows and broken panes.

(iii) Reconditioning of floors.

(iv) Repairing hand pump, water tap, water reservoir and sanitary conveniences.

(v) Any other item especially approved by the Executive Committee.

(c) The cost of work/repair may be worked out under the following heads :—

(i) Labour

(ii) Material

(iii) Carriage

(iv) Contingencies

(d) The cost of labour shall consist of a payment to skilled and unskilled labourers employed on daily wages for the execution of the

work. The material shall include bricks, iron, bars, cement lime wood, and such other articles as may be actually needed for the work the cost of carriage shall include the cost of transportation, loading and unloading charges of the material from the place of purchase to the site of the work. The cost of contingencies may be added at the rate of 10 per cent of the total cost on the first three times to meet unforeseen charges.

Note :—The amount provided for contingencies shall be spent most economically and, prudently. Provision of the amount does not constitute authority for incurring the expenditure.

(iii) *Tenders/Rotation.*—The work/repair at the site shall be executed either through a contractor engaged for providing labour only or departmently or by the village Panchayat by engaging labour on daily wages under the supervision of the head of the Institution. When the work is entrusted to a contractor, tenders shall be invited and the lowest tender shall be accepted unless for reasons to be recorded in writing, a tender other than the lowest is accepted. Each tender shall be accompanied by earnest money equal to 1/10th of estimated cost of the work and the tender shall be submitted on the basis of the sanctioned estimates (*viz.* above, below or at par of the estimate amount). The earnest money of the successful tenderer shall be retained as security till the completion of the work to be refunded at the time of final payment by adjustment. In other cases, the earnest money shall be refunded forthwith. All material required for the execution of the work repair shall be purchased after inviting quotations in respect of the items, the estimated cost of which is in excess of Rs. 100.

(iv) *Muster Rolls.*—In case of minor work or repair of value not exceeding Rs. 500 muster rolls shall be maintained in two parts in form B.F. III Part I showing the attendance of the labour engaged on work and Part II showing the progress of the work.

(v) *Stock Register.*—Material purchased or otherwise received shall be entered in register in form B.F.IV. Any surplus material shall be disposed of by public auction and amount credited to the Fund.

(vi) *Measurement.*—All works the value of which exceeds Rs. 1,000 shall be measured and measurements recorded in the measurement book in form B.F.V. Measurements shall be recorded on the spot. Red line shall be drawn across each page after the payment is made. Measurement book shall be entered in the stock register and retained as a permanent record.

(vii) *Inspection of Work.*—Whenever, an officer of the Education Department visits an educational institution, he shall inspect the work, if in progress and ensures that the fund is collected regularly and proper accounts are maintained.

(viii) *Completion Certificate*.—The Schools at least the bigger one must be inspected regularly in order to examine the accommodation and the extent of repair needed for the building.

As soon as a work is completed a completion certificate in form B.F. VI shall be recorded by the Head of the Educational Institution to ensure that the work has been satisfactorily executed in accordance with the sanctioned estimate. Voucher of the expenditure incurred shall be arranged under the following sub-heads on the completion of work:—

- (i) Labour charges (Muster-rolls-wise or contractor-bill-wise.)
- (ii) Cost of material
- (iii) Cost of carriage
- (iv) Contingencies
- (v) Total

(ix) *Payee's Receipts*.—All receipts for amounts exceeding Rs. 20 shall be duly stamped. The cash memos will not constitute proper legal acquittance unless payment is acknowledged thereon by the actual payee and receipts duly stamped.

(x) *Account Records*.—(a) A Case Book shall be maintained in form B.F. I in which all receipts and expenditure transactions will be recorded in the chronological order. All entries shall be made on the actual date of transaction or as soon as possible thereafter. No amount of receipts shall be utilised direct for expenditure. Ordinarily, the payment of amount exceeding Rs. 200 shall be made by cheque where banking facilities exist.

(b) The Cash Book shall be closed, balanced and reconciled with the Bank Treasury Pass-Book on the close of each month and shall be regularly signed by the Head of the Educational Institution or such officer as may be designated by the Director of Public Instruction, who shall be personally responsible for the accuracy of all entries recorded therein. He shall also be responsible to ensure that all subscriptions are collected in time and all receipts are credited to the fund intact.

(c) All accounts shall be supported by vouchers Muster-rolls and quotations tenders and record thereof shall be properly kept in the office of the Head of the Educational Institution for audit as and when necessary, for at least 10 years.

(d) Temporary advances shall not ordinarily be drawn and if drawn, shall be adjusted by the end of next month. A register of advances shall be maintained in the form in use in the Educational Institutions and the adjustment of the advances shall be watched by the Head of the Educational Institution.

11. The audit of the Fund accounts shall be conducted by or under the orders of the Examiner, Local Fund Accounts, Harvana. Audit fee shall be charged at such rates as may be approved by Government in consultation with the State Finance Department.

FORM B.F.I.

Rule 10 (x) (a)

CASH BOOK OF THE BUILDING FUND

Income from Building Fund						Expenditure from the Building Fund					
Date	Details of receipts	Amount	Gross receipts deposited	Amount Drawn from the fund for expenditure	Attestation by the Head of the Institution	Date	Voucher No.	Details of Payment	Amount	Cheque No. and date	Attestation by the Head of the Institution

FORM B.F.II
[Rule No. 10(ii) (b)]
SPECIMEN ESTIMATES

Name of the Estimate Repairs to the Government
Building at _____

DESCRIPTION OF REPAIRS

1. Essential such as :—
 - (a) Reconstruction of a fallen roof, walls or rooms.
 - (b) Replacement of white-ant-eaten or old doors, windows broken panes,
 - (c) Reconditioning of floors.
 - (d) Repairing handpump, water tap, water reservoirs, urinal and lavatory.
 - (e) Any other item.
2. Ordinary such as :—
 - (a) Whitewashing of walls.
 - (b) Plastering floor, roofs.
 - (c) Making parapits or repairing boundary walls.
 - (d) Petty repairs to Khura, doors, windows and shutters.
 - (e) Other Items.
3. Quantity of work to done such :—
 - (a) Whitewashing Ft. in rooms
 - (b) Plastering roof and floors. Ft.
 - (c)
 - (d)
 - (e) and so on.
4. Requirements :—

Cement bags	
Plaster	kilogrammes.
Bricks	Nos.
Iron bars	kilogrammes.
Lime	kilogrammes.

5. Electric goods and so on.

(i) Cost—

(a) Labour

(b) Carpenter for days @

(c) Mason for days @

(d) Mazdoors for days each @

(ii) Materials—

Kilogrammes lime @

No. of Bricks @

Cement @

(iii) Carriage charges of the above material

(iv) Contingent expenditure

Total

Ordinary Repairs :

(i) Labour—

Carpenter for days @

Mason for days @

Mazdoors for days each @

(ii) Materials—

Kilogrammes lime @

No. of Bricks @

Cement @

(iii) Carriage charges of the above material.

(iv) Total

Grant Total : —

Approved for Rs. _____

Signature of the Head of the Institution

Approved

Chairman

Executive Committee

FORM No.B.F. III

[Rule 10 (iv)]

MUSTER-ROLL

(Part I)

Cash Book Voucher No. _____ Dated _____

Name of work _____ Repairs of the Building at _____

Father's name _____

Kind of Labour	Serial No.	Name of labourer	Address of residence	Dates	Rates	Amount	Signature of thumb- impression in token of receipt of payment	Attested by the Head of the Institution
Carpenter	: 1							
Mason	: 2							
Electrician	: 3							
Other workers.	: 4							
	5	Initials of Head of the Institution marking daily attendance		Total				
							Signature of the Head of Educational Institution	
							Approved	
							Chairman	
							Executive Committee	
		Passed for Rs. _____						
		Head of the Educational Institution.						

B.F. III (Contd.) PART II

Daily Report for the dayof.....197.....

<u>Labour</u>	<u>Class of labour</u>	<u>Number of each case</u>	<u>Rate</u>	<u>Approximate quantity of work done</u>
Work on which employed				

Persons Incharge of work
(Technical hand)

Signature of Head of the Institution

Approved

Chairman

Executive Committee.

FORM B. F. IV

[Rule 10(v)]

<u>Receipts</u>	<u>Stock Register</u>	<u>Issues</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Value</u>	<u>Attestation by Head of the Institution</u>
<u>Date and Source</u>	<u>Quantity/Value</u>	<u>Date</u> Attestation by Head of the institution				

Opening Balance

Closing Balance

Total

Total Opening Balance

Note :—1. The totals and balance should be struck at the end of each month.

2. Separate page should be used for each article.

3. All material purchased or acquired otherwise should be invariably passed through the stock register.

FORM B.F.V.

[Rule 10 (vi)]

MEASUREMENT BOOK

Book No. _____
 Name of the officer _____
 Name of the Institution common pool _____
 Date of first entry _____
 Date of last entry _____

INSTRUCTIONS FOR POSTING

The measurement book is a most important record being the basis of all accounts of quantities, whether of work done by daily labour, or by the piece or by contract or of materials received which have to be counted or measured. The description of the work must be lucid, so as to admit of easy identification and check.

2. For large works, a separate Measurement Book may be set apart, or, if found convenient, two or more books may be set apart for different classes of work.

3. Detailed measurements should be recorded only by the Overseer Incharge of works to whom Measurement Books have been supplied for the purpose.

4. Each set of measurement should commence with entries stating :-

(i) In case of bills for work done :—

- (a) Full name of work as given in estimate,
- (b) Situation of work, exact locality,
- (c) Name of contractor,
- (d) Number and date of his agreement or work order,
- (e) Date of written order to commence work,
- (f) Date of actual completion of work, and
- (g) Date of measurement.

(ii) In case of bills for supply of materials:—

- (a) Name of supplier,
- (b) Number and date of his agreement order,
- (c) Purpose of supply in one of the following forms applicable to the cases :—
 - (i) 'Stock' (For all supplies for stock purposes).
 - (ii) 'Purchase' for direct issue to (here enter full name of work as given in estimate).....

- (iii) 'Purchase' for (here enter full name of work as given the estimate).....for issue to contractor.....
- (d) Date of written order to commence work,
- (e) Date of actual completion of work, and
- (f) Date of measurement.

and should end with the dated initials of the persons making the measurement. See also article 119 of Account Code, Volume II.

A suitable abstract should then be prepared which should collect in the case of measurements for work done, the total quantities of each distinct item of work relating to each sanctioned sub-head.

Note — In regard to item 4(i) (e) and 4 (ii) (d) the date of the written order to commence work should only be given if the work order has been issued or a contract agreement has been executed. Where no such order is issued to commence work of supplies the word NIL may be noted.

5. No page should, on any account, be torn out of a book, nor should any entry be erased or disfigured so as to be illegible, if a mistake be made, it should be corrected by cancelling the incorrect words or figures with a single stroke of the pen or pencil and by writing the correct words or figures separately, and the correction thus made should be initialled and dated. All signatures and initials made in the Measurement Book should be dated.

6. All measurements must be neatly recorded in the authorised form of Measurement Book, and in no other. The entries should be made, if possible, in ink, but when this is not possible and entries have to be made in pencil, the pencil entries should not be inked over but left untouched. The entries in the "Contents or Areas" column should, however, be made in ink in the first instance and not inked over.

7. As all payments for work or supplies are based on the quantities recorded in the Measurement Book, it is incumbent upon the person taking the measurements to record the quantities clearly and accurately. If the measurements are taken in connection with a running contract account on which work has been previously measured, he is further responsible (i) that reference to the last set of measurements is recorded and (ii) that if the entire job or contract has been completed, the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set measurements, on a running account, or the first and final measurements, this fact should be suitably noted against the entries concerned and in the later cases, the actual date of completion noted in the prescribed place.

8. Entries should be recorded continuously in the Measurement Book and no blank pages should be left. Any pages left blank inadvertently must be cancelled by diagonal lines, the cancellation being attested and dated.

9. When any measurements are cancelled, the cancellation must be supported the dated initials of the officer ordering the cancellation

or by the reference to his order initialled by the officer who made the measurements. In either case the reason for cancellation should be recorded.

10. Each Measurement Book should be provided with an index which should be kept up-to-date.

11. The Clerk ordered by the Disbursing Officer is responsible for the arithmetical check of all calculations entered in a Measurement Book, and he must initial (with date) each account in the book, in token of having so checked it.

12. The officer making the measurements must calculate in "Contents or Area" of each measurement and enter it in ink and abstract the results himself. The Measurement Book should then be submitted to the paying officer for his orders.

If he is satisfied that a bill should be prepared and that the name of estimate has been correctly entered, he will check the rates, if entered, or fill in the correct rates and initial an order in the Measurement Book to the responsible Clerk to check and prepare the bill.

13. When an officer or subordinate is required to submit his Measurement Book, with his accounts to the Divisional or Sub Divisional Officer, he should be supplied, if necessary, with a second book for alternate use.

14. From the Measurement Book all quantities should be clearly traceable into the documents on which payments are made. When payment is made for the work measured every page of the book recording the measurement must be invariably scored out by a diagonal red ink line, and an endorsement must be made in a red ink on every abstract of measurements, giving a reference to number and date of the voucher of payments.

These diagonal lines and endorsement must be made by the Disbursing Officer himself at the time of payment or immediately after. For the purpose of making the endorsement a rubber stamp as below may be used, but care should be taken not to obliterate any figure when using it :

Paid *vide* Voucher No..

Date.. . . .

Head of the Institution (initial)

15. The voucher for payment must invariably bear a reference to the number and page of the Measurement Book in which the measurements are recorded also to the number and date of work order.

16. All Measurement Books in use must be sent in once a year on the dates fixed by the Government to the Divisional Officer for the personal scrutiny of the Divisional Officer, and should be returned to the Sub-Division within 15 days.

17. On the occasion of transfers, it will be the special duty of the Heads of the Institution to see, that the Measurement Books with the relieved Officer at the time, are recorded in the transfer papers by the number they bear, and are acknowledged by the relieving Officer, and that necessary corrections are made in the name of the officer on the fly-leaf of the Measurement Book.

18. In case a Measurement Book is lost an immediate report should be made of the facts of the case and this report must be promptly forwarded to the Government, togetherwith the explanation of all parties concerned or responsible to the loss.

Index Page

Book No. _____
 Name of work _____
 Situation of work _____
 Agency by which work is executed _____
 Number and date of agreement of work order _____
 Date of written order to commence work _____
 Date of actual completion of work _____
 Date of Measurement _____
 (the above lines should be repeated at the commencement of the measurement relating to each work).

Particulars No. L B D Contents.

FORM No. B.F. VI

[Rule 10 (viii)]

COMPLETION CERTIFICATE

Certified that the work has actually been executed at site per description given in the approved estimate and a sum of Rs. _____ has been spent on ordinary repairs/special repairs/minor work and all vouchers in support of expenditure have been placed on record in the institution.

Head of Educational Institution _____

Countersigned,
 Chairman,
 Executive Committee.

CHAPTER XIII

THE HARYANA AIDED SCHOOL (SECURITY OF SERVICE) ACT, 1971
HARYANA ACT NO. 10 OF 1971

(Received the assent of the Governor of Haryana on the 15th of March, 1971 and first published in the Haryana Government Gazette (Extraordinary) of March 18, 1971.

1	2	3	4
Year	No.	Short Title	Whether repealed or otherwise affected by legislation
1971	10	The Haryana Aided Schools (Security of Service) Act, 1971	

AN

ACT

to provide for the security of service to the employees of aided schools.

It is hereby enacted as follows :—

1. (i) This Act may be called the Haryana Aided Schools (Security of Service) Act, 1971.

Short Title.

(ii) It shall come into force with effect from 1st April, 1971.

2. In this Act, unless the context otherwise requires :—

Definitions.

(a) 'aided school' means a school receiving aid from the State Government;

(b) 'Director' means the Director of Public Instruction, Haryana and includes any other officer authorised by the State Government in this behalf;

(c) 'District Education Officer' means the District Education Officer of the District in which an aided school is situated and includes any other officer authorised by the State Government in this behalf;

(d) 'employee' means a person in whole-time employment of an aided school ; and

(e) 'Prescribed' means prescribed by rules made under this Act.

1. For statement of objects and Reasons, See Haryana Government Gazette (Extraordinary) 1971, page 203.

**Procedure of
punishing
employees of
aided school.**

3. (1) No employee shall be dismissed or removed or reduced in rank except after an enquiry in which he has been informed of the charges against him and give a reasonable opportunity of being heard in respect of those charges and where it is proposed, after such enquiry to impose on him any such penalty, until he has been given a reasonable opportunity of making representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

Provided that this section shall not apply where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge involving moral turpitude.

(2) No order of dismissal or removal or reduction in rank of an employee shall take effect unless it has been confirmed by the District Education Officer who may refuse to do so, if in his opinion, the provisions of sub-section (1) have not been complied with.

(3) An employee against whom an order of the nature specified in sub-section (1) is passed without complying with the provision of sub-section (1) or sub-section (2) may, within a period of thirty days of the date of communication of the order, make an application to the District Education Officer challenging such an order on the ground that he is an employee to whom the provisions of sub-section (1) and sub-section (2) apply and the District Education Officer may, after giving the parties an opportunity of being heard and after making such further enquiry as he may think fit, make an order refusing the application or setting aside the impugned order.

(4) Any person aggrieved by any decision or order made by the District Education Officer under this section, within a period of thirty days from the date of communication to such person of the decision or order, prefer an appeal to the Director who may after giving the parties an opportunity of being heard, and after making such further enquiry, if any, as he may consider necessary, pass such order as he thinks fit, confirming, modifying or reversing the decision or order appealed against.

(5) The order passed by the Director under sub-section (4) and subject only to such an order the order passed by District Education Officer under sub-section (2) or sub-section (3) shall be final and binding on the parties.

**Uniform code of
service for em-
ployees.**

4. Subject to the provision of this Act, the State Government may prescribe :—

- (a) uniform code of service rules for employees in the State relating to pay, allowances, dismissal, removal, suspension, leave, conduct and discipline, provident fund, travelling allowance and other cognate matters;
- (b) essential qualifications for various classes of employees ; and
- (c) uniform scales of pay for various classes of employees.

Provided that the State Government may exempt any aided school or class of aided school from the operation of the provision of this section

for such period as it may think fit on grounds of economic capacity thereof.

5. It shall be lawful for the Director to stop, reduce or suspend the aid of an aided school for the violation of any of the provisions of this Act or of any rules made thereunder or of any order passed under this Act by the managing committee, manager or any other authority charged with the administration thereof.

Director's power to stop reduce or suspend aid.

Provided that before taking action under this section, the Director shall give a reasonable opportunity to such managing committees, manager or authority to show cause against the action proposed to be taken.

6. No suit, prosecution or other legal proceeding shall lie against the State Government or any authority or any officer appointed under this act any thing which is in good faith done or intended to be done in pursuance of this Act.

Protecting of action in good faith.

7. If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order do anything not inconsistent with such provisions which appears to it to be necessary or expedient for the purpose of removing the difficulty.

Powers to remove difficulties.

8. (1) The State Government may, by notification, make rules for carrying out the purposes of this Act.

Powers to make rules.

(2) Every rule made under this section shall be laid as soon as may be after it is made before the House of the State Legislature while it is in session for a total period of ten days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions aforesaid, the House agrees in making any modification in the rule or the House agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice of the validity of any thing previously done under that rule.

(Published in the Haryana Government Gazette, Legislative Supplement, dated the 18th June, 1974]

PART III

HARYANA GOVERNMENT EDUCATION DEPARTMENT

Notification

The 12th June, 1974

No. G.S.R. 78/H.A.10/71/S.8/74.—In exercise of the powers conferred by sub-section (1) of section 8 of the Haryana Aided Schools (Security of Service) Act, 1971, the Governor of Haryana hereby makes the following rules, namely :—

PART I

GENERAL

Short title and Commencement, Section 8.

1. (1) These rules may be called the Haryana Aided Schools (Security of Service) Rules, 1974 & amended upto 1976.

(2) They shall come into force with effect from 1.8.74.

2. In these rules, unless the context otherwise requires,—

Definitions, Section 8.

(a) “Act” means the Haryana Aided Schools (Security of service) Act, 1971 ;

(b) “department” means the Haryana Education Department ;

(c) “Government” means the Government of the State of Haryana ;

(d) “Head of the Institution” means the Principal or the Headmaster or Headmistress of an aided school ;

(e) “Management” means the managing committee, duly approved by the Director running the aided school ;

(f) “recognised university” means any university incorporated by law in India or which is so declared by the Government for the purposes of these rules ;

(g) “State” means the State of Haryana ;

(h) “Service” means the service in an aided school.

PART II

RECRUITMENT TO SERVICE

Character of posts, Section 4.

3. (1) The Service shall comprise all or any of the posts shown in column 2 of Appendix A to these rules, as the Management may, from time to time after getting the previous approval of the Director, decide.

(2) The Government may by notification, make additions to, or reductions in the posts shown in column 2 of Appendix A to these rules.

4. No person shall be appointed to the Service by direct recruitment who is less than eighteen years of age on or before the last date of submission of applications to the Management.

Age Section 4.

5. Appointments to the posts of teaching and non-teaching staff in the service shall be made by the Management, and to the posts of other staff in the service shall be made by the Head of the Institution, in consultation with the Management, in the manner provided in rule 7.

Appointing authority, Section 4.

6. No person shall be appointed to the Service unless he is in position of qualification and experience specified in column 3 of Appendix A to these rules.

Qualifications Section 4.

7. (1) Recruitment to the Service shall be made by—

Methods of recruitment Section 4

(i) promotion ;or

(ii) direct recruitment ; or

(iii) transfer.

(2) There shall be constituted by the Management a selection committee consisting of such number of members as it may determine for the purpose of making recruitment provided that one of its members shall be an experienced educationist.

(3) Whenever vacancy occurs or is about to occur in the service, the Management shall determine the manner in which the vacancy is to be filled. If the vacancy is to be filled by direct recruitment the Management shall :—

(i) advertise the vacancy in the leading daily an English and a Hindi Newspaper etc. ; or

(ii) send the requisition to the local employment exchange.

(4) The applications of the names received under sub-rule (3) shall be put up before the selection committee which shall make selection strictly according to merit.

(5) Nothing contained in sub-rules (2), (3) and (4) shall apply to the posts of non-teaching staff.

(6) Appointment orders to the posts in the Service shall be issued by the Management or the Head of the Institution, as the case may be, in the forms prescribed in Appendix B to these rules.

8. (1) The persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :

Probation, Section 4.

Provided that any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may—

(a) if such person is appointed by direct recruitment, dispense with his services, and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or.

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion, been not satisfactory—

(i) dispense with his services, if appointed by direct recruitment, or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority,
Sections 3 and 4.

9. (1) The seniority *inter se* of the employees shall be determined by the length of continuous service on a post in the Service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of employees appointed directly, the order of merit determined by the selection committee shall not be disturbed in fixing the *inter se* seniority.

Provided further that in case of two employees appointed on the same date, their seniority shall be determined as follows —

(a) an employee appointed by direct recruitment shall be senior to an employee appointed otherwise ;

(b) in the case of employees who are appointed by promotion their *inter se* seniority shall not be disturbed.

(2) The seniority lists of the employees shall be prepared by the Management in the form prescribed in Appendix C to these rules. In the case of any dispute regarding fixation of seniority, the matter shall be decided by the District Education Officer against whose decision an appeal shall lie to the Director of Public Instruction, Haryana.

(3) When an employee leaves the aided school or is transferred from one category of post to another category of post, a note to that effect shall be recorded against his name in the last column of the seniority list, and in his service book.

PART III

PAY, ALLOWANCES AND SERVICE RECORD

10. (1) The scales of pay of the employees shall be as specified in column 4 of Appendix A to these rules.

Scales of pay
dearness allow-
ance and pay-
ment of Salary,
Section 4.

(2) The rates of dearness allowance payable to the employees shall be the same as are admissible from time to time to Government employees.

11. (1) The employees shall be governed by the leave rules as are applicable from time to time to their counterparts in Government service.

Leave.
Section 4.

(2) The Head of the Institution shall be competent to grant casual leave to the employees and in the case of the Head of the Institution, the competent authority to grant casual leave shall be the Management.

(3) In respect of any leave other than casual leave, the competent authority to sanction the same shall be the Management. Application in this behalf shall be sent to the Management by the Head of the Institution with his remarks regarding admissibility thereof and if the application for leave is made by the Head of the Institution himself no such remarks shall be required.

12. If an employee is deputed by the Management or Head of the Institution for the business of the aided school he shall be entitled to get travelling and daily allowances in accordance with the rules as are applicable from time to time to the Government employees.

Travelling Allow-
ance and daily
allowance,
Section 4.

Service record
Section 4.

13. (1) For every employee there shall be maintained a service book in such form as is prescribed for Government employees and personal file containing annual confidential reports and other important documents in relation thereto.

(2) The service book and the personal file shall be maintained and kept in safe custody by the Head of the Institution who shall be responsible to produce the same before the Director of Public Instruction, Haryana, or any other Offices authorised by him if so required by him for inspection.

PART IV

CONDUCT

Private trade or
Employment
Section 4.

14. No employee shall, except with the previous sanction of the Management engage directly or indirectly in any trade or business or undertake any other employment:

Provided that no such permission shall be necessary if the employee undertakes private tuition work with the permission of the Head of the Institution for not exceeding two hours a day:

Provided further that a teacher may, with such permission, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not suffer thereby and the Head of the Institution or the Management does not object thereto.

Insolvency and
habitual in-
debtedness
Section 4.

15. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any such employee against whom any legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the Head of the Institution or the Management.

Appearance in
examinations,
Section 4.

16. No employee shall, except with the permission of the Head of the Institution or the Management, appear in any examination.

Participation in
activities,
Section 4.

17. No employee shall, take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of India or to disturb public peace.

Connection with
the Press.
Section 4.

18. No employee shall, except with the prior permission of the Management, who wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.

Criticism of
management,
Section 4.

19. No employee shall,—

(a) in any manner whatsoever, criticise in public the actions of the Government, Management or any officer of the Government.

(b) except in accordance with any general or special order to the management, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any other employee or person to whom he is not authorised to communicate such document or information.

20. No employee shall, except with the prior permission of the Management, stand for election to Parliament, State Legislature or any local body.

Taking part in election, Section 4.

21. No employee shall join, or continue to be a member of an association unless such association satisfies the following conditions, namely:—

Joining of association by employees, Section. 4

- (i) its membership is confined to a distinct class of employees and is open to all employees of that class;
- (ii) it is not in any way connected with any political party or any organisation or does not engage in any political activity;
- (iii) it has, within a period of six months from its formation, obtained the recognition of the Government.

22. (1) Every employee shall,—

General, Section 4.

- (i) serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty; and
 - (ii) maintain cordial relations with the pupils and their parents, the need of the Institution, other employees, the Management and the Government Officer concerned.
- (2) No employee shall,—
- (i) without sufficient grounds refuse to undergo a course of training whenever required to do so; and
 - (ii) take part in any activity, which in the opinion of the Head of the Institution is calculated to lead to indiscipline in the aided school.

(3) Unless otherwise expressly provided, an employee shall, at all times, be at the disposal of the aided school and shall serve the school in such capacity and at such places as he may, from time to time, be directed by the Head of the Institution or the Management.

(4) Save in exceptional circumstances no employee shall absent himself from his duty without the prior permission of the Head of the Institution or the Management.

(5) No employee shall,—

- (i) accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school.

Explanation 1.—The expression ‘gift’ shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by the person other than a near relation or personal friend having no dealings with him in connection with the school.

Note.—A casual meal, lift or other social hospitality of a casual nature shall not be gift.

Explanation 2.—On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept a gift, if the value thereof does not exceed twenty-five rupees;

- (ii) practise, or incite any student to practise, casteism, communalism or untouchability;
- (iii) cause, or incite any other person to cause, any damage to school property;
- (iv) be guilty of, or encourage, violence, or any conduct which involves moral turpitude.”

PART V

PUNISHMENT AND APPEALS

**Penalties.
Section 4**

23. The following penalties as hereinafter provided may, for good and sufficient reason, be imposed upon the employees, namely—

- (i) minor penalties,—
 - (a) censure;
 - (b) withholding of increments with or without cumulative effect, or promotion;
 - (c) recovery from pay of the whole or part of any pecuniary loss caused to the aided school or its Management by negligence, fraud, misappropriation or breach of orders; and
 - (d) suspension ; and
- (ii) major penalties,—
 - (a) reduction in rank ;
 - (b) removal ; and
 - (c) dismissal.

**Punishing
Authority,
Section 4.**

24. The authority competent to impose—

- (a) minor penalties shall be the Head of the Institution; and
- (b) major penalties shall be the Management.

25. (1) No order imposing any of the minor penalties, shall be passed unless—

- (a) the employee is informed in writing of the action proposed to be taken against him and given a reasonable opportunity to make any representation as he may wish to make against proposed penalty; and
- (b) the representation, if any, is taken into consideration.

(2) Any employee aggrieved by the order imposing minor punishment may within a period of thirty days from the date of communication to such employee of the order, prefer an appeal to the Management who may, after giving the parties an opportunity of being heard, and after making such further enquiry, if any, as the Management may consider necessary pass such order as it deems proper, confirmed, modifying or revising the order appealed against.

Procedure for imposing minor penalties and filing of appeal.

26. (1) An employee against whom proceedings have been taken either for his arrest for debt or on criminal charge shall be considered under suspension for any period during which he is detained in custody.

Suspension Section 4.

(2) An employee who is detained in custody whether on a criminal charge or otherwise for period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention.

(3) An employee against whom a criminal charge or proceedings for arrest for debt or departmental enquiry is pending, may also be placed under suspension by the issue of specific orders to this effect during the period when he is not actually detained in custody or imprisoned that is while released on bail if the charge made or proceedings taken against him is connected with his position as an employee or a departmental enquiry is likely to embarrass him in the discharge of his duties as such or involve moral turpitude.

(4) When an employee is placed under suspension, as the case may be shall be allowed to draw subsistence allowance equal to leave salary on half pay or half average pay, as the case may be and dearness allowance admissible to him.

(5) When an employee is placed under suspension as a result of departmental enquiry pending against him, the period of his suspension shall not exceed three months except in cases where the approval of the District Education Officer has been obtained.

27. If the employee is finally exonerated of the charge he shall be entitled to full pay and allowances as admissible to him minus the amount of subsistence allowance already paid to him during the period of suspension and the period of suspension shall be treated as on duty and shall count for all purposes. In the event of employee not being exonerated, the Management shall, with the prior approval of the District Education Officer, treat the period of suspension in such manner as it may deem fit.

Period of suspension how to be treated Section 4.

Procedure for
imposing major
penalties.
Section 4.

28. (1) When a situation warrants dismissal, removal or reduction in rank of an employee, the proceedings for the proposed penalty shall be started by the Management either *suo motu* or on the report of the Head of the Institution and in the case of the Head of the Institution by the Management itself.

(2) The grounds on which it is proposed to take action against an employee shall be reduced to the form of definite charge or charges which shall be, within period of twenty-one days from the date he was placed under suspension, communicated to the employee under a registered cover acknowledgment due and he shall be required within a period of fifteen days to state in writing whether he admits truth of all or any, of the charges, what explanation or defence, if any, he has offered or whether he desires to be heard in person.

(3) On receipt of a reply to the charge sheet from the employee the Management shall, if the employee so desires, or if the Management so desires, hold an oral enquiry in which all evidence shall be heard as to such of the charges as are not admitted, proceed to institute an enquiry within a period of fifteen days from the date of receipt of the reply. If the Management exonerates the employee from the charges levelled against him, he shall be re-instated forthwith and the pay and allowances for the period the employee remained under suspension shall be paid to him within a period of one month of the date of re-instatement and the period of suspension shall be treated as on duty for all purposes.

(4) After the enquiry as specified in the foregoing sub-rule is completed, the Management shall consider the enquiry report and record its findings in respect of each charge. If the Management is of the opinion that any one of the major penalties is required to be proposed it shall serve the employee with a show-cause notice stating the action proposed to be taken against him and calling upon him to submit, within a period of twenty-one days from the date of receipt of the show-cause notice, such representation as he may wish to make against the proposed action. If after considering the reply of the employee to the show-cause notice, the Management proposes to inflict, the proposed penalty, it shall, within period of seven days of its decision forward the same along with the facts and complete record of the case of the District Education Officer who shall, within a period of thirty days from the date of the receipt of the record, convey his approval or disapproval to the Management with a copy thereof to the employee.

Supply of record
Section 4.

29. An employee against whom an enquiry is proposed to be held shall, for the purposes of preparing his defence be permitted to inspect and take extracts from such official record as he may specify, provided that such permission may be refused, if for reasons to be recorded in writing in the opinion of the Enquiry Officer, such records are not relevant for the purpose or it is against public interest to allow him such access thereto.

PART VI

CONTRIBUTORY PROVIDENT FUND

Definitions.
Section 4.

30. In this part, unless the context otherwise requires—

(a) "emoluments" mean basic pay, leave salary or subsistence allowance;

(b) "family" means,—

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

Explanation.—For the purposes of this clause children means legitimate or adopted children, provided that in the case of adopted children it is proved to the satisfaction of the District Education Officer that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child.

- (c) "Fund" means the contributory provident fund;
- (d) "interest" means the interest which is paid by the bank or post office on the balance at the credit of the subscriber in his account;
- (e) "leave" means any kind of leave admissible to employees under the provisions of these rules;
- (f) "Subscriber" means an employee who subscribes to the fund;
- (g) "year" means the financial year beginning with the 1st day of April and ending on the 31st March.

31. The provision contained in this part shall apply to all employees in the whole time employment of aided school including the Superintendent of a boarding house appointed substantively to a permanent post. The said provisions shall not apply to the employees appointed on probation to permanent posts in an aided school unless they complete their probation period successfully. After the completion of the period of probation successfully they shall have the option to subscribe to the Fund for the probation period also.

Application.
Section 4.

32. The control of the Fund shall vest in the District Education Officer hereinafter called the Controlling Officer.

Control of funds
Section 4.

33. (1) Every subscriber shall, on joining the Fund, sign a certificate in form G.P. F.I. prescribed in Appendix D to these rules.

Signing of
certificates
and contribu-
tion to Fund.
Section 4.

(2) Every subscriber shall be required to subscribe at the rate of $8\frac{1}{2}$ per cent of his emoluments to the Fund.

34. (1) A subscriber, shall, at the time of joining the Fund, furnish to the Controlling Officer a nomination conferring on one or more persons the right to receive the amount at *his* credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid :

Nomination.
Section 4.

Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be made in favour of any person other than the members of his family :

Provided further that the nomination made by the subscriber in respect of any other provident fund to which he was subscribing before joining the Fund, shall, if the amount to the credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under these rules, until he makes a nomination in accordance with these rules.

Note.—The application for admission to the Fund shall not be forwarded to the Controlling Officer unless it is accompanied by nomination form duly completed by the subscriber.

(2) If a subscriber nominates more than one person, he shall specify in the nomination a sum, or share in the amount of credit, in the fund payable to each of the nominees.

(3) The nomination under sub-rule (1) shall be made either in form C.P.F. II or form C.P.F. III prescribed in Appendix E to these rules, as may be appropriate.

(4) A subscriber may, at any time, cancel the nomination by signing a notice in writing to the Controlling Officer. On receiving the notice the nomination shall be cancelled and returned to the subscriber.

(5) A subscriber shall, within a reasonable time, send fresh nomination in accordance with the foregoing provision. If the subscriber fails to furnish fresh nomination in accordance with these rules and the sum at his credit in the Fund becomes payable as a result of his death, the payment thereof shall be made in accordance with rules as if no valid nomination subsists.

(6) A subscriber may provide in his nomination—

(a) that in respect of any specified nominee pre-deceasing the subscriber, the right conferred upon that nominee shall pass on to such other person or persons as may be specified in the nomination; provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members;

(b) that the nomination shall become invalid in the event of happening of a contingency specified therein :

Provided that if at the time of making nomination, the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family :

Provided further that if at the time of making the nomination a subscriber has only one member of his family he shall provide in the nomination that the right conferred upon the alternate nominee under clause(a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(7) On the death of a nominee in respect of whom on special provision has been made in the nomination under clause (a) of sub-rule (6) shall on the occurrence of any event by reasons of which the nomination becomes invalid in pursuance of clause (b) of that sub-rule, the subscriber shall send to the Controlling Officer a notice in writing cancelling the said nomination together with a fresh nomination in accordance with the provision of this rule.

35. (1) The fund shall be maintained in India in rupees.

Maintenance
and management
of Fund.
Section 4.

(2) Every employee shall be a subscriber to the Fund. If an employee, who has become a subscriber to the Fund and entitled to the benefits, thereof had been a member of any other provident fund previously, the balance at his credit in the previous fund shall be transferred to the Fund together with the contribution and interest, if any, thereon. The balance so carried forward shall carry the same rate of interest as for the new subscription.

36. (1) The account shall be opened in the name of each subscribers in a co-operative Bank approved by the Registrar of co-operative Societies, Haryana.

Subscriber's
account.
Section 4.

(2) An account of the subscriber's subscription and contribution by the Management thereon shall be maintained by the Head of the Institution in forms C.P.F. 4, C.P.F. 5 and C.P.F. 6 prescribed in Appendix F to these rules.

37. (1) The subscription shall be realised from the pay of the employee at the time of disbursement of his pay and shall be deposited in his account mentioned in rule 36 by the Head of the Institution before the fourth day of every following month.

Realisation of
subscription.
Section 4.

(2) A subscriber may, at his option, not subscribe during the period he remains on leave.

(3) The subscriber while on leave shall intimate his option not to subscribe in the following manner, namely :

- (a) If he is not the head of the institution by writing to the head of the Institution before proceeding on leave, or
- (b) If he is the head of the Institution, then by writing to the Management before proceeding on leave."

The failure to make due and timely intimation shall be deemed to constitute an option to subscribe. The option of the subscriber intimated under this sub-rule shall be final.

(4) The subscription shall be fixed by the subscriber in round figure which shall not be less than $8\frac{1}{2}$ per cent of his emoluments.

Note.—For the purposes of this sub-rule, the emoluments of a subscriber shall be—

- (a) in the case of a subscriber who was in service on the 31st March of the preceding year, the emoluments to which he was entitled on that date, provided that—
- (i) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be such as he would draw on the first date after his return to duty; or
- (ii) if the subscriber was on leave on the said date, and continues to be on leave and has elected to subscribe during such leave his emoluments shall be such as he was drawing immediately, before proceeding on leave.

**Contribution
by management.
Section 4.**

38. (1) The management shall, each month make a contribution to the a count of subscriber equal to the amount subscribed by him which shall not be less than 8-1/3 per cent :

Provided that if a subscriber quits the service or dies during the year; contribution shall be credited to his account for a period between the close of the preceding month and the date of quitting service or death, as the case may be.

(2) The contribution shall be such percentage of the emoluments as are drawn on duties during the month or the period as the case may be ;

Provided that if through an oversight or otherwise, the amount subscribed is less than the minimum subscription payable by the subscriber under these rules and if the amount, by which it is short of the subscription together with the interest accrued thereon is not paid by the subscriber within such time, as may be specified by the Controlling Officer, the contribution payable by the Management shall be equal to the amount actually paid by the subscriber or the amount normally payable by the Management, whichever is less, unless the Controlling Officer in any particular case, otherwise directs.

(3) If a subscriber elects to subscribe during leave, his leave salary shall, for the purposes of this rule be deemed to be emoluments drawn on duty unless otherwise directed by the Controlling Officer.

**Interest.
Section 4.**

39. The rate of interest on the amount, at the credit of the subscriber in the Fund shall be the same as the Bank or post office, in which the amount is deposited is allowed.

**Advance from
Fund. Section 4.**

40. (1) A temporary advance may be granted to a subscriber from the amount subscribed by him to the Fund and interest thereon at the discretion of the Controlling Officer subject to the condition that no advance shall be granted unless the Controlling Officer is satisfied about the genuineness of the claim which should normally be :—

- (i) to pay expenses in connection with the prolonged illness of the the subscriber or any other person wholly dependent upon

him and such expenses are beyond the ordinary means of the subscriber ;

- (ii) to meet the expenses of education or courses of studies, specified below, of the subscriber or any person wholly dependent upon him ;
 - (a) medical, engineering and other technical education or specialised courses in India beyond the High School stage; provided that the course of study is not less than three years;
 - (b) academic, medical, engineering, vocational or any other specified course outside India;
- (iii) to meet obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with the marriage, funeral or other ceremony of persons wholly dependent upon him; provided that the condition of being wholly dependent shall not be obligatory in the case of a son or daughter of the subscriber;
- (iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to have been done by him in the discharge of his official duties; provided that the advance under this sub-rule shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter not connected with his official duties or against the Government or Management in respect of any condition of his service or punishment imposed upon him;
- (v) to meet the cost of his defence when he is dragged into litigation by the Management in any court of law in respect of any alleged official mis-conduct on his part.

(2) The Controlling Officer may grant an advance to the subscriber to enable him in connection with the cases falling under clause (i) of sub-rule (1) if an application in that behalf is made to the Controlling Officer within a period of one month of taking the debt by the subscriber.

41. (1) The amount of advance shall not, except for special reasons to be recorded in writing by the Controlling Officer, exceed three months pay or two-thirds of the amount of subscription subscribed by the subscriber and interest thereon standing to his credit in the Fund, whichever is less.

(2) No second advance shall be granted until atleast twelve months after the final payment of the previous advance have passed and unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-rule (1).

(3) The amount of advance shall ordinarily be recoverable from the subscriber in twelve equal monthly instalments but shall in no case

Amount of
advance and
recovery thereof.
Section 4.

be more than twenty-four equal monthly instalments and in that case the Controlling Officer shall record in writing the reasons therefor. A subscriber may, at his option, make payment in lesser number of instalments than those specified above. The recovery of the amount of advance shall be made in the manner provided in rule 44 and shall commence from the month following the month of the withdrawal of the advance. No recovery shall be made, except with the subscriber's consent while he is on leave or under suspension and if more than one advance has been granted to him, each advance shall be treated separately for the purposes of recovery. The amount of recoveries made under this rule shall be credited, as they are made to the account of the subscriber.

**Final payment
Section 4.**

42. (1) When a subscriber retires or resigns or is dismissed from Service or his services are terminated the amount standing at his credit in the Fund shall become payable to him subject to any deductions provided for in rule 43 ;

Provided that the subscriber who has been dismissed from the service but is subsequently reinstated shall be required to repay any amount withdrawn by him from the Fund in pursuance of this rule. The amount so repaid shall be credited to his account the part of which represents his subscription and the part of which represents the Managements contribution being accounted for in the manner provided in rule 38.

(2) The construction of a house and purchase of a site, therefore, shall be regarded as one of the projects and upon application made to the Controlling Officer in that behalf by the subscriber, a sum not exceeding fifty percent of the amount standing at his credit excluding the Management's share of contribution and interest thereon, shall become payable to him.

Note.—For the purpose of calculating fifty percent of the balance amount in contributory provident fund, the amount already granted to him for this purpose shall be taken into account.

(3) Subject to any deductions under rule 43 on the death of a subscriber, before the amount standing at his credit has become payable or where the amount has become payable before the payment has been made,—

(i) when the subscriber leaves a family—

(a) if a nomination made by the subscriber in accordance with the provisions of rule 34 in favour of any member or members of his family subsists, the amount standing at his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no nomination in favour of any member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing at his credit in the Fund, the whole amount or part thereof to which his nomination does not, relate as the case may be, shall notwithstanding any nomination purporting to be in favour of

any person or persons other than a member or members of his family, become payable to the members of his family in equal shares, provided that no share shall be payable to;

- (i) major son ;
- (ii) major son of a deceased son ;
- (iii) married daughters whose husbands are alive; and
- (iv) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in items (I) to (IV) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between themselves in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of sub-item (I) of the first provision;

(ii) when the subscriber leaves no family —

- (a) if a nomination made by him in accordance with the provisions of rule 34 in favour of any person or persons subsists the amount standing at his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) if no nomination subsists or if nomination subsists it relates only to part of the amount standing at his credit in the Fund, the whole of such amount or the part thereof to which the nomination does not relate, may be paid to the next legal heir of the subscriber under the law.

(4) When any sum, after making deductions authorised by these rules standing at the credit of the subscriber become payable, the payment thereof shall be made by the Management in the following manner, namely—

- (i) if the subscriber is alive, to the subscriber;
- (ii) if the subscriber dies before receiving the payment to the nominees in case the nomination subsists on receipt of an application from the nominees ; or
- (iii) if there is no nominee or if no nomination subsists, to his legal heirs.

43. (1) If an employee is dismissed or quits the service in contravention of these rules, the Management may, with the consent of the Controlling Officer, withhold the whole or a part of the amount of subscription deposited by the Management by way of its contribution of the credit of the said employee. The amount of the contributions subscribed by the employee and the interest accrued thereon shall not be withheld and be paid to him.

**Deductions.
Section 4.**

(2) A separate account with the bank or post-office concerned shall be opened in the name of the Management pledged to the Controlling Officer for depositing any sum of money withheld from an employee under sub-rule (1). The account shall be called the 'Teacher Provident Fund Account—Amounts withheld'. The money at the credit of this account may, with the approval of the Controlling Officer, be utilized for compassionate 'advances' to destitute employees of the aided school and their widows and dependents.

(3) When an account of subscriber becomes dead due to any reason, the whole amount of subscription, contribution and interest thereon at his credit shall be dealt with in the manner prescribed in sub-rule (2).

Procedure.
Section 4.

44. (1) Subscriptions shall be realised from the pay bills of the employees every month and deposited into the bank or post-office before the fourth of that month in the subscribers account.

(2) A separate account shall be opened for every subscriber which shall be in his own name.

The subscribers shall be authorised to inspect their deposits twice a year in order to satisfy themselves about their correctness.

(4) The passbooks shall be kept by the Head of the Institution who will show it at the end of every financial year to the subscribers.

(5) The Management shall deposit its share of contribution into the subscriber's account before the fourth day of every month.

(6) The Management shall also keep an account of the contributions made by it every month into the bank or post-offices. This record shall be auditable.

(7) All applications for temporary or final withdrawals shall be routed through the Head of the Institution.

PART VII

MISCELLANEOUS

Power of
Relaxation.
Section 4.

45. If at any time sufficient number of persons having the required qualifications mentioned in column 3 of Appendix A to these rules prescribed under rule 6 are not available for recruitment to the service, the Director of Public Instruction, Haryana, may by order, release the provisions of the said rule with respect to any class or category of person.

APPENDIX "A"

(see rules 3, 6 and 10)

Serial No.	Designation of Post	Qualifications	Scale of Pay
1	2	3	4
I—Teaching Staff			
			Rs.
1	Principal of a Higher Secondary School	M.A. or M.Sc. of recognised University and S.S.T.C. or B.Ed or other equivalent qualifications recognised by the Department with at least 8 years' teaching experience. OR B.A. or B.Sc. of a recognised University and S.S.T.C. or B.T, or B.Ed or other equivalent qualifications recognised by the Department with at least ten years' experience as Master or Mistress.	400—30—640/40—800
2	Headmaster or Headmistress	B.A. or B.Sc. of a recognised University and S.S.T.C. or B.T. or B. Ed. or other equivalent qualifications recognised by the Department with at least 8 year's experience as Master or Mistress.	300—25—450/25—600
3	Lecturer of a Higher Secondary School	M.A. or M.Sc. or M, Com. of recognised University in particular subject	300—25—450/25—600 (For First and Second Class M.A. or M.Sc.) 250—25—450/25—550 (For third Class M.A. or M.Sc.)
			<i>Note.</i> —Lecturers with B.T. or B.Ed. shall be entitled to one advance increment.

1	2	3	4
4	Master/Mistress— (i) Social Studies Master or Mistress	(i) B.A., B.T. or B.A., B.Ed. or B.Ed. education from Government College of Education, Kurukshetra, with any two of the following subjects:— (a) History, (b) Economics, (c) Geography, and (d) Political Science ; or (ii) M.A. Part I in history or economics or geography or political sciences together with one additional subject out of the remaining subject in B.A./B.T. or B.Ed. ; and (iii) Knowledge of Hindi up to Matric Standard.	220—8—300/10—400 (for 85%) 400—20—500 (for 15%) <i>Note.</i> —First and Second Class trained graduates shall be entitled to one advance increment in the grade of Rs. 220—8—300/10—400.
	(ii) Science Master or Mistress	(i) B.Sc., B.T. or B.Sc., B.Ed., with any two of subjects, i.e., physics, chemistry, botany, zoology, or (ii) B.Sc. with physics and mathematics A & B courses and B.T. or B.Ed. ; or (iii) B.Sc. with physics and geography and B.T. or B.Ed. ; or (iv) B.Sc. education four years course from Regional College of Education, Ajmer, ; or (v) B.Sc. Education or B.Ed. from Government College of Education, Kurukshetra, with any of following subjects combination :— (a) Physics and Chemistry. (b) Botany and Zoology, (c) Physics, Geography and Mathematics, or (d) B.Sc. (three years degree course) and B.T. or B.Ed., and	

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- (e) Knowledge of **Hindi** up to Matric Standard
- Note.*—Candidates having passed the simple language test in B.T. or B.Ed. are exempted from the above qualification of Hindi
- (iii) **Home Science Mistress** .. (i) B.Sc. Home Science, B.T. or B.Ed. or B.A. with Home Science as one of elective subjects in B.A. and B.T. or B.Ed., and
- (ii) Knowledge of **Hindi** up to Matric Standard
- (iv) **Fine Arts Mistress, that is Music Mistress** (i) B.A. with instrumental or vocal Music as one of the elective subjects in B.A. from recognised University and B.T. or B.Ed. ; or
- (ii) B.A. Sangeet Parbhakar from Paryag Sangeet Samiti, Allahabad or equivalent qualifications from another recognised institution ; and
- (iii) Knowledge of **Hindi** up to Matric Standard.
- (v) **Mathematics Master or Mistress** (i) B.A. with mathematics A & B courses and B.T. or B.Ed. ; or
- (ii) B.A. with mathematics (three years degree course) B.T. or B.Ed. ; or
- (iii) B.A. with mathematics A course and physics and B.T. or B.Ed. ; or
- (iv) B.Sc. Education or B.Sc.,B.Ed. from Government College of Education, Kurukshetra with any of the following subjects combination :
- (a) English and Mathematics ;
- (b) Physics, Geography and Mathematics ;
- (c) Economics and Mathematics ;
- (d) Hindi and Mathematics ;
- (e) Physics and Mathematics ;
-

1	2	3	4
		(f) Sanskrit and Mathematics ; and (v) Knowledge of Hindi up to Matric Standard.	
	(vi) P.T. Master or Mistress D.P.E.	B.A. or B.Sc. from recognised University and D.P.E. or B.P.E. (in the case of B.P.E. the degree qualification of B.A. or B.Sc. not required) and Hindi up to Matric Standard	
	(vii) Agriculture Master or Mistress	B.Sc. Agriculture, B.T. or B.Ed.	
	(viii) Commerce Master or Mistress	B Com., B.T. or B. Com. B.Ed. and knowledge of Hindi up to Matric Standard	
	(ix) Art and Craft Master or Mistress	B.A. with Art as one of the elective subject and B.T. or B.Ed.	
5	Sanskrit Teacher or Teachress	.. Shastri with O.T. in Sanskrit	.. 220—8—300/10—400 (for 85%) 400—20—500 (for 15%)
6	Handi Teacher or Teachress	.. Matric and Prabdkar with O. T.	.. 125—5—150/5—250— (for 85%) 250—10—350 (for 15%)
7	Punjabi Teacher or Teachress	.. Matric and Giani, O.T.	.. 125—5—150/5—250 (for 85%) 250—10—350 (for 15%)
8	Urdu Teacher or Teachress	... Matric and Adib Fazil, O.T.	125—5—150/5—250 (for 85%) 250—10—350 (for 15%)
			<i>Note.</i> —Language teachers and Teachresses except those of Sanskrit shall be given an initial start of Rs. 140 in the pay scale of Rs. 125—5—150/5—250
9	Physical Training Instructor	.. Matric with one year diploma in P.T. from any recognised Training Institution in Haryana or its equivalent	125—5—150/5—250 (for 85%) 250—10—300 (for 15%)
10	Drawing Master or Mistress	.. Matric with Diploma in Art and Craft from any recognised Institution in Haryana or its equivalent	125—5—150/5—250 (for 85%) 250—10—350 (for 15%)

11	J.B.T. Teacher or Teachress	.. Matric with J.B.T. (2 years' course) from any recognised institution in Haryana or its equivalent	125—5—150/5—250 (for 85%) 250—10—300 (for 15%)
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II—Non-Teaching Staff

1	Suprintendent of a Boarding House	B.A., B.Sc. should be of matured age possessing commanding personality and experience. Persons with training in household management including dieties shall be preferred	220—8—300/10—450
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2	Clerk	.. Matric or its equivalent	110—4—130/5--160/5—225
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Note.—Graduates will get two advance increments.

3	Laboratory Attendent	.. Matric with Science or General Science as one of the elective subject	90—3—120/4—140
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III—Other Staff

1	Peon	{	
2	Frash		
3	Safai Majdoor		
4	Waterman or Waterwoman		
5	Chaukidar		
			Should be able to read and write
			70—2—80/3—95

APPENDIX B

(see rule 7)

Appointment

No. _____ dated the _____

On the recommendations of the selection committee Shri/Smt. _____ is hereby appointed as _____ in _____ with effect from the date he/she joins duty, in the grade of Rs. _____ plus usual allowances sanctioned by the Haryana Government from time to time on the following terms and conditions, namely :—

Terms and Conditions

1. He/She shall be on probation for a period of _____ year (s) in accordance with the rules which can be extended for such further period as the competent authority under the rules may determine.
2. In case of resignation or discharge, on grounds other than the abolition of post or disciplinary action, he/she shall be given one month's notice or paid one month's pay with allowances, in lieu thereof, on either side, subject to the fulfilment of other conditions of service.
3. No travelling allowance will be admissible for joining the post.
4. Before assuming the charge of duties, he/she will be required to produce the following certificates to the Head of the Institution :—
 - (i) medical certificate of fitness from a qualified registered Medical Practitioner ;
 - (ii) attested copies of academic and professional qualification and matriculation certificates ; and
 - (iii) a certificate of good character from a Gazetted Officer/M.L.A./M.C.
5. If he/she has not been vaccinated within the last twelve months, he /she should have it done before reporting for duty.

If the above terms and conditions are acceptable to him/her, he/she should join his /her duty immediately but not later than-----

In case of failure to do so, his/her candidature is liable to be cancelled and the post shall be offered to the next eligible candidate.

Signature
Appointment Authority,
with Seal of the Office.

No. _____, dated the _____

A copy for information and necessary action is forwarded to :—

- (1) Head of the Institution concerned.
- (2) Candidate concerned.

Signature
Appointment Authority,
with Seal of the Office.

APPENDIX 'C'

(See Rule 9)

Serial No.	Name of the employee	Date of birth	Qualifications	Home District	Date of appointment	Date of confirmation in the present grade	Present pay and Grade	Date of increment	Remarks
1	2	3	4	5	6	7	8	9	10

APPENDIX D
FORM C. P.F. 1
(See Rule 33)

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

I _____, son of _____ working as _____ in _____ School, hereby agree to abide by the Rules contained in Part VI of the Haryana Aided Schools (Security of Service) Rules, 1973.

Signature with
 Designation and Date.

Attested
 Signature
 Head of the Institution
 with Seal of the Office.

Witness : Address of the witness.

Note—The Form should be filled in triplicate—one copy shall be kept in the personal file of the employee, second with the Head of the aided school and the third with the controlling officer.

APPENDIX E
 Form C.P.F. 2
FORM OF NOMINATION

(When the subscriber has a family and wishes to nominate one member thereof.)

I hereby nominate the persons mentioned below, who is a member of my family, as defined in rule 30 of the Haryana Aided Schools Security of Service Rules, 1973 to receive the amount that may stand at my credit in my contributory provident fund in the event of my death before that amount has become payable, or having become payable; has not been paid:—

Name and address of the nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person or persons if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in column 4
1	2	3	4	5

Dated _____ day of _____ 197 .

Signature of the subscriber.

Two witnesses

- (1)
- (2)

FORM C. P. F. 3

(See Rule 34)

FORM OF NOMINATION

(When the subscriber has no family and wishes to nominate one person)

I, having no family as defined in rule 30 of the Haryana Aided Schools Security of Service Rules, 1973, hereby nominate the person mentioned below to receive the amount that may stand at my credit in my contributory provident fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid:—

Name and address of the nominee	Relationship	Age	Contingencies on the happening of which the nomination shall become invalid	Name address and relationship of the person or persons if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in column 4
1	2	3	4	5

Dated this _____ day of _____ 197 .

at _____

Signature of the Subscriber.

Two witnesses :

(1)

(2)

Note:—Where a subscriber who has no family makes a nomination as shall specify in the column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX F

FORM C. P. F. 4

(See Rule 36)

Name of the Subscriber _____

Account No. _____

Name of the Bank or Post Office _____

Month	Sub- cription	Contri- bution	Interest	Refund of advance, if any	Total	Advance withdrawn, if any
1	2	3	4	5	6	7

Balance at credit	Signature of the subscriber	Signature of the Head of the office
8	9	10

FORM C. P. F. 5

(See Rule 36)

1. Name of the aided school—
2. Month—
3. Name of the Bank or Post Office—

Serial No.	Name of the subscriber	Account No.	Opening balance	Amount of subscription	Amount of contribution	Interest	Total
1	2	3	4	5	6	7	8

Advance taken, if any	Non-refundable advance, if any	Balance	Advance refunded	Total balance at credit
9	10	11	12	13

FORM C. P. F. 6

(See Rule 36)

Name of the aided school _____

Year _____

Serial No.	Month	Amount of Subscription	Amount of contribution	Interest	Total
1	2	3	4	5	6
1	April	..			
2	May	..			
3	June	..			
4	July	..			
5	August	...			
6	September	..			
7	October	..			
8	November	..			
9	December	..			
10	January	..			
11	February	..			
12	March	...			
Total		..			

Advance made, if any	Non-refundable advance made, if any	Balance	Advance refunded	Balance at credit
7	8	9	10	11

CHAPTER XIV

THE PUNJAB PRIMARY EDUCATION ACT, 1960

1. (1) This Act may be called the Punjab Primary Education Act, 1960.

Short title,
extent and
commencement.

(2) It extends to the whole of the State of Punjab.

(3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise, requires :—

Definition

(a) "Academic year" means the year beginning on such date as the State Government may, by notification in the official Gazette, specify in respect of any specified area or for approved school generally or for any approved school in particular.

(b) "Approved school" means any school in any specified area imparting primary education which :—

(i) is under the management of the State Government ;

(ii) being under any other management, is recognised by the State Government as approved school for purpose of this Act.

(c) "Attendance authority" means any person appointed to be an attendance authority under section 4.

(d) "To attend an approved school" means to be present for instruction at an approved school on so many days in a year and at such time or times on each one of those days as may be fixed by the prescribed authority.

(e) "Child" means a boy or a girl within such age group, not being less than six or more than fourteen, as the State Government may in each case, specify for the purpose of this Act, either generally or with respect to any specified area.

(f) "Parent", in relation to any child ; includes a guardian and every person who has the actual custody of the child.

(g) "Prescribed" means prescribed by rules made under this Act.

(h) "Primary education" means education upto such class or standard not beyond the eighth class or standard, as may be prescribed.

- (i) "Special school" means any institution which imparts such primary education as in the opinion of the State Government is suitable for children suffering from any physical or mental defect.
- (j) "Specified area" means any area in which primary education is declared by the State Government to be compulsory under section 3.
- (k) "State Government" means the Government of the State of Haryana.

Primary education to be compulsory in specified area.

3. (1) The State Government may, by order, direct that with effect from the first day of the next academic year primary education for children of either sex or both sexes within such age group as may be specified in the order shall be compulsory in any area which may be so specified.

(2) Every order under sub-section (1) shall—

- (a) be published in the Official Gazette and in such other manner as the State Government may decide ;
- (b) be so made as to ensure that there is an interval of not less than one hundred and twenty days or such other interval as the State Government may by notification direct between the date of the publication of the order in the official Gazette and the first day of the next academic year.

(3) No order shall be made under sub-section (1) in respect of any area unless the State Government is satisfied that such steps as may be prescribed have been taken in that area to provide the necessary facilities for imparting compulsory primary education to all children to whom the order is intended to apply.

Attendance authorities and their powers and duties.

4. (1) The State Government may appoint as many persons as it thinks fit to be attendance authorities for the purposes of this Act, and may also appoint as many persons as it considers necessary to assist the attendance authorities in the discharge of their duties.

(2) It shall be the duty of the attendance authority to cause to be prepared as early as possible after the publication of an order under section 3 and in such manner as may be prescribed, a list of children in any specified area. Such lists shall also be prepared annually in every specified area at such time and in such manner as may be prescribed.

(3) In the exercise of any of the powers conferred by or under this Act, the attendance authority or any person appointed to assist the attendance authority may put such questions to any parent, or require any parent to furnish such information, about his child, as it or he considers necessary, and every such parent shall be bound to answer such questions or to furnish such information, as the case may be, to the best of his knowledge or belief.

(4) It shall be the duty of the attendance authority to notify the parent of every child to whom the order under section 8 applies that he is under an obligation to cause the child to attend an approved school with effect from the beginning of the next academic year.

5. It shall be the duty of the parent of every child to cause child to attend an approved school unless there be a reasonable excuse for his non-attendance within the meaning of section 6.

Responsibility of parent to cause his child to attend school.

6. For the purpose of this Act, any of the following circumstances shall be deemed to be reasonable excuse for the non-attendance of a child at an approved school—

Reasonable excuse for non-attendance

- (a) that there is no approved school within the prescribed distance from his residence ;
- (b) that the child is receiving instruction in some other manner which is declared to be satisfactory by the State Government or by an officer authorised by it in this behalf ;
- (c) that the child has already completed primary education ;
- (d) that the child suffers from a physical or mental defect which prevents him from attendance ;
- (e) that there is any other compelling circumstance which prevents the child from attending school, provided the same is certified as such by the attendance authority ;
- (f) such other circumstances as may be prescribed.

7. If there is in existence a special school within the prescribed distance from the residence of a child who is suffering from a physical or mental defect, the attendance authority may, if it is satisfied that the child is not receiving any instruction in some other manner considered by it to be satisfactory, by order require to attend the special school and it shall be the duty of the parent of such child to cause the child to attend the special school unless there be a reasonable excuse for the non-attendance of the child within the meaning of clause (d) of section 6.

Special Schools for physically mentally deficient children.

Special provision
for part time
education in
certain cases

8. (1) If the attendance authority is satisfied that a child, due to economic or other circumstances connected with the family to which the child belongs; is unable to attend an approved school in the manner required by or under this Act; it may, by order and subject to such conditions, if any, as it may think fit to impose, permit the child to attend any approved school established as a part-time institution or in which primary education is imparted on a part-time basis.

(2) any parent who causes a child in respect of whom an order under sub-section (1) has been made to attend an approved school in the manner specified in the order he shall be deemed to have complied with the provisions of this Act.

Attendance
order.

9. (1) Whenever the attendance authority has reason to believe that the parent of a child has failed to cause the child to attend an approved school and that there is no reasonable excuse for the non-attendance of the child within the meaning of section 6 it shall hold an inquiry in the prescribed manner.

(2) If as a result of the inquiry the attendance authority is satisfied that the child is liable to attend an approved school and that there is no reasonable excuse for his non-attendance within the meaning of section 6, it shall pass an attendance order in the prescribed form directing the parent to cause the child to attend the approved school with effect from the date specified in the order.

(3) An attendance order passed against a parent in respect of his child under this section shall, subject to the provisions of sub-section (6) remain in force for so long as this Act continues to apply to the child.

(4) If any parent against whom an attendance order has been passed in respect of his child under sub-section (1) transfers the custody of the child to another person during the period in which the attendance order is in force, such parent shall be bound to immediately inform the attendance authority in writing of such transfer.

(5) Where an attendance order has been passed against a parent in respect of his child under this section, such order shall have effect in relation to every other person to whom the custody of the child may be transferred during the period in which the attendance order is in force as it has effect in relation to the person against whom it was passed.

(6) A parent may at any time apply to the attendance authority for cancellation of an attendance order on the ground.

(i) that he is no longer the parent in respect of child; or

(ii) that circumstances have arisen which provide a reasonable excuse for non-attendance; and thereupon the attendance authority may, after holding an inquiry in the prescribed manner, cancel or modify the attendance order.

10. No person shall employ a child in a manner which shall prevent the child from attending an approved school.

Children not to be employed so as to prevent them from attending school.

11. (1) No fee shall be levied in respect of any child for attending an approved school which is under the management of the State Government.

Primary education to be free.

(2) Where in respect of any child an attendance order has been passed under section 9 and the only school which he can attend is an approved school falling within sub-clause (ii) of clause (b) section 2, the State Government shall take such steps as it may think fit for the purpose ensuring that the primary education which the child is to receive is free.

12. The age of a child for the purpose of this Act shall be computed in terms of years completed by the child on or before the first of the academic year.

Age of child—how to be computed.

Provided that where the birth day of a child falls on a day not later than sixty days from the first day of the academic year.

13. (1) If any parent fails to comply with an attendance order passed under section 9, he shall be punishable with fine not exceeding twenty-five rupees and, in the case of a continuing contravention; with an additional fine not exceeding one rupee for every day during which such contravention continues after conviction for the first of such contraventions.

Penalty for contravention of section 9.

Provided that the amount of fine payable by any person in respect of a child in any one year shall not exceed three hundred rupees.

(2) If any person fails to furnish the information as required by sub-section (4) of section 9, he shall be punishable with fine which may extend to twenty-five rupees.

14. If any person contravenes the provisions of section 10, he shall be punishable with fine which may extend to fifty rupees and in the case of a continuing contravention, with an additional fine not exceeding two rupees for every day during which such contravention continues after conviction for the first of such contraventions.

Penalty for contravention of section 10

15. The courts competent to try offences under this Act shall be the following :—

Courts competent to try offences

(a) the Gram Panchayat constituted or deemed to be constituted under the Punjab Gram Panchayat Act, 1952, if the person committing the offence resides in the area within the jurisdiction of the Gram Panchayat.

(b) the magistrate, if the person committing the offence resides in any other area.

16. (1) The court of a magistrate in trying any offence under this Act shall follow the procedure provided in section 263 of the Code of Criminal Procedure 1898 (5 of 1898).

Procedure of courts.

(2) A Gram Panchayat trying any offence under this Act shall follow the procedure provided for the trial of criminal offences under the Punjab Gram Panchayat Act, 1952.

Cognizance of offences.

17. No court shall take cognizance of an offence under this Act except on the complaint of attendance authority or any other person authorised in this behalf by State Government by general or special order.

Certain persons to be public servants.

18. The attendance authority, any person appointed to assist the attendance authority under sub-section (1) of section 4 and any person authorised to make complaints shall be deemed to be public servant within the meaning of section 21 of the Indian Penal Code.

Protection of action taken in good faith.

19. No suit, prosecution or other legal proceeding shall lie against the Government or any authority or person in respect of any thing which is in good faith done or intended to be done under this Act.

Power to exempt.

20. If the State Government is satisfied that it is necessary or expedient so to do in the public interest or that circumstances exist which render it necessary so to do it may by notification in the official Gazette, exempt any class of persons or any community in any specified area from the operation of all or any of the provisions of this Act.

Delegation of Powers

21. The State Government may, by notification in the official Gazette and subject to such conditions, if any, as may be specified in the notification, authorise any officer or authority subordinate to it to exercise all or any of the powers conferred on the State Government by this Act.

Power to make rules.

22. (1) The State Government may, by notification in the official Gazette make rules to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :

- (a) the class or standard, education up to which shall be considered as primary education.
- (b) the steps to be taken for providing necessary facilities for imparting primary education before notifying any area to be specified area.
- (c) the function to be performed, and the manner in which such functions may be performed by attendance authority.
- (d) the manner in which and the time at which lists of children may be prepared in any specified area under sub-section (2) of section 4.
- (e) the distance beyond which a child may not be compelled to attend an approved school.
- (f) the circumstances which may be regarded as reasonable excuse for the non-attendance of a child within the meaning of section 6.
- (g) the manner in which any inquiry under this Act may be held.

- (h) the form in which an attendance order under sub-section (2) of section 9 shall be passed.
- (i) the registers, statements and other information to be maintained or furnished by approved schools for the purpose of this Act.
- (j) any other matter which has to be, or may be prescribed.

(3) Every rule made under this section shall be laid as soon as may be after it is made before each House of the State Legislature while it is in session for a total period of ten days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rules shall there after have effect only in such modified form or be of no effect, as the case may be so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

23. The Punjab Primary Education Act, 1919, the Punjab Primary Education Act, 1940, the Patiala Primary Education Act 1983 BK. and the Pepsu Compulsory Primary Education Act, 1954 shall be repealed, but notwithstanding such repeal any orders made, any notification issued, anything done, any action taken or any proceedings commenced in exercise of the powers conferred by or under the said Acts shall be deemed to have been made ; issued, done ; taken or commenced in exercise of the powers conferred by or under this Act.

ANNEXURE : B

PUNJAB PRIMARY EDUCATION RULE 1961

Short Title and Interpretations.

1. These rules may be called the Punjab Primary Education Rules, 1961.

2. (a) 'Act' means the Punjab Primary Education Act, 1960.

(b) 'Attendance order' means an order issued under the rule 16 read with section 9 of the Act.

(c) 'Director of Public Instruction' means the Director of Public Instruction for the State of Punjab.

(d) 'Form' means a form appended to these rules.

(e) 'List' means the lists of children prepared under rule 9.

(f) 'Part-time education' means such education at the Primary level as may be provided under section 8 and rule 6.

(g) 'Scheme' means a scheme for compulsory primary education prepared under the provisions of these rules.

(h) 'Sparsely populated area' means such area as the State Government may from time to time, by order specify as such area.

Primary education Section 2 (h)

3. For the purpose of clause (h) of section 2 primary education shall mean education upto and inclusive of Class v.

Preparation of scheme of compulsory primary education, Sections 3(3)22 (1)&22(2)(b)

4. Whenever the State Government is satisfied that it is desirable to introduce compulsory primary education in any area it may direct the Director of Punjab Instruction to prepare a scheme for the purpose. Such scheme shall be prepared in Form I.

Necessary provision of Scheme Section 3(3)22 (1)&22 (2)(b)

5. Every scheme referred to in rule 4 shall make adequate provision for :—

(a) the appointment of teachers on the basis of teacher-pupil ratio;

(b) construction, taking on hire or otherwise securing accommodation ; and

(c) the supply of equipment..

Part-time instruction section 8 & 22(1)

6. (1) A scheme may also provide for the part-time education, in an approved school, for children who are unable to attend such schools on a whole time basis due to economic or other circumstances connected with the families to which they belong.

(2) Such education shall be arranged primarily with a view to meet the requirements of children who work in or for their families.

(3) The total period of part-time education shall be not less than three days in a week and not less than one hour and a half on any day.

7. (1) On receipt of a direction from the State Government under rule 4 the Director of Public Instruction shall as soon as may be, prepare a scheme and submit the same to the State Government for approval.

Approval of Scheme and taking of steps in pursuance thereof.

(2) When a scheme is submitted to the State Government for approval it may approve the same with such modification as it may deem fit.

(3) The approved scheme shall be sent to the Director of Public Instruction for taking such step with regard to the matters referred to in rule 5 as may be specified therein within such period as may be fixed. Such step shall be deemed to be the prescribed steps for the purposes of sub-section (3) of section 3 of the Act.

Section 3(3) and 22 (1)

8. The State Government shall endeavour to make suitable provision in an approved school for—

Discretionary Services to be provided (Section 22(1)).

(a) the grant of assistance to needy children for purchase of books and such other educational equipment as may be specified by the Director of Public Instruction.

(b) destitute, delinquent and mentally or physically handicapped children; and

(c) the institution of a school health service inclusive or exclusive of school meals.

9. (1) In every specified area, the attendance authority shall cause to be prepared a list in Form II of all children within sixty days or such other interval as the State Government may specify, of the date on which the order under sub-section 3 is published in the Official Gazette. The procedure specified above shall also be applicable to the annual preparation of such lists.

Lists of children liable for compulsory attendance.

(2) As soon as the lists are ready, the attendance authority shall cause to be prepared a separate list for each approved school, existing or proposed within the specified area.

(3) A copy of each such list shall be sent to the headmaster of the approved school concerned at least sixty days or such period as the State Government may specify, before the beginning of the next academic year.

10. (1) The parent of every child to whom the order under section 3 applies shall be served with a notice under sub-section (4) of section 4 in Form III at least thirty days, or such period as the State Government may specify before the beginning of the next academic year.

Notice to parents.

(2) The notice shall be deemed to have been served on the parent if it is—

(a) sent to him through post.

(b) delivered to him in person, or

(c) affixed to the house where he is known to have last resided.

Provided that the State Government may, keeping in view the local requirements, specify any other manner for service of notice for any particular area.

Prescribed authority under Section 2(a)

11. The prescribed authority for the purposes of clause (d) of section shall be the Director of Public Instruction.

Prescribed distance for purposes of Section 6(a) & 22(2)(c).

12. For the purposes of clause (a) of section 6 of the Act the prescribed distance shall be two miles for sparsely populated areas and one mile for other areas.

Reasonable excuse for non-attendance Section 6 (f) & 22(2)(f).

13. For the purposes of clause (f) of section 6 of the Act the following circumstances shall be deemed to constitute a reasonable excuse for non-attendance :—

(a) when the child is prevented from attending an approved school for a period exceeding fifteen days due to sickness or other unavoidable cause certified as such by the the attendance authority; or

(b) when a child has left India for a period exceeding six months.

Exemption orders. Section 5 & 22(1)7.

14.(1) Within fifteen days from the date of the notice under rule 10 any parent may, by application in writing addressed to the headmaster of the approved school, claim that his child has a reasonable excuse for non-attendance.

(2) On receipt of such application, the headmaster shall enquire, or cause an enquiry to be made into it through one of his teachers. Such enquiry shall include a visit to the home of the child or a contact with his parent.

(3) After the enquiry referred to in sub-rule (2) has been completed the headmaster shall —

(a) if the exemption is claimed temporarily for a period not exceeding two months, decide the application himself and

(b) if the exemption is claimed permanently, submit the application with his report thereon, to the attendance authority for decision

(4) The attendance authority may, if necessary, give an opportunity to the parent of the child for whom exemption has been claimed to be present to represent his case.

(5) The decision of the headmaster or the attendance authority, as the case may be on such application shall be communicated to the parent before the beginning of the next academic year.

(6) A copy of an order of exemption issued by the attendance authority shall be sent to the headmaster of the approved school which the child was required to attend.

15. The headmaster of every approved school shall send to the attendance authority, before the fifth day of each month, list of all parents whose children have not been exempted, from attendance under rule 14 and are not attending the school or have failed to comply with the attendance requirements as fixed by the Director of Public Instruction.

Report of non-attendance.
Section 22(1).

16.(1) When the report of a Headmaster under rule 15 is with respect to a child against whom an attendance authority may, after making such enquiry as it deems fit, pass an attendance order in Form IV directing the parent to cause the child to attend an approved school with effect from a date to be specified in the order :—

Issue of attendance orders.
Section 9 (22)
(2) (g) & 22(2)
(h)

Provided that no such order shall be passed without giving the parent a reasonable opportunity of being heard.

(2) The attendance order shall be passed within a period of twenty days of the date of receipt of the list referred to in rule 15

Provided that the attendance authority may, for reasons to be recorded in writing, pass such order after the expiry of the aforesaid period.

17. On receipt of an application under sub-section (6) of section 9 the attendance authority may after such inquiry as it deems fit decide the application :

Manner of inquiry under section 9(6) & 22(2)(g).

Provided that no order rejecting such application shall be passed without giving the parent a reasonable opportunity of being heard.

18. When the report of the head master under rule 15 is with respect to a parent against whom an attendance order has been passed under section 9 of the Act, the attendance authority shall call upon the parent to show cause why action should not be taken against him under sub-section (1) of section 13 of the Act, and if no satisfactory explanation is forthcoming within the period specified for the purpose, it may file a complaint under sub-section 13 of the Act.

Filing of complaints.
Section 13(1) & 22(1).

19. Whenever an attendance authority has reason to believe that any person is employing a child to whom an order under section 3 applies in a manner which prevents him from attending an approved school, it shall serve him with a notice calling upon him :—

Employment of children in contravention of sec. 10.

(a) to desist from employing such child in contravention of the provisions of section 10 of the Act; and

(b) to show cause why action should not be taken against him under section 14 of the Act;

and if after the service of notice the person continues to employ the child or fails to show cause within the period specified for that purpose, the attendance authority may file a complaint against him under section 4 of the Act.

FORM I

(See Rule 4)

Scheme for the Introduction of Compulsory Primary Education.

1. Description of area
2. Date from which compulsion is to be introduced.
3. Age group of children to be brought under compulsion.
4. Estimated number of children in the specified age-group at the beginning of the next academic year

	Boys	Girls	Total
--	------	-------	-------
5. (i) Municipalities/Villages recommended to be excluded from the Scheme (Tehsil-wise lists to be attached, if necessary)

	Boys	Girls	Total
--	------	-------	-------

 (ii) Estimated number of children of the specified age-group.

	Boys	Girls	Total
--	------	-------	-------

 (iii) Reasons for recommending the exclusion referred to in (i) such as :—
 - (a) Absence of educational facilities.
 - (b) inadequacy of accommodation.
 - (c) other reasons.
6. (i) Whether compulsion is recommended to be applied to boys or girls or both.
 - (ii) Estimated number of children of either sex recommended to be excluded.
 - (iii) Reason for not recommending compulsion for children of either sex.
7. (i) The class of persons or community for which compulsion is not recommended.
 - (ii) Estimated number of children belonging to the class or community in the specified age group.

	Boys	Girls	Total
--	------	-------	-------
 - (iii) Reasons for not recommending such class and community for compulsion.

FORM III

(See Rule 10)

Form of Attendance Notice

To

Sir/Madam,

As your son/daughter/ward will attain/has attained the age of 6 years on _____, you are required under the provisions of section 5 of the Punjab Primary Education, Act, 1960, to ensure that he/she attends _____ school, regularly from _____, if you wish him/her to attend a school other than the above, you should apply to me stating the school which you wish him/her to attend. If you consider that you have a reasonable excuse under section 6 of the Act for not sending him/her to school, you should apply to me within fifteen days from the date of this notice showing cause why he/she should be exempted from attend in school.

Dated :

Attendance authority

FORM IV

(See Rule 16)

Form of Attendance Order

No.

Attendance Order.

To

Sir/Madam,

Whereas under the Attendance Notice No. _____ dated the _____ you were required under the provisions of section 5 of the Punjab Primary Education Act, 1960, to ensure that your son/daughter/ward attendance _____ school regularly on and from _____.

And whereas you have failed to cause your son/daughter/ward to attend the school mentioned in the said notice or any other approved school.

And whereas you have not also given any reasonable excuse within the meaning of section 6 of the said Act for failure to cause your son/daughter/ward to attend an approved school.

Now, therefore in exercise of the powers conferred by section 9 of the said Act, I hereby direct you to cause your son/daughter/ward to attend an approved school regularly on and from _____ and to keep him in attendance till and the end of the academic year in which he attains the age of eleven years.

The notice that in even of failure to comply with the provisions of this order, legal steps as prescribed under section 13 of the said Act will be taken against you.

Dated :

Attendance Authority

APPENDIX I

(Chapter, VII) Article 237

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
<p>Name of School.</p> <p>Date of first opening of school.</p> <p>(a) Standard of recognition desired (Higher Secondary, High, Middle, Primary or Adult).</p> <p>(b) In the case of Higher Secondary, High, Middle, the subject for which recognition is sought.</p> <p>Constitution of the management of the school together with the name of managers and their occupations.</p> <p>Is the management registered ?</p> <p>School premises (number and dimensions of rooms) plans should be attached.</p> <p>Dimensions of play grounds.</p> <p>Library and equipment. In the case of subjects requiring special appliances detailed statement of appliances provided should be attached.</p> <p>Has the school adopted the contributory Provident Fund scheme for its employees ?</p>		

APPENDIX I (Contd.)

Average attendance of scholars for the last six months and rates of fees levied in each Class	Classes	Average attendance	Rate of Fees
<p>(a) Number of students not residing with their parents or guardians.</p> <p>(b) Arrangements made for their residence</p>	<p>Higher Secondary High X Class IX Class Middle VIII Class VII Class VI Class Primary V Class IV Class III Class II Class I Class</p>		

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		

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. VII, Article 237)

To

Sir/Madam,

I, have the honour to request you to recognise this boarding house.
Necessary particulars are given below :—

Dated.....

Signature of Manager.

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

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
1	2	3	4

Higher
Secondary
XI Class
High
X Class
IX Class
Middle
VIII Class
VII Class
VI Class
Primary
V Class
IV Class
III Class
II Class
I Class

(a) Arrangements made for—

- (i) Medical Attendance
- (ii) Supervision
- (iii) Recreation
- (iv) Meals
- (v) Nightstudy
(Supervision and lightning arrangements).

Financial condition of the boarding during the preceding six months	Average Monthly income from			Average monthly expenditure	Reserve Fund
	Fees	Other sources (nature of sources should be stated)	Total		

Time 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

Decision of the recognising authority.

Forwarding authority

APPENDIX II

(Chapter II Article 58)

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 Amounts Rs.(b)		Remarks (c)
	Present	Proposed	
Endowment	Rs.	Rs.	
Subscription			
Fees			
Other sources			
Total			

(a) Here show whether (1) Boys or Girls (2) High, Middle, Primary or Industrial, etc., (3) Day or night.

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

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

APPENDIX II *Contd.*

F—Expenditure

Nature		Annual amount Rs. (a)		Remarks
		Present	Proposed	
Teaching Staff	..	Rs.	Rs.	
House Rent	..			
Contingencies	..			
Total	..			

G.—Detail of Staff

Appointment	Monthly pay Rs. (a)		Qualification Highest School or college examination passed, Departmental certificates held	Trained or not	Number of periods spent weekly in secular instruction in each Department			
	Present	Proposed			High	Middle	Primary	Pre-Primary
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—*Concl.*

H-Number of pupils on the roll.

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		
Total					

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.

N. Agreement

We, the undersigned managers of the _____ School, declare that we have read the rules contained in chapter II of the Education Code, and apply for the above school to receive a maintenance grant under 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 and Article 94)

Statement showing the bifurcation of fees realised from students in privately (recognised) managed schools with effect from 1-4-73.

Class	Total fees per mensum including surcharge		Part of fees to be treated as approved income for grant		Part of fees to be utilised for payment of DA etc. at Govt. rates (including surcharge)	
	Boys	Girls	Boys	Girls	Boys	Girls
Hr. Sec. Classes						
XI	10.00	6.00	9.00	6.00	1.00	—
X	10.00	6.00	8.00	6.00	2.00	1.00
IX	10.00	6.00	7.00	4.00	3.00	2.00
High Classes						
X	10.00	6.00	4.00	2.00	6.00	4.00
IX	10.00	6.00	4.00	2.00	6.00	4.00
Middle Classes						
VIII	6.00	4.00	3.00	1.50	3.00	2.50
VII	6.00	4.00	3.00	1.50	3.00	2.50
VI	6.00	4.00	2.00	1.00	4.00	3.00
Primary Classes						
V	1.00	—	0.47	—	0.58	—
IV	1.00	—	0.25	—	0.75	—
III	1.00	—	0.19	—	0.81	—
II	1.00	—	0.12	—	0.88	—
I	1.00	—	0.06	—	0.94	—

APPENDIX IV
Chapter II Article 59 (g) and 84 (b)

Register of daily attendance in the _____ class of the _____ school at _____

Serial No. in the admission register	Number	Class and name of student	Daily attendance for the month of _____ 19__																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
			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			
Daily Attendance for the month of _____ 19__ conclud.			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Number of attendances for the month	Number of attendances brought forward	Total No. of attendances
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 rolls at the beginning of the month.
- Number of students on rolls at the end of the month.
- Number of school meetings during the month
- Total of attendances during the month.
- Average daily attendance during the month.

N.B. Presence should be indicated by a down stroke, absence without leave by the letter A, absence on sick leave by the letter S. All changes should be attested by the Head Master.

Amount realised during the month

Fees and fines							Funds							Arrears due	Date on which realised	Remarks							
Admission fee	Tuition fee	Arrears of tuition fee	Late Certificate fee	Absence fine and late fee fine	Special fine	Total of fees and fine	Amalgamated fund	Health fund	Science fund	Red cross fund	Child Welfare fund	Building fund	Cycle fund	Exam. fund	Magazine fund	Total of funds	Domestic Sc. Fund	Audio Visual Fund	Tuition fees	Fines	Funds		

Total of amount collected

Instalment	Amount credited in the office										Signature of the clerk receiving dues					Total of funds						
	Fees	Fines	Total	AF	HF	Sc.F	RCF	CWF	BF	CF	Ex.F	Mag.F.	D.Sc.F.	A.V.F.								
1st instalment on																						
2nd instalment on																						
3rd instalment on																						
Total																						

Amount realised after credit of the last instalment and to be accounted in the next month if any.

APPENDIX V

Chapter II Article 84 (c)

Admission and withdrawal register of the _____ School at _____

Date of Admission	Sr. No.	Name of the Student	Date of birth by the Christian era (in words as well as in figures)	Father's name	Caste, Sub-caste, or Tribe

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Father's occupation	Residence	Class to which admitted	Class from which withdrawn	Date of withdrawal	Remarks

The age entries should be recorded in words as well as in figures and any change in such entries should be initialled by the Headmaster/Principal and reasons be explained in the remarks column.

APPENDIX VI

CHAPTER II

Application for grant for building purposes, under articles 75-81

For* _____

Name of School _____

Situation of School _____

Class of School _____

Sources and amount of expenditure *

Nature	Amount	Remarks**
1. Endowments		
2. Subscriptions		
3. Other private sources (to be specified)		
4. Grant applied for (should not exceed the expenditure from 1, 2, 3 sources):		
*** Total		

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; and
- (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.

contd.

- * (i) 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.
- ** (ii) 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.
- *** (iii) Should agree with the total amount of expenditure entered in the estimate.
- || (iv) 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 VII

(CHAPTER II, ARTICLE 76)

Application under Article for a grant towards providing a school with books, furniture or appliances

Name of School _____

Situation of School _____

Class of School _____

Amount of grant-in-aid applied for Rs.* _____

Total amount of expenditure on (state here the object for which the grant is desired).

** Rs.

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/- ***

*The grant must not ordinary exceed half the total expenditure in aid of which it is given (Articles 84).

**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.

APPENDIX X

(CHAPTER IV, ARTICLE 117 AND CHAPTER X ARTICLE 340 (xii))

Memorandum of Lapsed or Forfeited Scholarships Held in School or College and Payable by the

Sr. No.	Kind of Scholarship	Name of Scholarship holder	College or School from which passed	Monthly value of Scholarship	Period for which current		Date from which lapsed or forfeited	Cause of lapse or forfeiture
					From	To		

“In case of Middle School Scholarships, to be sent to the District Education Officer in whose district the lapses or forfeitures occur, and to the Director of Public Instruction, Haryana, in case of High/Hr. Sec. school or college scholarships.

Headmaster/Headmistress/Principal

_____197

High/Hr. Secondary School: _____

College _____

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APPENDIX XI

(CHAPTER IV ARTICLE 111)

(CHAPTER X,—ARTICLE 342)

Indigence Certificate

I _____ resident of _____ and by occu-
 pation _____ father _____ pupil of the _____
 guardian of _____

School _____ Middle School Scholarship Examination

College _____ High School Scholarship Exam.

and a candidate for the Final school leaving & equivalent examination.

B.A. Part I, II & III

do hereby declare that my income is below Rs. 6,000 per annum.

Dated _____ 19 _____ (Sd.) _____

Parent or Gurdian,

Certified that to the best of my knowledge this declaration is correct.

Dated _____ 19 _____ (Sd.) _____

(Designation).

The Principal of an affiliated college or the Principal/Headmaster or the Headmistress of a recognised Hr. Sec./High School and countersigned by the District Education Officer in case of School candidates.

Note : The term 'income' used in the certificate means the taxable under the Income Tax act.

Note 2: A pupil's lawful and *de facto* gurdian may sign this document only when the father is dead"

APPENDIX XIII-B

CHAPTER IV ARTICLE 133

List of Scholarship-holders who have joined the _____ High School from _____ District

District	Name of Scholarship holder	School from which passed	Date of Birth	Marks obtained	Percentage of marks obtained	Monthly value of Scholarship	Period for which current		Date on which joined the high department
							From	To	
1	2	3	4	5	6	7	8	9	10

(To be sent through the District Education Officer from which the scholarship holders have come)

The _____ 19

Headmaster/Principal
High/Hr. Sec. School

APPENDIX XIV

(CHAPTER IV. ARTICLE 135)

Chargeable 277—Education-B-Secondary Scholarships (Non Plan) Award of Scholarships to students of IX, X, XI & Prep Classes.

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 No. of possible attendance	Actual No. of attendance	Amount Claimed	Remark
No.	Year									
1	2	3	4	5	6	7	8	9	10	11,

College/Hr. Sec./High/Middle
(in words)

Deduct balance undisbursed from last month 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.

Treasury Officer

(For use in Accountant
General's office)

Gazetted Officer

Supdt.

Principal _____ College

Manager _____ School

Received _____

Rs. _____

Rupees _____

Principal _____

Headmaster.

Rs. _____

Admitted _____

Objected to. . . _____ Auditor.

APPENDIX XV—A

School Timings—Distribution Subject-wise/Class-wise of Weekly Periods

Classes	Hindi 1st Langu- age	Maths.	Science	Social Study/ History/ Geogra- phy	English 11nd Langu- age	3rd Langu- age	Optional Subjects Home Sc., Music, Drawing	Work Experi- ence Art	Games/ Physical Education	Bal Sabha	Total Periods
1	2	3	4	5	6	7	8	9	10	11	12
I.	12	1	—	3	—	—	—	5	6	2	42
II.	12	11	—	3	—	—	—	5	6	2	42
III.	12	11	—	6	—	—	—	5	6	2	48
IV.	12	11	—	6	—	—	—	5	6	2	48
V.	12	11	6	6	—	—	—	5	6	2	48
VI.	8	9	6	5	8	—	5	5	6	2	54
VII.	7	7	6	5	7	5	5	4	6	2	54
VIII.	7	7	6	5	7	5	5	4	6	2	54
IX.	9	8	6	5	9	—	5	4	6	2	54
X.	9	8	6	5	9	—	5	4	6	2	54

APPENDIX XV—B

SCHOOL HOURS

For Single Shift Schools Only

	Summer Timings (1st April to 31st August) (For First 5 days of the week)	Winter Timings (1st September to 31st March)
School		
Assembly	7.00 A.M. to 7.10 A.M.	9.30 A.M. to 9.40 A.M.
1st Period	7.10 A.M. to 7.50 A.M.	9.40 A.M. to 10.20 A.M.
2nd Period	7.50 A.M. to 8.30 A.M.	10.20 A.M. to 11.00 A.M.
3rd Period	8.30 A.M. to 9.10 A.M.	11.00 A.M. to 11.40 A.M.
4th Period	9.10 A.M. to 9.50 A.M.	11.40 A.M. to 12.20 P.M.
5th Period	9.50 A.M. to 10.30 A.M.	12.20 P.M. to 1.00 P.M.
Recess	10.30 A.M. to 10.45 A.M.	1.00 P.M. to 1.30 P.M.
6th Period	10.45 A.M. to 11.20 A.M.	1.30 P.M. to 2.10 P.M.
7th Period	11.20 A.M. to 11.55 A.M.	2.10 P.M. to 2.50 P.M.
8th Period	11.55 A.M. to 12.30 P.M.	2.50 P.M. to 3.30 P.M.
9th Period	12.30 P.M. to 1.05 P.M.	3.30 P.M. to 4.00 P.M.

Timings for Saturday only

School		
Assembly	7.00 A.M. to 7.10 A.M.	9.30 A.M. to 9.40 A.M.
1st Period	7.10 A.M. to 7.50 A.M.	9.40 A.M. to 10.10 A.M.
2nd Period	7.50 A.M. to 8.30 A.M.	10.10 A.M. to 10.40 A.M.
3rd Period	8.30 A.M. to 9.05 A.M.	10.40 A.M. to 11.10 A.M.
4th Period	9.05 A.M. to 9.40 A.M.	11.10 A.M. to 11.40 A.M.
5th Period	9.40 A.M. to 10.15 A.M.	11.40 A.M. to 12.10 P.M.
Recess	10.15 A.M. to 10.30 A.M.	12.10 P.M. to 12.40 P.M.
6th Period	10.30 A.M. to 11.05 A.M.	12.40 P.M. to 1.10 P.M.
7th Period	11.05 A.M. to 11.40 A.M.	Recess 1.10 P.M. to 1.40 P.M.
		8th Period 1.40 P.M. to 2.10 P.M.

- Note : (i) Students of Classes I & II have to study upto 7th period.
(ii) Students of classes III & V have to study upto 8th period.
(iii) All other classes i.e. VI-XI will study upto 9th period.

FOR DOUBLE SHIFT SCHOOLS ONLY**From 1st April to 31st July**

	First Shift (6.30 A.M. to 12.15 P.M.)	Second Shift (12.30 P.M. to 6.15 P.M.)
School		
Assembly	6.30 A.M. to 6.45 A.M.	12.30 P.M. to 12.45 P.M.
1st Period	6.45 A.M. to 7.20 A.M.	12.45 P.M. to 1.20 P.M.
2nd Period	7.20 A.M. to 7.55 A.M.	1.20 P.M. to 1.55 P.M.
3rd Period	7.55 A.M. to 8.30 A.M.	1.55 P.M. to 2.30 P.M.
4th Period	8.30 A.M. to 9.05 A.M.	2.30 P.M. to 3.05 P.M.
5th Period	9.05 A.M. to 9.40 A.M.	3.05 P.M. to 3.40 P.M.
Recess	9.40 A.M. to 9.55 A.M.	3.40 P.M. to 3.55 P.M.
6th Period	9.55 A.M. to 10.30 A.M.	3.55 P.M. to 4.30 P.M.
7th Period	10.30 A.M. to 11.05 A.M.	4.30 P.M. to 5.05 P.M.
8th Period	11.05 A.M. to 11.40 A.M.	5.05 P.M. to 5.40 P.M.
9th Period	11.40 A.M. to 12.15 P.M.	5.40 P.M. to 6.15 P.M.

From 1st August to 30th September

	First Shift (7.00 A.M. to 12.30 P.M.)	Second Shift (12.45 P.M. to 6.15 P.M.)
School		
Assembly	7.00 A.M. to 7.10 A.M.	12.45 P.M. to 12.55 P.M.
1st Period	7.10 A.M. to 7.45 A.M.	12.55 P.M. to 1.30 P.M.
2nd Period	7.45 A.M. to 8.20 A.M.	1.30 P.M. to 2.05 P.M.
3rd Period	8.20 A.M. to 8.55 A.M.	2.05 P.M. to 2.40 P.M.

4th Period	8.55 A.M. to 9.30 A.M.	2.40 P.M. to 3.15 P.M.
5th Period	9.30 A.M. to 10.05 A.M.	3.15 P.M. to 3.50 P.M.
Recess	10.05 A.M. to 10.20 A.M.	3.50 P.M. to 4.05 P.M.
6th Period	10.20 A.M. to 10.55 A.M.	4.05 P.M. to 4.40 P.M.
7th Period	10.55 A.M. to 11.30 A.M.	4.40 P.M. to 5.15 P.M.
8th Period	11.30 A.M. to 12.00 P.M.	5.15 P.M. to 5.45 P.M.
9th Period	12.00 P.M. to 12.30 P.M.	5.45 P.M. to 6.15 P.M.

**From 1st October to 30th November &
1st February to 31st March**

	First Shift (7.30 A.M. to 12.30 P.M.)	Second Shift (12.45 P.M. to 5.45 P.M.)
School Assembly	7.30 A.M. to 7.40 A.M.	12.45 P.M. to 12.55 P.M.
1st Period	7.40 A.M. to 8.10 A.M.	12.55 P.M. to 1.25 P.M.
2nd Period	8.10 A.M. to 8.40 A.M.	1.25 P.M. to 1.55 P.M.
3rd Period	8.40 A.M. to 9.10 A.M.	1.55 P.M. to 2.25 P.M.
4th Period	9.10 A.M. to 9.40 A.M.	2.25 P.M. to 2.55 P.M.
5th Period	9.40 A.M. to 10.10 A.M.	2.55 P.M. to 3.25 P.M.
Recess	10.10 A.M. to 10.30 A.M.	3.25 P.M. to 3.45 P.M.
6th Period	10.30 A.M. to 11.00 A.M.	3.45 P.M. to 4.15 P.M.
7th Period	11.00 A.M. to 11.30 A.M.	4.15 P.M. to 4.45 P.M.
8th Period	11.30 A.M. to 12.00 A.M.	4.45 P.M. to 5.15 P.M.
9th Period	12.00 A.M. to 12.30 P.M.	5.15 P.M. to 5.45 P.M.

From 1st December to 31st January

	First Shift (7.55 A.M. to 12.30 P.M.)	Second Shift (12.40 P.M. to 5.15 P.M.)
School Assembly	7.55 A.M. to 8.15 A.M.	12.40 P.M. to 12.50 P.M.
1st Period	8.05 A.M. to 8.35 A.M.	12.50 P.M. to 1.20 P.M.
2nd Period	8.35 A.M. to 9.05 A.M.	1.20 P.M. to 1.50 P.M.
3rd Period	9.05 A.M. to 9.35 A.M.	1.50 P.M. to 2.20 P.M.
4th Period	9.35 A.M. to 10.05 A.M.	2.20 P.M. to 2.50 P.M.
6th Period	10.05 A.M. to 10.35 A.M.	2.50 P.M. to 3.20 P.M.
Recess	10.35 A.M. to 10.45 A.M.	3.20 P.M. to 3.30 P.M.
6th Period	10.45 A.M. to 11.15 A.M.	3.30 P.M. to 4.00 P.M.
7th Period	11.15 A.M. to 11.40 A.M.	4.00 P.M. to 4.25 P.M.
8th Period	11.40 A.M. to 12.05 A.M.	4.25 P.M. to 4.50 P.M.
9th Period	12.05 P.M. to 12.30 P.M.	4.50 P.M. to 5.15 P.M.

- Note :** (i) Students for classes I & II will study upto 7th period only.
(ii) Classes III V will study upto 8th period.
(iii) All other classes i.e. VI-XI will study upto 9th period.
(iv) There will be no half holiday on Saturday for Schools having double shifts system.

APPENDIX XVI

Work Load for Teachers

- I. (a) Primary Schools : One J. B. T. teacher for first 50 students and thereafter 45 students per teacher.
- (b) Primary Departments attached to Middle, High/Higher Secondary Schools. One J.B.T. teacher for first 50 students and thereafter 45 students per teacher.

II. Middle Schools

(For Secondary Departments)

Period Per Week

- (a) Master/Mistress (working as Head of the Middle Schools) 30 periods per week if enrolment in the school is 500 or less and 24 periods per week if the enrolment exceeds 500.
- (b) Other Master/Mistresses. 36 periods per week.
- (c) Teachers. 39 periods per week.

III. High/Higher Secondary Schools :
(Secondary Departments)

- (a) Heads of High/Higher Secondary Schools 12 to 18 periods.
- (b) Lecturers. 30 periods.
- (c) Master/Mistresses. 36 periods.
- (d) Teachers. 39 periods.

Note: (i) This above work load is inclusive of 2 periods on account of extra-mural activities to be performed by Teaching personnel.

- (ii) Science Master/Mistresses and N. C. C. Masters/Mistresses/teachers should not be given more than 30 and 24 teaching periods per week respectively. Apart from this they are not to be given any extra-mural work.
-

APPENDIX XVII

(Chapter VI- Article 190)

Form of Application for Admission to a Recognised School

To

The Headmaster/Principal
_____School

I request the favour of your admitting my son/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.

Dated : _____ Father or Guardian

(Back of the form) *Concl.*

Name of student	Date of birth by the Christian era (in words as well as in figures)	Father's name	Father's occupation	Caste, Sub-caste or tribe	Monthly income of the father or guardian	Residence	Medium of instruction	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 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 :

- (i) No change of the date of birth given in the above statement can be made subsequently.
- (ii) A pupil's lawful and defacto guardian may sign this document only when the father is dead.

Headmaster/Principal

APPENDIX XVIII
(Chapter VI, Article 191)

To be used in duplicate

_____School
_____District.

TRANSFER CERTIFICATE

Pupil's name _____ File No. _____
Date of birth _____
No. in Admission Register _____

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/failed in the examination for promotion to the _____ Class.

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			Period of Attendance during the current School year		Possible Attendance 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	Date of withdrawal	From			
1.	This School								
2.									
3.									
4.									
Total									

Date of issue _____

Headmaster/Principal

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. _____

Principal/Headmaster

APPENDIX XIX

(CHAPTER II, ARTICLE 81)

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.

APPENDIX XX

(CHAPTER VI ARTICLE 195)

Character Certificate

Certified that _____ son/daughter of Shri _____ appeared in Middle/Matric/Hr. Sec. onday examination from this school in _____. He/She passed the examination obtaining _____ marks in _____ Division.

He/She failed in the examination.

His/her date of birth according to School record is _____.

He/She took part in the following activities in the School.

- (1) Games/Sports _____
- (2) Cultural Activities _____
- (3) Other activities _____

During his/her stay in the school, his/her character and conduct was Satisfactory

good

Excellent

Headmaster/Principal.

Teacher Incharge

_____ School

Date : _____

APPENDIX XXI

(CHAPTER VI, ARTICLE 199 (c))

Correspondence Register

Receipt	From or to	LETTER		Received from or addressed to	Brief abstract to be given here
		No.	Date		
	From	40	12-3-75	Deputy Commissioner, Karnal	Requested that A.B.B. be directed to proceed to— —on transfer
	To	106	20-3-74	Secretary, Municipal Committee, Karnal	Forwards pay bill of the month of

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APPENDIX XXII

(CHAPTER VI, ARTICLE 199 (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 & initials of Librarian	Remarks

Copy of letter No. 4294—2GSI—75/32585, dated 6th October, 1975 from the Chief Secretary to Government Haryana to all Heads of Departments etc.

APPENDIX XXIII-A

(CHAPTER IV, ARTICLE 111)

(Chapter X, Article 329)

Subject : Bonafide residents of Haryana-Guidelines regarding.

Sir,

In supersession of the instructions issued, vide Haryana Govt. letter No. 20672 GSI-75/9628 dt. 10th April, 1975 on the subject noted above I am directed to say that the question of further widening the scope of the definition of the term bonafide residents of Haryana for the purpose of admissions to educational institutions, (including technical, medical institutions,) grant of scholarships and other concessions, where they are restricted to bonafide residents of Haryana, has been engaging the attention of the State Govt.

2. After careful consideration it has been decided that the following categories of persons would be eligible for the grant of domicile certificate : —

- (i) Candidates who have passed the examinations qualifying them for selection in an institution from a school/college in Haryana.
- (ii) Children/wards if parents are not living dependents— of the employees of—
 - (a) Haryana State posted in or outside Haryana State or working on deputation ;
 - (b) of the employees of the Govt. of India posted in Haryana;
 - (c) of the employees of the statutory bodies Corporation established by or under an act of the State of Haryana or a Central Act and who are posted in Haryana ; and
 - (d) of the employees of autonomous bodies in which Haryana Govt. has 26% or more shares.
- (iii) Children/wards (if parents are not living) dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- (iv) Children/wards (if parents are not living) dependents of the pensioners of Haryana Govt. irrespective of the act that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana.
- (v) Children/wards (if parents are not living) dependents of persons who have settled in Haryana or had resided in Haryana at any

time prior to the date of the submission of the application either in pursuit of a profession or holding of a job to which effect an affidavit in the former case and the certificate of the employer in the latter case is produced;

- (vi) Children/wards (if parents are not living) dependents of persons who held immovable property in Haryana but for service in the Govt. of India or in any State Govt. or business are residing outside the State of Haryana ;
- (vii) Persons who were born in Haryana and produce a certificate to that effect :

Provided that the parents/guardians (if parents are not living) or persons belonging to any one of the above-mentioned eight categories, are :

- (a) Citizens of India ;
- (b) Produce an affidavit to the effect that they or their children/wards (if parents are not living) dependents have not obtained the benefit of domicile in any other State.

3. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Domicile Certificate Signed by the District Magistrate/General Assistant to Dy. Commissioner or Sub-Divn. Officer (Civil) of the District/Sub-Divn. to which the candidates belong Certificates from no other authority shall be accepted.

4. In the case of admissions to educational institutions, Principal, HM of the institution shall have full powers to reject a candidate, if he is not satisfied that the candidate belongs to Haryana. His authority in this behalf shall be final.

5. If a candidate is admitted on the basis of a claim that he belongs to the State of Haryana but at any subsequent time it is discovered that his false, the students shall be removed from the institution and all fees and other dues paid up to date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.

6. These instructions may kindly be noted carefully and their receipt may be acknowledged.

**Copy of letter No. 2823-2GSI-76/16227 dated 18th June, 1976 from
The Chief Secretary to Govt, Haryana to All Head of Department
and other concerned.**

APPENDIX XXIII (B)

(CHAPTER IV, ARTICLE 111)

(CHAPTER VIII, ARTICLE 329)

Subject : Bonafide residents of Haryana-Guidelines regarding.

I am directed to invite a reference to Haryana Government letter No. 4294-2GSI-75/22585 dated the 6th November 1975 on the subject noted above, and to say specified that para 3 of the letter referred to above should be substituted as follows :—

"All candidates claiming to be bonafide residents of Haryana should produce Haryana Domicile Certificate signed by the District Magistrats/General Assistant Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-District to which the candidates belong. Domicile Certificate in respect of the children/wards of Government employees who are posted at Chandigarh Delhi or elsewhere, or in respect of the Children/ward of the employees of the Government of India posted at Chandigarh in connection with the affairs of Haryana Government or in respect of the children/wards of the employees of the Statutory bodies/corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh should be issued by their respective Heads of Departments."

APPENDIX XXIV

(CHAPTER—VI—ARTICLE—164—and—195-A)

From

The Director of Public Instruction,
Haryana, Chandigarh.

To

- (1) All the District Education officers.
- (2) All the Sub-Divisional Education Officer's
in the State.

Memo No. 4/43-75-Accounts II (2) Dated Chandigarh the
30th Nov., 1975/9th February, 1976.

Subject :— Disposal of un-serviceable articles of furniture/equipment
lying in the Govt. Educational Institutions/Offices.

It has been observed that despite the issue of necessary instructions on the subject the progress towards the early disposal of un-serviceable articles of store/stock is very slow as is evident by the fact that a large number of un-serviceable articles of furniture/equipments are still lying accumulated in almost all the educational institutions/offices. Consequently many rooms of school/office are packed with the un-serviceable articles resulting in shortage of accommodation for classes etc. Many paras of audit and Inspection Notes on this subject are also outstanding in the books of Audit Department.

It is, therefore, once again emphasized that you may please look into this matter personally and take expeditious steps for the early disposal of un-serviceable articles lying in the Educational institutions/offices. The repairable articles may be got repaired immediately and put to use. In case of other un-serviceable articles, immediate necessary steps be taken for their disposal. The un-serviceable stores may be inspected by you at the time of general/surprise inspection of the Schools/Offices. After inspecting articles, five copies of the list of un-serviceable articles be got prepared and on each list, the following certificates should be invariably got recorded from the head of office/institution.

- (1) That the articles have become un-serviceable due to normal wear and tear and they have not become un-serviceable due to careless handling.
- (2) That the articles are totally un-serviceable and they cannot be put into use after necessary repairs.
- (3) Certified that no person is responsible for its breakage/damage.
- (4) Certified that the date of purchase, price and date of repair shown in the list is according to the records available in the school/office.

(5) Certified that there is on other furniture/other articles lying as un-serviceable in the school at present.

(6) Certified that the total of the list has been checked and found correct.

On the list of un-serviceable articles, the following certificate should be recorded by the Controlling officer.

(1) That I have personally inspected the un-serviceable articles. The articles have become un-serviceable due to normal wear and tear.

(2) That they cannot be put into use after necessary repairs.

(3) The articles have not been rendered un-serviceable due to careless handling.

(4) Certified that the total of the lists has been checked and found to be correct.

While doing so, it may please be ensured that separate lists of un-serviceable articles are prepared in respect of the articles purchased out of Government money and other purchased out of "pupils Fund" because separate orders for their disposal are required to be issued.

Vide Haryana Govt. letter No.4189—3FDII-74/41364 dated 27.12.74 copy endorsed *vide* this Directorate endorsement No. 15—Ad(5)-10/15-75 Ad(3) dated 24.1.75, the following powers have been delegated for the disposal of un-serviceable articles :—

	Authority	Extent of power delegated
P.F.R. Volume I		
Rule 19.14 A		
Sr. 1(a) No.	To declare articles of stores/stock surplus or un-serviceable.	(i) Secretary to Govt. Haryana Education Department.
		(ii) Director of Public Instructions, Haryana.
		(iii) Principal of Govt. College, Director State Institute of Education and Director, State Institute of Science.
		Rs. 10,000 in each case.
		Rs. 5,000 in each case
		Rs. 2,000 during a year

	Authority	Extent of power delegated
	(iv) Distt. Education Officer.	Rs. 2,000 per Institution/office under him and his own office during year.
	(v) Sub-Divisional Education Officer-	Rs. 1,000 per Institution/Office under him and his own office during the year.
	(vi) Principal Govt. Hr. Sec. School, Principal Junior, Basic Trg. Institute, Head-master/Headmistress of a Govt. High School.	Rs. 500 during the year.
	(vii) Headmaster/Headmistress of a Govt. Middle School.	Rs. 200 during the year.
	(viii) Block Education Officer	Rs. 150 per Primary School under him not attached to a High/Middle School, during the year.
Sr. 2(iii) To sanction sale of articles of stores or stock declared surplus or un-serviceable by competent authority by Public auction.	(i) Secretary to Govt. Haryana Education Deptt.	Full power.
	(ii) Director of Public Instructions, Haryana.	Rs. 5,000 in each case
	(iii) Principal Govt. College Director, State Institute of Science. Director, State Institute of Education.	Rs. 2,000 during the year.
	(iv) Distt. Education Officer.	Rs. 2,000 per institution/office including his own office during the year.
	(v) Sub-Divisional Education Officer.	Rs. 1,000 per Institution/office including his own office during the year.
	(vi) Principal Govt. Hr. Sec. School, Junior Basic Trg. Institute, Headmaster/Headmistress of a High School,	Rs. 500 during the year.

	Authority	Extent of power delegated
	(vii) Headmaster/Headmistress of Middle School.	Rs. 200 during the year.
	(viii) Block Education Officer.	Rs. 150 per school under him not attached to High/Middle School. during the year.
Sr. 3(a) No.	To sanction disposal by sale or otherwise of articles of stores declared un-serviceable by competent authority	
	(i) Secretary to Govt. Haryana Education Deptt.	Rs. 10,000 in each case.
	(ii) Director of Public Instruction, Haryana.	Rs. 5,000 in each case.
	(iii) Principal Govt. College, Director, State Institute of Science and Director, State Institute of Education.	Rs. 2,000 during the year.
	(iv) Distt. Education Officer.	Rs. 2000 per Institute/office including his own office during the year.
	(v) Sub-Divisional Education Officer.	Rs. 1,000 per Institution/office including his own office during the year.
	(vi) Principal of a Govt. Hr. Sec. School/Govt. Junior Basic Trg. Institute Headmaster/Headmistress of High School.	Rs. 500 during the year.
	(vii) Headmaster/Headmistress of a Middle School.	Rs. 200 during the year.
	(viii) Block Education Officer.	Rs. 150 per Primary School under him not attached to a High/Middle School during the year.

The action may accordingly be taken to accord necessary sanction for the disposal of un-serviceable articles and to their disposal by Public auction. For your convenience a specimen sanction letter is enclosed.

After the necessary sanction has been accorded, the concerned Heads of Office/Institution may be asked to take further steps for the disposal of the un-serviceable articles by Public auction and to credit the sale proceeds into Govt. Treasury under the Head "077-Education-G-General-Other receipts-Miscellaneous" sale proceeds of un-serviceable articles.

If the value of un-serviceable articles required to dispose of exceeds Rs. 2000, then cases be referred to this Directorate complete in all respects.

Vigorous and prompt steps may please be taken to dispose of the un-serviceable articles lying in the Offices/Schools. It should also be ensured that un-serviceable articles are not allowed to accumulate but these are disposed of each year regularly. At the time of general/surprise visit of Educational Institutions/Offices, the un-serviceable articles of Store/Stock must be inspected and necessary steps taken for their early disposal. This procedure may please be strictly adhered to.

These instructions may please be brought to the notice of all concerned.

ANNEXURE

OFFICE OF THE _____

No. _____

Dated the _____

Subject : — Writing of un-serviceable articles of furniture and equipment valuing Rs. _____ belonging to _____ purchased out of Govt. money.

As per powers delegated *vide* Haryana Govt. order No. 4189-3 FDII-74/41364 dated 27-12-74, necessary sanction is hereby accorded under Serial No. I (a) of Rule 19.14A of the Punjab Financial Rules, Volume I to the declaration of articles of furniture and equipment, mentioned in the attached list, valuing Rupees _____ and pertaining to Govt. High School/Higher Secondary School _____ relating to Govt. money, as un-serviceable.

2. Sanction is further accorded to their disposal by public auction under Serial No. 2 (iii) (a) of the rule *ibid*.

The sale proceeds should be credited into the Government Treasury under the head "077-Education-G-General-Other receipts-Misc." Sale proceeds of un-serviceable "Articles" and the same may be intimated to this office.

Sd/-

(Name and Designation of Officer)

APPENDIX XXV
(CHAPTER IX, ARTICLE 275)

Rates of Fee & Funds in Govt. Arts & Science Colleges

	1st Year TDC/ Pre-University Pre-Engg./ Pre-Med.	2nd & 3rd year of TDC	M.A./ M.Sc.
	Rs.	Rs.	Rs.
Tuition Fees	15/-	17/-	22/-
Funds			
1. Chemistry	3.00	4.00	6.50
2. Physics	2.75	3.50	5.00
3. Biology	2.75	—	—
4. Botany	—	3.50	5.00
5. Zoology	—	3.50	5.00
6. Psychology	—	3.00	3.00
7. Astronomy	—	4.50	4.50
8. Geography	2.50	3.00	3.50
	(for B.A.-I) only		
9. Geology	2.75	4.00	—
10. Home Science	3.50	3.50	—
11. Music	2.50	2.50	—
Amalgamated Fund	5.50	5.50	5.50
Cycle Fund	0.50	0.50	0.50
Commerce Fund	4.00	Per student per month from Pre-University students (Commerce Groups).	
Health Fund	6.00	Per Annum for all classes (to be collected in two half yearly instalments).	
Red Cross Fund	3.00	Do	
Dilapidation Fund	3.00	Do	
College Building Fund	5.00	Do	
Misc. Charges			
College Magazine	5.00	Do	
House Exam.	6.00	Do	
Identity Card	1.00	Do	
Library Security	(i) Rs. 20.00 from students upto TDC-III		
	(ii) Rs. 30/- from students of Post-Graduate Classes.		
<i>Note</i> : An additional fee of Rs. 2/- per month is chargeable from students offering honours in B.A. Examination.			
French Certificate Course :			
Tuition Fee	10.00 P.M.		
Consolidated Fund	5.00 P.M.		

APPENDIX XXVI

(CHAPTER IX, ARTICLE 275)

Rates of Fee & Funds—Govt. Colleges of Education.**1. Monthly Dues.**

	Rs.
1. Tuition Fee	20.00
2. Amalgamated Fund	7.00

Monthly charges are to be paid in four instalments.

1st Instalment payable at the time of admission 4 months fee from May to August.

2nd instalment in the month of Sept., Three months fee from Sept. to November.

3rd instalment payable in the month of November Two months fee from Dec. to Jan & University fee 4th instalment payable in the month of January Three months fee from Feb. to April.

2. Annual Charges

	Rs.
1. Admission fee	7.00
2. College Magazine Fund	10.00
3. College Building Fund	6.00
4. House Examination Fund.	8.00
5. College Dilapidation Fund	4.00
7. Red Cross	3.00
8. S.A.F.	5.00
9. Library Identity Card	2.00
10. Health Fund	10.00
11. Haryana Education Journal such scription/Fee	6.00 (once at the fine of admission)

Annual charges are to be paid only once in the month of August of admission.

3. University Fees

(a) (old students) Students already registered with Kurukshetra University.

	Rs.
1. Sports Fee	2.00
2. Holiday Home Fee	1.00
3. Youth Welfare Fee	2.00
4. Continuation Fee	2.00

(b) New students (Students migrate of from other universities).

	Rs.
1. Migration Fee	20.00
2. Eligibility Fee	5.00
3. Registration Fee	5.00
4. Sports Fee	2.00
5. Holiday Home Fee	1.00
6. Youth Welfare Fee	2.00

Payable in the month of August on admission.

Fines**Late fee Fines**

A student will have to pay late fee fine @ 10 paise per day if he fails to deposit the fee on schedule date.

Absence Fine

Absence fine will be charges @ 25 paise per period per day, subject to maximum of Re. 1 for the whole day.

Absence from house Test.

Fine will be charged @ Rs. 2/- per paper.

APPENDIX XXVII

(Chapter VII, Article 214 (vi), Article 215—217 and Article 233 (xi) Rules of Service for employees in the recognised 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 in the form specified 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 officer 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 and in the latter case the period of probation shall be specified ;
- (b) the initial and maximum pay of the post and rate of annual increment ;
- (c) vacation pay ; and
- (d) conditions of termination of service.

4. (1) The agreement may be terminated by a teacher by surrendering three months' basic salary or salary for a period less than three months as specified in the agreement referred to in clause 1 above.

(2). Subject to the prior approval of the District Education Officer of the District in which the school is situated the management of the school may terminate the services of a teacher by giving him a notice for a period of three months or for a period less than three months as specified in the agreement referred to in clause 1 above or by paying basic salary for the notice period, for any one or more of the following reasons :—

- (i) The Chief Medical Officer of the District reports that the teacher is unfit and is likely for a considerable period to continue to be unfit by reason of ill-health for the discharge of his duties.
- (ii) General retrenchment due to financial stringencies.
- (iii) Abolition of the subjects which the teacher is teaching.
- (iv) Abolition of a section or a class.

(3) A teacher shall not be dismissed, discharged or reduced in rank save and except on ground of proved inefficiency, conduct involving moral turpitude, gross negligence of duty, behaviour likely to prove

subversive of discipline, tampering of school record or any other good or sufficient reason which may make his/her retention on the school staff no longer desirable. In such a case the prior approval of the District Education Officer of the District in which the school exists shall be obtained.

5. The management of the school 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 66 and 155 of the Haryana Education Code. The salary payable in such case 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/her defence, in writing for which he/she shall be given one week from the receipt of the letter calling upon him/her for his/her defence, within which he/she should submit his/her defence to the management of the school. In the event of such defence not being submitted within the said week, the management may proceed to dismiss him/her without further delay.

7. Cases involving dismissal, discharge or reduction in rank shall be reported to the District Education Officer together with a full statement of the case and copy of the teacher's defence, if any. The decision of the District Education Officer with regard to cases as enumerated in sub clause (3) of clause 4 of the Service Rules shall be appealable by either party to the Director of Public Instruction, Haryana, whose decision in such cases shall be final and binding on both the parties.

8. Salaries shall be paid monthly within ten days of the termination of the month for which they are due. No deduction shall be made from the salaries except in the following cases:—

- (a) Payment of income tax.
- (b) Contributions to repayment of advance from the provident fund.
- (c) Payment to Court of Law on an Attachment Order.

9. Except in cases where teachers are definitely employed in temporary vacancy up to the beginning of long vacation, a teacher who has worked continuously for nine months before the long vacation or in case his/her service before long vacation is less than nine months and this period is completed by continuous service after the vacation, shall be entitled to the full vacation salary and salary for each subsequent vacation shall be paid after putting 9 month's continuous service. Teachers who quit service or whose services are terminated by the management in accordance with the terms of an agreement without completing 9 months' service, shall receive reduced vacation pay in

proportion to the period for which they have served; provided that a teacher who has served for a total continuous period of less than three months excluding vacation period before the termination of his/her services shall not be entitled to any vacation pay.

NOTE :— The period of notice on either side shall not coincide with the period of vacation.

10. The duties of teachers shall be such as are usual and customary in schools in Haryana, and shall consist in teaching in class, supervising during play hours and such other duties as the Head of the school, shall, from time to time assign 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. The teacher will be required to furnish the relieving chit from the school in which he/she last served before he/she reports himself for duty in the new school of posting and it will be binding on the management to demand the same.

12. The nature of vacancy shall be specified in the appointment letter.

13. The teachers shall be paid their salaries by cheques

14. The time schedule to be adhered for deciding cases under sub-clause (3) of clause 4 above given in Appendix XXVIII.

APPENDIX-XVIII

Chapter VII, Article 232 (iv) and Article 233 (xi)

The following is the form of agreement prescribed for execution by the employees of the recognised schools under private management. One copy of the agreement duly signed by parties shall remain with the management, one with the teacher and one with the District Education Officer of the District in which the school exists. It should be executed on Judicial paper of the requisite value on the day the teacher reports himself / herself for duty in the school after receiving his/her appointment order.

It should be noted that Government considers that when a teacher is appointed on probation the period of such probation should ordinarily be one year and if Circumstance warrant, the management may extend this period of probation by another year. After the expiry of this period the teacher will be considered to have been confirmed automatically.

AGREEMENT

This agreement made on the _____ day of _____ one thousand nine hundred and _____ between (School authority) on the one part and (Teacher) on the other Part.

WHEREAS the said (School authority) have agreed to engage the said (teacher) to serve the _____ (Name of the school) (at Place) in the capacity of a teacher and at the salary hereinafter mentioned.

NOW THESE PRESENT WITNESS AND THE PARTIES HERETO do hereby mutuall Covenant contract and agree in the following manner 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/her taking charge of such appointment until such employment is determind as hereinafter provided.

That except when it be in a purely temporary vacancy the said (teacher) shall be on probation for a maximum period of two years from the date of his/her first taking charge of his/her appointment during which period it shall be open to the said (school authority) to dispencc with his/her services without giving notice or without assigning any reason.

2. That the said teacher will employ himself / herself efficiently and diligently under the orders and instructions of the Head of the institution under whom he/she shall from time to time, be placed as teacher in the said (name) school in which capacity he/she will discharge all such duties appertaining to that office and do all things which may be required of him/her or which are necessary to be done, on his/her capacity as aforesaid and will make himself/herself in other respects generally useful as may be required of him/her.
3. That he/she will not on any pretence absent himself / herself from his/her duties without first having obtained the permission of his/her superior officers authorised in this behalf or in case of sickness or inevitable accident without forwarding a medical certificate to the satisfaction of the aforesaid Officers as may be required by the leave rules of the said school.
4. That he/she will devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or bussiness whatsoever without having first obtained the permissson of his superior officers authorised in this behalf.
5. That he/she 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 lawfull orders and directions as he/she shall from time to time, receive from any authorised officer of the said school.

6. (a) That this agreement may be terminated by the teacher by surrendering three months' salary or salary for lesser period as specified in clause (1) above.
- (b) Subject to the prior approval of the District Education Officer of the District in which the school exists, the managing committee of the school may terminate the services of the teacher by giving him/her three calendar months notice or the lesser period as specified in the agreement in writing or by paying a sum equivalent to three months basic salary or salary for a lesser period as specified in the agreement which the teacher may be reasons :—
- (i) If satisfied on medical evidence from the Chief Medical Officer of the district that the teacher is unfit and is likely for a considerable period to remain unfit by reasons of ill health for the discharge of his/her duties.
- (ii) Gernal retrenchment decided upon for reasons of financial stringencies.
- (iii) Abolition of a section or a class.
- (iv) Abolition of the subject which the teacher is teaching.
- (c) That the said teacher shall not be dismissed, discharged or reduced in rank save and except on ground of proved inefficiency, conduct involving moral turpitude or gross negligence of duty or behaviour likely to prove subversive of discipline, tempering of school record or any other good or sufficient reason which may make his/her retention on the school staff no longer desirable. In such a case the prior approval of the District Education Officer of the district in which the school exists should be obtained.
- In such a case the teacher before dismissal, discharge or reduction in rank will be called upon his/her defence in writing for which he/she shall be given one week from the receipt of letter calling upon him/her for his/her defence, within which he/she should submit his/her defence to the management. In the event of such defence not being submitted within the said period, the management may proceed to dismiss, discharge or reduce in rank the teacher 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/her for such time as he/she shall be in the service of the said school and actually perform his/her duties, a salary of—

_____per mensem for the first year of his/her service, which shall be increased each subsequent year of his/her service by Rs. _____per mensem up a maximum of Rs. _____but that in the event of his/her temporary absence from duty by reasons of sickness or leave or otherwise he/she 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 salary for the long vacation period as required by rule 9, Appendix XXVII Education Code.

IV. IN WITNESS whereof _____and _____ have here unto set their hands the day and year first and above written.

Signed by

In the presence of

Signed by

In the presence of

Time schedule to be adhered for deciding cases falling under sub-clause (3) of clause 4 of Appendix XXVII.

When a situation warrants dismissal, discharge or reduction in rank of a teacher the proceedings shall be started on the report of the head of the institution and in the case of the head of the institution by the management. The charge-sheet shall be sent under registered acknowledgment due cover to the person proceeded against, in _____writing within fifteen days from the date of his/her suspension. The person concerned shall be required to submit his explanation to the charge-sheet within seven days of the receipt of the charge-sheet. If the person (charge-sheeted) avoids to receive the charge-sheet or fails to submit his/her reply to the charge-sheet within the stipulated period, the management shall be entitled to take an exparte decision. Such exparte decision shall not be apealable.

On the receipt of the replk to the charge-sheet from the teacher, the management shall proceed to institute an enquiry within fifteen days from the date of the receipt of the reply to the charge-sheet and after affording a reasonable oportunity of being heard in person or writing to the teacher the management shall consider the matter. If the management exonerates the teacher from the charges, he/she shall be re-instated forth with and the balance amount whatsoever of the period of suspension, will be paid to him/her within one month. The period of suspension will count towards leave and increment,

The management shall consider the record of the enquiry and record its findings on each charge. If the management is of the opinion that any one of the penalties i.e. dismissal, discharge or reduction in rank should

be imposed it shall serve the teacher with a show cause notice stating the action proposed to be taken in regard to him/her and calling upon him/her to submit, within seven days such representation as he/she may wish to make against the proposed action.

If after considering the reply of the teacher to the show-cause notice, the management is of the opinion to inflict or impose one of the major punishments indicated above, it shall forward its decision, along with the facts of the case, within a week to the District Education Officer of the district in which the school exists and on receipt of such a decision, the District Education Officer shall be bound to convey his approval or disapproval in the matter to the management with a copy to the teacher concerned within a period of one month. Then the management shall take steps to implement the decision of the said District Education Officer.

The aggrieved party shall have the right to appeal to the Director of Public Instruction of the State within thirty days of the receipt of the copy of the decision of the District Education Officer concerned. The teacher concerned, till the decision of the Director of Public Instruction of the State shall continue to remain under suspension,

NOTE :—During the period of suspension the teacher shall be allowed to draw half of the basic salary per mensem as subsistence allowance. If he/she is finally exonerated he/she shall be entitled to the full pay and allowances as admissible minus the amount of subsistence allowance already paid to him/her during the period of suspension and his/her period of suspension shall count towards increment, leave, etc.

APPENDIX XXIX

Statistical Register of.....(a).....School for Boys/Girls/for Both
for the Year 1977 Maintained by (b).....

No. of pupils on roll on 30th Sept.	CLASSES														Diploma/ JBT	Nursery Teacher Trg.	OT	Other
	Pre. Pry.	I	II	III	IV	V	Total I—V	VI	VII	VIII	Total VI— VIII	IX	X	XI				
Boys																		
Girls																		
Total																		
Number of Pupils On Roll according to Castes																		
Scheduled Castes Only																		
Boys																		
Girls																		
Total																		
Scheduled Tribes Only																		
Boys																		
Girls																		
Total																		

NOTE :— (a) Mention the type of School, i.e. Primary, Middle, High/Hr. Sec., Teachers Training etc.

(b) Government, Local Bodies or Private Body etc. Aided or Unaided as the case may be.

No. of pupils on roll on 30th Sept.	CALSESSES													Diploma JBT	Nursery Teacher Trg.	OT	Other
	Pre. Pry.	I	II	III	IV	V	Total I—V	VI	VII	VIII	Total VI— VIII	IX	X				

Backward Classes
Only

Boys

Girls

Total

Number of Pupils
on Roll on 30th
September

Learning :—

(i) Hindi

(ii) Punjabi

(iii) Urdu

(iv) English

(v) Sanskrit

(vi) Telugu

APPENDIX XXX

Statistical Register _____ (a) _____ School at _____ for Boys/Girls/Both

For the year _____ and maintained by (b) _____

Months	Total Number on Roll at the close of the Month.	Average Daily Attendance					Number of Residents in approved Boarding Hostels			Remarks	
		High-Hr. Sec. Deptt. Classes IX—XI	Middle Deptt. classes VI—VIII	Primary Deptt.			Total for the School	Secondary Deptt. VI—XI	Pry. Deptt. I—V		Total
				I—III	IV—V	I—V					
1	2	3	4	5	6	7	8	9	10	11	12

NOTE :— (a) Mention the type of School, i.e., Primary, Middle, High-Hr. Sec., Teachers Training etc.

(b) Government, Local Bodies or Private Body etc. Aided or Unaided as the case may be.

APPENDIX XXXI

Statistical Register of the _____ School
 at _____ Maintained by _____
 Month wise Income and Expenditure for year 197 — i.e. ending on 31st March.

Sr. No.	Source of Income	April	May	June	July	August	September	October	November	December	January	February	March	Total
	<p>I. Recurring From</p> <p>A- (i) Central Govt. (ii) State Govt. (iii) University Grants Commission. (iv) University, (v) Local Bodies. TOTAL-A.</p> <p>B—Fees (i) Tuition fee (ii) Admission Fee (iii) Hostel Fee (vi) Science/Laboratory Fee/Fund (v) Other Fee/Pupils Funds). TOTAL-B</p> <p>C—Endowments. D—Other Sources. Total-I (A+B+C+D)</p> <p>II. Non-Recurring From (i) Central Govt. (ii) State Govt. (iii) University Grants Commission. (iv) University. (v) Local Bodies (vi) Other Sources. TOTAL—II</p> <p>GRANT TOTAL I & II (Recurring and Non-Recurring)</p>													

**APPENDIX XXXI—
Expenditure**

Sr. No.	Expenditure by items	April	May	June	July	August	September	October	November	December	January	February	March	Total
	I. Recurring													
1.	Salaries & allowances of Teaching and Academic Staff													
2.	Salaries & allowances of Non-Teaching Staff													
3.	Maintenance of Buildings													
4.	Maintenance of Equipment													
5.*	Apparatus chemicals & consumable articles													
6.	Libraries													
7.	Scholarships, stipends and other financial assistance.													
8.	Games & sport:													
9.	Hostels													
10.	other items													
	Total I (Recurring)													
	II Non-Recurring													
	(i) Library													
	(ii) Buildings													
	(iii) Equipment													
	(iv) Furniture													
	(v) other items													
	Total II (Non-Recurring)													
	Grand Total I and II (Recurring & Non-Recurring)													

* Expenditure will relate only to Laboratory expenses.